

QUESTIONNAIRE FOR SERVICES SECTOR

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.

1.1 Name of the Enterprise.....

1.2 Legal address.....

1.3 Date of establishment of company.....

1.4 Location of the plant/operations where services related to the agreement is going to take place
.....
(Indicate number and street)

1.4.1 Town

1.4.2 State

1.4.3 Zone

1.5 Main business activities

1.6 Capital Structure:

1.6.1 Nigerian equity (state names of main shareholders) Percentage of equity
.....

1.6.2 Foreign equity (state names and nationality of main shareholders) Percentage of equity
.....

2. INFORMATION ABOUT THE TRANSFEROR (SUPPLIER)

2.1 Name of enterprise:

2.2 Legal address:
(Indicate number, street, city, country)

2.3 Name and address of the parent company
.....

2.4 Main business activities

2.5 Location of transferor's main production plant

3. **GENERAL INFORMATION ABOUT THE AGREEMENT**

3.1 This agreement is: A new agreement
A renewal

3.1.1 If renewal, give reference number.....
3.2 Title of the agreement
3.3 Effective date of the agreement
3.4 Expiry date of the agreement
3.5 Duration of the agreement
3.6 Nature and purpose of the Agreement

3.7 Grant of Trademark accompanied with knowhow or Patent License? Trademark Yes/No Patent Yes/No

3.7.1 If Registered in Nigeria (Submit Evidence)

3.7.2 Supply of Technical Expertise, if yes, supply details (caliber, duration, no. of expatriate, rate of fees (per diem/month)

3.7.3 Services covered by the agreement

4. **INFORMATION ABOUT THE TECHNOLOGY TO BE ACQUIRED**

4.1 Briefly describe the technology to be acquired

5. **ECONOMIC DATA OF THE RECIPIENT ENTERPRISE (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 turnover of the recipient enterprise for the last 5 years and projected turnover for the next 5 years:

Last Five Years	Amount of sales in Naira	Next five years	Amount of sales in Naira
.....
.....
.....
.....
.....

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

YEAR	Amount in Naira	YEAR	Amount in Naira
.....
.....
.....
.....
.....

5.4 Capital importation for the last five years (provide evidence with documents)

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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 What is your capacity utilization in the last five years?

YEAR	Production Volume
.....
.....
.....
.....
.....

6.2 Projected total turnover of the services involved in the agreement locally manufactured services for the next five years

Last Five Yrs	Amount of Sales (N)	Next Five Yrs	Amount in Naira
.....
.....
.....
.....
.....

6.3 Projected total net profit before tax for the services involved in the agreement/locally manufactured services

Last Five Yrs	Amount of Sales (N)	Next Five Yrs	Amount in Naira
.....
.....
.....
.....
.....

6.6 Specify the total amount of investment needed to achieve the purposes of the acquisition of technology/or Total Project Cost

6.7 State the local content (i.e. turnover less landed costs of imported raw materials, spare parts/components and other inputs) involved in the implementation of the Agreement for the next five years.

Year	Raw Materials	Spare parts & Components	Other Inputs
.....
.....
.....
.....
.....

6.8 Are the services for export? Yes No

7.0 Total export earnings (if any) of the licensed services for the last five years and the next five years.

<i>Last five</i> Years	<i>Earnings in</i> (Dollars \$)	<i>Countries of</i> export	<i>Next five</i> Years	<i>Earnings in</i> (Dollars \$)	<i>Countries of</i> Export
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7.1 Specify the planned processes aimed at adapting and improving the imported technology

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7.1.1 State total percentage of turnover to be expended on the planned processes locally and abroad

7.1.2 Locally..... Abroad

7.1.3 Where will the planned processes be carried out, and by who?

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.....

7.1.4 Please specify planned processes activities, which will be beneficial to your operations and be conducted by professional bodies/institutions in Nigeria.

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.....

7.1.5 Would you be willing to contribute towards the cost of the research under 7.1.4?

..... Yes No

7.1.6 Would you wish to contract any of your R&D activities to government institutions/professional bodies of proven capacity

Yes No

7.1.7 Specify the services under the project that will be carried out at facilities abroad.

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8. **FINAL STATEMENT**

I am

Residing at.....

.....
Number, Street, City, State, Country

Citizen of

Position in the company

After having been sworn in accordance with the Laws of Nigeria hereby depose that I am duly authorized to furnish the above information which are true and correct to the best of my knowledge.

Signature:

Phone No:

Email:

Date: