

QUESTIONNAIRE FOR MANUFACTURING, ENGINEERING & CONSTRUCTION SECTORS

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 production of goods 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

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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)

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3.7.3 Products covered by the agreement

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

4.1 Briefly describe the technology to be acquired

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5. **ECONOMIC DATA OF THE RECIPIENT ENTERPRISE (TRANSFEEE)**

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 |
|-------|------------------|-------|------------------|
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5.2 Total net sales of the recipient enterprise for the last 5 years and projected net sales for the next 5 years:

| Last Five Years | Amount of sales in Naira | Next five years | Amount of sales in Naira |
|-----------------|--------------------------|-----------------|--------------------------|
| | | | |
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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 |
|-------|-----------------|-------|-----------------|
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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 |
|-------|-------------------|
| | |
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| | |

6.2 Projected total net sales of the products involved in the agreement locally manufactured products for the next five years

| Last Five Yrs | Amount of Sales (N) | Next Five Yrs | Amount in Naira |
|---------------|---------------------|---------------|-----------------|
| | | | |
| | | | |
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6.3 Projected total net profit before tax for the products involved in the agreement/locally manufactured products

| Last Five Yrs | Amount of Sales (N) | Next Five Yrs | Amount in Naira |
|---------------|---------------------|---------------|-----------------|
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6.4 Specify the yearly average landed cost and source of imported raw materials to be used in the manufacture of the licensed products (use additional sheet if required)

| (1) Year | Raw Materials | Supplier/Nationality | Cost N |
|----------|---------------|----------------------|--------|
| | | | |
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6.5 Imported equipment, machinery and raw materials to be used in the manufacture of the products of the acquisition of technology

| <i>Machinery</i> | <i>Date of manufacture</i> | Supplier/Nationality | Cost N |
|------------------|----------------------------|----------------------|--------|
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6.6 Specify the total amount of investment needed to achieve the purposes of the acquisition of technology/or Total Project Cost

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6.7 State the local value addition (i.e. net sales 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.

| <i>Year</i> | <i>Raw Materials</i> | <i>Spare parts & Components</i> | <i>Other Inputs</i> |
|-------------|----------------------|-------------------------------------|---------------------|
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6.8 Are the products for export? Yes No

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

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

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

7.1.2 Locally..... Abroad

7.1.3 Where will the Research be carried out and by who?

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7.1.4 Please specify R&D activities, which will be beneficial to your operations and be conducted by Research 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: