



NCDMB NCEC

APPLICATION GUIDANCE

NOTES

Operational Document Issued to provide clarity to service companies and other industry stakeholders on the requirements for application for Nigerian Content Equipment Certificate (NCEC)

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1.0 INTRODUCTION

The Presidential Directives (PDs) on Local Content Requirements released via an Official Gazette in March 2024, require that the Board takes steps to eliminate intermediaries in the contracting process lacking demonstrable capacity. Section 2 of the Directive states that 'The Board shall not approve a Nigerian Content Plan (NCP) that contains intermediary entities lacking the essential capacity to perform the services'.

One of the key requirements for participation in contracting in the Nigerian oil and gas industry is the possession of NCECs issued by the Board. Unmerited possession and/or misapplication of the NCECs during tendering/bid evaluations contribute to contracting delays and admittance of unqualified intermediaries into the contracting process.

Thus, as part of measures to operationalize the PDs on Local Content Compliance, the Board has taken steps to tackle cases of single and multiple NCEC applications not matched to capacities on ground, submission of fake/forged documents, under-declaration of personnel, non-existent offices/equipment, and many other dubious applications.

While this is being implemented, it is recognized that there are genuine service companies with requisite investments that need clarity on the NCEC application requirements for timely review and approval by the Board. This document, titled 'NCEC Application Guidance Notes' has been prepared and issued to achieve the following objectives:

- Provide information on the key inputs and the documentation required for each of the eight (8) NCEC categories to enhance timely approval of application on first attempt.
- Provide information of the peculiarities considered in the review of applications related to each of the eight (8) NCECs.
- Provide reference point for exemptions granted for certain services and other policies related to NCECs in line with the provisions of the NOGICD Act (2010).
- Provide answers to FAQs to further aid applicants' understanding of the applicable rules and requirements.
- Provide channels for escalation of complaints bordering on integrity or delays beyond the target response timelines.
- Provide general clarity to industry stakeholders and ensure a consistent approach is adopted in the submission of applications, and the review of NCECs.



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2.0 NCEC CATEGORIES

There are eight (8) NCEC categories as listed below:

- i. Manufacturing & Related Services (MS)**
- ii. Fabrication & Construction (FC)**
- iii. Construction & Moveable Equipment (EC)**
- iv. Services & Support (SS)**
- v. Quality Control Inspection and Testing (QS)**
- vi. Non-Moveable Assets (DA)**
- vii. Procurement & Supplies (PS)**
- viii. Consultancy Services (CS)**

This NCEC Application Guidance Notes cover the eight (8) categories of NCEC with associated services as contained in the table below. Service companies are expected to provide details of their specific service offering with sufficient supporting evidence while applying for any of the NCEC categories via the application portal.

NCEC CATEGORY	SERVICES
1. MANUFACTURING & RELATED SERVICES (MS) VALIDITY – 2 Years	Existing and operational capacities in Nigeria for manufacturing and related activities. It covers all materials, goods and equipment/equipment components manufactured or assembled in Nigeria for the Oil & Gas Industry and Linkage Sectors. These include manufacturing or assemble of Valves, Bolts & Nuts, Cables, LV/MV/HV Panels, Cable Trays & Ladders, Drilling Fluids and Chemicals, Production Chemicals, Barite, Paints, Flanges, Gaskets, Pumps, PPE, Shaker Screens, Pig Launchers, Line Pipes/OCTG/GRE including Threading and Coating.
2. FABRICATION & CONSTRUCTION (FC) VALIDITY – 2 Years	Existing and operational capacities in Nigeria for fabrication and construction activities in the Oil and Gas Industry. These include fabrication and construction of modules (topside, accommodation, utilities, etc), subassemblies, metal products, fixtures and components, terminal/Oil Movement Systems, Drilling modules/packages, piles, anchors, buoys Jackets, Bridges, Flare Booms, Storage Tanks, Pressure Vessels, etc.



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3. CONSTRUCTION & MOVEABLE EQUIPMENT (EC) VALIDITY – 2 Years	Existing and operational capacities in Nigeria for civil construction and related services such as construction of roads, bridges, airports/airstrips, buildings, etc, earthworks/excavation, dredging, site preparation, all major civil structures.
4. SERVICES & SUPPORT (SS) VALIDITY – 1 Year	Existing and operational capacities in Nigeria used to provide support for oil and gas production services such as Drilling, Solid control, Mud, Wireline, Perforation, PVT Sampling, Well completion, Well testing, Well services, Casing & Tubing, Survey services, seismic operations, etc.
5. QUALITY CONTROL INSPECTION AND TESTING (QS) VALIDITY – 1 Year	Existing and operational capacities in Nigeria for Testing, inspection, Calibration, Certification/recertification, Quality control, Quality assurance, Remotely Operated Vehicles ROV (for inspection services). These include pressure testing, leakage detection, corrosion control (such as cathodic protection, protective coatings other than pipe, painting, corrosion inhibition etc.), use of remotely operated vehicle ROV, non-destructive testing NDT, blow out prevention testing POB, factory acceptance testing FAT etc.
6. NON-MOVEABLE ASSETS (DA) VALIDITY – 1 Year	Existing and operational capacities in Nigeria for Installation and Maintenance work (subsea, civil, electrical, mechanical, woodwork, and all other types of installation and maintenance activities), Logistics (road and air logistics including airline / helicopter services, freight forwarding, anchor handling, protocols/leasing/hiring) excluding marine vessel transport, Haulage (petroleum, goods, and all other types of haulage activities), Catering, Waste management, Laundry and all cleaning services, Environmental Remediation and Restoration, oil spill clean-up, Medical services, Use of unmanned aerial vehicles (drones) for Security and Surveillance.
7. PROCUREMENT & SUPPLIES (PS) VALIDITY – 1 Year	Procurement, and supply of materials, tools and equipment/components excluding materials that have been identified to be manufactured in Nigeria. Items not allowed under procurement NCEC:



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	Valves, Bolts & Nuts, LV/MV/HV Cables, LV/MV/HV Panels, Cable Trays & Ladders, Drilling Fluids and Chemicals, Production Chemicals, Barite, Paints, Flanges, Gaskets, Pumps, PPEs, Shaker Screens, Pig Launchers, Line Pipes/OCTG/GRE including Threading, Coating, process vessels, and any other items to be identified by the Board.
8. CONSULTANCY SERVICES (CS) VALIDITY – 1 Year	Existing and operational capacities in Nigeria for the delivery of engineering designs, engineering services, technical consultancy, studies, professional and expertise advisory services, Nigerian manpower supply, training and manpower development, environmental, social and health impact assessment ESHIA, Health, Safety and Environment (HSE), Security services, Event planning, decorations, legal services, financial services, insurance services, ICT, Telecommunication Services.

