

## G. OKIVIE NIGERIA LIMITED

255, EFFURUN/SAPELE ROAD, EFFURUN. DELTA STATE. 07039261255, 08023056999, g.okivie@yahoo.com

ENGINEERING & PROCUREMENT SERVICES

## COMPANY PROFILE

**PROCUREMENT SERVICES** 

**CIVIL SERVICES** 

**ELECTRICAL SERVICES** 

**MECHANICAL SERVICES** 

TELECOMMUNICATIONS AND NETWORKING

**EQUIPMENT SUPPLY SERVICES** 





RC 884088



## CORPORATE AFFAIRS COMMISSION FEDERAL REPUBLIC OF NIGERIA

## Certificate of Incorporation

I hereby certify that

G. OKIVIE NIGERIA LIMITED

is this day incorporated under the COMPANIES AND ALLIED MATTERS ACT 1990 and that the Company is Limited By Shares.

Given under my hand at Abuja this Twenty-Eighth day of April, 2010





343529

Optima - 51446 - 2/03 - P2426

Registrar - General

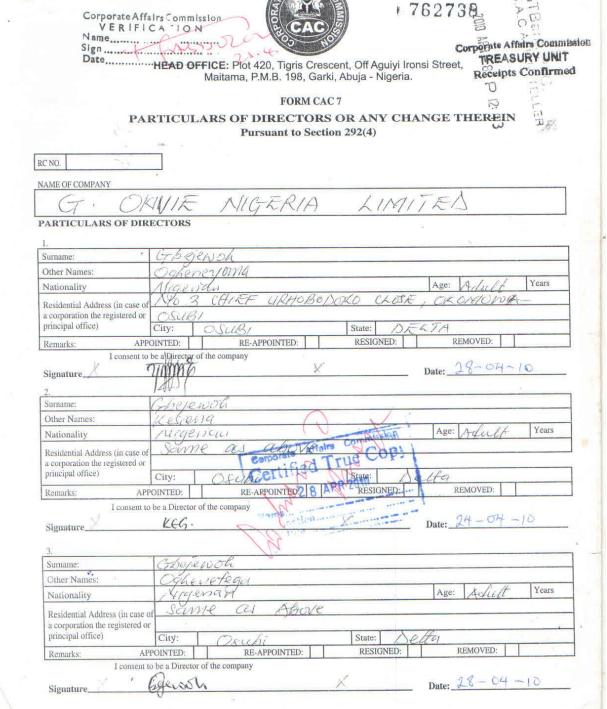
#### CORPORATE AFFAIRS COMMISSION

(Established Under The Companies And Allied Matters Act 1990)

HEAD OFFICE: Plot 420, Tigris Crescent, Off Aguiyi Ironsi Street, Maitama, P.M.B. 198, Garki, Abuja - Nigeria. THE WITHIN THEY RUN ENT IS IN THE UPINION OF THE CUMPLISSIONER OF AND THE DUTY THEREON HAS BEEN FORM CAC 2 STATEMENT OF SHARE CAPITAL AND RETURN SHARES Pursuant to Section 35(2)(d) & 129 RCNO NAME OF COMPANY PATE STATEMENT OF SHARE CAPITAL THE NOMINAL SHARE CAPITAL OF THE ABOVE NAMED COMPANY IS: FIVE AMOUNT IN WORDS DIVIDED INTO OF N OOK EACH RETURN OF ALLOTMENT OF SHARES Number of shares allotted payable in cash: Nominal amount of shares so allotted: Amount paid or due and payable on each share: Number of shares allotted for consideration other than Amount to be treaded as paid on each such share: The consideration for which such shares have been allotted is as follows: Dated this . day of Corporate Affairs Commission VERIFICATION

#### CORPORATE AFFAIRS COMMISSION

(Established Under The Companies And Allied Matters Act 1990)



boll at a Taxpayer Registration

Branch TIN: 05467536-0001

Corporate TIN: 05467536

Tax Office: Warri ITO

RC No: 884088

Company: G. OKIVIE NIGERIA LIMITED

Continue:

ogistration was successful. Please grant the confirmation poor with an excess for a tunorification number (TIN) for future the source.



