



NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION

SERVICE CHARTER





NUPRC...ensuring effective service delivery.



**NIGERIAN UPSTREAM PETROLEUM REGULATORY
COMMISSION**

SERVICE CHARTER

FOREWORD

The enactment of the Petroleum Industry Act (PIA), 2021 by His Excellency, President Muhammadu Buhari, on 16th August 2021, ushered in a new dawn of regulatory legal framework which established the Nigerian Upstream Petroleum Regulatory Commission (NUPRC), as one of the distinct governing institutions. The Act seeks to promote transparency, good governance, and accountability in the administration of the petroleum resources of Nigeria.

NUPRC in line with its statutory mandate is committed to supporting and contributing to the Federal Government's Agenda of repositioning and transforming the public sector for effective and efficient service delivery in line with Presidential Executive Order on Ease of Doing Business (EO 001).

The Commission commends especially His Excellency President Bola Ahmed Tinubu on his innovative agenda for the Nigerian Petroleum Industry through various Executive Orders aimed at re-invigorating the industry by removing barriers to entry and incentivising investments in the sector. The advent of the PIA, 2021 necessitated the review and update of the Service Charter in line with the spirit and intent of the Act. This Service Charter aims to set out our mode of operations regarding the standard and quality of services that we deliver to all Stakeholders/Clients with a definite timeline.

This Service Charter specifies the protocol for service delivery, the rights and responsibilities of both parties, and how our Stakeholders/Clients can access our services through established channels.

We believe we can only achieve effective service delivery by working in collaboration with our Stakeholders/Clients. As you interact with us at NUPRC, we implore you to send us feedback through the available channels as this will enable us to continually improve our processes and service delivery.

Thank you

A handwritten red ink signature in cursive script, appearing to read "Gbenga Komolafe".

Engr. Gbenga Komolafe D.Sc, FNSE, OFR
Commission Chief Executive/CCE

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01 INTRODUCTION



NIGERIAN UPSTREAM PETROLEUM
REGULATORY COMMISSION

1.0 INTRODUCTION

Pursuant to the Petroleum Industry Act 2021, the Federal Government established the NUPRC responsible for technical and commercial regulation of the Upstream Oil and Gas sector in Nigeria.

The legal framework within which the NUPRC operates are the enabling laws, regulations, guidelines, and such other legal documents as may be issued from time to time.

2.0 PURPOSE OF THE CHARTER

To communicate both the NUPRC and Stakeholders/Clients' obligations and expectations in services rendered and stipulate mechanism for addressing complaints.

3.0 VISION

Be Africa's leading Regulator.

4.0 MISSION

Promoting sustainable value creation from Nigeria's Petroleum Resources for shared prosperity.

5.0 MANDATE

The Commission shall be responsible for the technical and commercial regulation of upstream petroleum operations, issuance and enforcement of standards, codes, and guidelines for effective compliance with applicable laws, regulations, and implementation of policies to ensure cost effective and value adding petroleum operations for shared prosperity.

6.0 FUNCTIONS OF NUPRC

- I. Regulate upstream petroleum operations including technical, operational, and commercial activities.
- II. Ensure compliance with all applicable laws and regulations governing upstream petroleum operations.
- III. Ensure that upstream petroleum operations are carried out in a manner to minimise waste and achieve optimal government revenues.
- IV. Promote healthy, safe, efficient and effective conduct of upstream petroleum operations in an environmentally acceptable and sustainable manner.
- V. Ensure efficient, safe, effective and sustainable infrastructural development of upstream petroleum operations.
- VI. Determine, administer and ensure the implementation and maintenance of technical standards, codes, practices and specifications applicable to upstream petroleum operations pursuant to good international petroleum industry practices.
- VII. Implement government policies for upstream petroleum operations as directed by the Minister of Petroleum in accordance with the provisions of this Act.

- VIII. Promote an enabling environment for investment in upstream petroleum operations.
- IX. ensure strict implementation of environmental policies, laws and regulations for upstream petroleum operations.
- X. Ensure the implementation of national policies for upstream petroleum operations; and
- XI. Implement such other policies and objectives as are consistent with the provisions of this Act.

7.0 OUR STAKEHOLDERS/CLIENTS

- Exploration and Production Companies
- National Oil Companies
- Service Companies
- Host Communities
- Government Agencies
- Oil and Gas Producing States
- National Assembly
- Civil Society Organizations
- The Public

8.0 OBLIGATIONS

8.1 Stakeholders/Clients Expectations from NUPRC

- Fair, efficient, and transparent services to all operators, service providers and other stakeholders.

- Consistency and equal treatment in enforcement of all applicable laws and regulations governing upstream petroleum operations
- Prompt feedback and polite response to all inquiries on issues in the Upstream Petroleum Sector.
- Honest and objective evaluation of all applications submitted.
- Timely investigation and feedback to reported acts of service failure.
- Open access to relevant information about NUPRC operations, regulations, applicable laws and guidelines.

8.2 NUPRC Expectations from Stakeholders/Clients

- Compliance with the provisions of the Act, Regulations and Guidelines.
- Report service failures or seek clarifications through designated telephone lines, Enquiry Management System (EMS) platform and email addresses.
- To treat staff with courtesy.
- Submit relevant documents and required reports within stipulated time and in the prescribed format.
- Attend scheduled meetings punctually.

- Submit complaints or service improvement suggestions to NUPRC through the Enquiry Management System platform, telephone lines, email addresses and suggestion boxes in all our offices.
- Timely payment of all NUPRC fees as stipulated in the Service Charter
- Promptly report suspicious and illegal Oil and Gas operations in your locality to the NUPRC.

9.0 Stakeholders Consultation

The NUPRC will engage and consult with Stakeholders/Clients quarterly or annually as the need may arise for feedback on services rendered by the Commission.

10 Performance Monitoring

The Commission will periodically evaluate and monitor the implementation of the Service Charter through the following means:

- i. A designed monitoring template will be used Quarterly to assess all service windows to ensure compliance with the set service standards of the Commission.
- ii. Quarterly reports will be generated from the assessment and will be reported to the Management of the Commission for service improvement.

11 Grievance Redress Mechanism (GRM)

The Commission is receptive to complaints about its services or any other pertinent matter which can further help to improve service delivery to clients through stakeholders' engagement.

Further complaints should also be directed to:

The Nodal Officer (NO)

Office of the Commission Chief Executive

Nigerian Upstream Petroleum Regulatory Commission

No. 7 Sylvester Ugoh Street, Jabi District,

Abuja.

Phone No. +234 7055622222, 09013331111, 08113936389

Email: servicom@nuprc.gov.ng

Website: www.nuprc.gov.ng

All complaints shall be acknowledged within 24 hours of notification and issues raised will be treated within ten (10) working days.

12. EXISTING LIMITATIONS

- I. Errors in the exercises report calculations/submission of incomplete documentation by the calibration company.
 - II. Delayed response from companies/technology vendors
 - III. Delay by applicant in addressing any outstanding action that may arise from the conduct of the exercise
 - IV. Submission of incomplete application and documentation etc.
- Other limitations are linked to the local charter of all service windows of the Commission and can be accessed on the Commission website.

13. DATE OF NEXT REVIEW

The Commission Service Charter will be reviewed every two years or as the need arises.

02

ECONOMIC REGULATION AND STRATEGIC
PLANNING SERVICE CHARTER



NIGERIAN UPSTREAM PETROLEUM
REGULATORY COMMISSION



NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION - SERVICE CHARTER & LINK

ECONOMIC REGULATION AND STRATEGIC PLANNING - INTEGRATED CHARTER						
S/N	Nature of Service	Customer	Customer Obligation	Service Standard	Existing Limitations	Website link/Email for further information of service requirements
				Cost Standard	Time Standard (Working Days)	
1	Approval of Annual Work program and Cost estimate	Licensee/Lessee	Submission of Annual Work program and Cost estimate	Not Applicable	Annually	Delay in submission https://www.nuprc.gov.ng/o_ https://www.nuprc.gov.ng/gazetted-regulati_ns/
2	Issuance of Official Revenue Receipt	Upstream Petroleum Companies	Submission of evidence of Payment	Not Applicable	1	Delay in submission https://www.nuprc.gov.ng/gazetted-regulati_ns/
3	Provision of Oil and Gas related data	Stakeholders	1. Letter of request for data 2. Submission of Data input template	Not Applicable	Based on request	Stakeholder's limited knowledge of Oil and Gas Industry https://www.nuprc.gov.ng/gazetted-regulati_ns/
4	Assessment of Oil and Gas Royalty and Gas Flare payment	Upstream Petroleum Companies	1. Self Assess and pay the royalty quarterly (PA 1969) or 30 days after the month of productin (PIA 2021) as the case may be. 2. Submission of self assessment and the evidence of payments and the basis of the self assessment for review 3. Updating of company records with the Reconciled assessment	Not Applicable	Quarterly	Customers' misinterpretation of the provision of extant laws and regulations http://www.nuprc.gov.ng_ https://www.nuprc.gov.ng/gazetted-regulati_ns/

5	Assessment of Concession Rentals	<p>1. Self Assess and pay the annual concession rental (PA 1969) on due date (PIA 2021) as the case may be.</p> <p>2. Submission of self assessment and the evidence of payments and the basis of the self assessment for review</p> <p>3. Updating of company records with the Reconciled assessment</p>	Not Applicable	Annually
6	Determination of Fiscal Prices	Submission of operation and commercial issues affecting the company	Not Applicable	Monthly
				https://www.nuprcg.ov.ng/wp-content/uploads/2022/5/07/2025-JAN-AUG-FISCAL-OIL-PRICE-DIFFERENTIALS-FOR-NIGERIAN-CRUIE-GRADES.pdf