3.0 IMPORTANT INFORMATION FOR NCEC APPLICANTS

- NCDMB does not solicit or require any payment for the application, processing, or approval of NCEC or any of its certifications.
- In line with the Presidential directive on Local Content compliance, NCDMB prohibits the use of agents/middlemen/third parties in raising/submission of NCEC application on behalf of service companies. Service Companies registered on the NOGIC-JQS are liable for any claims/documentations submitted in support of application for NCEC or any other NCDMB certifications using their assigned login in details.
- Companies and their subsidiaries or local partners cannot apply for or obtain NCEC as separate companies using the same facilities, equipment, assets, or documentation.
- NCEC is not transferable for use by another company.
- Service companies are enjoined to apply for NCECs based on their core service area ONLY as spurious applications contribute to delays in the processing of genuine applications. It must be highlighted that cases determined to constitute abuse of NCEC applications shall attract applicable sanctions.



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- Companies applying for multiple NCECs must have the capacities in terms of assets, facilities, equipment and personnel to execute the scope of activities under the NCECs. NCDMB will carry out facility visits to ascertain the capacities and capabilities claimed by the company in all the multiple NCEC applications.
- NCECs are approved based on functional equipment/assets with dedicated resources/utilities in place to operate or perform the services. Thus, during facility visit by NCDMB team, applicants must be ready to demonstrate operability and availability of owned assets/equipment as may be required.
- Request for upgrade or addition of services, on approved, un-expired NCEC based on additional investment will be treated as new application and subjected to verification of all equipment/assets/documentation submitted in support of the modification.
- Applicants are expected to be upfront and intentional in the provision of the relevant and complete information required for timely review of their requests.
- The NCEC portal provides a time-stamp of all activities/interactions undertaken from the point of submission of application. All reviews by the Board are documented on the portal. It is important that applicants utilize the same portal for all interactions in respect of their application.
- *A joint-industry committee is in place to harmonize categorization of capacities of service companies across NCDMB/NIPEX/NUPRC/NMDPRA. Upon completion, the harmonization implementation roadmap will be communicated to all stakeholders.*

4.0 LEGAL NOTICE ON SUBMISSION OF FALSIFIED DOCUMENTS

Service companies are enjoined to pay attention to the cautionary note stated below as they prepare and submit their applications on the NCEC portal.

WARNING AGAINST SUBMISSION OF FORGED OR FALSIFIED DOCUMENTS

In accordance with the provisions of the Nigerian Oil and Gas Industry Content Development Act (2010) and the Ministerial Regulation on Compliance and Enforcement (2021), all applicants for the NCDMB certificates (Nigerian Content Equipment Certificate NCEC, Nigerian Content Trainers Registration Certificate NCTRC, Nigerian Content Rig Certificate NCRC, Nigerian Content Marine Vessel Certificate NCMVC), are hereby cautioned as follows:

Authenticity of Documents:



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- All documents submitted through this portal must be genuine, accurate, and verifiable.
- Submission of forged, altered, or falsified documents constitutes a criminal offence.

Legal Consequences:

- Liable for a felony, punishable under Sections 125A and 435(2) of the Criminal Code Act;
- Subject to penalties under Section 68 of the NOGICD Act, including administrative fines, suspension or cancellation of certificates, and possible prosecution;
- Held accountable for conspiracy or aiding and abetting, where applicable, under Section 518 of the Criminal Code Act.

Board's Enforcement Powers:

- Investigate and verify all submitted information;
- Impose sanctions, including sealing of premises, detention of equipment, or legal action;
- Refer matters to law enforcement agencies for prosecution.

Acknowledgement of Terms:

By proceeding with this application, you acknowledge and accept the above terms and confirm that all information and documents provided are true, complete, and accurate to the best of your knowledge.

Applicants are required to indicate if they have read and accepted the cautionary note above before progressing with the application.

NB: A document Verification Desk has been established within the NCEC processing team to interface with agencies/institutions such as CAC, NSITF, NUPRC, NMDPRA, COREN, NIMASA, ISO, FIRS/NRS, NCS, NIS, etc and establish genuineness of documents submitted by applicants.

5.0 RESPONSE TIMELINE

The target timelines for the review and processing of NCEC applications (new/renewal) are as shown below.



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Return for Correction: Company shall receive notification for return within five (5) working days after submission/resubmission of application if the submitted information or document is incomplete or defective. Applicants are expected to provide full and complete response to any gaps identified in the 'RETURNED' review comments. Re-submission with zero or partial response to the comments raised will result in further delay in processing of the application.

Return for Facility Inspection: If facility inspection is required, the company shall receive notification of return for facility inspection within five (5) working days after submission/resubmission of application. Facility inspection shall be conducted (physically or virtually) by NCDMB within two (2) weeks upon issuance and/or applicant's confirmation of notification of return and readiness for facility inspection.

Approval: If application is considered for approval, company shall receive notification of approval within fifteen (15) working days after submission/resubmission of application with complete requirements. However, where facility inspection is required, conducted and found satisfactory, applicant shall receive notification of approval within fifteen (15) working days.

6.0 GUIDANCE NOTES ON GENERAL REQUIREMENTS FOR ALL NCEC APPLICATIONS

Each of the eight (8) NCEC categories have the general and specific requirements which are contained in this document to enhance timely review and approval of applications. Applicants are therefore expected to kindly read the notes very carefully before completing and submitting applications on the NCEC portal of the N-JQS website.

Below are the guidance notes on general requirements applicable to all eight categories of NCEC based on the tabs shown on the application portal.

SECTION: CAPITALIZATION	
Information / Document	Description
Value of Company Capitalization (USD)	<ol style="list-style-type: none">1. This is the total assets of the company as indicated in the audited financial report2. Conversion rate is the prevailing CBN exchange rate at the point of application.
Total No of Employees	<ol style="list-style-type: none">1. Indicate the Number of Employees engaged in the company's activities which must match the number on the NSITF certificate.2. Companies applying for more than one NCEC category must demonstrate an adequate number of employees on the NSITF and



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	<p>details of the organogram/employees in place to deliver the service offering to the satisfaction of the Board. NCEC application shall not be approved for equipment/facilities without employees (or vice versa) as equipment and employees are considered as part of the investment.</p> <p>3. Service companies are encouraged to apply based on their investment in-country (i.e., capacity and capability) in area of specialization. Abuse of applications shall not be tolerated in line with the Presidential Directives to eliminate intermediaries.</p> <p>4. Inconsistent/insufficient declaration of number of employees to the acclaimed service offering shall be rejected.</p>
Percentage of Nigerian Employees	<p>1. Indicate the percentage of Nigerian employees of the company</p> <p>2. Company employing foreign personnel MUST obtain expatriate quota approval from NCDMB.</p>
Nigerian Equity (%)	<p>1. Company applying for NCEC should have minimum of 51% Nigerian equity as demonstrated on the company's Corporate Affairs registration documents</p> <p>2. Where the Nigerian equity is less than 51%, the NCEC, <u>if approved upon satisfactory demonstration of domiciliation of services</u>, shall not be eligible to participate in Land and Swamp contracts/projects/activities in line with the provisions of the NOGICD Act (2010) except as a technical partner to an indigenous company that also has NCEC in similar category of service.</p>
Maximum Value of a Single Contract Executed (USD)	<p>1. Upload documented evidence showing the maximum single contract executed by the company within the last five (5) years</p> <p>2. Additionally, applicant should upload evidence of contracts (POs, Certificate of Job completion) in relation to the applied NCEC category – this will substantiate the claim that company has built the capacity and capability to execute such work in-country.</p> <p>3. Conversion rate is the prevailing CBN exchange rate at the point of application</p> <p>4. Company that has not executed any contract should select NONE in the CAPITALIZATION section of the application</p>
SECTION: BASIC DETAILS	
Location of Facility	<p>1. Provide full location / address of facility to include building number, street address, city and state. The administrative/head office address should also be provided if it is different from the factory address.</p>
Email of Company Personnel	<p>1. Provide email address of the company for communication on the application</p> <p>2. Do not use the email address of any third party / consultant/agent. In line with the Presidential directive on Local Content compliance, NCDMB prohibits the use of middlemen/agents for submission of NCEC applications.</p>
Phone Number of Company Personnel	<p>1. Provide the phone number of the company for communication on the application</p>