### FEDERAL INLAND REVENUE SERVICE (FIRS)

INTEGRATED TAX OFFICE

Telephone: 053 - 256488, 257666

Current No.: 053 - 823412

274, Effurun / Sapele Road, P. M. B. 182,

Warri.

MARRI.

Dear Sir.

#### VALUE ADDED TAX IDENTIFICATION NUMBER

Following the submission of your completed VAT Registration forms, Please be 

You are always to quote this number in your future correspondence with this office.

- 3. You are to note that all registered Companies are not exempted from making returns monthly, whether they are dealing in exempted Goods/Services or not.
- Also note that failure to render returns on monthly basis attracts penalty of 4. N5,000.00 for each month of default.
- 5. Your Registration Certificate, which must be conspicuously displayed at your place of business, will be forwarded to you soonest. 2 8 MAY 2010

ours faithfully,

N.A.FASHOLA. Tax Controller, ITO - Warri, For: Chairman,

Federal Inland Revenue Service.

# ABOUT US

OKIVIE NIGERIA LIMITED is a wholly owned indigenous company, Incorporated under the laws of the Federal Republic of Nigeria as a limited liability company, Established **28**<sup>TH</sup> **April, 2010**. Focusing on providing Engineering and Procurement Services to Petroleum Industry, Government and Multilateral Agencies.

G. OKIVIE NIGERIA LIMITED corporate office is located at, **255 Effurun/Sapele** Road, Beside Oceanic Bank Effurun

#### MISSION STATEMENT

To be a world leading provider of services to the petroleum and allied industries through relentless effort at consistently meeting and exceeding customers expectation of quality and value, relying on innovative and sound engineering, operational and management practices.

#### **CORE VALUES**

G. OKIVIE NIGERIA LIMITED Prides Itself in the Following Core Values:

- Professionalism
- Selfless Service
- Respect for the Individual
- Integrity
- Environmental Stewardship

## WORKING CONDITIONS/SAFETY POLICY

#### WORKING CONDITION

For better administration, G. OKIVIE NIGERIA LIMITED considers no aspect of its operations as being of greater importance than SAFETY AT WORK. It also recognizes that the implementation of an effective safety and health policy requires the collective and co-ordinated effort of management and operational staff.

Our Community, Health, Safety, Environmental, Security Policy is in compliance with the working policy of the Oil & Gas industry. Our Community, Health, Safety, Environmental and Security policy is attached.

#### **COMMUNITY RELATIONS**

From experience the need of a host community can no longer be ignored. The Directors of the company being indigenes from the major oil producing communities of the Niger Delta, are full aware of this. Within the limits of the company's resources, G. OKIVIE NIGERIA LIMITED considers meeting such needs as one reliable and effective means of managing community hostility. The company gives fair assistance to host communities in terms of:

Work in partnership with host communities on community development projects in line with standard safety procedure.

In achieving our objectives with the host communities, the following are observed:

- Establish and maintain close relationship with all segment of the local population to better understand their concerns, needs and aspirations.
- Continuously asses and abele the social and economic impact of all business activities and take preventive measure.
- > Respond to formal community demand in an appropriate and timely manner.
- > Be sensitive to the needs of communities
- Being issues affecting host communities to the attention of appropriate authorities for assistance.
- Manage the settle of compensation for land acquired for company's operations and damages in a fair accountable and good manner and in accordance with statutory provision and approve procedures.
- Employment (For skilled and unskilled persons)
- Provision or improvement of basic infrastructure and facilities
- > Manpower, economic, social, cultural and sports development.

