

## **Paying Your Registration, Renewal or Upgrade of Registration, Administrative, Agreement and Development Levy Fees During Lockdown**

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Our offices are temporarily closed as part of the Federal and State Government mandatory lockdown to avoid the spread of COVID-19, however, you can still process the payment for your Registration, Renewal or Upgrade of Registration, Administrative, Agreement and Development Levy fees by following the steps below.

For further general enquiries on the content of this page, please contact us on **08174140161, 07056564902** or [crt@lagosppa.gov.ng](mailto:crt@lagosppa.gov.ng)

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NB: The fees for the various categories and classes are as detailed, in the categorisation table below. The classification of the categories is determined by contractual thresholds.

### **STEPS TO REGISTER WITH PPA AS A NEW CONTRACTOR**

1. Determine the category and class you seek to register under, from the Categorisation table below.
2. Download and fill the Payment Information Slip
3. WhatsApp the filled Payment Information Slip (or the information there-in) to **08174140161** or **07056564902**
4. A payment invoice will be sent back to you via WhatsApp
5. Present the Payment Invoice for registration fee at a [designated bank](#)  
**OR**  
Go to QPay (<https://lagos.qpay.ng>) and use the Payment Invoice (Bill) for an online payment
6. Make the payment and collect the e-receipt from the bank or download the e-Receipt at QPay
7. WhatsApp the e-receipt to **08174140161** or **07056564902**
8. Go to the **Vendor Registration Portal** and proceed with your registration following the online [registration guidelines](#)

### **STEPS TO RENEW YOUR REGISTRATION WITH PPA**

1. WhatsApp your last PPA registration certificate, Payer ID and your application letter to renew your registration to **08174140161** or **07056564902**
2. A payment invoice will be sent back to you via WhatsApp

3. Present the Payment Invoice for the renewal fee at a [designated bank](#)  
**OR**  
Go to QPay (<https://lagos.qpay.ng>) and use the Payment Invoice (Bill) for an online payment
4. Make the payment and collect the e-receipt from the bank or download the e-Receipt at QPay
5. WhatsApp the e-receipt to **08174140161** or **07056564902**
6. Go to the **Vendor Registration Portal** and proceed with your registration following the online [registration guidelines](#)

#### **STEPS TO UPGRADE YOUR REGISTRATION WITH PPA**

1. WhatsApp your last PPA registration certificate and your application letter to upgrade your registration to **08174140161** or **07056564902**
2. A payment invoice will be sent back to you via WhatsApp
3. Present the Payment Invoice for the upgrade fee at a [designated bank](#)  
**OR**  
Go to QPay (<https://lagos.qpay.ng>) and use the Payment Invoice (Bill) for an online payment
4. Make the payment and collect the e-receipt from the bank or download the e-Receipt at QPay
5. WhatsApp the e-receipt to **08174140161** or **07056564902**
6. Go to the **Vendor Registration Portal** and proceed with your registration following the online [registration guidelines](#)

### **CATEGORISATION TABLES**

#### **REGISTRATION FOR WORKS (CONSTRUCTION) OR GOODS (SUPPLIES)**

*(For companies that seek to register with PPA for the first time in works or goods category)*

CLASS	CONTRACT VALUE / THRESHOLD	REGISTRATION FEES
A	₦500 Thousand and below	₦10,000.00
B	Above ₦500 Thousand - ₦5 Million	₦15,000.00
C	Above ₦5 Million – ₦10 Million	₦50,000.00
D	Above ₦10 Million – ₦100 Million	₦150,000.00
E	Above ₦100 Million – ₦250 Million	₦250,000.00
F	Above ₦250 Million – ₦1 Billion	₦500,000.00
G	Above ₦1 Billion – ₦5 Billion	₦2 Million
H	Above ₦5 Billion – ₦10 Billion	₦3 Million
I	Above ₦10 Billion – ₦20 Billion	₦5 Million
J	Above ₦20 Billion	₦10 Million