7	Issuance of Cost Benchmarking Certificate	Upstream Petroleum Companies	Submission of Cost Data	Not Applicable	14	Delay in submission	https://www.nuprc.gov.ng/gazetted-regulations/
8	Issuance of economic analysis and evaluation certificate for Upstream Facilities	Upstream Petroleum Companies	Submission of Oil & Gas Production Profiles, Cost Data and other inputs as contained in the Field Development Program	Not Applicable	14	Delay in submission	https://www.nuprc.gov.ng/gazetted-regulations/
9	Issuance of certificate of good standing for export clearance	Upstream Petroleum Companies	1. Application for export permit on Crude Oil Terminal Export	Not Applicable	1	Delay in submission,	https://coex.nuprc.gov.ng/
10	FDP Economic Evaluation	Upstream Petroleum Companies	Submission of FDP Report and Completion of NUPRC Commercial Data Sheet	₦5,000,000.00	5	Incomplete documents	https://www.nuprc.gov.ng/gazetted-regulations/
11	Lease/License Renewal Valuation	Upstream Petroleum Companies	Submission of Proposed Development and Completion of NUPRC Commercial Data Sheet	5% of Net Present Value (NPV)	5	Incomplete documents	https://www.nuprc.gov.ng/gazetted-regulations/
12	Asset Divestment Premium Determination	Upstream Petroleum Companies	Submission of Proposed Development and Completion of NUPRC Commercial Data Sheet	10% of NPV	5	Incomplete documents	https://www.nuprc.gov.ng/gazetted-regulations/
13	Evaluation of Financial Viability of licensees, lessees or permit holders in upstream petroleum operations	Upstream Petroleum Companies	Submission of audited financial statements and reports	Not Applicable	Annually	Incomplete documents	www.nuprc.gov.ng
14	Input for Medium Term National Development Plan	Ministry of Finance, Budget and National Planning through the Ministry of Petroleum Resources	Provision of Guideline/ Template for Medium Term (5years) Capital Expenditure Estimate	Not Applicable	Annually	N/A	N/A

16	Inputs for Medium Term Revenue and Expenditure Framework	Ministry of Finance Budget and National Planning through the Budget Office of the Federation	Provision of Framework, Call circular and Indices for Medium Term Expenditure Estimate and Revenue Projection	Annually	N/A	N/A	
17	Input for Organisation of Petroleum Exporting Countries (OPEC) Annual Questionnaire	OPEC Secretariat, Vienna and Ministry of Petroleum Resources	Submission of Request Letter and Questionnaire/Template	Not Applicable	Annualy	N/A	
18	Input for Consultative Committee on Petroleum Statistics (CCPS) quarterly engagement	Consultative Committee on Petroleum Statistics (MPR, NMDPRA, CBN, ECN, NCDMB, NBS, NCS, PTDF, NNPC, PTI, etc)	Submission of Request Letter and Questionnaire/Template	Not Applicable	Quarterly	N/A	www.nuprc.gov.ng
19	Publication of Nigerian Oil and Gas Industry Annual Report (NOGIAIR)	Ministry of Petroleum Resources, Licensee holders, Investors and the general public	N/A	N/A	Annualy	N/A	https://www.nuprc.gov.ng/oil-gas-industry-annual-reports-ogiair/
20	Provision of investment opportunities within the Nigerian upstream petroleum sector.	Nigerian Investment Promotion Council (NIPC)	Submission of request Letter	Not Applicable	Based on request		www.nuprc.gov.ng

03

DEVELOPMENT & PRODUCTION
SERVICE CHARTER



NIGERIAN UPSTREAM PETROLEUM
REGULATORY COMMISSION



DEVELOPMENT & PRODUCTION SERVICE CHARTER						
S/N	Nature of Service	Customer	Customer Obligation	Service Standard	Time Standard (Working)	Existing Limitations
1	Issuance of approval for FDP Companies	Exploration and Production (E&P) Companies		N10,000,000	180	N/A www.nuprc.gov.ng
2	Issuance of approval for Annual calibration/recertification of crude oil storage, export facilities and custody transfer points	Exploration and Production (E&P) Companies	1. Submission of Application for calibration; 2. Payment of all requisite fees 3. Provide logistics for conduct of calibration exercise	Processing Fee- N1,350,000 per LACT unit	15	errors in the exercise's report calculation/ submission of incomplete documentation by the calibration company www.nuprc.gov.ng https://www.nuprc.gov.ng/gazetted-regulations/
3	Issuance of approval for Annual calibration/recertification of storage tank land/offshore terminal	Exploration and Production (E&P) Companies	1. Letter of Application for calibration; 2. Payment of all requisite fees 3. Provide logistics for conduct of calibration exercise	Processing Fee- N1,350,000(Land/Offshore)	1	N/A www.nuprc.gov.ng
4	Issuance of Operating license for LiCT/Accounting meters	Oil & Gas Service Company	1. Submit Application with all documents 2. Payment of prescribed fees Please refer to NUPRC website for details of necessary documents to be submitted with the application	per LACT system/accounting meters=\$1,000 renewable every 5 years	5	N/A www.nuprc.gov.ng
5	Issuance of recertification/recalibration of third party/service companies primary measures/master provers	Oil & Gas Companies	1. Application for calibration 2. Provide logistics for conduct of calibration exercise	N1,350,000/unit	10	errors in the exercise's report calculation/ submission of incomplete documentation by the calibration company www.nuprc.gov.ng
6	Issuance of vessel clearance for crude oil lifting	Oil & Gas Companies	Submission of DI to nuprc.gov.ng five (5) days to ETA	On completion of value addition to processing framework processing fee will be applicable	3	Late submission of DI and request www.nuprc.gov.ng
7	grant of Conceptual design approval for oil and gas facility	Oil & Gas Companies	1. Application Letter & project charter 2. Evidence of Payment of Processing fees 3. Submission of approved FDP 4. Submission of Design Diagrams 5. Submission of Technical Narratives and project philosophies & concept 6. Submission of Safety provisions & Environmental Impact Statement 7. Make Technical presentation 8. Other statutory submissions indicated in the Procedure Guide for the Design & Construction of Oil & Gas Surface Production Facilities (2011)	As contained in Upstream Petroleum Fees and Rents (Temporary) Guidelines 2025	20	www.nuprc.gov.ng https://www.nuprc.gov.ng/gazetted-regulations/

8	Grant of Detailed Design Approval for oil and Gas facility	Oil & Gas Companies	As contained in Upstream Petroleum Fees and Rents (Temporary) Guideline 2025	20	N/A
9	Approval to Introduce Hydrocarbon (AHC) to an Oil and Gas Facility	Oil & Gas Companies	As contained in Upstream Petroleum Fees and Rents (Temporary) Guideline 2025	10	N/A
10	Grant of License to Operate oil and gas facility	Oil & Gas Companies	As contained in Upstream Petroleum Fees and Rents (Temporary) Guideline 2025	10	N/A
11	Grant of Permit to survey	Oil & Gas Companies	As contained in Upstream Petroleum Fees and Rents (Temporary) Guideline 2025	60	N/A

12	Grant of Right of Way Permit	Oil & Gas Companies	1. Submission of Application form 2. Payment of application fee 3. ten Copies of Survey maps 4. Feedback from third party stakeholders 5. News Paper Statutory Notice Publications (Federal & State) 6. Public Hearing 7. Grant Fee payment	N1,350,000 for PTS per Flowline/Pipeline; per N1,350,000 for ROWP per Flowlines and Water/gas injection lines	60	N/A
13	Grant of Approval for Conceptual/Front-End Engineering Design on Pipeline Development	Oil & Gas Companies	1. Submission of Application Letter 2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995 3. Payment of Processing fees	1. N500,000,000 Processing Fee through NUPRC IGR Account	30	N/A
14	Grant of Approval for Detailed Engineering design on Pipeline Development	Oil & Gas Companies	1. Submission of Application Letter 2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995 3. Payment of Processing fees 4. Conduct Design and technical Safety Reviews 5. Submission of line pipes QA/QC (Integrity verification and validation) plans and project execution plans. 6. Submission of Environmental impact assessment approval of project for Pipelines of 20km and above.	1. N500,000,000 Processing Fee through NUPRC IGR Account	30	N/A
15	Upstream Oil and Gas Pipeline Licence	Oil & Gas Companies	1. Submission of Application form 2. Payment of application fee 3. ten Copies of Topographic maps 4. Feedback from third party stakeholders 5. Newspaper Statutory Notice Publications (Federal & State), 6. Public hearing. 7. Payment of Grant fee 8. Payment of processing fees	\$1.25 per meter length up to a maximum of \$10,000	60	N/A
16	Grant of approval to Introduce Hydrocarbon (Commissioning) into a Pipeline Facility	Oil & Gas Companies	1. Submission of Application Letter 2. Conduct Pre-commissioning checks 3. Pre-commissioning report 4. Submission of operations, maintenance & equipment manuals. 5. Conduct final facility inspection. 6. Hydro test. 7. Payment of processing fees	NGN 500,000,000 (A/H) Processing Fee through NUPRC IGR Account	20	N/A
17	Annual Renewal of Licence to Operate a Pipeline	Oil & Gas Companies	1. Submission of Application 2. Submit copy of OPL/ROWP 3. Payment of LTO fees	\$1.25 per meter length up to a maximum of \$10,000	30	N/A
18	Grant of approval for Upgrade/change of Service of Pipelines	Oil & Gas Companies	1. Submission of Application 2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995 3. Payment of Processing fees	NGN 500,000,000 Processing Fee through NUPRC IGR Account	20	N/A

19	Approval of Conceptual Design of Metering System	Oil & Gas Companies	1. Application Letter 2. Evidence of payment for approval 3. Metering Philosophy 4. Design Basis 5. Concept Selection 6. Contractor and Cost of the project 7. Preliminary Engineering Drawings	Processing Fee: N1,350,000.00	15	N/A www.nuprc.gov.ng
20	Approval of Detailed Engineering Design Approval for Metering Systems	Oil & Gas Companies	1. Application Letter 2. Evidence of payment for approval processing fees 3. Submission of Technical data Sheets for metering system 4. Submission of Approved engineering schematics 5. Submission Metering system construction plan QA/QC plans 6. Functional Design Specification (FDS) 7. Contractor and Cost breakdown of the metering project.	Processing Fee: N1,350,000.00	21	N/A www.nuprc.gov.ng
21	Approval to Introduce Hydrocarbon (AlHP) to metering system	Oil & Gas Operating Companies	1. Application Letter 2. FAT Report 3. SAT Report 4. Field instrument & control system communications test report 5. Payment of processing fees	Processing Fee: N1,350,000.00	15	N/A www.nuprc.gov.ng
22	Approval of Site Acceptance Test (SAT) Report	Oil & Gas Operating Companies	1. Application Letter 2. FAT Report 3. SAT Report 4. Field instrument & control system communications test report 5. Payment of processing fees	Processing Fee: N1,350,000.00	5	N/A www.nuprc.gov.ng
23	Grant of License to Operate metering system (5 Years)	Oil & Gas Operating Companies	1. Application Letter 2. Evidence of payment of \$10,000.00 LTO Fee. 3. SAT calibration report endorsed by NUPRC representatives 4. Five(5) copies of NUPRC approved SAT report	\$10,000.00 (LTO Fee) per LACT/Metering System	28	N/A www.nuprc.gov.ng
24	Approval of Design Safety Case	Oil & Gas Operating Companies	1. Application Letter 2. Design safety case dossier bearing facility details and project scope of work 3. Form Safety Assessment (FSA) reports, Safety Management System (SMS) and Remedial Action Plan (RAP). 3. Evidence of payment of Statutory application and processing fees 4. Additional review of workshops as may be required	Application Fee: N50,000.00 Processing Fee: N1,350,000.00	90	N/A www.nuprc.gov.ng

