



LAGOS STATE GOVERNMENT

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Office of the Head of Service,
Public Service Office,
The Secretariat,
Alausa- Ikeja.

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CIRCULAR NO: 030

**THE DEPUTY GOVERNOR
THE RT. HONOURABLE SPEAKER OF THE HOUSE OF ASSEMBLY
THE CHIEF JUDGE
SECRETARY TO THE STATE GOVERNMENT
CHIEF OF STAFF
HONOURABLE COMMISSIONERS/ SPECIAL ADVISERS
PERMANENT SECRETARIES / TUTORS-GENERAL
CLERK, STATE HOUSE OF ASSEMBLY
STATE AUDITOR-GENERAL
AUDITOR-GENERAL FOR LOCAL GOVERNMENTS
CHAIRMEN, LOCAL GOVERNMENT COUNCILS/ LOCAL COUNCIL DEVT. AREAS
CHAIRMAN, CIVIL SERVICE COMMISSION
CHAIRMAN, HEALTH SERVICE COMMISSION
CHAIRMAN, JUDICIAL SERVICE COMMISSION
CHAIRMAN, AUDIT SERVICE COMMISSION
CHAIRMAN, LOCAL GOVERNMENT SERVICE COMMISSION
CHAIRMAN TEACHING SERVICE COMMISSION
CHAIRMAN, LAGOS STATE HOUSE OF ASSEMBLY SERVICE COMMISSION
CHAIRMAN, LAGOS STATE PENSION COMMISSION
CHAIRMAN, LAGOS STATE INDEPENDENT ELECTORAL COMMISSION
CHAIRMAN, STATE SPORTS COMMISSION
CHAIRMAN, STATE UNIVERSAL BASIC EDUCATION BOARD
CHAIRMAN, LAGOS STATE PRIMARY HEALTHCARE BOARD
EXECUTIVE CHAIRMAN, LAGOS STATE INTERNAL REVENUE SERVICE
HEADS OF EXTRA-MINISTERIAL DEPARTMENTS
CHIEF EXECUTIVE OFFICERS OF PARASTATAL ORGANISATIONS
CHIEF REGISTRAR OF THE HIGH COURT OF LAGOS STATE
HEADS OF TERTIARY INSTITUTIONS
CHIEF MEDICAL DIRECTOR/MEDICAL DIRECTORS OF HOSPITALS
HEADS OF ADMINISTRATION OF LOCAL GOVERNMENTS /LOCAL COUNCIL DEV. AREAS**

SEAMLESS COMPANY REGISTRATION WITH THE LAGOS STATE GOVERNMENT

In line with the State Government's drive towards promoting ease of doing business, it is hereby notified for general information that the Lagos State Public Procurement Agency has reviewed its requirements for registration of Contractors.

2. Accordingly, some of the requirements have been moderated while others have been completely expunged as shown in the table below:

S/N	PREVIOUS SYSTEM	NEW SYSTEM
1	Limited liability Companies in all classes, upload details of a minimum of 2 Directors.	Limited liability Companies in class A to D to upload details of a minimum of 1 Director
2	CV and Certificate required for Directors.	Detailed Profile to suffice in lieu of CV and Certificate
3.	Companies to upload evidence of filing Annual Returns with CAC.	Evidence of filing Annual Returns is no longer required
4.	All classes are to upload details of at least 3 key Staff.	Companies registering for classes A and B can present one key Staff who may be a Director or the Proprietor while classes C and D can present two key Staff, one of whom can be a Director or the Proprietor

3. Accordingly, the new **REQUIREMENTS FOR REGISTRATION** with the Lagos State Public Procurement Agency are:

- A. Details of Director/Business Owner (1 for class A-D and 2 for class E-J) which consists of:
- Passport photograph;
 - Government issued means of Identification;
 - CV and Academic Certificate or a detailed profile.

- B. Application letter addressed to the General Manager (PPA) on a business letter head paper,
 - C. Certificate of Incorporation/Registration of Business Name (CAC Incorporation Certificate);
 - D. CAC Form 1.1 (or CAC 2.2 and CAC 7): Statement of Share Capital and particulars of the first Director;
 - E. Memorandum & Articles of Association.
 - F. Evidence of Tax compliance for two Directors/Business Owner for a period of three years immediately preceding the year of application.
 - G. Evidence of payment of Development Levy for two Directors/Business Owner, for three consecutive years inclusive of the year of application.
 - H. Company Profile detailing the Company's structure, Key personnel support with Professional Licenses/Certificates, Curriculum Vitae and similar jobs executed in the past.
 - I. Curriculum Vitae of key Staff supported by Professional Licenses/Certificates. (Companies registering for classes A and B can present one key Staff who may be a Director or the Proprietor while classes C and D can present two key staff and one of the key staff can be a Director or the Proprietor)
 - J. The Applicant's Managing Director/Business Owner's Declaration on Oath as to the authenticity of all submitted documents and engagement of professionals.
4. To this end, the Agency's website <https://lagospa.gov.ng> can be visited for clarification and further information on the above.
5. All Accounting Officers are enjoined to note the contents of this Circular for strict compliance, while giving it the deserved Service-wide publicity.


Hakeem Muri-Okunola
Head of Service