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	<p>2. Do not use the phone number of any third party / consultant. In line with the Presidential directive on Local Content compliance, NCDMB prohibits NCEC application by third parties.</p> <p>3. Also note that the Board does not solicit or require any payment for application, processing, or approval of NCEC.</p>
SECTION: DOCUMENTS	
CAC Certificate, C02, C07 and Status Report	<p>1. Attach the certificate of incorporation, Form C07, and Form C02 to show Return of Allotment of Shares submitted to the Corporate Affairs Commission (CAC).</p> <p>2. Attach CAC Status Report to show that the company is ACTIVE and is not dormant or delisted by the CAC.</p> <p>3. Form C02/Status Report should indicate the same amount / percentage of Nigerian Equity shares of the company indicated in the CAPITALIZATION Section</p>
Evidence of Maximum Single Contract Executed	<p>1. Attach evidence of maximum single contract executed in the last 5 years. One single contract document suffices.</p> <p>2. Additionally, applicant should upload evidence of contracts (POs, Certificate of Job completion) in relation to the applied NCEC category – this will substantiate the claim that company has built the capacity and capability to execute such work in-country.</p> <p>3. The contract document should indicate the same value as the contract indicated in the CAPITALIZATION Section of the application.</p>
Audited Annual Report showing Annual Turnover, Tax Paid, etc.	<p>1. Attach Audited Financial report of the company sealed and signed by the auditors, and signed by the Directors of the company.</p> <p>2. By the Financial Reporting Council of Nigeria (FRCN) rule, audited financial report of preceding year is acceptable until 31st August of the current Year where the audited account of the current year is not ready/available. Example: Audited financial report of 2023 is acceptable until 31st August 2024.</p> <p>3. Audited financial report should indicate the company total assets.</p>
Tax Certificate Showing the Actual Tax Paid in the Previous Years	<p>1. Attach Tax Clearance Certificate (TCC) issued by the Federal Inland Revenue Service (FIRS or its succeeding agency) to show the actual tax remitted</p> <p>2. Tax Clearance certificate of preceding year is valid until 31st August of the current Year. Example: Tax Clearance Certificate of 2023 is acceptable until 31st August 2025.</p>
NSITF Employee Compensation Scheme (ECS) Certificate, Employees/Personnel Organogram, Evidence of Employment	<p>1. Attach NSITF ECS certificate to indicate the Number of Employees registered and engaged by the company. Receipts of payment are not acceptable. Also note that recent NSITF ECS certificates have BARCODE for verification purpose. In the absence of NSITC ECS certificate applicant shall attach NSITF Remita Payment receipt.</p>



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	<p>2. Note that the number of employees registered on the NSITF must match the number indicated in the CAPITALIZATION section of the application</p> <p>3. Attach Employees/Personnel organogram to show staff distribution (full-time and part-time staff), indicate hierarchy, positions and names of employees (attach this alongside NSITF certificate in the application)</p> <p>4. Attach evidence of employment of all employees listed in the organogram (attach this alongside NSITF certificate).</p>
Receipt of Purchased Equipment	<p>1. Attach receipts of purchase / evidence of payment of all equipment/assets listed in the BASIC DETAILS Section (List of Equipment Owned).</p> <p>2. Unpaid invoices are not acceptable as evidence of payment</p> <p>3. Purchase agreement or ownership transfer should be accompanied by evidence of payment.</p>
Pictures of Facility/ Equipment	<p>1. Attach the following Pictures:</p> <ul style="list-style-type: none"> ✓ Pictures of all the equipment/assets listed in the BASIC DETAILS Section (List of Equipment Owned). Pictures from the internet or AI generated pictures that did not show the real equipment are not acceptable ✓ Recent pictures of office/facility/factory to show workers, products, signages, logos, and office interior to capture workstations. Old pictures are not acceptable. Pictures utilized for the expired NCEC shall be updated with recent pictures at the point of renewal.
Video of Facility/ Equipment	<p>1. Attach the following Short Video Clips:</p> <ul style="list-style-type: none"> ✓ Video clips of all the equipment/assets listed in the BASIC DETAILS Section in use (List of Equipment Owned). Videos from the internet or AI generated videos that did not show the real equipment are not acceptable ✓ Upload short video clip (capturing from the front gate entrance -with address of the facility and company name displayed as stated in the NUPRC permit), reception area (showing statistic Board - Company policy, HSE policy etc.), and administrative building, warehouse (if applicable), internal office (with staff at work), maintenance workshop (with all maintenance equipment), and Fabrication yard workshop (with all equipment – if applicable) as evidence of business existence/operations. ✓ Old videos are not acceptable. Videos utilized for the expired NCEC shall be updated with recent videos at the point of renewal.
ISO Certification	<p>ISO issuing body must be registered with International Accreditation Forum (IAF).</p>



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Evidence of Expatriate Quota Approval	<ol style="list-style-type: none"> 1. Attach expatriate quota approval obtained from NCDMB for non-Nigerian (foreign) employees 2. Skip this section if you do not have any non-Nigerian (foreign) employee.
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7.0 NCEC CATEGORY-SPECIFIC REQUIREMENTS

Below are the additional requirements specific to each NCEC category, in addition to the general requirements in Section 6.0.

I. Manufacturing & Related Services (MS)

Description: Manufacturing & Related Services (MS) covers all materials, goods and equipment/equipment components manufactured or assembled in Nigeria such as Valves, Bolts & Nuts, Cables, LV/MV/HV Panels, Cable Trays & Ladders, Drilling Fluids and Chemicals, Production Chemicals, Barite, Paints, Flanges, Gaskets, Pumps, PPE, Shaker Screens, Pig Launchers, Line Pipes/OCTG/GRE including Threading and Coating.

Materials/Items/Components in this category are manufactured or assembled in Nigeria and are to be exclusively procured and supplied by the in-country manufacturers.