25	Approval of Operations Safety Case	Oil & Gas Operating Companies	<p>1. Application Letter, 2. Operation safety case dossier bearing facility details and project scope of work for a Formal Safety Assessment (FSA) reports, Safety Management System (SMS) and Remedial Action Plan (RAP). 3. Evidence of payment of Statutory application, and processing fees</p> <p>4. Safety Case validation (on site)</p> <p>engagement and additional review of workshops as may be required</p>	<p>Application Fee: N50,000.00 Processing Fee: N1,350,000.00</p> <p>90</p> <p>N/A</p>
				www.nuprc.gov.ng
26	Approval of Decommissioning Safety Case	Exploration and Production (E&P) Companies	<p>1. Application Letter, 2. Decommissioning safety case dossier bearing facility details and project scope of work, Formal Safety Assessment (FSA) reports, Safety Management System (SMS) and Remedial Action Plan (RAP). 3. Evidence of payment of Statutory application, and processing fees</p> <p>4. Safety Case validation (on site)</p> <p>engagement and additional review of workshops as may be required</p>	<p>Application Fee: N50,000.00 Processing Fee: N1,350,000.00</p> <p>90</p> <p>N/A</p>
				www.nuprc.gov.ng
27	Technology Adaptation "Approval for a Pilot/Validation Test"	Exploration and Production (E&P) Companies	<p>2. Proponent submit evidence of Technology Adaptation Process fee,</p> <p>3. Proponent makes presentation</p> <p>4. Proponent submit the following documentation in respect of technology/service (such as Technical specification/functional description and operational limit, Technology Decomposition, Reliability/Availability and Maintainability (RAMS) as applicable, technology Readiness Level, Failure Modes Effects and Criticality Analysis (FMCA), Type Approval Examinations (Type Approval Evaluation report and Type Approval Certificates, Certified Verification Agent (CVA) qualification plan, Deployment history/etc)</p>	<p>Processing Fee - N 1,320,000</p> <p>90</p>
				www.nuprc.gov.ng
28	Approval to Deploy Technology	Exploration and Production (E&P) Companies	<p>1. Proponent submit Validation test report, 2. Proponent submit Pilot test report</p> <p>3. Approval to deploy technology is issued/granted</p>	<p>Processing Fee - N 1,320,000 (Not captured in Fees and Rent regulation)</p> <p>60</p>
				www.nuprc.gov.ng

			2. List of all the equipment in the facility, their date of manufacture and commissioning date 3. Facility maintenance record 4. Result of last two (2) integrity test conducted on all critical equipment in the facility 5. Hazardous area classification of drawings 6. Document showing age of the facility 7. Proof of Previous license/permit to Operate 8. Integrity Risk Assessment Report 9. Obsolescence Management Strategy 10. Obsolescence Management Plan 11. Facility Maintenance Management System 12. Facility Structural integrity and Class reference (TOR) 2: Remaining Life assessment (RLA) Report 3. Facility & Field Utilization Report 4. Design Verification Plan 5. Facility Optimization Studies Plans/Reports and Economic Studies/Evaluation Report 6. Independent Surveyor or CVA Report on Facility Fitness-for-service 7. Technical presentation on status of facility's integrity, reliability and performance assurance 8. Inspection & maintenance History, Records and Periodic Reports of Production critical & safety critical equipments (e.g. vessels, tanks, pipelines/flowlines), systems & structures 9. Production and Safety Critical Performance Verification report from independent Surveyor or Certified	Delayed by applicant in addressing any outstanding action that may arise from the conduct of the exercise	www.nuprc.gov.ng
29	Issuance of Conformity Assessment Certification	Exploration and Production (E&P) Companies	Processing Fee - N 1,350,000	30	
30	Consent for Life Extension Plan (Five Years Prior to End of Facility Design Life)	Exploration and Production (E&P) Companies	Drawing of the Facility 3. Integrity Risk Assessment 3. Asset life Extension (ALE) scope and plan, including Business Case 4. Facility Maintenance Record 5. Modified As-Built Drawings 6. Modified Hazardous Area Classification 7. Revised Equipment List 8. Modified Obsolescence Management Strategy 9. Remaining Life Assessment Report 10. Revised Field Development Plan 11. Remaining Resource and Subsurface Assurance Report 12. Management of Change/ Changes to Asset Register 13. Safety Case, Maintenance & Thorough Verification	Delayed response by applicant in addressing any outstanding action that may arise from the processing phase or conduct of the exercise	www.nuprc.gov.ng

		Commission 2. Review mechanical completion reports and certificates for all systems and sub systems (mechanical, rotating, electrical/piping, instrumentations, communication and HVAC)		
32	Project related assurance (i.e QA/QC) including FAT, Pre-commissioning/Commissioning, PSUA/PSR	Exploration and Production (E&P) Companies	3. Identify Punch list items criticality to start up of operations, timelines and commitment for close out 4. Conduct Facility inspection and Conduct function test of equipment as applicable 5. Demonstrate that newly constructed installed or modified facility are able to perform in accordance with specified technical requirements 6. Ensure that adequate safety, operating, maintenance and emergency procedures	Virtual FAT \$50,000 1. According to Facility Type. As prescribed by 2019 amendment section 59(2) of the Petroleum (Drilling & Production) Regulation 1969 30 days
33	Initial Licence to Operate (LTO) a Facility	Exploration and Production (E&P) Companies	1. Application for License to Operate. 2. Valid As Built drawing(s). 3. Conduct Conformity Assessment of the facility 4. Payment of permit/licence fees	Regulation 1969 10
34	Risk Based Inspection (RBI) Methodology Approval	Exploration and Production (E&P) Companies	1. Submission of Application to adopt RBI methodology. 2. Demonstration of RBI methodology application to show familiarity with software and other tools as well as completeness and competence of RBI implementation team 3. Payment of RBI Methodology approval fees	NGN 6,250,000 20
35	Risk Based Inspection (RBI) Facility Approval	Exploration and Production (E&P) Companies	1. Submission of application to conduct facility RBI assessment workshop 2. Successful conduct of RBI assessment for the facility and forwarding of inspection Intervisits to the Commission 3. Payment of RBI facility approval fee.	NGN 1,350,000 per facility 20
36	Turn Around Maintenance (TAM)	Exploration and Production (E&P) Companies	Maintenance (TAM) 2. Comprehensive Scope of Work and Plan 3. Level 4-Schedule Submit an application to carry out gas well deliverability test in accordance with guidelines on NUPRC's website. Pay processing fee - N	N/A 21
37	Grant of approval for gas well deliverability test	Exploration and Production (E&P) Companies	Processing Fee - N 1,350,000 per well 21	Delay by Companies to meet the statutory requirements for the application www.nuprc.gov.ng

Gas Sales and Gas flare Meters recertification/calibration Approval	Exploration and Production (E&P) Companies	1). letter of Application for recertification/calibration 2). Payment of all requisite fees 3). Provide logistics for conduct of calibration exercise	\$1,000/unit	14	1). Errors in the exercise's report calculations/submission of incomplete documentation by the calibration company 2). Inadequate staff to review exercise's reports due to large number of facilities undertaking the exercise. 3). Inadequate training of the desk officer to properly review the exercise reports	www.nuprc.gov.ng	
38					1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng	
39	Issuance of approval for the drilling of NAG Development Wells	Exploration and Production (E&P) Companies	Submission of application to drill in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee -N5,250,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
40	Revalidation of expired NAG well drilling permits (after 6 months)	Exploration and Production (E&P) Companies	Submission of application to revalidate expired permit in accordance with guidelines on the NUPRC website. Payment of N250,000 statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
41	Grant of approval to re-enter and resume drilling of a gas well (after 6 months)	Exploration and Production (E&P) Companies	Submission of application to resume drilling operations in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
42	Revalidation of approval to re-enter and resume drilling of a gas well (after 6 months)	Exploration and Production (E&P) Companies	Submission of application to revalidate approval to re-enter and resume drilling operations in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng

43	Grant of approval to re-enter and commence plug back and abandonment of a gas well	Exploration and Production (E&P) Companies	Submission of application to plug back and abandon well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
44	Re-validation of approval to re-enter and commence plug back and abandonment of a gas well	Exploration and Production (E&P) Companies	Submission of application to re-validate approval to plug back and abandon well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
45	Grant of approval to re-enter and re-drill a gas well	Exploration and Production (E&P) Companies	Submission of application to re-enter and re-drill gas well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N 5,250,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
46	Re-validation of approval to re-enter and re-drill a gas well	Exploration and Production (E&P) Companies	Submission of application to re-validate approval to re-enter and re-drill gas well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
47	Grant of approval to re-enter and sidetrack a gas well	Exploration and Production (E&P) Companies	Submission of application to sidetrack gas well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N 5,250,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng

