

MONITORING FORM

**NATIONAL OFFICE FOR TECHNOLOGY ACQUISITION AND PROMOTION (NOTAP)
4 Blantyre Street, Off Adetokunbo Ademola Crescent
Wuse II, P.M.B. 5074
Abuja**

**MONITORING QUESTIONNAIRE ON THE IMPLEMENTATION OF
TECHNOLOGY ACQUISITION AGREEMENT
(to be completed annually by the company – transferee)**

Reporting Year

1. DATA OF THE AGREEMENT

.1 Title of the Agreement

.2 Registration No:.....

.3 Effective date of the Agreement:

.4 Expiry date of the Agreement.....

.5 Transferee:.....
(name of company)

*Address:.....
(indicate number, street, city, state)*

.6 Transferor:.....
(name of company)

*Address:.....
(indicate number, street, city, state)*

**2. ECONOMIC INDICATORS OF THE RECIPIENT ENTERPRISE
(TRANSFEREE) IN THE REPORTING YEAR**

2.1 Average employment level of the transferee (Recipient over the three year reporting period).

Year	Calibre	Expatriate Personnel	Nigeria Personnel
	Production Engineering Technical Management Administration Unskilled		
	Production Engineering Technical Management Administration Unskilled		
	Production Engineering Technical Management Administration Unskilled		

3. TECHNICAL INFORMATION ON THE IMPLEMENTATION OF TECHNOLOGY TRANSFER AGREEMENT

(Note: All data supplied in this section should be related to the registered agreement).

3.1 Nature of products and services:

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.....

.....

3.2 What is the percentage (%) of plant capacity utilization in the last three years:

Year

_____

_____

_____

3.3 What is the actual production volume of the products/services in the agreement in the last years. (indicate unit)

Year

_____

_____

_____

3.4 *What are the constraints for the shortfall in the capacity utilization (where applicable)?*

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3.5 *Actual net sales of the **specific product/locally manufactured** involved in the agreement in the last years*

Year:

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____
____

3.6 *Net Sales of **Locally manufactured** goods using **foreign Trademarks License**.*

Year:

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____
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3.7 *Actual Net Sales of Company's **total products** involved in the agreement for the last 3 years*

Year:

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3.8 *Actual net profit before tax derived from the activities covered by the agreement in the last three years.*

Year:

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3.9 *What are the programmes of your company to ensure gradual import substitution through local sourcing or manufacturing of the inputs?*

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3.10 *Actual export earnings of the products/services in the reporting year (state the product and specify in foreign currency of sales)*

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3.11 Actual remittance made as technology fees, royalties, lump sum payments. Fixed fees and other forms of payments in the last three years. Attach evidence/returns

Year	Royalties	Lump sum	Technical/management Fees	Total
_____
_____
_____

3.12 Actual employment generated by this technology acquisition agreement (end of reporting year)

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4. TECHNICAL ASSISTANCE AND TRAINING

4.1. Foreign Engineers Technicians/consultants who rendered services to the recipient enterprise in the reporting year.

<i>Number of technicians/consultants and field of activities</i>	<i>Rate per day or per month</i>	<i>Duration</i>
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.....
.....

4.2 Specify training programmes for Nigerian personnel conducted in the reporting year: (Indicate the number of Nigerians trained, type, place and duration of training).

<i>Actual Number Trained</i>	<i>Type of Training</i>	<i>Place of Training</i>	<i>Duration</i>
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.....

Attach to the monitoring form the details on 4.1

4.3 Specify the number of expatriates replaced by Nigerians during the last three years under following Categories.

<i>Year</i>	<i>Number of expatriates position Nigerianised</i>
	<i>Production Engineering</i> <i>Technical Management</i> <i>Administration</i>
	<i>Production Engineering</i> <i>Technical Management</i> <i>Administration</i>
	<i>Production Engineering</i> <i>Technical Management</i> <i>Administration</i>

5 **TECHNOLOGY ASSIMILATION**

Technology

5.1 Give brief description of the technology in use:

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5.2 What aspect of the technology has been acquired?

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5.3 Why has the technology not been fully assimilated?

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5.4 What aspect of the foreign technology has been adopted, absorbed or improved?

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5.5 How long will it take for the imported technology to be completely assimilated?

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5.6 What are the programmes put in place for the local adaptation of the imported technology?

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6. **RESEARCH AND DEVELOPMENT**

6.1 Specify R&D activities carried out locally using indigenous institutions or expertise and/or your R&D staff.

<i>Type of R&D</i>	<i>Source</i>	<i>Benefit(s) derived from the R&D</i>
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6.2 i) Do you maintain a Research laboratory locally? Yes / No
ii) What impact does the R&D facilities in your company has on the total assimilation of the imported technology.

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6.3 i) Do you contract out your research activities locally or abroad?
ii) If yes, what percentage?

Locally _____
Abroad _____

6.4 i) What percentage of your turnover do you expend on research locally?

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ii) What percentage of your turnover do you expend on research abroad?

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6.5 State the number and calibre of personnel in the R&D Department.

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7. **RAW MATERIALS**

7.1 Do you source your raw materials/other components locally? Yes / No

7.2 If Yes, what percentage?

7.3 What constitutes the percentage stated as local value addition?.....

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7.4 Indicate the type of raw materials/components sourced locally and their sources.

Type of raw materials

Sources

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7.5 Indicate the raw materials sourced abroad (imported) and their sources.

Type of imported raw materials

Sources

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8. LOCAL FABRICATION OF COMPONENTS/SPARE PARTS

8.1 Do you fabricate some of your equipment/components/spare parts locally? Yes / No

8.2 If yes, what percentage?

8.3 Indicate the type of equipment/components/spare parts fabricated locally and their sources.

Type of equipment/components/spare parts

Sources

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8.4 Indicate the type of equipment/components/spare parts fabricated/sourced abroad (imported).

Type of imported equipment/components/spare parts

Sources

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9. **COMMENTS**

Other remarks about the implementation of the registered agreements in the reporting year.

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10 **FINAL STATEMENT**

I
(name)

Citizen of and residing at
.....
.....

(number, street, city, state, country)

after having been sworn in accordance with the laws of Nigeria hereby depose and say:

a) I am
(Position in the company)
of the
(name of the company)

- b) that I am duly authorized to furnish the foregoing information:
- c) that the foregoing information is true and correct to the best of my knowledge.

Name:

Signature:

ANNEX

- i) Latest Audited financial statements of the recipient company.
- ii) Annual Report for the last three years.