

ANNEXURE I

Stages involved in the Technology Transfer Registration Process and Timelines

S/N	Stages	Action by	Timeline	Method of communication	Remarks
1.	Filing of new agreement for registration accompanied by required documents, information & payment	Applicant	Within 30 Days from the date of execution of the agreement	Hand delivery in person or by the dispatch riders from accredited courier service provider to: - NOTAP headquarter in Abuja or - The Lagos Zonal Office (19, Kingsway Road, Ikoyi, Lagos)	Filing of application can be for a new or renew agreement
2.	Filing of renewal agreement for registration accompanied by required documents, information & payment	Applicant	Within 30 Days from the date of execution of the agreement	Hand delivery in person or by the dispatch riders from accredited courier service provider to: - NOTAP headquarter in Abuja or - The Lagos Zonal Office (19, Kingsway Road, Ikoyi, Lagos)	
3.	Extension of Agreement/Certificate of Registration. (where necessary)	Applicant	Within 30 Days from the date the previously registered agreement expire	Submission of letter of request to NOTAP @ the Headquarter Or the Lagos Zonal Office	This is relevant only where an applicant could not remit or complete the remittance of the approved fee for the previously

					registered agreement before the certificate of registration lapse
4.	Screening of the Required documents as contained in the office checklist	DG Office	1 Day		
5.	Acknowledgement	DG Office	Immediately upon the filing of an application	Official stamping of the duplicate copy of application	
6.	Notice of Additional Requirements, where necessary	Dr. E.C. Okejiri – D(TTR)	Within 3 Days from the date of filing the application	By Letter & E-mail	
7.	Response	Applicant	Within 12 Days from the Date of receiving such notice, failure upon which the agreement shall be construed to have been abandoned		
8.	Extension of the Response time by an Application	By Applicant	Within 10 Days from the Date of expiration of the initial Response		
9.	Notice of Official Acceptance i.e. the Date of full compliance by the Applicant with all the pertinent requirements of NOTAP further to which Evaluation and Analysis of the Agreements shall commence on the said Date	Dr. E.C. Okejiri – D(TTR)	Within 3 Days of receipt of the Applicant's Response		
10.	Evaluation and Analysis of technology transfer agreement	i. Mr Victor Anih ACTO ii. Mr. S Badamasi PTO iii. Mr L. Abdulrahman iv. Mr. A.R. Okenwa v. Mr. E.T. Okonkwo STO vi. Mrs. Salami TO I vii. Mrs. H. Yahaya viii. Mr. Nuru Idi ix. Mr. Mohammed Abdullahi x. Mrs. N. Ngalato TO II	3 Days	Documentation of the evaluation report	

11.	Preliminary review of the Evaluation report	i. Mr. J.N. Nzeagwu CTO ii. Mr. Victor Anih ACTO iii. Mr. S. Badamasi PTO iv. Mr. A.R. Okenwa PTO	2 Days		
12.	Secondary review	.i. Mrs. C.M. Anie-Osuagwu DD ii. Mrs Y.O. Akinkunmi DD	2 Days		
13.	Final Review	Dr. E.C. Okejiri Director	2 Days		
14.	Monitoring visit to the Applicant's company	Some of the Technology Officers listed above	6 Days	Visit to the companies	Pre-monitoring visit incase of new agreement Post-monitoring visit incase of renew agreement
15.	Approval or Rejection	DG/CEO NOTAP	2 Days		
16.	Issuance of Letter of Approval/Rejection/ Requests for Submission of additional information	Dr. Okejiri	2 Days	Letter & E-mail	
17.	Response from Companies and payment of Registration fee	Applicant	3 Days from the date of payment of the registration fee	Strictly by letter	For only approved agreement
18.	Issuance of Certificate of Registration	DG/CEO NOTAP	Within 3 Days	Stamping of the approved agreement and issuance of the certificate of registration	Some companies are represented by Law/ Accounting firms for the processing of their applications

19.	Notification of applicant for the collection of his certificate of registration	Mr. Aliyu Mani – ACTO/PA-DG	1 Day after the signing the certificate of registration	Phone calls and E-mail	
20.	Proof of Identification for collection of certificate of registration	Action by: (i) Applicant/Authorized representative (ii) DG/CEO NOTAP	1 Day (As soon as the Applicant/ Representative appear in the office for the collection	Issuance of the certificate of registration to the Applicant/representative	
21.	Confirmation of Reasonableness	The applicant's Bank	To be determined by an applicant's bank	Letter from the bank attaching all necessary documents.	Banks usually issue this letter before processing the remittance of the fee to the Transfer Licensors
22.	Review of the confirmation	Mr. A.R. Okenwa - PTO (TTR) Mr. E.T. Okonkwo - STO (TTR)	1 Day		
23.	Secondary Review	Mrs. C. M. Anie-Osuagwu - DD (TTR) Mrs. Y. O. Akinkunmi - DD (TTR)	1 Day		
24.	Final Review	Dr. E. C. Okejiri - D (TTR)	1 Day		
25.	Issuing a letter confirming the reasonableness of the payment	Dr. E. C. Okejiri - D(TTR)	1 Day from the date of receiving the bank's letter of confirmation of reasonable	By Letter & E-mail	A copy of the letter is usually forwarded to the Applicant with the certified true copy of the certificate of registration signed by the Director General.

NOTE: Days refer to business days.

Total number of days for processing technology transfer agreement by NOTAP from the date of filing the application by the Applicant to the issuance of confirmation of reasonableness is **60 Days**.