#### SECURITY POLICY

Security Affairs shall remain an integral aspect of G. OKIVIE NIGERIA LIMITED policy. Theft, conversion, misappropriation or unauthorized removal, possession or without due authority use of G. OKIVIE property, including, but not limited to

materials, facilities, tools, equipment, documents and proprietary information or any items of property of other employees or customers/clients is prohibited.

To this effect G. OKIVIE shall engage the services of trained security personnel to man her jobsites and facilities. To augment the Company's security outfit, licensed professional security organizations may be engaged by G. OKIVIE management to ensure wider security coverage.

Where serious threat to lives and properties exist G. OKIVIE shall seek and engaged the services of the Nigeria Police Force to maintain law and order. Such circumstances include case of mob attacks, serious community attack, piracy and armed robbery. Where necessary, G. OKIVIE shall provide torches, communication gadgets, batons and other security equipment to enhance the performance of the security personnel.

Only authorized government Law Enforcement Agents shall be allowed to carry arms with the Company facilities. Strict access control policy and the wearing of I.D. cards shall be enforced on all jobsites and company facilities. Security officers are by this policy empowered to arrest and report any violators of this policy and persons constituting a threat to lives and properties to the management. Such persons so arrested shall be expelled from the Company facilities and handed over to the Nigeria Police for prosecution.

#### CASHES POLICY

It is G. OKIVIE NIGERIA LIMITED belief that good cashes performance is an integral part of any efficient activity.

G. OKIVIE NIGERIA LIMITED shall therefore strive to ensure that the health, safety, security and environment of her employees and third parties are safeguarded throughout her operations.

Activities shall be organized, planned and executed in such a manner as to avoid injuries to employees and persons who are either involved in her activities or may be affected.

- In G. OKIVIE, cashes is a line responsibility. Every employee shall be held accountable in the implementation of this policy. Every employee shall be held accountable in the accordance with the policy. Every employee is empowered to suspend a job when it is believed that essential safety systems are not in place.
- G. OKIVIE NIGERIA LIMITED shall encourage and support employees to ensure that they take reasonable care of their safety and that of others who may be affected by their activities.
- G. OKIVIE shall work with Government organs/departments, corporate and professional bodies to ensure improvement of her CASH policy. The Company shall be committed to work within the confines of government policy and regulations.

Appropriate training of all employees and contractors to G. OKIVIE NIGERIA LIMITED shall be sustained to ensure that all required Cashes procedures are followed. Any contractor employee working for or on behalf of G. OKIVIE will be

required to the policy standards of G. OKIVIE NIGERIA LIMITED senior management staff under delegated control of the Managing Director.

#### DRUG AND ALCOHOL POLICY

Possession and/or use of illicit narcotics and related materials/products, drugs other than prescription drugs and alcohol on any G. OKIVIE NIGERIA LIMITED property or premises are prohibited.

Any persons or employees found using or in possession of such drugs and alcohol within G. OKIVIE NIGERIA LIMITED facility, property or location under the Management of G. OKIVIE will be immediately removed from the site and have his/her appointment terminated.

To enforce these policy periodic searches on employees shall be carried out with regular through screening of personal effects and property on the company job site conducted without prior notice. This will be carried out with or without the individuals shall be disallowed into Company premises/facility. Where Alcohol or drug intake is suspected the individual will be required to submit to periodic alcohol and drug test.

An employee shall have his/her appointment terminated if positive results are obtained as his/her continued stay may endanger the safety of lives and properties. The only exception to this policy shall be for properly reported prescription drugs duly prescribed by a licensed physician as medication for use by the person possessing such substance.

This policy is formulated to ensure a safe working environment. All employees and visitors are advised to adhere strictly to the policy and report any violation to the Management.

#### HEALTH, SAFETY AND ENVIRONMENT

G. OKIVIE NIGERIA LIMITED is dedicated to quality and safety of its personnel. The company's (HSE) policy, aims at ensuring that its services are delivered in a manner that is safe and not detrimental to the health of our staff and environment.

