

## APPLICATION & REGISTRATION PROCESS WITHIN THE LEKKI FREE ZONE SOUTHWEST QUADRANT

Step No.		Activities	Involved Parties
<b>Business Development Chat with LFZ</b>			
a		Written Application with Profile of the investor in form of Company brochure addressed to Lekki Free Zone Development Company 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 <u><b>Investment Agreement</b></u>	Legal/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 LFZ when signing the contract	Enterprise Financial Dept. of LFZDC
		Issuance of <u><b>Provisional Land Allocation</b></u> within seven working days after initial deposit payment	Marketing Dept. of LFZDC

d		Payment of second instalment of 30% of the total sublease fee within 6 months after signing Investment Agreement while the balance of 20% of total land sublease within 12 months after execution of Investment Agreement.	Enterprise Financial Dept. of LFZDC
		Issuance of <b><u>Deed of Sublease</u></b> within 30 working days after full payment	Marketing Dept. of LFZDC
e		Registration of Deed of Sublease	Enterprise
<b>Enterprise Registration in Lekki Free Zone with Nigeria Export Processing Zones Authority (NEPZA)</b>			
a		Complete and submit the <b><u>Application Form</u></b> with \$1000 within ten working days with the following documents; Feasibility Report on the Project (UNIDO TEMPLATE), 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
		NEPZA Registration Form : \$1,500	
		(a) for Oil and Gas Products Storage: US\$15,000	
		(b) for Real Estate: US\$10,000	
		(c) for Trading: US\$7,000	
		(d) for Service Rendering: US\$5,000	
		(e) for Manufacturing: US\$3,000	
		(f) for Banking: US\$25,000	
		(g) for Fabrication: US\$3,000	
		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 6 months)</b>		
	a	Submission of all Building & Engineering plans and designs to LFTZ within 3 months after completion of Enterprise Registration	Enterprise
	b	Letter of Approval from LFTZ within 14 working days	Engineering Dept.of LFZDC
	c	Commence construction within 3 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 - \$44 per square meter per annum	Finance Department
	i	Factory Space Rental - same as the rental for warehouse	
	j	Sublease fee for manufacturing - \$40 per square meter for unprepared land	
	k	Sublease fee for manufacturing – \$50 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 – 14.3 Cents per Kw/Hr	
	o	Management Fee – 2% of Annual Turnover	
	p	Employment of workers in the Zone is done through registered outsourcing Companies in the Zone	
	q	Land Survey – N120,000	
	r	HSE Booklet and Planning Application - \$100	