48	Revalidation of approval to re-enter and side-track a gas well Producing Companies	Submission of application to revalidate approval to sidetrack gas well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
49	Grant of approval to re-enter and commence suspension of a gas well Producing Companies	Submission of application to suspend gas well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
50	Revalidation of approval to re-enter and commence suspension of a gas well Producing Companies	Submission of application to revalidate approval for suspension of a gas well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
51	Grant of approval to re-enter and commence withdrawal of cemented casing (permanent casing) from a gas well prior to abandonment Producing Companies	Submission of application to commence withdrawal of cemented casing (permanent casing) from a gas well prior to abandonment in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
52	Revalidation of approval to re-enter and commence withdrawal of cemented casing (permanent casing) from a gas well prior to abandonment Producing Companies	Submission of application to revalidate approval for withdrawal of cemented casing (permanent casing) from a gas well prior to abandonment in accordance with guidelines. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng

53	Issuance of approval to re-enter a gas well for initial completion	Producing Companies	Submission of application to initially complete gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee -N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SWOR, Valid OGISP for Vendors, etc) 2. Delay in company response to query 3. Delay in provision of well logs for evaluation of target interval	www.nuprc.gov.ng
54	Revalidation of approval to re-enter a gas well for initial completion	Producing Companies	Submission of application to revalidate approval for initial completion of gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SWOR, Valid OGISP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
55	Issuance of approval to re-enter a gas well for recompletion/open sleeve	Producing Companies	Submission of application to recomplete gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee -N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SWOR, Valid OGISP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
56	Revalidation of approval to re-enter a gas well for initial completion/open sleeve	Exploration and Production (E&P) Companies	Submission of application to revalidate approval for recompletion of gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SWOR, Valid OGISP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
57	Issuance of approval to re-enter a gas well for stimulation	Exploration and Production (E&P) Companies	Submission of application to stimulate gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee -N1,350,000	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SWOR, Valid OGISP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng

58	Revalidation of approval to re-enter a gas well for stimulation	Exploration and Production (E&P) Companies	Submission of application to revalidate approval for stimulation of gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation (e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
59	Issuance of approval to re-enter a gas well for workover	Exploration and Production (E&P) Companies	Submission of application to workover gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation (e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
60	Permit fee for a coil tubing license	Services Companies	Submission of application for issuance of coil tubing license in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee-\$2,500	60	N/A www.nuprc.gov.ng
61	Revalidation of approval to re-enter a gas well for workover	Exploration and Production (E&P) Companies	Submission of application to revalidate approval for workover gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee	Statutory Fee - N1,350,000	21	1. Submission of incomplete documentation (e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
62	Issuance of approval for Maximum Efficient Rate Tests per Well	Exploration and Production (E&P) Companies	Submission of application to carry out accordance with guidelines on the NUPRC website.	Payment of processing fee of N312,500 per well.	80	Delay by Companies to meet the statutory requirements for the application www.nuprc.gov.ng
63	Issuance of Technical Allowable Rate (TAR) to producing wells	Exploration and Production (E&P) Companies	Submission of application for Technical Allowable rate in accordance with guidelines on the NUPRC website.	Payment of processing fee of N312,500.	80	Failure to conduct MER Test, Late statutory payment and late submission of MER Test results www.nuprc.gov.ng
64	Review of Technical Allowable (TAR)	Exploration and Production (E&P) Companies	Submission of application for review of Technical Allowable rate in accordance with guidelines on the NUPRC website.	Payment of processing fee.	case by case b	payment or faulty payment of statutory fees. www.nuprc.gov.ng

65	Issuance of approval for Drill Stem Test (DST) /ber reservoir	Exploration and Production (E&P) Companies	sample in accordance with guidelines on NUPRC's website.	Pay processing fee of N125,000	21	payment or faulty payment of statutory fees.
66	Issuance of approval for Extended Well Test	Exploration and Production (E&P) Companies	Submission of application to conduct EWT in accordance with guidelines on NUPRC's website.	Pay processing fee of \$5,000 per well	21	payment or faulty payment of statutory fees.
67	Issuance of approval for renewal of Extended Well test (EWT)	Exploration and Production (E&P) Companies	Submission of application to renew EWT in accordance with guidelines on NUPRC's website.	Pay processing fee of \$5,000 per well	21	payment or faulty payment of statutory fees.
68	Issuance of approval for Multi-Phase Flow Meters (MPFM)	Exploration and Production (E&P) Companies	Submission of application for Multi-Phase Flow meters in accordance with guidelines on NUPRC's website.	Pay processing fee of \$2,000	21	N/A
69	Issuance of approval for condensate classification	Exploration and Production (E&P) Companies	Submission of application for condensate guidelines on NUPRC's website.	Pay processing fee of N25,000	21	1. Submission of incomplete application. 2. Delays in responding to issues raised during review of application.
70	Issuance of approval for the drilling of Ordinary Appraisal and Development Wells	Vessel Operating Companies	Submission of application to drill in accordance with guidelines on the NUPRC website.	Payment of N5,250,000 statutory fee	21	1. Delay of NIIMS consent letter for PSC Assets. 2. Submission of applications with incomplete documentation e.g evidence of statutory fee payment, valid license for intervention Units for the well operation/Valid OGSP for Vendors).
71	Issuance of Permit for the initial completion of wells	Geophysical/Geotechnical Vessel Operating Companies	Submission of application to initially complete well in accordance with guidelines on the NUPRC website.	Payment of N1,350,000 statutory fee	21	1. Submission of incomplete documentation, e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query

72	Issuance of permit for the Workover, completion and zone change of wells	Exploration and Production (E&P) Companies	Submission of application to workover, recomplete or carry out zone change in a well in accordance with guidelines on the NUPRC website.	Payment of N1,350,000 statutory fee	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
73	Issuance of approval for Well plug back	Exploration and Production (E&P) Companies	Submission of application to plug back well in accordance with guidelines.	Payment of N1,350,000 statutory fee	1. Submission of application with incomplete documentation i.e.g evidence of statutory fee payment, valid license for Units for intervention the well operation/Valid OGSP for Vendors.	www.nuprc.gov.ng
74	Issuance of approval to sidetrack/redrill well	Exploration and Production (E&P) Companies	Submission of application to sidetrack/redrill well in accordance with guidelines.	Payment of N1,350,000 statutory fee	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
75	Issuance of approval for the suspension of wells	Producing Companies	Submission of application to suspend well in accordance with guidelines on the NUPRC website.	Payment of N1,350,000 statutory fee	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng
76	Approval for the abandonment of wells	Producing Companies	Submission of application to abandon well in accordance with guidelines on the NUPRC website.	Payment of N1,350,000 statutory fee	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query	www.nuprc.gov.ng

77	Issuance of approval to change well target	Producing Companies	Submission of application to change well target in accordance with guidelines.	Payment of N1,250,000 statutory fee	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
78	Issuance of approval to deepen well	Exploration and Production (E&P) Companies	Submission of application to deepen well in accordance with guidelines.	Payment of N5,250,000 statutory fee	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
79	Issuance of approval to resume drilling operations	Exploration and Production (E&P) Companies	Submission of application to resume drilling operations in accordance with guidelines.	Payment of N1,250,000 statutory fee	21	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query www.nuprc.gov.ng
80	Processing fee for request for well abandonment or recommissioning and site restoration (approval) or revalidation	Exploration and Production (E&P) Companies	Submission of application for well decommissioning and wellsite restoration in accordance with guidelines.	Payment of N1,250,000 statutory fee	30	1. Submission of incomplete documentation(e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc) 2. Delay in company response to query nuprc@nuprc.gov.ng coping2_da_unit@nuprc.gov.ng 3_wds@nuprc.gov.ng
81	Issuance of drilling rig/workover barge & vessels and a hoist operating license	Producing Companies	Submission of application for rig/workover hoist operating license in accordance with guidelines on the NUPRC website.	Payment of statutory fee of N5,250 for application and N10,500 payment of statutory fee for license to operate the drilling rig N5,250,000 for the drilling rig N5,250,000 for application and N10,500 for license to operate the drilling rig	60	N/A www.nuprc.gov.ng
82	Issuance of vessel operating license	Exploration and Production (E&P) Companies	Submission of application for vessel operating license in accordance with guidelines on the NUPRC website.	Payment of statutory fee of N5,250 for application and N10,500 for license to operate the drilling rig	60	N/A www.nuprc.gov.ng
83	Issuance of license to operate a Geophysical/Geotechnical vessel	Exploration and Production (E&P) Companies and Service Company	Submission of application for geophysical/geotechnical vessel operating license in accordance with guidelines on the NUPRC website	"Payment of statutory fee of N5,250"	60	N/A www.nuprc.gov.ng

84	Revalidation of permit for expired data acquisition and processing	Exploration and Production (E&P) Companies and Service Company	Submission of application to revalidate expired permit in accordance with Guidelines on the NUPRC website.	Payment of N1,350,000 statutory fee	21	N/A	www.nuprc.gov.ng
85	Revalidation of expired drilling permits (after 6 months)	Exploration and Production (E&P) Companies	Submission of application to revalidate expired permit in accordance with Guidelines on the NUPRC website.	Payment of N5,250,000 statutory fee	10	<ol style="list-style-type: none"> 1. Submission of incomplete documentation, e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc) 2. Delay in company response to query 	www.nuprc.gov.ng
86	Revalidation of expired initial completion, recompletion, workover, stimulation permits	Exploration and Production (E&P) Companies	Submission of application to revalidate expired permit in accordance with Guidelines on the NUPRC website.	Payment of N1,350,000 statutory fee	10	<ol style="list-style-type: none"> 1. Submission of incomplete documentation, e.g. statutory fee payment, valid licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc) 2. Delay in company response to query 3. Delay in provision of well logs for evaluation of target interval 	www.nuprc.gov.ng
87	Permit to acquire fluid sample	Exploration and Production (E&P) Companies	Submission of application to acquire fluid sample in accordance with guidelines on NUPRC's website.	Pay processing fee of N1,350,000 per sample	21	<ol style="list-style-type: none"> 1. Submission of incomplete application. 2. Delays in responding to issues raised during review of application. 	www.nuprc.gov.ng
88	Permit for in-country fluid sample analysis	Exploration and Production (E&P) Companies	Submission of application for in-country fluid sample analysis in accordance with Guidelines on NUPRC's website.	Pay processing fee of N1,350,000 per sample	21	<ol style="list-style-type: none"> 1. Submission of incomplete application. 2. Delays in responding to issues raised during review of application. 	www.nuprc.gov.ng
89	Approval to export fluid sample	Exploration and Production (E&P) Companies	Submission of application to export fluid sample in accordance with guidelines on NUPRC's website.	Pay processing fee of N25,000 per interval/sample	21	<ol style="list-style-type: none"> 1. Submission of incomplete application. 2. Delays in responding to issues raised during review of application. 	www.nuprc.gov.ng
90	Approval to commence unitization process	Exploration and Production (E&P) Companies	Submission of application to commence Unitization Process in accordance with Guidelines on NUPRC's website.	Pay processing fee of N1,350,000	21	<ol style="list-style-type: none"> 1. Delays in response to invitation for engagements. 2. Delay in execution of Unitisation Unit Operating Agreement (UUOA) by the Unit parties. 	www.nuprc.gov.ng
91	Approval letter for operatorship of unitized field	Exploration and Production (E&P) Companies	Submission of application for operatorship letter in accordance with guidelines on NUPRC's website.	Pay processing fee of N312,500	21		www.nuprc.gov.ng