Table 1: Additional Information and Documents for Manufacturing & Related Services (MS) NCEC Application

SECTION: BASIC DETAILS	
Information / Document	Description
Name of Original Equipment Manufacturer (OEM)	<ol style="list-style-type: none"> 1. Provide the name of the Original Equipment Manufacturer (OEM) that supports your manufacturing or assembly activities 2. Formal Partnership / agreement should be established between the applicant and the Original Equipment Manufacturer (OEM) 3. Name of OEM can only be added to the NCEC application if the OEM has been added to the BASIC INFORMATION section of the company. To add the OEM in the BASIC INFORMATION section, perform the following: <ul style="list-style-type: none"> ✓ Go to the DASHBOARD ✓ Click on BASIC INFORMATION ✓ Scroll down and click on ORIGINAL EQUIPMENT MANUFACTURER ✓ Add information of the OEM and SAVE ✓ Go back to the NCEC Application module and proceed with NCEC application.
List of Equipment Owned	<ol style="list-style-type: none"> 1. List the equipment / Assets owned by the company for manufacturing activities. Listed equipment will require documentary evidence of ownership.



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	<p>2. Listed equipment / Assets must be tangible and relevant to the scope of activities / manufacturing</p> <p>3. Equipment MUST be owned by the applicant. Leased equipment or equipment owned by 3rd parties, are not permissible for NCEC application.</p>
Product Manufactured	<p>1. List the equipment/component manufactured, or the manufacturing related activities carried out such as paints production, cable manufacturing, OCTG threading, Pipe Coating etc.</p> <p>2. Indicate if the product has been certified by relevant professional/regulatory bodies such as SON, API, ASME, AWS, IIW, etc. and attach a copy in the documentation section (attach the certificate alongside ISO certificate in the application).</p>
Typical Usage of Equipment in the Oil & Gas industry	<p>1. State the Typical Usage of the Equipment (the equipment owned) in line with the oil and gas activities. Example: if all the equipment owned are for pipe threading or manufacturing of HV/LV cables, then state the Typical Usage of Equipment as Pipe Threading, HV/LV Cable manufacturing etc.</p> <p>2. Provide additional information as relevant to the capacity of the equipment e.g. the range of diameters of the OCTGs or types of cables manufactured.</p> <p>3. Description of the function of each equipment is not required.</p>
SECTION: INVESTMENT PLAN	
Information / Document	Description
Investment Plan	<p>Attach invest plan for growth of the manufacturing activities to consist of the following:</p> <ul style="list-style-type: none"> ✓ Investment activities with timelines (assets, equipment, training, expansions, etc.) ✓ Projected Cost of investment
SECTION: DOCUMENTS	
Information / Document	Description
NUPRC Permit	<p>1. Attach NUPRC/NMDPRA permit for the manufacturing of products or related services listed in the BASIC DETAILS Section</p> <p>2. Do not attach NUPRC/NMDPRA permit not relevant to the products manufactured / related service</p> <p>3. NUPRC/NMDPRA permit should be valid for the next two months from the date of complete documentation of NCEC application.</p>
ISO 9001 2015	<p>1. Attach ISO 9001 2015 for manufacturing activity or the related services listed in the BASIC DETAILS Section. Example: Scope of the ISO should contain manufacturing, pipe threading, pipe coating, etc.</p> <p>2. ISO certificate should contain a barcode or website link of the issuer for verification</p> <p>3. ISOs issued by Standard Organization of Nigeria (SON) are recorded on the SON Excel database domiciled on the SON website.</p>



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	<p>Please attach screenshot from the SON database to show record of your ISO certificate including ISO Number.</p> <p>4. Attach alongside the ISO, SON certificate for the product manufactured as applicable.</p>
Valid OEM Agreement	<p>1. Where applicable, attach a valid agreement with the OEM. The agreement should contain the following:</p> <ul style="list-style-type: none"> ✓ Validity period ✓ Cover the scope of the manufactured product or related service rendered ✓ Relevant to the scope of manufacturing or assembly activities and NUPRC/NMDPRA permit.

II. Fabrication & Construction (FC)

Description: Fabrication & Construction (FC) NCEC is for equipment/facilities/Assets in Nigeria for metal fabrication and construction of modules, subassemblies, products, fixtures and components. These include Terminal/Oil Movement, Drilling modules/packages, piles, anchors, buoys etc. (Schedule A of the NOGICD Act – Fabrication and construction).

In line with the NCEC guideline, applying for the FC NCEC requires applicant to demonstrate capacity and capability in the investment of a well-equipped fabrication workshop (with not limited to the following equipment - CNC Machines, trained Welders, Plasma Cutters, Bending Machine, Rolling Machine, Press Brakes: Material Handling Solutions, covered workshop with Overhead cranes, Forklifts, Conveyors, Cutting Tools amongst others).

Table 2: Additional Information and Documents for Fabrication & Construction (FC) NCEC Application

SECTION: BASIC DETAILS	
Information / Document	Description
List of Equipment Owned	<p>1. List the equipment / Assets owned by the company for Fabrication & Construction activities such as laser cutters, plasma cutters, welding machines and equipment, hydraulic press brakes, CNC machines, blasting and painting equipment etc.</p> <p>2. Equipment / Assets should be tangible and relevant to carry out metal Fabrication & Construction activities.</p> <p>3. Equipment MUST be owned by the applicant. Leased equipment or equipment owned by 3rd parties, are not permissible for NCEC application</p>
Product Fabricated	<p>1. List the products/components fabricated in the facility by the company.</p> <p>2. Company should only list the product/component they have the adequate equipment and competence to fabricate.</p> <p>3. Indicate if the facility has been certified by relevant professional/regulatory bodies such as SON, API, ASME, AWS, IIW, etc.</p>



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	and attach a copy in the documentation section (attach the certificate alongside ISO certificate in the application).
Typical Usage of Equipment in the Oil & Gas industry	<ol style="list-style-type: none"> 1. State the Typical Usage of the Equipment to render services in the Nigerian oil and Gas industry in line with Schedule A of the NOGICD Act 2010. Example: "fabrication of pressure vessels", "fabrication of tanks" etc. Provide additional information as relevant e.g. the capacities of products/components the equipment can fabricate. Example is Fabrication of Pressure Vessels up to 10,000 PSI 2. Typical usage of equipment should match the scope of service on NUPRC/NMDPRA permit 3. Description of the function of each equipment not required.
SECTION: DOCUMENTS	
Information / Document	Description
Receipt of Purchased Equipment	<ol style="list-style-type: none"> 1. Attach receipts of purchase / evidence of payment of all equipment/assets listed in the BASIC DETAILS Section (List of Equipment Owned). 2. Unpaid invoices are not acceptable as evidence of payment 3. Purchase agreement or ownership transfer should be accompanied by evidence of payment.
NUPRC Permit	<ol style="list-style-type: none"> 1. Attach NUPRC/NMDPRA permit for the fabrication services listed in the BASIC DETAILS Section 2. Do not attach NUPRC/NMDPRA permit not relevant to the fabrication services 3. NUPRC/NMDPRA permit should be valid for the next two months from the date of NCEC application.
ISO 9001 2015	<ol style="list-style-type: none"> 1. Attach ISO 9001 2015 to include fabrication services listed in the BASIC DETAILS Section. 2. ISO certificate should contain a barcode or website link of the issuer for verification 3. ISOs issued by Standard Organization of Nigeria (SON) are recorded on the SON Excel database domiciled on the SON website. Please attach screenshot from the SON database to show record of your ISO certificate including ISO Number. 4. Attach alongside the ISO, any relevant certificate for the product fabricated as applicable.

