

## Registration requirements on the Nigeria LNG Limited's (NLNG) Supplier Management Portal (SMP)

General Requirements	
1	Demonstration of capability in the categories of interest <b>(Nigerian Content regulation applies to foreign vendors expressing interest to do business with NLNG)</b>
2	Possession of applicable corporate licences, certificates, permits, etc. (Where applicable)
3	Possession of relevant OEM agencies (may be a requirement for some categories)
4	Health, Safety and, Environment (HSE) policy statement or, applicable ISO certificates
5	Quality Assurance/Quality Control (QA/QC) policy statement or, applicable ISO certificates
6	Organizational chart showing names and positions of personnel with the company's name also shown.
Other Requirements (Nigerian Vendors)	
7	Applicable Corporate Affairs Commission (CAC) documents
8	Current Tax Clearance Certificate (TCC)
9	VAT registration certificate/letter
10	Nigeria Social Insurance Trust Fund (NSITF) registration
11	Letter identifying shareholders of companies from any of the NLNG stakeholder communities. <b>What is required is letter of identification from a recognized traditional authority in the community. Kindly note that this applies to only shareholders/owners that are from an NLNG stakeholder community.</b>
12	Current Nigerian Upstream Petroleum Regulatory Commission (NUPRC) Oil and Gas Industry Service Permit(s) (OGISP), formerly Department of Petroleum Resources (DPR) Permit
13	Bank account confirmation letter issued by the bank addressed to, Head, Vendor Management Services, CPM Department, Nigeria LNG Limited, showing the following details. <ul style="list-style-type: none"> <li>• Currency Type(s)</li> <li>• Account Name (Must be the same name on the certificate of incorporation/registration)</li> <li>• Account Number(s)</li> <li>• Sort Code</li> </ul> Correspondent bank details for domiciliary accounts if any
Other Requirements (Non-Nigerian Vendors)	
7	Certificate of incorporation/registration (if not in English, provide the original and a notarized English language translation)

8	Names of shareholders/ultimate beneficial owners (UBO) issued by the registering authority (if not in English, the original and a notarized English language translation will be required). Names of shareholders/ultimate beneficial owners (UBO) communicated on vendor's letterhead and properly notarized may also be accepted.
9	Names of directors issued by the registering authority (if not in English, the original and a notarized English language translation will be required). Names of directors communicated on vendor's letterhead and properly notarized may also be accepted.
10	Bank account information issued by the bank addressed to, Head, Vendor Management Services, CPM Department, Nigeria LNG Limited, showing the following details. <ul style="list-style-type: none"> <li>• Currency Type(s)</li> <li>• Account Name (Must be the same name on the certificate of incorporation/registration)</li> <li>• Account Number(s)</li> <li>• Sort, SWIFT, Branch Code (whichever applicable)</li> </ul> IBAN, ABA Routing Number, BIC, etc. (whichever applicable)

### Requirements for Government Ministries, Departments and Agencies (MDAs)

1	Certificate of incorporation if incorporated otherwise, a copy of the relevant legislation establishing the MDA or, where it is not possible provide this due to volume, etc., the MDA will write to NLNG on their letterhead citing the laws that established it.
2	Organizational chart showing names and positions of personnel with the MDA's name also shown.
3	Quality Assurance/Quality Control (QA/QC) policy statement or, applicable ISO certificates
4	Health, Safety and, Environment (HSE) policy statement or, applicable ISO certificates
5	Letter from the Ministry of Finance, the Central Bank of Nigeria (CBN) or, any other Nigerian commercial bank (whichever may be applicable) communicating details of their bank accounts. <b>Note:</b> Where NLNG have pre-determined bank account details for the MDA being registered, the requirement for letter from the Ministry of Finance, the Central Bank of Nigeria (CBN) or any other Nigerian commercial bank may not strictly apply, the MDA can communicate its bank account details on their letterhead. The reviewers and, the Master Data officer will confirm from the Business and or, the Finance team, the existence and completeness of the pre-determined bank account details.
6	For requirements such as, tax clearance certificate, Nigeria Social Insurance Trust Fund (NSITF), the Nigerian Upstream Petroleum Regulatory Commission (NUPRC) Oil and Gas Industry Service Permit(s) (OGISP) formerly, DPR Permit, etc., that may not apply to MDAs, the MDA will notify NLNG on its letterhead that such requirements do not apply to it, being a government establishment.

	This letter will be attached to fields requesting such document, if the field requires date of expiration, a future date will be entered, for the purpose of completing the mandatory requirements.
7	For shareholders' information, the MDA will enter the applicable tier of government that have direct control over it. (i.e., Federal Government of Nigeria, named state government or, named local government)
8	For directors' information, the MDA will provide if it has directors otherwise, will provide at least one individual that may act in that capacity.