92	Issuance of Approval for reference/notification date for unutilized fields	Exploration and Production (E&P) Companies	Submission of application for fields in accordance with guidelines on NUPRC's website.	Pay processing fee of N\$12,500	21	1. Delays in response to invitation for engagements. 2. Delay in execution of Utilisation Unit Operating Agreement (UUOA) by the Unit parties.	www.nuprc.gov.dz
93	Issuance of Permit to conduct Bottomhole Pressure (BHP) survey	Exploration and Production (E&P) Companies	Submission of application to conduct Bottom Hole Pressure (BHP) survey in accordance with guidelines on NUPRC's website.	Pay processing fee of N\$12,500	21	1. Submission of incomplete application. 2. Delays in responding to issues raised during review of application.	www.nuprc.gov.dz
94	Issuance of Annual Renewal License to Operate for Upstream facilities	Exploration and Production (E&P) Companies	Submission of application to renew license to operate for Upstream facilities in accordance with guidelines on NUPRC's website.	Pay processing fee according to facility type in line with Upstream Petroleum Fees and Rent (Temporary) Regulations 2025	21	Non-issuance of pre-requisite Conformity Assessment Certificate due to outstanding asset integrity issues at the facility	www.nuprc.gov.dz
95	Grant of approval to re-enter and commence plug back and abandonment of a BIS well	Exploration and Production (E&P) Companies	Submission of application to plug back and abandon well in accordance with guidelines. Payment of statutory fee	Statutory Fee - N \$1,350,000	30	1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate/Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc)	www.nuprc.gov.dz
96	Processing fee for Decommissioning and Abandonment Plan Approval (and Revalidation)	Exploration and Production (E&P) Companies	"1. Submission of Decommissioning and Abandonment Plan (DAP) in line with sections 232 and 233 of the PIA 2021, detailing End-of-Field Life (EoL) D&A plans for production facilities and/or systems, pipelines, etc. in accordance with guidelines; technical narratives describing asset portfolio D&A philosophy, methodology, D&A cost, breakdown/basis of estimation/computation, remittance plan, risk management, ISTE considerations. 2. Establishment of D&A funds escrow account as prescribed by the PIA 3. Evidence of payment of statutory fee"	Pay processing fee of N 10,000,000	90	2. Delay in company response to query 1. Conduct of stakeholder engagement. 2. Outcome /addressing the outcome of stakeholder engagement 3. Delay by applicant in addressing the outcome of the W&A work programme review workshop, assets"	www.nuprc.gov.dz
97	Processing fee for Decommissioning and Abandonment Execution Programme Approval or Revalidation	Exploration and Production (E&P) Companies	1. Submission of application to decommission and abandon at End-of-Field Life (EoL), of production facilities and/or systems, pipelines, etc. in accordance with exploration and production (E&P) guidelines.	Processing fee: N\$5,000,000		"120 days for land assets; 12 months for offshore assets"	www.nuprc.gov.dz

98 Issuance of DGDO Compliance Certificate	Exploration and Production Company	Timely submission of gas reserves in line with 3rd schedule of the PIA. Submission of annual gas production, Utilization and Flare volumes. Submission of daily DGDO Performance. Participation on DGDO Performance Audit/Reviews Submission of application letter and other supporting documents.	NA	30	N/A	www.nuprc.gov.ng
99 Issuance of Temporary Permit to Flare gas	Exploration and Production Company	Facilitate NUPRC flare site inspection. Submit estimated volume per day or total flaring volume. Duration of event and justification, cause of flaring and "Basis of estimated volume and Duration".	\$2.00 per Mscf	21	Late submission of application	www.nuprc.gov.ng
100 Issuance of Certificate of Quantity & Quality for Gas Produced	Exploration and Production Company	Submit production and utilisation reports. Participate and conclude reconciliation exercices.	NA	10	Non participation of some companies during reconciliation. Inconclusive reconciliation.	www.nuprc.gov.ng
101 Processing fee for Authorization of Natural Gas Flare Elimination and Monetization Plan	Exploration and Production Company	Submission of Detailed Plan in line with the Regulations. Seek Approval or Plan which has clear time lines. Commit to Milestone Development Agreement with the Commission	\$1,000	30	Non-submission by companies	www.nuprc.gov.ng
102 Flare Threshold Approval	Exploration and Production Company	Timely submission of Gas production, Utilization and flare data. Flaring categorization (Routine, Safety, Emergency and non-routine). Submit flaring threshold data request by the Commission, including Facility capacities and historical practices.	NGN 100,000 per facility	H1 and H2. 30 Days following Non-timely or non-submission of the next half data		www.nuprc.gov.ng
103 Hydrocarbon production Export Permit Processing	Oil and Gas Company	Submission of application on COTEX and GATEX Portals on or before agreed timeline	\$1,000	21	1. In adequate/in appropriate documents uploading 2. Applying for wrong application	www.nuprc.gov.ng

04

HEALTH, SAFETY, ENVIRONMENT AND
COMMUNITY SERVICE CHARTER



NIGERIAN UPSTREAM PETROLEUM
REGULATORY COMMISSION



**NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION SERVICE CHARTER AND LINK
HEALTH, SAFETY, ENVIRONMENT AND COMMUNITY SERVICE CHARTER**

S/N	Nature of Service	Customer	Customer Obligation	Service Standard		Website link/Email for further information of service requirements
				Cost Standard (₦)	Time Standard (Working Days)	
1	Processing fee for Recipient Water Sampling Certificate per Quarter	Operators	1. Periodic (Quarterly) sampling of process effluents, emissions and recipient environment. 2. Timely submission of compliance monitoring reports to Commission. 3. Report non-compliances	500,000NGN	7	<ul style="list-style-type: none">1. Observation of non-compliance in monitoring process/reports).2. Staff strength.3. Staff strength. https://igr.nuprc.gov.ng
2	Issuance fee for Approval for Biological Monitoring Studies Report (BMS)	Operators	Submission of BMS report. BMS must be conducted in line with approved SoW and ToR	1,350,000NGN	30	<ul style="list-style-type: none">1. Finding a suitable date to schedule review workshop with the Commission.2. Implementation of review findings if any by the company.3. Staff strength. https://igr.nuprc.gov.ng

3	Application fee for Certificate of Sampling (for Aqueous layer of drilling waste, Effluent monitoring) Operators	<ol style="list-style-type: none"> 1. Apply to NUPRC with details of the sampling point, period, and discharge activity. 2. Ensure sampling and analysis are conducted by NUPRC-accredited personnel and certified labs. 3. Follow EGASPIN procedures for proper sample collection, preservation, and documentation. 4. Submit lab results and reports within the required time frame and maintain sampling records. 	225,000NGN	https://igr.nuprc.gov.ng
4	Issuance of Oilfield Chemicals Certification Service Providers/Operator	<ol style="list-style-type: none"> 1. Submit application for chemical certification which shall include Safety Data Sheets /Product Data Sheet 2. Pay processing fee to the Commission via IGR portal. 3. Submit two samples per chemical/product (1 litre each) to the Commission. 4. Evidence of payment to the analysing laboratories (3rd party). 	100,000 NGN per product. (IGR) 784,750 NGN per product. (for 3rd Party)	Submission of reports from the Commission's accredited 3rd party laboratories. Non-payment of established 3rd party laboratories service charges by the Vendor.

		Submission of Application for Recertification, the application shall accompany the underlisted items: -		Non-submission of new and complete SDS	
		a. Old and New SDS b. Attestation Letter from the manufacturer. c. In the event of reformulation of product, the company must provide the chemical for toxicity test. d. Obligations in (b) above apply. e. Quarterly report of the chemical sales.		Delayed response on confirmation of letter of attestation from the manufacturer in an event where the vendor is not the manufacturer In the event where the product is found to be reformulated, certification	https://igr.nuprc.gov.ng
5	Chemicals	Service Providers / Operator	Submission of application for approval which should include details of the chemical and the intended use. Attach copy of previous approval and waste disposal plan	105,000 NGN per product.	7
6	Approval fee to use	Operator	Submission of application for approval which should include details of the chemical and the intended use. Attach copy of previous approval and waste disposal plan	250,000NGN	14
7	Renewal fee for Approval to use	Operator	Submission of application for approval which should include details of the chemical and the intended use. Attach copy of previous approval and waste disposal plan 1. Application for relevant service on OGSP Portal.	125,000NGN	14
8	Application fee for Approval to operate Analytical Laboratory for use in upstream Operators/ 3 rd Party Operators/ 3 rd Party Labs		2. Must have Minimum Specified Equipment. 3. Coordinate successful accreditation inspection of facility by NUPRC	250,000NGN	N/A 1. Staff strength 2. capacity gaps in advanced techniques and QA/QC protocols. https://igr.nuprc.gov.ng