Our quality focus ensures that our services are of a consistent levels meeting the agreed requirement of our customers, as well as meeting up to both national and international industrial codes and standards.

The Company believes in the concept of total quality, safety protection of the environment and satisfaction of customers, suppliers, employees, and general public working together to pursue the policy and the continual re-engineering of the process of quality and safety improvement.

The objective of the quality and safety management system is to aim to achieve customer total satisfaction by consistently meeting their requirements without compromising the safety, and health of any of our stakeholders.

Each arm of the Company's business has a quality and safety champion who is saddled with the responsibility of reporting deviation from set standard in other to ensure compliance.

# SERVICES

**ELECTRICAL ENGINEERING** 

G. OKIVIE Nigeria Limited has the capability to undertake all classes of electrical installation works ranging from low to high voltage for residential, industrial, private or commercial usage.

We specialize in the design, installation, maintenance and operations of lighting and power distribution systems (overhead/underground) as well as switch boards/ electrical panels. We equally procure and install power transformers and standby generating systems.

#### MECHANICAL ENGINEERING

G. OKIVIE Nigeria Limited has the capability to procure, modify, install, maintain and servicing of power generating systems.

We specialize in routine operation of generators and UPS machines, preventive maintenance and corrective maintenance. With our experienced and qualified staff and our modern equipment, we are able to meet more than our clients expectations.

#### CIVIL AND BUILDING ENGINEERING

G. OKIVIE Nigeria limited is involved in the design and construction of all types of buildings and road structures; foundation, bridges, drainage construction and location/site preparation works.

We undertake the sinking of boreholes, concrete water retaining structures; underground, surface and over head water storage facilities/ filtration systems.

We also provide building maintenance, renovation and modification services.

#### **EQUIPMENT SUPPLY SERVICES**

We provide equipment supply services to Petroleum Sector, Government, Private and Multilateral Angencies.

We own and manage all types of construction and marine equipment ranging from dry plants to swamp and offshore equipment, Whether you are operating on land, swamp or offshore, we are prepared to meet your requirements in association with our technical partner.

#### **PROCUREMENT SERVICES**

Over the years G. OKIVIE NIGERIA LIMITED has been providing Local and International procurement service, specializing in sourcing of equipment and material for the Oil and Gas Industry.

G. OKIVIE NIGERIA LIMITED procures and supplies equipment and spare parts from various reputable manufacturers and stockists/buying house. Making use of our specialized procurement team, who are committed to ensuring that qualitative, standardized and reliable equipments and spare parts are sourced, procured and supplied to our esteemed clients in a most efficient manner and taking into consideration the specific needs of the client. In fact, we do always aim not only to meet but to exceed our clients' expectations.

#### Our services include;

- > WELDING MATERIALS
- > SAFETY MATERIALS
- > OFFICE EQUIPMENT
- > SHELVING & STORAGE EQUIPMENT
- > HOUSING EQUIPMENTS
- > ELECTRICAL EQUIPMENTS AND TOOLS
- > MECHANICAL EQUIPMENT AND TOOLS
- > **ELECTRONIC EQUIPMENTS**
- > STEEL PRODUCTS
- > PERSONAL PROTECTIVE EQUIPMENT
- > INDUSTRIAL SAFETY EQUIPMENT
- > FIRST AID & KITS
- > FIRE DETECTORS
- > AIRCONDITIONERS, FANS, REFRIGERATORS, BLOWERS, HEATERS
- > **ELECTRONICS**

# JOBS EXECUTED

PROJECT	CLIENT	AMOUNT	STATUS
TANK LEAK	SHELL PETROLEUM	N 6,799,999.98	ON-GOING
DETECTION, CLEANING	DEVELOPMENT		
AND CALIBRATION OF	COMPANY		