#### **RENEWAL OF REGISTRATION WITH PPA FOR WORKS (CONSTRUCTION) OR GOODS (SUPPLIES)**

*(For companies with expiring/expired registration certificate seeking to renew their registration with PPA for the current year in works or goods category)*

<b>CLASS</b>	<b>CONTRACT VALUE / THRESHOLD</b>	<b>ANNUAL RENEWAL FEES</b>
A	₦500 Thousand and below	₦5,000.00
B	Above ₦500 Thousand - ₦5 Million	₦10,000.00
C	Above ₦5 Million – ₦10 Million	₦25,000.00
D	Above ₦10 Million – N100 Million	₦50,000.00
E	Above ₦100 Million – ₦250 Million	₦75,000.00
F	Above ₦250 Million – ₦1 Billion	₦250,000.00
G	Above ₦1 Billion – ₦5 Billion	₦500,000.00
H	Above ₦5 Billion – ₦10 Billion	N1 Million
I	Above ₦10 Billion – ₦20 Billion	₦2 Million
J	Above ₦20 Billion	₦4 Million

## **REGISTRATION FOR CONSULTANCY OR NON-CONSULTING SERVICES**

*(For companies seeking to register with the PPA for the first time in the consultancy or non-consulting category)*

<b>CLASS</b>	<b>CONTRACT VALUE / THRESHOLD</b>	<b>REGISTRATION FEES</b>
A	₦500 Thousand and below	₦10,000.00
B	Above ₦500 Thousand - ₦5 Million	₦15,000.00
C	Above ₦5 Million – ₦10 Million	₦30,000.00
D	Above ₦10 Million – N100 Million	₦75,000.00
E	Above ₦100 Million – ₦250 Million	₦125,000.00
F	Above ₦250 Million – ₦1 Billion	₦250,000.00
G	Above ₦1 Billion – ₦5 Billion	₦1 Million
H	Above ₦5 Billion – ₦10 Billion	₦1.5 Million
I	Above ₦10 Billion – ₦20 Billion	₦2.5 Million
J	Above ₦20 Billion	₦5 Million

## **RENEWAL OF REGISTRATION WITH PPA FOR CONSULTANCY OR NON-CONSULTING SERVICES**

*(For companies with expiring/expired registration certificate seeking to renew their registration with PPA for the current year in in the consultancy or non-consulting category)*

<b>CLASS</b>	<b>CONTRACT VALUE / THRESHOLD</b>	<b>ANNUAL RENEWAL FEES</b>
A	₦500 Thousand and below	₦5,000.00
B	Above ₦500 Thousand - ₦5 Million	₦10,000.00
C	Above ₦5 Million – ₦10 Million	₦15,000.00
D	Above ₦10 Million – N100 Million	₦25,000.00
E	Above ₦100 Million – ₦250 Million	₦45,000.00
F	Above ₦250 Million – ₦1 Billion	₦100,000.00
G	Above ₦1 Billion – ₦5 Billion	₦250,000.00

H	Above ₦5 Billion – ₦10 Billion	₦500,000.00
I	Above ₦10 Billion – ₦20 Billion	₦1 Million
J	Above ₦20 Billion	₦1.5 Million

For further enquiries on the payment of Registration, Renewal or Upgrade of Registration fees, please contact us on 08174140161, 07056564902 or [crt@lagosppa.gov.ng](mailto:crt@lagosppa.gov.ng)

**STEPS TO PAY YOUR DEVELOPMENT LEVY**

1. Present your Tax Payer ID with the payment code below at a [designated bank](#)  
**OR**  
Go to QPay (<https://lagos.qpay.ng>) and generate a bill to process an online payment
2. Make payment of the amount
3. Collect the e-receipt (evidence of payment) from the bank or download the Automated Revenue Receipt (ARR) at QPay
4. Go to the **Vendor Registration Portal** and upload the e-receipt or Automated Revenue Receipt (ARR) at the designated section following the online [registration guidelines](#)

**DEVELOPMENT LEVY**

**AGENCY CODE: 4250001**

**REVENUE CODE: 4010014**

For further enquiries on your Development Levy, please contact LIRS on 08033353452

If you have been awarded a contract and are required to pay an Administrative and Agreement fees you can process the payments by following the steps below.