9	Application fee for Renewal of analytical laboratory approval	1. Application for the re-accreditation/annual accreditation inspection. 2. Must have Minimum Specified Equipment. 3. Coordinate successful re-accreditation inspection of facility by NUPRC.	1. Inability to close-out action items arising from the inspection exercise accreditation. 2. Issuance of service permit by CELAPS without recourse to accreditation. 3. Non-compliance with the issued accreditation letter.	https://igr.nuprc.gov.ng
10	Application fee for Permit to operate Oilfield chemical (Drilling products, production chemicals etc.) blending plant/formulation plant/warehouse for upstream petroleum operation	1. Application to NUPRC with full details of the facility and chemicals involved. 2. Must meet Minimum Specified Requirement. 3. NUPRC inspections and renew permit annually/contin ent upon compliance.	1. Staff strength 2. capacity gaps in advanced techniques and QA/QC protocols.	https://igr.nuprc.gov.ng
11	Application fee for Approval to produce culture test organisms for Biomonitoring Operator	1. Submit a formal application with details of the organisms and their intended use. 2. Must meet Minimum Specified Requirement. 3. Allow inspections and audits by the Commission. 4. Renew approval annually, subject to compliance.	Staff strength to participate in withmessing exercise.	http://www.nuprc.gov.ng/gazette-regulations.html

12	Application fee for Approval to produce culture test organisms for Biomonitoring (Revalidation)	<p>1. Submit a formal application to NUPRC for revalidation, including details of the organisms and intended use.</p> <p>2. Must meet Minimum Specified Requirement.</p> <p>3. Submit Facility records and allow inspections/audits by NUPRC during revalidation.</p> <p>4. Renew approval annually, subject to compliance.</p>	<p>Staff strength to participate in witnessing exercise.</p>	www.nuprc.gov.ng , http://www.nuprc.gov.ng/gazetted-regulations/
13	Application fee for Laboratory QA/QC- Reference material and Proficiency testing	<p>1. Submit a formal application for the QA/QC permit, detailing the scope of services, including reference materials and proficiency testing (PT).</p> <p>2. Must meet the Minimum Specified Requirement.</p> <p>3. Allow inspections/audits by NUPRC.</p>	<p>Staff strength to participate in witnessing exercise.</p>	https://igr.nuprc.gov.ng
14	Application fee for Laboratory QA/QC- Reference material and Proficiency testing (Revalidation)	<p>1. Submit revalidation application via the OGSP portal, specifying that it is for laboratory QA/QC (Reference Material & Proficiency Testing).</p> <p>2. Must meet the Minimum Specified Requirement.</p> <p>3. Allow inspections/audits by NUPRC.</p>	<p>Staff strength to participate in witnessing exercise.</p>	https://igr.nuprc.gov.ng

15	Application fee for Field Sampling and Laboratory Analysis (EES, PIA, BMS)	<p>1. Submit an official application specifying the scope: Environmental / Ecological Studies (EES), Post Impact Assessment (PIA), and Baseline Monitoring Studies (BMS).</p> <p>2. Must meet the Minimum Specified Requirement.</p> <p>3. Allow inspections or audits of field sampling teams and analytical labs if requested.</p> <p>4. Submit final study reports (e.g., EES, PIA, BMS) to the Commission within designated timelines.</p>	250,000GN	21	<p>Staff strength to participate in witnessing exercise.</p> <p>http://www.nuprc.gov.ng/gazette-regulations/</p>
16	Issuance of Radiation Safety Permit (RSP)	<p>1. Apply for RSP online and submit the application</p> <p>2. Provide evidence of NRRA permit</p> <p>3. Provide the contractor's OGISP permit status or relevant service on OGISP Portal</p>	NGN (1,000,000.00) Processing fee.	7	<p>Not enough staff strength</p> <p>https://ogisp.nuprc.gov.ng/</p>
17	Safety and Emergency Response Training Centre Accreditation / Re-accreditation / Service Providers	<p>1. Application fee for registration as an Oil & Gas Service Company (OGSP)</p> <p>2. Payment of application fee on IGR Portal via Remita.</p> <p>3. Payment of statutory fee per course intended to be offered as required by the Commission.</p> <p>4. Must have Minimum Specified facility & Equipment.</p> <p>5. Coordinate successful accreditation inspection of facility by NUPRC.</p> <p>6. Presentation of satisfactory course intended</p>	1. NGN250,000 application fee for registration as an Oil & Gas Service Company (OGSP) <p>2. NGN1,000,000 processing fee for accreditation of training Centre.</p> <p>3. NG50,000 (or as specified by the Commission) per course intended</p>	14	<p>Incomplete submission of necessary documents and delay in site inspections due to logistic challenges</p> <p>https://www.nuprc.gov.ng/nuprc-guidelines/hse</p> <p>https://ogisp.nuprc.gov.ng/</p>

		1. Application for a Safety Case approval. 2. Payment of application fee on IGR Portal via Remita. 3. Ensure that formal safety studies have been conducted. 4. Engaging the Commission in conducting safety studies: I. Application for Formal Safety Assessment / Safety Clearance approval.	N1,000,000 processing fees	20	The time constraint include period of internal review of safety case document, logistics of company setting up of requisite safety case workshop and site visitation.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
18	Issuance of Safety Case Approval Operators					www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
19	Processing fee for Formal Safety Assessment / Safety Clearance Operators	1. Application for a certificate of approval. 2. Payment of application fee on IGR Portal via Remita. 3. Ensure that tests have been conducted. 4. Engaging the Commission in conducting tests.	500,000NGN	20	N/A	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
20	Application fee for Certification of all Critical Safety Equipment Operators					Logistic and company setting up of acceptable time for site visitation.

21	Application fee for Re-certification of all Critical Safety Equipment Operators	<ul style="list-style-type: none"> 1. Application for a re-certification approval. 2. Payment of application fee on IGR Portal via Remita. 3. Ensure that tests have been conducted. 4. Engaging the Commission in conducting tests. 	1,000,000NGN	25	Logistic and company set up of acceptable time for site visitation.	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
22	Issuance of Remediation Action Plan (RAP) approval Operators	<ul style="list-style-type: none"> 1. Submit Remediation Action Plan (RAP) 2. Conduct Remediation Exercise 3. Submit Final Remediation Report for Close Out and Certification 	500,000NGN per group of 1 - 5 RAPs submitted	15	Possible inability to jointly review the submitted RAP with the operators within the timeline.	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
23	Application fee for Approval of Emergency Response Plan Operators	<ul style="list-style-type: none"> 1. Submit Emergency Response Plan (ERP) 2. Payment of application fee on IGR Portal via Remita. 	1,000,000NGN	15	Possible inability to jointly review the submitted ERP with the operators within the timeline.	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
24	Environmental Incidents related Petitions Operators and Communities	<ul style="list-style-type: none"> 1. Clean Up Spill 2. Conduct Post Clean Up Assessment 3. Mobilize for Post Clean Up Inspection 	675,000NGN per site	10	Late or non-mobilization by the spiller	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
25	Issuance of Post Clean Up Inspection Operators					

26	Application fee for Post Remedial Action Review	Operators	Conduct Environmental Remediation as approved by the NUPRC and submit a report for joint review with the NUPRC 1. Submit detailed report on GHG plan including emission reduction Strategies/Plan 2. Monitoring and inspection plans for facilities stating inventory methodologies. 3. Submission of GHG inventory report on quarterly basis.	1,000,000NGN NA	15 14	[Non payment of the review fees by the the polluter; Late response for joint review due to unavailability of either the polluter or other industry stakeholders.] Incomplete submission of requisite document by company and delays by company in addressing feedback from the Commission Lack of using accredited third-party by the operator
27	Issuance of Approval of Greenhouse Gas (GHG) Management Report /Plan	Operators	1. Submit Methane Leak Detection & Repair (LDAR) inspection plan/schedule to the Commission. 2. Participation/Witnessing of LDAR inspections as prescribed in the guidelines 3. Conduct Survey in-house or Contract inspection to a third-party service provider.	NA	10	https://www.nuprc.gov.ng/wp-content/uploads/2022/11/METHANE-GUIDELINES_EMAIL-NOVEMBER-10-2022.pdf
28	Issuance of certificate of LDAR (Upon Satisfactory Inspection)	Operators	1. Submit application for accreditation/approval to offer LDAR or related GHG Management Services. 2. Conduct technical presentation on intended Services. 3. Submission of evidence of payment for application fees 4. Conduct pilot trial of the technology (for new application) at selected facility	NA	20	Delays in accepting dates for technical presentation or trial run by the Company and lack of readily available technology/software.
29	Issuance of Accreditation/Approval for Fugitive Leak Detection & Repair (LDAR) operational permit and GHG Management Consultancy Service	Service Providers		500,000 NGN		https://www.nuprc.gov.ng/wp-content/uploads/2022/11/METHANE-GUIDELINES_EMAIL-NOVEMBER-10-2022.pdf

30	Application fee for Fugitive Leak Detection and Repair (LDAR) operational permit (Revalidation)	Service Providers	Submission of application for service renewal	250,000NGN	10	Late submission of renewal application	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
31	Application fee for Measurement Reporting and Verification of GHG Emissions	Service Providers	Application for service accreditation/permit	500,000NGN	20	lack of readily available technology/software by some service providers	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
32	Application fee for Measurement Reporting and Verification of GHG Emissions (Revalidation)	Service Providers	Application for service accreditation/permit re-validation	250,000NGN	10	Late submission of renewal application	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
33	Processing fee for the Review of Draft Environmental Evaluation Study (EES) / Post Impact Assessment (PIA) Approval	Operators	1. Submit a Draft EES/PIA report along with receipt of requisite fees payment	N1,350,000.00	28	No limitations except where multiple reports are received at the same time	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
34	Issuance of Final Environmental Evaluation Study (EES) / Post Impact Assessment (PIA) Report	Operators	Submit a Final EES/PIA report along with receipt of requisite fees payment	N675,000.00	7	No limitations except where multiple reports are received at the same time	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
35	Processing fee for Environmental Screening Report (ESR) and Preliminary Impact Assessment Report (PIAR) Report	Operators	Submit ESR and PIAR report along with receipt of requisite fees payment	N1,350,000.00	14	No limitations except where multiple reports are received at the same time	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/