III. Construction & Moveable Equipment (EC)

Description: Construction & Moveable Equipment (EC) NCEC is for equipment/facilities/assets deployed for major civil construction and related services such as road construction, building construction, excavation etc. Equipment under the EC NCEC includes Excavator, Roller, Payloader, Concrete Mixer, Damper, Roller, Swamp Buggy etc.



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Table 3: Additional Information and Documents for Construction & Moveable Equipment (EC) NCEC Application

SECTION: BASIC DETAILS	
Information / Document	Description
List of Equipment Owned	<ol style="list-style-type: none"> 1. List the equipment / Assets owned by the company for major Civil Construction & related services such as Excavator, Roller, Payloader, Concrete Mixer, Damper, Roller, Swamp Buggy etc. 2. Equipment / Assets should be tangible and relevant to carry out major civil construction and related activities. 3. Equipment MUST be owned by the applicant. Leased equipment or equipment owned by 3rd parties, are not permissible for NCEC application.
Typical Usage of Equipment in the Oil & Gas industry	<ol style="list-style-type: none"> 1. State the Typical Usage of the Equipment in line with Schedule A of the NOGICD Act 2010. Example: if all the equipment owned are for road construction or excavation, then state the Typical Usage of Equipment as "road construction", "excavation" etc. Provide additional information as relevant e.g. the capacities /types of road construction carried out such as highway road construction 2. Typical usage of equipment should match the scope of service on NUPRC/NMDPRA permit 3. Do not mention the individual function of each equipment.
SECTION: DOCUMENTS	
Information / Document	Description
Receipt of Purchased Equipment	<ol style="list-style-type: none"> 1. Attach receipts of purchase / evidence of payment of all the equipment/assets listed in the BASIC DETAILS Section (List of Equipment Owned). 2. Unpaid invoices are not acceptable as evidence of payment 3. Purchase agreement or ownership transfer should be accompanied by evidence of payment 4. Attach registration documents from state inland revenue services for all moveable construction equipment. The registration documents must have barcodes for verification
NUPRC Permit	<ol style="list-style-type: none"> 1. Attach NUPRC/NMDPRA permit for the construction or related activities listed in the BASIC DETAILS Section 2. Do not attach NUPRC/NMDPRA permit not relevant to the civil construction or related services 3. NUPRC/NMDPRA permit should be valid for the next two months from the date of complete NCEC application.

IV. Services & Support (SS)

Description: Services & Support (SS) NCEC is for existing capacities commissioned and operational to provide services and support for oil and gas drilling and production services such as drilling solid control, Mud, Wireline, Perforation, PVT Sampling, well completion excluding marine logistics and drilling rigs.



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Table 4: Additional Information and Documents for Services & Support (SS) NCEC Application

SECTION: BASIC DETAILS	
Information / Document	Description
List of Equipment Owned	<ol style="list-style-type: none"> 1. List the equipment / Assets owned by the company for drilling/production support services 2. Equipment / Assets should be tangible and relevant to carry out survey/drilling/production support services 3. Equipment MUST be owned by the applicant. Leased equipment or equipment owned by 3rd parties, are not permissible for NCEC application.
Typical Usage of Equipment in the Oil & Gas industry	<ol style="list-style-type: none"> 1. State the Typical Usage of the Equipment (the equipment owned) in line with schedule A of the NOGICD Act 2010. Example: if all the equipment owned is for slickline services, then state the Typical Usage of Equipment as "slickline", etc. 2. Typical usage of equipment should match the scope of service on NUPRC/NMDPRA permit 3. Do not mention the individual function of each piece of equipment. 4. Do not mention generic services like Well Completion.
SECTION: DOCUMENTS	
Information / Document	Description
Receipt of Purchased Equipment	<ol style="list-style-type: none"> 1. Attach receipts of purchase / evidence of payment of all equipment/assets listed in the BASIC DETAILS Section (List of Equipment Owned). 2. Unpaid invoices are not acceptable as evidence of payment 3. Purchase agreement or ownership transfer should be accompanied by evidence of payment.
NUPRC Permit	<ol style="list-style-type: none"> 1. Attach NUPRC/NMDPRA permit for the survey/drilling/production support services listed in the BASIC DETAILS Section 2. Do not attach NUPRC/NMDPRA permit not relevant to the support services 3. NUPRC/NMDPRA permit should be valid for the next two months from the date of NCEC application.

V. Quality Control, Inspection and Testing (QS)

Description: Quality Control Inspection and Testing (QS) NCEC is for existing equipment/facilities/assets deployed to provide the following services in the Nigerian Oil and Gas Industry:

- Testing
- Inspection
- Calibration, Certification/recertification
- Quality control



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- Quality assurance
- Remotely Operated Vehicles ROV (for inspection services)

Activities covered under this NCEC category include pressure testing, leakage detection, corrosion control (such as cathodic protection, protective coatings other than pipe, painting, corrosion inhibition etc.), use of remotely operated vehicle ROV, non-destructive testing NDT, blow out prevention testing POB, factory acceptance testing FAT etc.

Table 5: Additional Information and Documents for Quality Inspection (QS) NCEC Application

SECTION: BASIC DETAILS	
Information / Document	Description
List of Equipment Owned	<ol style="list-style-type: none"> 1. List the equipment / Assets owned by the company for Quality inspection/Quality assurance. 2. Equipment / Assets should be tangible and relevant to carry out Quality work / activities 3. Equipment MUST be owned by the applicant. Leased equipment or equipment owned by 3rd parties, are not permissible for NCEC application.
Typical Usage of Equipment in the Oil & Gas industry	<ol style="list-style-type: none"> 1. State the Typical Usage of the Equipment (the equipment owned) in line with Schedule A of the NOGICD Act 2010. If all the equipment owned is for NDT, then state the Typical Usage of Equipment as "Conventional NDT (Visual Testing, Penetration Test etc.). 2. Indicate if the Quality work / activities has been certified by relevant professional/regulatory bodies for quality such as SON, API, ASME, AWS, IIW, etc. and attach a copy in the documentation section (attach the certificate alongside ISO certificate in the application) 3. Typical usage of equipment should match the scope of service on NUPRC/NMDPRA permit 4. Description of individual function of each equipment not required.
SECTION: DOCUMENTS	
Information / Document	Description
Receipt of Purchased Equipment	<ol style="list-style-type: none"> 1. Attach receipts of purchase / evidence of payment of all equipment/assets listed in the BASIC DETAILS Section (List of Equipment Owned). 2. Unpaid invoices are not acceptable as evidence of payment 3. Purchase agreement or ownership transfer should be accompanied by evidence of payment.
NUPRC Permit	<ol style="list-style-type: none"> 1. Attach NUPRC/NMDPRA permit for the Quality work / activities listed in the BASIC DETAILS Section 2. Do not attach NUPRC/NMDPRA permit not relevant to the Quality work / activities 3. NUPRC/NMDPRA permit should be valid for the next two months from the date of NCEC application.



