

## APPLICATION & REGISTRATION PROCESS IN LEKKI FREE ZONE

Step No.		Activities	Involved Parties
<b>Business Development Talk with LFZ</b>			
a		Written Application with Profile of the investor in form of a brochure to Lekki Free Zone attached with a business plan and estimated investment worth of the proposed project	Potential Investor Marketing Dept. of LFZDC
b		Offer Letter for allocation to notify investor of Management's approval as regards application for land	Potential Investor Marketing Dept. of LFZDC Financial Dept. of LFZDC
c		Execution of Memorandum of Understanding on the investment project	Investor/Marketing Dept./Legal Dept.
<b>Investment Agreement</b>			
a		Provision of Draft <b><u>Investment Agreement</u></b>	Marketing Dept. of LFZDC Enterprise
b		Investment Agreement Execution (Signed and Sealed)	Marketing Dept. of LFZDC
c		Down payment of 50% of total land lease to LFTZ when signing the contract	Enterprise Financial Dept. of LFZDC
		Issuance of <b><u>Provisional Land Allocation</u></b> within seven working days after initial deposit payment	Marketing Dept. of LFZDC
d		Full payment of balance of 50% of total land lease within six months after execution of Investment Agreement	Enterprise Financial Dept. of LFZDC
		Issuance of <b><u>Deed of Sublease</u></b> within ten working days after full payment	Marketing Dept. of LFZDC
e		Registration of Deed of Sublease	Enterprise

<b>Enterprise Registration in LFZ</b>			
a		Complete and submit the <b><i>Application Form</i></b> with \$1000 within ten working days with the following documents; Feasibility Report on the Project, Memo and Article of Association as a FZE, Board Resolution to invest in LFZ and Board Resolution to appoint Directors for the proposed FZE	Potential Investor
b		Payment by enterprise of a non-refundable license fee as following within three working days after submission of Application Form	Potential Investor Financial Dept.of LFZDC
		(a) for oil and gas related: US\$16,500	
		(b) for real estate: US\$11,500	
		(c)for trading:US\$8,500	
		(d)for service rendering:US\$6,500	
		(e)for manufacturing: US\$4,500	
		(f)for banking: US\$21,500	
		(g)for Fabrication: US\$11,500	
		Legal Fee - 5% of the Sublease fee	
		Processing of NEPZA Certificate and CTC of Reg. Forms - \$600	
		Legal Search - \$100	
<b>Construction and Development(All activities within this subsection must be completed by all parties within 18 months)</b>			
a		Submission of all Building & Engineering plans and designs to LFTZ within 6 months after completion of stage 3	Enterprise
b		Letter of Approval from LFTZ within 14 working days	Engineering Dept.of LFZDC

	c	Commence construction within 12 months after approval of plan	Enterprises
	d	Inspection and Approval of all constructions prior to machinery installation	Engineering Dept.of LFZDC
	e	Installation of Machinery and other equipment	Enterprise
	f	Enterprise application to commence production	Enterprise
	g	Inspection and Approval of all machinery installation and issuance of permit to commence production and operation	Engineering Dept.of LFZDC
	h	Warehouse Rental - \$50 per square meter per annum	Finance Department
	i	Standard Factory Rental - same as the rental for warehouse	
	j	Sublease fee for manufacturing - \$25 per square meter for unprepared land	
	k	Sublease fee for manufacturing – \$35 per square meter for prepared land	
	l	Sublease fee for Oil and Gas - \$200 per square meter	
	m	Sublease fee for Real Estate related investment- \$200	
	n	Rate for Power per Kw/Hr – N45 per Kw/Hr	
	o	Management Fee – 2% of Annual Turnover	