36	Processing fee for Terms of Reference/Scope of Work (ToR/SoW) for Environmental Studies (EES, PIA, EBS, EMP, etc.) Approval for E&P Companies	Operators	Submit a TOR/SOW for the EES and PIA Report along with receipt of requisite fees payment	N1,350,000.00	No limitations except where multiple reports are received at the same time
37	Processing fee for the review of Environmental Management Plan (EMP)	Operators	Submit a Draft EMP report along with receipt of requisite fees payment	N1,800,000.00	No limitations except where multiple reports are received at the same time
38	Issuance of Final EMP Report	Operators	Submit a Final EMP Report along with receipt of requisite fees payment	N900,000.00	No limitations except where multiple reports are received at the same time
39	Processing Fee for One (1) year EMP Data Validity Extension of applicable environmental studies report	Operators	Submit EMP Data Validity Extension request along with receipt of requisite fees payment	N25,000,000.00	No limitations except where multiple reports are received at the same time
40	Processing fee for Consent to commence activities before the commencement of applicable environmental studies	Operators	Submit a Waiver request along with receipt of requisite fees payment	N72,000,000.00	No limitations except where multiple reports are received at the same time

41	Processing fee for consent to commence activities before IMP approval (this is for drilling wells when an EMP approval was not issued but company has already collected the 2 season data. The waiver fee - N10,000,000.00 is per well.)	Operators	Submit a Waiver request along with receipt of requisite fees payment	NGN 10,000,000 per well 14 N/A
42	Processing fee for Waiver request to conduct One-season EMP for Offshore facilities(this is applicable where operator intends to produce an EMP with one season data only for offshore assets)	Operators	Submit a Waiver request along with receipt of requisite fees payment	NGN 24,000,000 per well 14 No limitations except where multiple reports are received at the same time
43	Processing fee for Waiver request to conduct One-season EMP for Onshore facilities(this is applicable where operator intends to produce an EMP with one season data only for onshore assets)	Operators	Submit a Waiver request along with receipt of requisite fees payment	NGN 12,000,000 per well 14 N/A

44	Processing fee for Approval of application for One-season EMP study	Operators	Submit a Waiver request along with receipt of requisite fees payment 1. Submit a request along with receipt of requisite fees payment 2. Technical Presentation 3. Obtain Commission's acceptance of methodology/technology 4. Obtain Site Suitability inspection Approval	NGN 15,000,000	14	N/A	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
45	Issuance of Permit to Operate (PTO) waste management facilities or Permit to Provide waste management service	Service Providers	5. Provide EIA Approval (where applicable) 6. Co-ordinate Pre-shipment Inspection (where applicable)	1,00,000,000NGN	180	1. Availability of date for presentation due to number of applications at the time (schedule is done on a first come first served basis)	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
46	Renewal of Permit-to Operate for Waste Management facility	Service Providers	1. Submission of Quarterly reports/documents as required 2. Satisfactory Outcome of Audit exercise	500,000NGN	14	N/A	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
47	Issuance of Effluence Waste Discharge Permit	Operators	1. Submission of Quarterly reports/documents as required in Permit-to-Operate 2. Satisfactory Outcome of Audit exercise	1,00,000,000NGN per Well	14	Late submission of quarterly submissions and waste consignment notes/manifests	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
48	Renewal of Effluent Waste Discharge Permit	Operators	Submit application documents for revalidation of permit (Application Form must include Application Form, Payment Receipt and other requirements as contained in checklist on NUPRC website).	650,000NGN per well	14	Delays with incomplete submission.	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/

49	Issuance of Point Sources Registration Permit for E&P Operators	Submit application documents for revalidation of permit (Application must include valid RSP, Valid EMP approval, Payment Receipt) 1. Submit application documents for revalidation of permit (Application must include valid RSP, Valid EMP Receipt and other requirements as contained in checklist on NUPRC website)	1,000,000NGN per facility	14	Delays with incomplete submission.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
50	Renewal of Point Sources Registration Permit for E&P	2. Satisfactory outcome of Groundtruth exercise (where applicable)	500,000NGN per facility	14	Delays with incomplete submission.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
51	Issuance of Point Sources Registration Permit for Waste Management Facilities	Submit application documents for revalidation of permit (Application must include valid RSP, Valid EMP approval, Payment Receipt) 1. Submit application documents for revalidation of permit (Application must include valid RSP, Valid EMP Receipt and other requirements as contained in checklist on NUPRC website)	900,000NGN	14	Delays with incomplete submission.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
52	Renewal of Point Sources Registration Permit for Waste Management Facilities	2. Satisfactory outcome of Groundtruth exercise (where applicable)	450,000NGN	14	Delays with incomplete submission.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
53	Management facilities	Issuance of Terms of Reference/Scope of Work (ToR/Sow) for Environmental Studies (EIA, EES, PIA, EBS, etc.) Approval for Oil Field Waste	Submission of satisfactory Sow and ToR for the (EIA, EES, PIA, EBS, etc.) Report along with receipt of requisite fees payment	675,000NGN	10	1. Submission of unsatisfactory work scope that need to be updated in line with the Commission's expectation prior to approval. 2. Staff strength

54	Issuance of Draft Environmental Management Plan (EMP) Report Approval for Oilfield Waste Management facilities	Operators / Service providers	Submit an EMP report along with receipt of requisite fees payment	1,800,000NGN	14	Delays with incomplete submission.	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
55	Issuance of Environmental Management Plan (EMP) Report Approval for Oilfield Waste Management facilities	Operators / Service providers	Submit an EMP report along with receipt of requisite fees payment	900,000NGN	14	N/A	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
56	Review of Draft Environmental Evaluation Study (EES) / Post Impact Assessment Report Oilfield Waste Management facilities	Operators / Service providers	Submit an EES report along with receipt of requisite fees payment	1,350,000NGN	14	1. Submission of unsatisfactory work scope that need to be updated in line with the Commission's expectation prior to approval. 2. Staff strength	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
57	Issuance of Approval To Construct (ATC) for Oilfield Waste Management facilities	Operators / Service providers	Submission of detailed Engineering Drawings, valid EIA approval (where applicable) and IGR payment	2,000,000NGN	7	N/A	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/
58	Processing fee for Approval of application for one-season study(Waiver fee to commence activities other than drilling, e.g pipeline construction, before completing EMP)	Service providers	Submit a Waiver request along with receipt of requisite fees payment	15,000,000NGN	14	No limitations except where multiple reports are received at the same time	www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/

			No limitations except where multiple reports are received at the same time.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
59	Issuance of Approval to incorporate proposed Host Communities' Development Trust Settlers	Submit an EMP report along with receipt of requisite fees payment	N/A	
60	Issuance of Approval /Acceptance of Community Development Plan (CDP) submission	<p>1. Submit/upload HCDT documents/data on Commission's HCDT Data collection Website</p> <p>2. Ensure BOT nominees, HCDT Constitution are in line with provisions of the Petroleum Industry Act (PIA), 2021.</p> <p>3. Ensure all Host Communities are represented in proposed HCDTs.</p>	<p>Incomplete submissions are a limiting factor to the time standard.</p> <p>Reviewer relies on information provided by the Settlers, and may not know all the communities within the cluster of a particular HCDT.</p>	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
61	Issuance of Approval to manage reserve funds for HCDTs		N/A	
62	Issuance of Accreditation Letter to 3 rd party Project Management Consultants	<p>Project Consultants for Host Communities Development Projects</p> <p>Service Providers</p>	<p>1. Obtain requisite OGISP</p> <p>2. Submit application to the Commission</p> <p>3. Make presentation intended service and satisfy minimum requirements as specified by the Commission</p>	<p>www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</p> <p>Delays with receiving feedback on screening requirements from Service Providers.</p>

63	Re-accreditation of 3 rd party Project Management Consultants	Project Consultants for Host Communities Development Projects	<p>1. Obtain requisite OGISP</p> <p>2. Submit application request to the Commission</p> <p>3. Make presentationon intended service and satisfy minimum requirements as specified by the Commission</p>	<p>www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</p> <p>N/A</p> <p>14</p> <p>N/A</p>

64	Processing fee for Offshore Safety Registration Permit (OSP)	<ol style="list-style-type: none"> 1. Submit Application to the Commission via NUPRC's website or OSP Carrier West Atlantic Energy Limited (WAEL) 2. Obtain a relevant BOSLET from Commission's Accredited Safety Training Centre 3. Obtain Medical Certificate of Fitness from Govt Hospitals or accredited hospitals 4. Biometric Capture at OSP Embarkation points or WAEL offices 	1,350,000NGN	14	N/A osp.nuprc.gov.ng
65	Processing fee for Offshore Safety Registration Permit Annual Renewal	<ol style="list-style-type: none"> 1. Submit Application to the Commission via NUPRC's website or OSP Carrier West Atlantic Energy Limited (WAEL) 2. Obtain a relevant BOSLET from Commission's Accredited Safety Training Centre 3. Obtain Medical Certificate of Fitness from Govt Hospitals or accredited hospitals 4. Biometric Capture at OSP Embarkation points or WAEL offices 	350,000NGN	14	N/A osp.nuprc.gov.ng

66	Processing fee for Offshore Safety Registration Permit Replacement	1. Submit Application to the Commission via NUPRC's website or OSP Carrier West Atlantic Energy Limited (WAEL) 2. Present a relevant BOSET from Commission's Accredited Safety Training Centre 3. Present Medical Certificate of Fitness from Govt Hospitals or accredited hospitals 4. Biometric Capture at OSP Embarkation points or WAEL offices	100,000NGN	N/A osp.nuprc.gov.ng
67	Processing fee for Offshore Safety Registration Permit (One time)	1. Submit Application to the Commission via NUPRC's website or OSP Carrier West Atlantic Energy Limited (WAEL) 2. Biometric Capture at OSP Embarkation points or WAEL offices	500,000NGN	N/A www.nuprc.gov.ng https://www.nuprc.gov.ng/gazetted-regulations/

05

EXPLORATION AND ACREAGE MANAGEMENT
SERVICE CHARTER



NIGERIAN UPSTREAM PETROLEUM
REGULATORY COMMISSION

NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION SERVICE CHARTER AND LINK

EXPLORATION AND ACREAGE MANAGEMENT

S/No	Service	Customer	Customer Obligation(s)	Service Standard(s)	Time Standard (Working Days)	Existing Limitations	Website link/Email for further information of service requirements
				Cost Standard			
1	Issuance of permit for geophysical data acquisition	Exploration and Production (E&P) Companies	Submit an application for geophysical data acquisition in accordance with guidelines on NUPRC's website. Pay processing fee.	Processing fee of N1,350,000 per block	21	Non payment of statutory processing fee. Incomplete submissions of primary data.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
2	Issuance of permit for geophysical data processing/reprocessing	Exploration and Production (E&P) Companies	Submit an application for geophysical data processing/reprocessing in accordance with guideline on NUPRC's website. Pay processing fee	Processing fee of N1,350,000 per block	21	Non payment of statutory processing fee. Incomplete submissions of primary data.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/