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ISO 9001 2015	<ol style="list-style-type: none"> 1. Attach ISO 9001 2015 to include Quality work / activities listed in the BASIC DETAILS Section. Example: Scope of the ISO should contain NDT, corrosion control, pressure testing, etc. 2. ISO certificate should contain a barcode or website link of the issuer for verification 3. ISOs issued by Standard Organization of Nigeria (SON) are recorded on the SON Excel database domiciled on the SON website. Please attach screenshot from the SON database to show record of your ISO certificate including ISO Number. 4. Attach alongside the ISO, any relevant certificate for the product tested/inspected/certified etc. as applicable
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VI. Non-Moveable Assets (DA)

Description: Non-Moveable Assets (DA) NCEC is for existing equipment/facilities/assets deployed to provide onshore and offshore support services in the following areas:

- Installation and Maintenance work (subsea, civil, electrical, mechanical, woodwork, and all other types of installation and maintenance activities)
- Logistics (road and air logistics including airline / helicopter services, freight forwarding, anchor handling, protocols/leasing/hiring) **excluding marine vessel transport**
- Haulage (petroleum, goods, and all other types of haulage activities)
- Catering
- Waste management
- Laundry and all cleaning services
- Environmental Remediation and Restoration, oil spill clean-up
- Medical services
- Use of unmanned aerial vehicles (drones) for Security and Surveillance

Table 6: Additional Information and Documents for Non-Moveable Assets (DA) NCEC Application

SECTION: BASIC DETAILS	
Information / Document	Description
List of Equipment Owned	<ol style="list-style-type: none"> 1. List the equipment / Assets owned by the company for onshore / offshore support services 2. Equipment / Assets should be tangible and relevant to carry out onshore / offshore support services 3. Equipment MUST be owned by the applicant. Leased equipment or equipment owned by 3rd parties, are not permissible for NCEC application.
Typical Usage of Equipment in the Oil & Gas industry	<ol style="list-style-type: none"> 1. State the Typical Usage of the Equipment (the equipment owned) in line with the Schedule of the NOGICD Act 2010. Example: if all the equipment owned is for catering, then state the Typical Usage of Equipment as "catering services", etc. Provide additional information



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	<p>as relevant e.g. the type of catering services offered. E.g., is 'offshore catering'.</p> <p>2. Typical usage of equipment should match the scope of service on NUPRC/NMDPRA permit</p> <p>3. Description of individual function of each equipment not required.</p>
SECTION: DOCUMENTS	
Information / Document	Description
Receipt of Purchased Equipment	<p>1. Attach receipts of purchase / evidence of payment of all equipment/assets listed in the BASIC DETAILS Section (List of Equipment Owned).</p> <p>2. Unpaid invoices are not acceptable as evidence of payment</p> <p>3. Purchase agreement or ownership transfer should be accompanied by evidence of payment.</p>
NUPRC Permit	<p>1. Attach NUPRC/NMDPRA permit for the onshore / offshore support services listed in the BASIC DETAILS Section</p> <p>2. Do not attach NUPRC/NMDPRA permit not relevant to the onshore / offshore support services</p> <p>3. NUPRC/NMDPRA permit should be valid for the next two months from the date of NCEC application.</p>

VII. Procurement & Supplies (PS)

Description: This NCEC category is for the Procurement, and supply of materials, tools and equipment/components excluding materials that have been identified to be manufactured in Nigeria. Hence, the following Materials/Items/Components are not allowed under Procurement & Supplies (PS) NCEC:

EXCLUSION LIST - List of Materials/Items/Components NOT ALLOWED under Procurement & Supplies (PS) NCEC
<p>Valves, Bolts & Nuts, LV/MV/HV Cables, LV/MV/HV Panels, Cable Trays & Ladders, Drilling Fluids and Chemicals, Production Chemicals, Barite, Paints, Flanges, Gaskets, Pumps, PPE, Shaker Screens, Pig Launchers, Line Pipes/OCTG/GRE including Threading, Coating and any other items to be identified by the Board.</p>
<p>Notes:</p> <ul style="list-style-type: none"> None of these Materials/Items/Components should be listed as part of items to be procured under Procurement & Supplies (PS) NCEC. These Materials/Items/Components are to be exclusively procured and supplied to the industry by the in-country manufacturers who have an approved Manufacturing & Related Services (MS) NCEC on any of the Materials/Items/Components. Any other company with an interest in procuring any of these Materials/Items/Components should establish a facility for value addition in any of



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the Materials/Items/Components. Example pipe threading facility, barite processing facility, chemical production/blending facility etc. to the satisfaction of the Board.

Table 7: Additional Information and Documents for Procurement & Supplies (PS) NCEC Application

SECTION: BASIC DETAILS	
Information / Document	Description
Name of Original Equipment Manufacturer (OEM)	<ol style="list-style-type: none"> 1. Provide the name of the Original Equipment Manufacturer (OEM) that supports your core service area. 2. Formal Partnership / agreement should be established between the applicant and the Original Equipment Manufacturer (OEM). 3. Requirements for OEM: <ul style="list-style-type: none"> • OEM must be the manufacturer/producer of the item(s) to be procured. There should be a valid formal partnership agreement established between the applicant and the OEM. The OEM partnership agreement must contain the following: <ul style="list-style-type: none"> ✓ Endorsed by the applicant and OEM ✓ Relevant to the applicant core service area and NUPRC/NMDPRA permit ✓ Contain the list of items to be procured by the applicant ✓ Have a timeline / validity period ✓ Have domiciliation milestones for activities in-country ✓ Have email address and phone number of OEM for verification 4. Name of OEM can only be added to the NCEC application if the OEM has been added to the BASIC INFORMATION section of the company. To add the OEM in the BASIC INFORMATION section, perform the following: <ul style="list-style-type: none"> ✓ Go to the DASHBOARD ✓ Click on BASIC INFORMATION ✓ Scroll down and click on ORIGINAL EQUIPMENT MANUFACTURER ✓ Add information of the OEM and SAVE ✓ Go back to the NCEC Application module and proceed with NCEC application
List of Equipment Owned	<ol style="list-style-type: none"> 1. List the equipment / Assets owned by the company in its core area of service 2. Equipment/Assets/Facility should be tangible and relevant to the items to be procured. 3. Equipment MUST be owned by the applicant. Leased equipment or equipment owned by 3rd parties, are not permissible for NCEC application
Name of Product to be procured	<ol style="list-style-type: none"> 1. None of the Materials/Items/Components in the EXCLUSION LIST should be listed here 2. Materials/Items/Components to be procured must satisfy the following requirements: <ul style="list-style-type: none"> • Be relevant to the core service area of the company



