



## NIGERIA EXPORT PROCESING ZONES AUTHORITY

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### **CHECKLIST FOR ESTABLISHING INDUSTRIAL PARK/CITY( WITH FREE TRADE ZONE STATUS) IN NIGERIA**

- Application letter indicating interest to establish a Free Zone, and its location in the country
- Payment of USD \$1,000- Processing Fee

Submission of the following documents:

- Acquisition and issuance of Certificate of Occupancy for the proposed site
- Perimeter and Topographic survey of the site
- Survey plan for the site with beacon numbers
- Master plan of the proposed site (4 Copies)
- Environmental Impact Assessment report (EIA, 4 Copies)  
Federal Ministry of Environment develop and regulate checklist for implementation and compliance.
- Detailed feasibility study (4 Copies) – study guideline:
  - ✓ Brief description of the project clearly defining the scope of business and the objective for the establishment of the zone.
  - ✓ Names and resume of the Promoter and detailed definition of Zone Management structure.
  - ✓ Location and size of the zone as well as evidence of unencumbered title ie compensation plan/ evidence of payment for compensation for existing inhabitants and farm lands and other economic value already present on the land.
  - ✓ Location of the Site
    - Proximity of the proposed zone to existing infrastructures/ facilities. (E.g. Airport, Road, Rail, Seaport, Power, settlements aroundetc) if any. Alternatively, plans for the provision and development of



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support infrastructure that would attract and sustain investment in the zone.

- Inventory of existing infrastructural facilities on the proposed yard for the Zone, if any.
  
- ✓ Economic Viability
  - A clear analysis of the economic costs and benefits of the project into its financial costs and benefits.
  - Cost Estimate for the provision of basic infrastructure. i.e buildings, roads, water and electricity inside the Zone
  - Availability of Raw Materials
  - Linkages between the FTZ Industrial activities and domestic economy. The likely impact on domestic economic.
- ✓ Specify output: The output of the proposed project needs to be specified i.e the likely number of enterprises that will be located in the zone and nature of their products in line with the expectations of the zone
- ✓ Employment Generation
  - Condition of service should be clearly spelt out.
  - The projected number of employees that may be required ( local and foreign) and the grade of labour needed.
  - Plan for integration of the local labor in specialised fields
- ✓ Marketing and investment strategy
- ✓ Financing options including evidence of source of funding
- ✓ Initial investment outlay for the project.
  - Cashflow: Expected source of income both local and foreign
  - Targeted Local investment and FDI
  - Projected profitability of investment
- ✓ Risk Assessment of Project
- ✓ Implementation strategy for the Project



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- Details of Developmental pattern/ Phasing of the proposed internal & external infrastrutural facilities including land use distribution pattern supported with timelines of work schedule.
- Details of EPC ( Engineering, Procurement and Construction) work packages, i.e Site preparation EPC, Process plant EPC etc.
- Health, Safety and Environmental (H.S.E) compliance program of proposed Zone.
- Evidence of Companies, if any, which have indicated interest in locating in the proposed Zone and future targeted prospective companies or clients that would be admitted in the Zone.
- Any other information such as Agreements, MOU and Concessions that will assist in the consideration of the proposal.

Please note that upon receipt and study of the aforementioned documents, the Authority will commence **project due diligence** to evaluate the legitimacy of the proposed venture within the armbit of the Free Zone regulations and laws and any other legislations as may be applicable, consider proposed site enabling issues as well as socio-economic matters relating to the zone.

- Inspection of the proposed site by NEPZA Officials.

### **Upon review and approval of the project, the following fees shall apply:**

- Licensing fee of USD \$400,000- Free Zone Status declaration Fee
- Licensing fee of USD \$500,000- industrial City/Park status declaration Fee
- USD \$100,000-Operating License (OPL) Fee to be paid along with declaration fee in the first instance, and thereafter as annual renewal fee.
- The amount stated above is subject to review by the Authority.