

NCDMB WORKING CAPITAL AND CAPACITY BUILDING INTERVENTION SCHEME

QUESTIONNAIRE/DOCUMENTATION CHECKLIST

Important Notice:

This Checklist/Questionnaire is designed to serve as a pre-application and pre-qualification guide to a prospective Nigerian Oil Service Provider applying for credit facility under the NCDMB Working Capital & Capacity Building Scheme

SN	Enquiry		Yes / No	Comments
1	Name of Applicant			
2	Type of Facility			
3	Amount			
4	Do you have DPR Permit to Operate as an Oil Industry Service Provider? (if Yes, provide number/details)			
5	Are you a PETAN member or member of any other professional Association in the Nigerian Oil & Gas industry? (If Yes, provide name of Association and membership details)			
6	Have you ever executed a contract for/with an Oil Industry company in Nigeria?			
7	If the answer to item 6 is Yes, itemise recent contract details – employer(s), value(s) and date(s)			
8	Do you have a running/subsisting contract with an International Oil Company (IOC) or major Nigerian Oil Company (NOC)?			

9	What realistic risks do you foresee impacting the execution of your existing Contract? Please itemise them with suggestions on possible mitigants			
10	<p>a) Do you have Audited Accounts and latest Management Account, where the last audited account is more than 3 months old? please provide most recent management accounts?</p> <p>b) If you are a start-up, please provide a statement of affairs.</p>			
11	Do you have a Tax Identification Number? If Yes, provide details.			
12	Do you have any Business Rating/Scoring? E.g. DUNS Number by Dun & Bradstreet (D&B), etc, If Yes, give details			
13	Do you have existing/running loan facility/facilities with Bank(s)? If Yes, state loan amount(s), balance outstanding and collaterals pledged.			
14	List of Bankers and BVN of Directors of Company			
15	Do you have Bank reference(s) in support of your business operations and application request?			
16	Are your Annual Returns at the Corporate Affairs Commission up to date?			

17	Do you have a domiciliation of proceeds arrangements on your current contracts with IOCs / NOCs?			
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BASIC DOCUMENTATION CHECKLIST

- ❖ Incorporation documents
- ❖ TIN Certificate
- ❖ BVN of Directors of applicant company
- ❖ Contract(s) executed with IOC / NOC
- ❖ Certified Invoice(s) to be supported with payment domiciliation.
- ❖ Permit / Association and/or Professional Membership Certificate
- ❖ Latest Audited Account (3 years audited account for medium term facility) OR Statement of Affairs (in the case of a start-up)
- ❖ Others, as may be deemed necessary to the review of application.