TANKS			
PROVISION OF	SHELL PETROLEUM	N1,323,000.00	
MONTHLY STORAGE	DEVELOPMENT		
OPERATION SERVICES	COMPANY		
& FUEL HANDLING			
SUPPLY OF	SHELL PETROLEUM	N	SUPPLIED
AUTOMATED GAS	DEVELOPMENT	10,289.880.00	
OIL(DIESEL)	COMPANY		
QUATERLY CALL OFF	SHELL PETROLEUM	N 9,000,000.00	COMPLETED
MENTAINANCE OF	DEVELOPMENT		
12NOs OF PUMPS AND	COMPANY		
PROVISION OF SPARES			
TANK LEAK	SHELL PETROLEUM	N 5,003,347.88	COMPLETED
DETECTION, CLEANING	DEVELOPMENT		
AND CALIBRATION OF	COMPANY		
TANKS			



**Entry Sheet for Services Performed** 

Number/Date: 1001725737 / 05/05/2016

Greated by: UIO/G/PLT Benneth Daminabo

Approved by: PHDAT1

Purchase order (tom/Date : 4510351132/10 / 08/01/2016

Shall Industrial Area P.O. Box 263 Port Hardourt Rivers State.

Vendor Code : 133615 G.OKIVIE NIGERIA LIMITED GOKIVIE NIGERIA LIM 255 EFFURUNISAPELE ROAD DELTA STATE Ughelli North EFFURUN Nigeria

E-mail

g.okivie@yahoo.com

Contact Person: SPDC WEST

Telephone No. Fax No.

: NA

PROVISON OF LEAK TEST-WEST-SWAMP

""When submitting an invoice please attach this "Service Entry Sheet" to your invoice"

ltem	Service	Description	Qty	U/M	Currency	Unit Price	Order Value
10	31815017	Leak detection test	8.340	EA	NGN PE	99,127.50	326,323.35
20	31815018	Ultrasonio test	8,340	EA	NGN PE	ER/UNIT 1 39,127,50	325,323.35
30	31815019	Issue DPR certificate per location	6.670	EA		ER/UNIT 1	470 171 00
40	31815110	Calibration & prov Chart &	8.340	EA	NGN PI	97,816.75 ERJUNIT 1	652,451,06
		dipping stick			NGN	163,031.25	1,359,680.63
50	31815111	Mobilizations, community FTO, cashes	6.670	EA	P	ER/UNIT 1	
		Proj. Gastina		(4)	NGN	228.243,75	1,522,385.81
60	31816112	Opening of tanks, cleaning and coupling	8,340	EA	P	ER/UNIT 1	
		and cooping			NGN	97,863.75	816,183.68

NGN 5,003,347.88

10TAL 250, 13.61 26/17/1 200

Page 1 of 1

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Shelf Industrial Area Rumuobiakani P.O. Box 263 Port Harcourt Rivers State

Vendor Code 133818
G.OKIVIE NIGERIA LIMITED
G.OKIVIE NIGERIA LIM
255 EFFURUN/SAPELE ROAD
DELTA STATE
Ughelli North
EFFURUN

Nigeria
E-mail g.okivie@yahoo.com

Contact Person OGHENEYOMA GBEJEWOR Telephone No. •234 07039264255

Fav No. NA

#### **Entry Sheet for Services Performed**

Number/Date | 1001716871 | 06/04/2016

Purchase order (tem/Date : 4510363446/10 / 01/03/2016

Created by UIO/G/PLT Benneth Daminabo

Approved by PHDAT1

#### PROVISON OF PUMP-MAINT-EAST

\*\*\*When submitting an invoice please attach this "Service Entry Sheet" to your invoice\*\*\*

