

QUESTIONNAIRE

**NATIONAL OFFICE FOR TECHNOLOGY ACQUISITION AND PROMOTION
(Established by Decree No. 70, 1979 As Amended By Decree No. 82, 1992)**

*Questionnaire to be completed for the Registration
of Technology Transfer Agreement*

Date..... and Place.....

1. INFORMATION ABOUT THE (TRANSFEREE) OR RECIPIENT PARTY.

<i>(for Official Use Only)</i>	
1.1.1	S/No.....
1.1.2	File No
1.1.3	Industrial Sector.....
1.1.4	Company classification
(Small, Medium or Large Scale)	

1.2 Name of the Enterprise

1.2.1 Legal Address

1.2.2 Date of establishment of Company

1.3 Location of the plant where production of goods related to the agreement is going to take place.....

(Indicate number and street)

1.3.1 Town

1.3.2 State.....

1.3.3 Zone.....

1.4 Main business activities

1.5 Capital Structure:

1.5.1 Nigerian Equity <i>(state names of main shareholders)</i>	Percentages of Equity
.....
.....
.....
.....
.....

.....

3.7 Use of Trademark license? Yes No

3.7.1 Is it registered in Nigeria? Yes No

3.7.2 If Yes, give registration number and date

.....

3.7.3 Is it registered in other countries Yes No

If Yes, specify country

3.8 Use of Patent licence Yes No

3.8.1 Is it registered in Nigeria Yes No

3.8.2 If Yes, give registration number and expiry date

.....

3.8.3 Is it registered in other country Yes No

3.8.4 If Yes, specify countries

3.9 Supply of technical expertise Yes No

3.9.1 If Yes, specify

.....

3.10 Supply of basic and detailed engineering Yes No

3.10.1 If Yes, specify

.....

3.11 Provision of operating staff Yes No

3.11.1 Number of personnel involved

3.11.2 Calibre of personnel involved

3.12 Supply of managerial assistance Yes No

3.12.1 If Yes, specify

3.13 Training of Personnel Yes No

3.13.1 Specify number and categories of staff to be trained

Category	Number
.....
.....
.....
.....

3.14 Any other rights granted and/ or services to be provided by the transferor Yes No

If Yes, specify

3.15 Products/services covered by the agreement

.....

4. INFORMATION ABOUT THE TECHNOLOGY TO BE ACQUIRED

4.1 Briefly describe the technology to be acquired

.....

.....
 4.2 Name of process or method

4.3 Date method first came into use

.....
 4.4 Age of technology to be acquired

4.5 Brief description of the method (use additional sheets if needed)

.....

4.6 Has the recipient party received another technology? Yes No

4.7 Are there other suppliers of this technology? Yes No

If yes, specify,

4.8 Advantages over other current method(s)

.....

5. ECONOMIC DATA OF THE RECEIPIENT ENTERPRISES (TRANSFEREE)

5.1 Total employment level of the transferee for the past 5 years and projected employment level for the next 5 years.

Past 5 years		Next 5 years	
YEAR	Employment level	YEAR	Employment level
.....
.....
.....
.....
.....

5.2 Total net sales of the recipient enterprise for the last 5 years.

YEAR	Amount of Sales in Naira	YEAR	Amount of Sales in Naira
.....
.....
.....
.....
.....

5.3 Total projected net sales of the recipient enterprise for the next 5 years:

YEAR	<i>Amount of Sales in Naira</i>	YEAR	<i>Amount of Sales in Naira</i>
.....
.....
.....
.....
.....

If they are for exports, indicate to where, in what amount during the last five years and projected export sales for the next five years.....

.....
.....

5.4 Total net profit before tax of recipient enterprises during the last five years and projected net profits for the next five years.

	<i>Amount in Naira</i>		<i>Amount in Naira</i>
YEAR		YEAR	
.....
.....
.....
.....
.....

6. ECONOMIC AND TECHNICAL INFORMATION ABOUT THE PLANNED IMPLEMENTATION OF THE AGREEMENT

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

6.1 Production volume of the products manufactured and/or services rendered under this agreement for the last 5 years. (indicate units)

YEAR	<i>Production Volume</i>	
.....
.....
.....
.....
.....

Projected maximum production capacity (year and units) for the next five years.

YEAR	Units
.....
.....
.....
.....

6.2 Projected total net sales of the products involved in the agreement for the last five years/next five years.

YEAR	Amount in Naira	YEAR	Amount in Naira
	Last 5 years		Next 5 years
.....
.....
.....
.....
.....
Total

6.3 Projected total net profit before tax for the next five years.

Amount in Naira

YEAR
.....
.....
.....
.....
.....