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	<ul style="list-style-type: none"> • Be part of the OEM partnership agreement and must be listed in the agreement document • Be part of the items listed on the NUPRC/NMDPRA permit provided by the applicant • Must be item supplied to the Nigerian oil and Gas industry • Must be specific in terms of type, capacity, and usage. Example is 24V dry cell battery instead of just battery.
Typical Usage of Equipment in the Oil & Gas industry	<ol style="list-style-type: none"> 1. State the Typical Usage of the Equipment (Materials/Items/Components to be procured) in line with the oil and gas activities and specifically the company core service area. 2. Description of individual function of each equipment not required.
SECTION: DOCUMENTS	
Information / Document	Description
Receipt of Purchased Equipment	<ol style="list-style-type: none"> 1. Attach receipts of purchase / evidence of payment of all the equipment/assets listed in the BASIC DETAILS Section (List of Equipment Owned). 2. Unpaid invoices are not acceptable as evidence of payment 3. Purchase agreement or ownership transfer should be accompanied by evidence of payment.
Valid OEM Agreement	<ol style="list-style-type: none"> 1. Attach a valid formal partnership agreement established between the applicant and the OEM. The OEM partnership agreement must contain the following: <ul style="list-style-type: none"> ✓ Endorsed by the applicant and OEM ✓ Relevant to the applicant core service area and NUPRC/NMDPRA permit ✓ Contain the list of items to be procured by the applicant ✓ Have a timeline / validity period ✓ Have domiciliation milestones for activities in-country ✓ Have email address and phone number of OEM for verification.
Evidence of Existing Warehouse	<ol style="list-style-type: none"> 1. Attach the following Pictures and Videos: <ul style="list-style-type: none"> ✓ Pictures and Videos of Warehouse with stock/display samples of items to be procured/supplied. ✓ Pictures and Videos of similar items previously procured from the OEM by the company for supply and or display. OEM brand should be indicated on the items.
NUPRC Permit	<ol style="list-style-type: none"> 1. Attach NUPRC/NMDPRA permit for the Materials/Items/Components to be procured (listed in the BASIC DETAILS Section) 2. Do not attach NUPRC/NMDPRA permit not relevant to the Materials/Items/Components to be procured 3. NUPRC/NMDPRA permit should be valid for the next two months from the date of NCEC application



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VIII. Consultancy Services (CS)

Description: Consultancy Services (CS) is for the delivery of engineering designs, engineering services, technical consultancy, studies, professional and expertise advisory services, manpower supply, training and manpower development, environmental, social and health impact assessment ESHIA, Health, Safety and Environment (HSE), Security services, Event planning, decorations, legal services, financial services, insurance services, ICT, Telecommunication Services.

Notes:

- **Companies applying for engineering design or engineering services consultancy must provide valid corporate COREN registration certificates for the company. The COREN certificate must be for the applicant/company not its subsidiary or employees**
- **Approved NCEC for manpower supply consultancy is applicable only to in-country manpower supply. The NCEC does not permit the company to deploy non-Nigerian (foreign) personnel.**

Table 8: Additional Information and Documents for Consultancy Services (CS) NCEC Application

SECTION: BASIC DETAILS	
Information / Document	Description
Type of Consultancy	<ol style="list-style-type: none"> 1. State the type of consultancy you are applying for. Example is engineering design consultancy, manpower supply consultancy etc. 2. Be specific on consultancy for engineering services. Example is consultancy for instrumentation engineering, consultancy for power transmission engineering. Instead of just engineering services consultancy. 3. Be specific on technical consultancy. Describe the technical consultancy to be carried out 4. Type of consultancy must be the same as NUPRC/NMDPRA permit.
SECTION: DOCUMENTS	
Information / Document	Description
NUPRC Permit	<ol style="list-style-type: none"> 1. Attach NUPRC/NMDPRA permit for the type of consultancy listed in the BASIC DETAILS Section 2. Do not attach NUPRC/NMDPRA permit not relevant to the type of consultancy 3. NUPRC/NMDPRA permit should be valid for the next two months from the date of NCEC application.
Corporate COREN Registration Certificate of the Company	<ol style="list-style-type: none"> 1. If the type of consultancy is Engineering Design or Engineering Services, please attach the corporate COREN certificate of the company.



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	Notes: <ul style="list-style-type: none">• Attach the COREN certificate alongside NUPRC permit• COREN certificate must be for the applicant/company not its subsidiary or employees
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8.0 ADDITIONAL NOTES ON NIGERIAN SHAREHOLDING AND NCEC EXEMPTIONS

8.1 NCEC APPLICATION BY COMPANIES WITH LESS THAN 51% NIGERIAN EQUITY

Whereas Section 3(2) of the NOGICD Act (2010) stipulates that "*there shall be exclusive consideration to Nigerian indigenous service companies which demonstrate ownership of equipment, Nigerian personnel and capacity to execute such work to bid on **land and swamp operating areas** of the Nigerian oil and gas industry for contracts and services contained in the Schedule to the Act*".

Section 106 of the Act further provides that "Nigerian Company" means a company formed and registered in Nigeria in accordance with the provision of Companies and Allied Matters Act with not less than 51 % equity shares by Nigerians".

The requirement of 51% Nigerian ownership has prevented issuance of NCEC to a significant number of locally registered service companies with Nigerian shareholding less than 51% as they are not able to submit their application once the stated Nigerian shareholding is less than 51%. This has deprived many of the service companies with significant investments domiciled in Nigeria from getting the required NCEC to participate in tenders to deliver critical offshore projects and other services in the Nigerian Oil and Gas sector.

The Board has now amended the NCEC portal (i.e. companies with less than 51% Nigerian shareholding can now apply for NCEC). However, the review / approval for the applied NCEC category shall be contingent upon:

- Company should have significant investments in Nigeria (upon satisfactory demonstration of domiciliation services by NCDMB) and specialized expertise to deliver critical offshore projects and services
- There shall be a DISCLAIMER at the beginning of application (which shall also be printed on the approved NCEC of the company) that: **"this certificate permits the company to participate in offshore contracts/projects/activities ONLY in the Nigerian Oil and Gas Industry** in line with the provisions of the NOGICD Act,



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2010. **Holder of the certificate cannot participate in Land and Swamp contracts/projects/activities** except as a technical partner to an indigenous company that also has NCEC in similar category of service

- Company must accept the above conditions to commence the NCEC application

8.2 SERVICES EXEMPTED FROM NCECs

As previously communicated to some operators, NCECs are not required for the following services:

- GSM service providers such as MTN, Airtel, Globacom, and 9Mobile
- Commercial Airlines
- Educational Institutes
- Legal Advisory Services
- Public Relations and Events Management
- Government Agencies, and
- CSR projects with community vendors.