**STEPS TO PAY THE ADMINISTRATIVE FEE AND AGREEMENT FEE**

1. Present your Payer ID with the payment code for each fee (as detailed below) at the Alausa branch of either Access, Polaris, Zenith or GT banks  
**OR**  
Go to QPay (<https://lagos.qpay.ng>) and generate a bill to process an online payment
2. Make payment of the amount indicated in your Letter of Award
3. Collect the e-receipt (evidence of payment) from the bank or
4. Present the evidence of payment as required

**ADMINISTRATIVE FEE**

**AGENCY CODE: 77134**

**REVENUE CODE: 32563**

**AGREEMENT FEE**

**AGENCY CODE: 17004**

**REVENUE CODE: 32252**

For further enquiries on your Administrative and/or Agreement Fee please contact the Procurement Officer of the awarding Ministry, Department or Agency.

## ONLINE PAYMENT PROCESS FLOW >>

### **A. PAYMENT WITH BILL**

- i. Open your browser and type <https://lagos.qpay.ng>
- ii. Click on **MAKE PAYMENT**
- iii. Enter **BANK PAYMENT CODE** or **BILL PAYMENT REFERENCE**
- iv. Select the Bill Type
- v. Click **VALIDATE** to display bill details
- vi. Click on **Pay Now** to proceed to payment
- vii. Select prefer payment option; **Pay with Card** or **Pay with Bank**

#### **a. Click Pay with Card**

- Supply Card details e.g. Card Number (16 digits Number in front of your card e.g. 5234 2341 3412 4123), CVV (3 digits number at the back of your card e.g. 456) and Expiry Date (The date your card will expire e.g. 12/20)
- Enter Card Pin (Your secret 4 digits code)
- Enter your One Time Password (Secret code) sent via SMS to Authorize the transaction
- Payment notification displayed
- Click on the Link to Print Receipt

#### **b. Click Pay with Bank**

- i. Select your Bank
- ii. Input your 10 digits
- iii. Verify your Account Number
- iv. Click Pay with Bank Account
- v. Enter your One Time Password
- vi. Payment notifications displayed
- vii. Click on Link to Print Receipt on Payment Receipt

### **B. PAYMENT WITHOUT BILL**

Open your browser and type <https://lagos.qpay.ng>

- i. Click on **Create Bill**
- ii. Enter your **Payer ID** (Digits only)
- iii. Select Payer Type: Individual or Company
- iv. Click **Continue**
  - v. Supply Agency Name, Revenue Code, Amount and Applied Period
  - vi. Click Continue
  - vii. Confirm New Bill
  - viii. Click on checkbox to Proceed Payment after bill creation otherwise uncheck to create bill only
- ix. Click on Create Bill
- x. Print Acknowledgement Receipt or click on Make Payment to continue



LAGOS STATE  
PUBLIC PROCUREMENT AGENCY

**LAGOS STATE PUBLIC PROCUREMENT AGENCY**

**PAYMENT SLIP**

(PLEASE PROVIDE YOUR DETAILS FOR PPA REGISTRATION)

1. BUSINESS NAME: .....

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(Note: If unincorporated, please provide Name of Business Owner):.....

2. BUSINESS ADDRESS:.....

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3. CORRESPONDENCE ADDRESS (if different from above):.....

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4. TELEPHONE NO (s):.....

5. E-MAIL/ WEB SITE (IF ANY):.....

6. CONTACT PERSON:.....

7. STATUS OF CONTACT PERSON IN COMPANY:.....

8. NATURE OF BUSINESS:.....

9. CAC RC:.....

10. CATEGORY :..... CLASS: .....