

OJODU LCDA

REQUIREMENTS FOR CONTRACTORS' REGISTRATION FOR GOODS, WORKS AND SERVICES

1. Application letter of Registration addressed to the Head of Administration (LG)
2. Duly completed Application Form
3. Evidence of Payment of Registration Fee
4. Certificate of Incorporation
5. CAC Form 2: (Statement of Share Capital)
6. CAC form 7/7a: (particulars of First Directors / Notice of Change of Directors)
7. Copy of Company's Article /Memorandum of Association (not applicable to Business Names)
8. Current 3 years Personal Tax – Lagos State Government Tax Clearance Certificate as well as development levy of Chief Executive Officer and one (1) Director (in case of Business Names)
9. Evidence of Remittance of Pay As You Earn Tax for Key Staff (not applicable to Business Names)
10. Company Profile detailing the Company's Structure, Key Personnel with supported Professional Licenses/Certificate and similar jobs executed in the past.
11. Curriculum Vitae of Individual Consultant supported by Professional Licenses / Certificate.
12. Proofs of Previous jobs done for the Local Government(s) or any other reputable organization.
13. Performance bond issued by a bank
14. Veritable evidence of financial capacity

REQUIRED DOCUMENTS FOR RENEWAL

1. Application Letter of Renewal addressed to the Head of Administration (LG)
2. Duly Completed Application Form
3. Evidence of Payment of Registration Fee
4. Evidence of Remittance of Preceding Year's Tax Certificate as well as Development Levy of Chief Executive Officer and one (1) director
5. Evidence of Remittance of Pay As You Earn Tax for Key Staff (applicable to Limited Liability Companies)
6. Copy of letter of Registration or Last Renewal.