			Non payment of statutory processing fee. * Incomplete submissions of primary data.	
3	Issuance of permit for geotechnical surveys	Submit an application for permit to conduct geotechnical survey in accordance with guidelines on NUPRC's website. Pay processing fee	Processing fee of N1,350,000	Non-submission of adjacent blocks. Non-submission of registration from contractor www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
4	Issuance of permit for geotechnical/geotechnical data analysis	Submit an application for geotechnical data processing in accordance with guideline on NUPRC's website. Pay processing fee	Processing fee of N1,350,000	same as (3) above www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
5	Issuance of approval to acquire conventional core sample	application to acquire conventional core sample in	Processing fee of N1,350,000	same as (3) above www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
	Issuance of approval to	Submit an application to acquire sidewall		

		Core sample in accordance with guidelines on NUPRC's website. Pay processing fee	Processing fee of N1,350,000	21	N/A	www.nuprc.gov.ng
6	acquire sidewall core sample	Production (E&P) Companies	Exploration and Production (E&P) Companies	application for in-country core sample analysis in accordance	Processing fee of N1,350,000	same as (3) above
7	Issuance of permit for in- country core sample analysis				21	

		Submit an application to carry out routine core analysis in accordance with guidelines on NUPRC's website. Pay processing fee	Processing fee of N1,350,000 per sample	same as (3) above	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
8	Issuance of approval for routine core analysis	Exploration and Production (E&P) Companies	Submit an application to carry out special core analysis in	Processing fee of N1,350,000 per sample	same as (3) above
9	Issuance of approval for special core analysis	Exploration and Production (E&P) Companies		21	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
10	Issuance of permit to export geologic sample	Exploration and Production (E&P) Companies	Submit an application to export geologic sample in accordance with guidelines on NUPRC's website. Pay processing fee	Processing fee of N1,350,000 per sample	same as (3) above

11	Issuance of permit to export geophysical/ geotechnical data (per survey and per block)	Submit an application to export geophysical/geotechnical data in accordance with guidelines on NUPRC's website. Pay processing fee	Processing fee of N1,350,000	same as (3) above
12	Provision of research data for students	Submission of research data request by Student's institution.	Nil	same as (3) above

13.	Issuance of permit for registration and well naming & renaming	Submit an application for registration, Pay processing fee	Processing fee of N1,350,000	21	Non-payment of registration statutory processing. Field name proposed not in conformity	www.nuprc.gov.ng
14	Issuance of approval for the drilling of Exploration, 1st and 2nd Appraisal Wells	Exploration and Production (E&P) Companies	Submission of application to drill in accordance with guidelines on the NUPRC website. Payment of statutory fee	N5,250,000 statutory fee	Within twenty-one (21) days	Non-payment for statutory processing fee. Non-inclusion of introductory letter from Operator of Block for JVs; Non-provision of primary data. Effluent Waste Discharge Permit (EWDP). Non-presentation of the drilling proposal to the Exploration Team
15	Issuance of approval for well plug back for exploratory wells	Exploration & Production Companies		N1,350,000 statutory fee	21	Non-payment for statutory processing fee. Non-inclusion of introductory letter from Operator of Block for JVs. Non-provision of sidetrack target and well trajectory design. Non submission of cost
16	Issuance of approval to plug & sidetrack/redrill exploratory wells	Exploration & Production Companies		N5,250,000 statutory fee	21	Non-payment for statutory processing fee. Non-inclusion of introductory letter from Operator of Block for JVs. Non-provision of cementing programme for plugback. Non submission of cost

				Non-payment for statutory processing fee.
17	Issuance of approval for the plug & suspension of exploratory wells	Exploration & Production Companies	Submission of application to suspend well in accordance with guidelines. Payment of statutory fee	<p>Non-inclusion of Introductory letter from Operator of Block for JV's.</p> <p>Non-provision of cementing programme for plugback.</p> <p>Non submission of cost regulations/ www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</p>

18	Issuance of approval for the plug & abandonment of wells	Submission of application to abandon well in accordance with guidelines. Payment of statutory fee	N1,350,000 statutory fee	Non-statutory processing fee. Non submission of abandonment programme.	www.nuprc.gov.ng. https://www.nuprc.gov.ng/gazetted-regulations/
19	Issuance of approval to change well target	Submission of application to change well target in accordance with guidelines. Payment of statutory fee	N5,250,000 statutory fee	Lack of payment of statutory processing fee. Non-justification of for well change of target.	www.nuprc.gov.ng. https://www.nuprc.gov.ng/gazetted-regulations/
20	Issuance of approval to deepen exploratory wells	Submission of application to deepen exploratory well in accordance with guidelines. Payment of statutory fee	N5,250,000 statutory fee	Lack of payment of statutory processing fee. Non-justification of for well deepening.	www.nuprc.gov.ng. https://www.nuprc.gov.ng/gazetted-regulations/
21	Issuance of approval to resume drilling operations	Exploration and Production (E&P) Companies	N5,250,000 statutory fee	Lack of payment of statutory processing fee.	www.nuprc.gov.ng. https://www.nuprc.gov.ng/gazetted-regulations/

22	Revalidation of expired data acquisition, processing permits, Companies	Exploration and Production (E&P)	N1,350,000 of statutory fee	Lack of payment of statutory processing fee. 21 www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/

23	Revalidation of expired drilling permits (after 6 months)	Submission of application to revalidate expired permit in accordance with the guidelines on the NUPRC website. Payment of the statutory fee	N5,250,000 statutory fee	Lack of payment of statutory processing fee. * Difficulty in securing early time for due diligence and meetings	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
24	Issuance of Petroleum Exploration Licence	Multi-client Geophysical companies	Application in line with the requirements of PLA	Application Fee: N10,500	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
25	Renewal of Petroleum Exploration Licence	Multi-client Geophysical companies	Application in line with the requirements of PLA	Annual renewal fee: \$5,250 Processing fee: N5,250,000 Rent: \$1,000 plus \$0.1 per hectare	* Difficulty in securing early time for technical and meetings www.nuprc.gov.ng/licenses

	Exploration and Production (E&P) Companies	Conversion of PPL to PML, Payment of statutory application fee		window for technical, legal review workshop	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
26				* Nonpayment of Application fee * Incomplete submissions * securing early window for technical, legal review workshop	
27	Assignment of interests in License/Lease and Marginal Fields.	Exploration and Production (E&P) Companies	Lease: \$25,000 Submission of application in line with guidelines for obtaining Ministerial approval on Assignment of Interest Payment of statutory application fee	License:\$10,000 Marginal Field: \$5,000	www.nuprc.gov.ng/licenses

28	Renewal of Petroleum Mining Lease (PML)	Submission of application in line with guidelines for obtaining Ministerial approval on Assignment of Interest Payment of statutory application fee	Application Fee:\$2,100,000	* Non payment of Application fee * Incomplete submissions securing early window for technical, legal review workshop * Indefinite response time from HMPR
29	Exploration and Production (E&P) Companies	Submission of application in line with guidelines for obtaining Ministerial approval on Assignment of Interest	N625,000	* Nonpayment of Application fee * Incomplete submissions * Indefinite response time from HMPR
30	Issuance of approval to terminate or effect a partial surrender of a PPL or a PML	Submission of application for the conduct of due diligence	N5,250,000.00	* Nonpayment of Application fee * Non-inclusion of Introductory letter from Operator of Block
	Due Diligence on Licenses and Leases	Legal Firms and Investors	Processing fee: N50,000.00	Non payment of Application fee * Non submission of primary data. Lack of data reliability

		Obtaining Ministerial approval on Assignment of Interest		during inclusion of Introductory letter from Operator of Block for JVs	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
31	Hydrocarbon Discovery and Press Release Approval	Exploration and Production (E&P) Companies	Payment of statutory application fee	7	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
32	Compilation of well surface coordinates of all drilled crude oil and gas wells for onward transmission to the National Boundary Commission (NBC)	National Boundary Commission	Submission of a letter of request	N/A	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
33	Compilation of Crude oil and gas production data for onward transmission to the Revenue Mobilization & Fiscal Commission (RMAFC)	Revenue Mobilization & Fiscal Commission	Directive from State House Abuja since 2010	NA	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
34	Extension of tenure for Petroleum Prospecting Licence (OPL)	Exploration and Production (E&P) Companies	1. Submission of Application for Extension of License	25% of Signature Bonus	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/

35	Issuance of Boundary Extension	1. Submission of Application for boundary extension with supporting documents	NA	- Difficulty in securing an early window for the technical justification and review workshop	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/
36	Issuance of License To Operate (LTO) geophysical & geotechnical survey vessel & vibroseis	Submit an application for vessel license in accordance with the guidelines on the NUPRC's website. Pay processing fee	Processing fee for pre-Shipment inspection N5,250,000.00.	Incomplete submissions of supporting data. Non inclusion of application letter from contractors or operator of the vessel/vibroseis. Contractor showing registration and valid OGSP permits.	www.nuprc.gov.ng , https://www.nuprc.gov.ng/gazetted-regulations/

06

CELAPS SERVICE CHARTER



NIGERIAN UPSTREAM PETROLEUM
REGULATORY COMMISSION



NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION SERVICE CHARTER AND LINK
CELAPS SERVICE CHARTER

S/N	Nature of Service	Customer	Customer Obligation	Service Standard		Existing Limitations	Website link/Email for further information of service
				Cost Standard	Time Standard (Working Days)		
1	Issuance of the Oil and Gas Industry Service Permit (OGISP)		1) Initiate application	1. General Category - N6,750.00			
			2. Upload basic and additional documents	2. Major Category - N33,750.00			
				3. Specialized Category - N320, 000			
			Oil and Gas industry Service Providers and Operators	3. Make payment for services			
1	Response to EMS (enquiries sent to us by SERVICOM) and CELAPS mail (celaps@nuprc.gov.ng)	Oil and Gas industry Service Providers and Operators	1. Send Enquiry as a mail. 2. Wait for response	N/A	3		
2				1	None	ems.nuprc.gov.ng	