Item	Service	Description	Qty	U/M	Currency	Unit Price	Order Value
10	31868627	Quarterly call off mtce of tuel pumps 12	1.000	EA	PE	R/UNIT 1	
		Quarterly call off maintenance of fuel pump Gbaran and Soku)	os 112 pum	nps includ	NGN	771,750.00	771,750.00
20	31868628	Pressure testing of 20 hoses Pressure testing of 20 hoses	1.000	EA	PE	R/UNIT 1	
					NGN	294,000.00	294,000.00
30	31868629	Holding maintenance spares (Assorted)	0.400	LOT	PE	R/UNIT 1	
		Holding maintenance spares (Assorted)		50 N		176,000.00	470,400,0

TOTAL

NGN 1,536,150.00

Page 1 of 1

Igheroyona Chejenen 11/4/2016



Sher Incusola: Area Rumuet alten PO Box 253 Port Harcourt Rivers State

Vendor Code : 133615 G.OKIVIE NIGERIA LIMITED G OKVENIGERIA LIM 255 EFFURIANSAPELE ROAD CELTA STATE Ugheli Nonn EFFURUN Nigeria

E-mail g.ekiyle@yahoc.com

Contact Person: DM CONS Telephone No. 1 ma Fax No.

#### PROVISON OF FUEL MGT BNY

Entry Sheet for Services Performed

NumberDate: 1001911597 / 11/12/2017 Purchase order tem/Date: 4510393019410 / 07/12/2017

Created by: UIO/G/PLT Senneth Dominabo

Approved by: PHDAT1

\*\*\*When submitting an invoice please attach this "Service Entry Sheet" to your invoice \*\*\*

item	Service	Description	Qty	U/M	Gurrency	Unit Price <sup>3</sup>	Order Value
10	31985580	Storage Operations	4,000	MON	PEI	WUNIT :	
					NGN	215,000.00	860,000.0
20	31995331	GZ Storage Operations GZ Storage Operations	4.000	NCM	PE	RUNIT 1	
					NGN :	216,000.00	0.000,000

NGN 1,720,000.00

months pstermento



Shell Industrial Area Rumuoblakani P.O. Box 263 Port Harcourt Rivers State.

Vendor Code : 133615 G.OKIVIE NIGERIA LIMITED G.OKIVIE NIGERIA LIM 255 EFFURUN/SAPELE ROAD DELTA STATE Ughelli North EFFURUN Nigeria

E-mail : g.okivie@yahoo.com

Telephone No. : Fax No.

#### Entry Sheet for Services Performed

Number/Date: 1001898681 / 03/11/2017 Purchase order item/Date : 4510386753/10 / 26/07/2017 Created by: UIO/G/PLT Benneth Daminabo Approved by: PHNIG2

PROVISON OF FUEL MGT-IA-G.OKIV

\*\*\*When submitting an invoice please attach this "Service Entry Sheet" to your invoice\*\*\*

Item	Service	Description	Qty	U/M	Currency	Unit Price	Order Value
10	31924266	Storage Operations Storage Operations	2.000	MON		AUNIT 1	
					NGN 2	87,500.00	575,000.00
20	31924267	Fuel Handling Fuel Handling	8.000	MON	PER	JUNIT 1	
					NGN 1	50,000.00	900,000.00
30	31924270	HMO HMO	1.000	LOT	PER	UNIT 1	
					NGN 6	00.000.00	600,000.00

NGN 2,075,000.00

Damnaso, B.G Ull 1P/PSIF

Page 1 of 1

SPDC

Goods Receipt Slip No: 501677728
\*\*\*When submitting an invoice please attach this GR slip to your invoice \*\*\* Goods Receipt Date 09.10.2017 Posting Date 09.10.2017 Plant NG12 Description Warri Main Warehouse Vendor No. 134778 Delivery Note: 0226 Name DM CONS 1549 COMM CONT FOR SUPP Purchase Order No. 4510387818 Purchasing Group 4GNCorp SCM MRP Telephone Item Material No. Description Goods Quantity Unit Storage Storage Hazardous Packaging MESC Cost Object Receiptent Location Bin Material Requirement AUTOMATED GAS OIL (AGO) 0001 1000393341 EHINMITAN G 45,000.00 L 1260 Storage Condtion Storage Method