6.4 Specify the yearly average landed cost and source of imported raw materials to be used in the manufacture of the licensed products

YEAR	Raw Materials	Supplier/Nationality	Cost ₦
(1)

(2)

(3)

6.5 Imported equipment and machinery to be used in the manufacture of the products of the acquisition of technology.

<i>Machinery</i>	<i>Date of Manufacture</i>	<i>Supplier/Nationality</i>	<i>Cost</i>
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.....
.....
.....
.....

6.5.1 Function of machinery, production capacity, power rating etc

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6.5.2 Names, Addresses and countries of manufacturers of similar equipment

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.....
.....
.....

use additional sheet if required

6.6 Is the contract a license to manufacture a product? Yes No

6.6.1 What is the general classification of the products?

.....
6.6.2 What are the brand names?

.....
.....
.....

6.6.3 Name of process or method being granted under license

6.6.4 Date the method first came into use

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6.6.5 Brief Description of the method

.....

6.6.6 Advantages over other current methods

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.....

6.7 Is the process/method or equipment supplied to the recipient company the latest technology from the supplier?..... Yes No

6.7.1 If No, why not?

.....

6.7.2 Does the contract provide for the provision, at all times, of the latest technology developed by the supplier, to the recipient company? Yes No

6.8 Specify the total amount of investment needed to achieve the purposes of the acquisition of technology

.....

6.9 Projected percentage of local value added (i.e. net sales less landed costs of imported raw materials, spare parts/components and other inputs), for the next five years.

YEAR	<i>Raw Materials</i>	<i>Spare parts & Components</i>	<i>Other Inputs</i>
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.....
.....
.....
.....

6.10 Total export earnings, if any, of the licensed products for the last five years.

YEAR	<i>Earnings (in Dollars \$)</i>	<i>Countries of Export</i>
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.....

6.11 Projected export earning, if any, of the licensed products for the next five years.

YEAR	<i>Earnings (in Dollar \$)</i>	<i>Countries of Export</i>
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.....

6.12 Actual remittances (including royalties, lump sum payments, fixed fees, and other forms of payments on a yearly basis for the past five years in (Naira)

YEAR	<i>Lumpsum</i>	<i>Royalties</i>	<i>Technical/ Management Fees</i>	<i>Total</i>
.....
.....
.....
.....
.....

6.13 Projected remittances (including royalties, lump sum payments, fixed fees, and other forms of payments on yearly basis for the next five years

	<i>Lumpsum</i>	<i>Royalties</i>	<i>Technical/ Management Fees</i>	<i>Total</i>
YEAR				
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.....
.....
.....
.....

6.14 Projected total employment to be generated in Nigeria by the transferee because of the acquisition of technology agreement, on a yearly basis for the next five years.

YEAR
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.....
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.....
.....

6.15 Foreign technicians/consultants who will be rendering services locally:

<i>No. of Technicians/Consultants nationality and field of activity</i>	<i>Rate for Technicians /Engineers per day</i>	<i>Time to perform the services</i>
.....
.....
.....
.....
.....

6.15.1 Please, indicate duration to perform the service and the amount involved

.....

6.16 Specify the training programmes to be performed, and how many Nigerian technicians will be trained locally and abroad.

YEAR	<i>Local</i>	<i>Abroad</i>
.....
.....
.....
.....
.....

(Attach a comprehensive training schedule indicating number of personnel, place, duration and the skill or knowledge to be acquired)

6.17 Specify for how long the foreign technical assistance or services will be needed.
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.....

6.18 Specify the planned research and development programme aimed at adapting and improving the imported technology
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.....
.....

6.18.1 State total percentage of net sales to be expended on R&D locally and abroad

6.18.2 Locally..... Abroad

6.19 Where will the Research be carried out and by who?
.....
.....

6.20 Please specify R&D activities, which will be beneficial to you and you would wish Nigerian Research establishments to undertake.
.....
.....

6.21 Would you be willing to contribute towards the cost of the research under 6.20?
..... Yes No

6.22 Would you wish to contract any of your R&D activities to Nigerian research establishment of proven capacity
..... Yes No

6.23 Specify the services under the contract that will be carried out at facilities abroad.
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.....

6.24 Other remarks about the advantage of the agreement to the Nigerian enterprises.
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.....
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7. SUPPORTING DOCUMENTS REQUIRED (*specify which of them are annexed to this questionnaire*)

7.1 Latest audited financial statements of the recipient's enterprise (transferee) if it is an enterprise that is already working

7.2 List and proof of patent/trademark registration, if any
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7.3 Power of Attorney, if necessary

7.4 Catalogue, Booklets, Pamphlets concerning the product to be manufactured
.....
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8. FINAL STATEMENT

I

name

citizen of and residing

Country

at

number, street, city, state, country

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

(a) that I am

Position in the Company

address in

(b) that I am duly authorised to furnish the foregoing information;

(c) that the foregoing is true and correct to the best of my knowledge.

Name

Signature