9.0 FREQUENTLY ASKED QUESTIONS (FAQs)

Question	Answer
FAQ1: Can I apply for more than one NCEC category?	Companies applying for multiple NCECs must have the capacities in terms of assets, facilities, equipment and personnel to execute the scope of activities under the NCECs. NCDMB will carry out facility visits to ascertain the capacities and capabilities claimed by the company in all the multiple NCEC applications. During the facility visit NCDMB team will test run equipment to ensure their functionality.
FAQ2: Can I apply for NCEC if I don't have equipment?	NO. To apply for NCEC, company must own equipment relevant to the category of NCEC applying for.
FAQ3: I don't have equipment, but I am leasing equipment from a partner company. Can I apply for NCEC?	NO. Equipment must be owned by the applicant as leased equipment are not allowed for NCEC application. NCDMB will confirm equipment ownership through receipts of purchase and facility visit to the company.
FAQ4: I have less than 51% Nigerian equity. Can I apply for NCEC?	Refer to Section 8 of the Guidance Notes for additional requirements of companies with less than 51% Nigerian equity.



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<p>FAQ5: My application was rejected due to inadequate personnel/employees. What do I do next?</p>	<ul style="list-style-type: none"> •Company must have adequate and skilled personnel to carry out activities covered under the NCEC category/categories (for multiple applications) they are applying for. •All employees (full-time, part-time, temporary, casual) must be registered with the NSITF. •NSITF Act requires the registration of all employees, including part-time workers, as long as they are under a contract of employment. The Employees' Compensation Act (ECA) of 2010, which governs the scheme, defines an "employee" broadly to include those on a continuous, part-time, temporary, or casual basis. Employers are legally obligated to register and make contributions for all such employees.
<p>FAQ6: What is the cost of application for NCEC?</p>	<p>NCDMB does not solicit or require any payment for the application, processing, or approval of NCEC or any of its certifications.</p>
<p>FAQ7: I don't know how to fill the application form; can I use a third party or consultant?</p>	<p>In line with the Presidential directive on Local Content compliance, NCDMB prohibits the use of middlemen/third parties in NCEC application or any transaction with the Board by companies. The portal is simple to use and it is expected that this document will provide further clarity on how to prepare and submit NCEC applications.</p>
<p>FAQ8: I want to input the name of Original Equipment Manufacturer, but the space provided in the application portal does not allow any input.</p>	<p>Name of OEM can only be added to the NCEC application if the OEM has been added to the BASIC INFORMATION section of the company. To add the OEM in the BASIC INFORMATION section, perform the following:</p> <ul style="list-style-type: none"> ✓ Go to the DASHBOARD ✓ Click on BASIC INFORMATION ✓ Scroll down and click on ORIGINAL EQUIPMENT MANUFACTURER ✓ Add information of the OEM and SAVE ✓ Go back to the NCEC Application module and proceed with NCEC application.
<p>FAQ9: What shall I use as evidence of contract if I have not executed any contract before?</p>	<p>Applicant shall select NONE as evidence of contract in the application. If you have selected NONE in the application, the evidence of contract is not required.</p>
<p>FAQ10: What are the consequences for submitting forged or falsified documents or information?</p>	<p>Refer to Section 4.0 LEGAL DISCLAIMER AND CAUTION NOTICE of the Guidance Notes for consequences.</p>
<p>FAQ11: Is OEM partnership agreement mandatory for procurement NCEC application?</p>	<p>YES. Applicants must have valid formal partnership agreement with the OEM. The OEM partnership agreement must contain the following:</p>



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	<ul style="list-style-type: none"> ✓ Endorsed by the applicant and OEM ✓ Relevant to the applicant core service area and NUPRC/NMDPRA permit ✓ Contain the list of items to be procured by the applicant ✓ Have a timeline / validity period ✓ Have domiciliation milestones for activities in-country ✓ Have email address and phone number of OEM for verification. 												
FAQ12: How many items can I apply to procure in the Procurement NCEC?	<p>Items to be procured must be:</p> <ul style="list-style-type: none"> • relevant to the service area of the company. • listed on NUPRC/NMDPRA supply permits provided in the application • captured on the OEM partnership agreement. 												
FAQ13: What are the items not allowed under Procurement NCEC application?	Refer to Section 7 of the Guidance Notes for Procurement Exclusion List.												
FAQ14: NUPRC does not issue permit for my services or the items I want to procure	<ul style="list-style-type: none"> • Refer to Section 7 of the Guidance Notes for the NUPRC permit closest to your service / item • Make a comment while submitting your application (on the application comment box) notifying the Board of the situation. 												
FAQ15: Is Purchase agreement or change of ownership documents sufficient to demonstrate equipment/facility ownership?	NO. In addition to the purchase agreement or change of ownership documents company must submit evidence of Bank transfer for the payment of the equipment / facility.												
FAQ16: I have problem logging to my account	Kindly reach out to: support@nogenicqs.com												
FAQ17: Shall I wait for my NCEC to expire before applying for renewal?	Company can initiate application renewal 30 days until the expiration of the NCEC validity period.												
FAQ18: I don't know the appropriate NCEC category I shall apply for	Refer to Section 7 of the Guidance Notes for descriptions of all the 8 NCEC categories and their respective services.												
FAQ19: What are the eight categories and five types of NCEC?	<table border="1"> <thead> <tr> <th>Eight Categories of NCEC</th><th>NCEC Types</th></tr> </thead> <tbody> <tr> <td>1. Manufacturing & Related Services (MS)</td><td>Type 1</td></tr> <tr> <td>2. Fabrication & Construction (FC)</td><td>Type 2</td></tr> <tr> <td>3. Construction & Moveable Equipment (EC)</td><td>Type 3</td></tr> <tr> <td>4. Services & Support (SS)</td><td>Type 4</td></tr> <tr> <td></td><td>Type 5</td></tr> </tbody> </table>	Eight Categories of NCEC	NCEC Types	1. Manufacturing & Related Services (MS)	Type 1	2. Fabrication & Construction (FC)	Type 2	3. Construction & Moveable Equipment (EC)	Type 3	4. Services & Support (SS)	Type 4		Type 5
Eight Categories of NCEC	NCEC Types												
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	Type 5												



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	5. Quality Control Inspection and Testing (QS) 6. Non-Moveable Assets (DA) 7. Procurement & Supplies (PS) 8. Consultancy Services (CS)	
FAQ20: What is the Helpdesk contact to resolve system/portal issues?	If you need further clarification, please reach out to the following contacts: <ul style="list-style-type: none"> • ncecapapplications@ncdmb.gov.ng • support@nogenicjs.com 	
FAQ21: What is the Email contact for escalation of approval delays beyond the target response timelines?	<ul style="list-style-type: none"> • ncec_escalation@ncdmb.gov.ng 	
FAQ22: How do I report Business Integrity related issues?	NCDMB Anti-Corruption & Transparency Unit (ACTU), Nigerian Content Tower, Oxbow Lake, Swali, Yenagoa, Bayelsa State. <ul style="list-style-type: none"> • actu.ncdmb@ncdmb.gov.ng • actu.whistleblower@ncdmb.gov.ng 	