Tunde-Omonsol, E-0

Issued By NGEEKA

Signature ;

Page No 1



Shell Industrial Area Rumunbiakani P.O. Box 263 Port Harcourt Rivers State

Vendor Code 1 183615 G. DKIVIE NIGERIA LIMITED G. DKIVIE NIGERIA LIM 255 EFFURUN/SAPELE ROAD DELTA STATE Ughelli North EFFURUN Nigeria

g.oklyle@yahoo.com

Contact Person nOGHENEYOMA GBEJEWOR Telephone No. | +234 07039251255 Fax No.

#### Entry Sheet for Services Performed

Number/Date: 1001826940 / 20/03/2017

Purchase order item/Date | 4510363446/10 / 01/03/2016

Created by: UIO/G/PLT Benneih Daminabo

Approved by: PHDAT1

PROVISON OF PUMP-MAINT-EAST

""When submitting an invoice please attach this "Service Entry Sheet" to your invoice"

tem	Service	Description		Qty	U/M	Curren	cy Unit	Price	Order Value
10	31868627	Quarterly call off race of, fuel pumps 12 Quarterly call off maintenance of fuel p Gbaran and Soku)		).450 12 pum	EA.	ing	PER/UNIT	t	
		Company of the second				NGN	771,750	.00	347,287.5
20	31868628	Pressure testing of 20 hoses Pressure testing of 20 hoses	4	.000	EA		PERJUNIT	ř.	
						NGN	294,000	800	294,000.00

OTAL NGN 641,287.50

Dammaloo, 89 Wolf 1 P2F BB Pago 1 of 1



Shell Industrial Area Rumuobiakani P.O. 80x 263 Port Harcourt Rivers State.

Vendor Code 133815 G.OKIVIE NIGERIA LIMITED G.OKIVIE NIGERIA LIM 255 EFFURUNSAPELE ROAD DELTA STATE Ughelir Norin EFFURUN

Nigeria E-mail

q.okme@yahoo.com

Contact Person: DGHENEYOMA GBEJEWOR Telephone No. +234 07039261255

Fax No.

#### **Entry Sheet for Services Performed**

Number/Date: 1001735166 / 07/06/2016

Purchase order item/Date: 4510363446/10 / 01/03/2016

Created by: UIO/G/PLT Benneth Daminabo

Approved by: PHDAT1

L

PROVISON OF PUMP-MAINT-EAST

NA.

""When submitting an invoice please attach this "Service Entry Sheet" to your invoice"

Item	Service	Description	Oty	U/M	Currency	Unit Price	Order Value
10	:31868627	Quarterly call off mice of fuel pumps 12 Quarterly call off maintenance of fuel pum Gbaran and Sokul	1.000 ps )12 pur	EA includ		PER-UNIT 1	
		School and any line School			NGN	771.750.08	771,750.00
20	31868629	Holding maintenance spares (Assorted) Holding maintenance spares (Assorted)	0.270	LOT	PER	t TWIN	
					NGN 1	76.000.00	317,520.00

TOTAL

NGN 1,089,270.00

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08-06-2016

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# CLIENTS

- 1. SHELL PETROLEUM DEVELOPMENT COMPANY
- 2. SOUTHERN GAS CONSTRUCTORS
- 3. WARRI REFINERY AND PETROCHEMICALS
- 4. NIGERIA GAS COMPANY
- **5. HERCULES OFFSHORE**

# FINANCE

G. OKIVIE NIGERIA LIMITED has a strong capital base in addition to credit facilities We can raise project execution funds at short notice as may be required by our clients/ employer. We hold accounts the under- listed banks:

#### BANKERS;

- 1. FIRST BANK OF NIGERIA PLC P.T.I. ROAD BRANCH
- 2. DIAMOND BANK EFFURUN

