



# APPLICATION FOR REGISTRATION AS DATA PROTECTION COMPLIANCE ORGANISATION (DPCO)

*(Made Pursuant to Article 4.1(4) of the Nigerian Data  
Protection Regulation 2019)*

**NATIONAL INFORMATION TECHNOLOGY DEVELOPMENT AGENCY (NITDA)**

**NITDA/DPCO-01**

**PART A**

**CORPORATE INFORMATION**

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION WEBSITE (with .ng extension): \_\_\_\_\_

PRIMARY CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CORPORATE HEADQUARTERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER OFFICES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF CHIEF EXECUTIVE OFFICER: \_\_\_\_\_

NAME OF ALTERNATE CONTACT PERSON: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MOBILE NUMBER: \_\_\_\_\_

**PART B**

**PARTICULARS OF PRINCIPAL OFFICERS (Must submit detailed *curriculum vitae* and photocopies of qualification certificates)**

S/N	FULL NAME	POSITION HELD	HIGHEST QUALIFICATION OBTAINED	OTHER PROFESSIONAL CERTIFICATION

**PART C**

**TYPE OF SERVICES PROVIDED (tick as appropriate)**

- A. Professional service consultancy firm
- B. Information Technology Service Provider
- C. Law Firm
- D. Audit Firm

**PART D**

**PARTICULARS OF PERSONNEL WITH RELEVANT EXPERIENCE FOR THE SERVICE TICKED IN PART C**

S/N	NAME OF PERSONNEL	PROFESSIONAL CERTIFICATION AND DATES OBTAINED	RELEVANT YEARS OF EXPERIENCE

**(Please fill as many sheets as may be necessary)**

**PART E**

**EXPERIENCE:**

Provide as an attachment, details of the Firm's previous experience in data service provision; Technical Partners, Systems and Tools Suppliers etc.

**UNDERTAKING:**

I/We \_\_\_\_\_ hereby certify that the information supplied in this application form is true in all respect and give an undertaking that upon grant of License, I/We shall abide by the terms and conditions upon which the License is granted. I/We accept that my/our License maybe revoked, and the appropriate penalty applied if it is established that I/We have been granted License based on incorrect information.

\_\_\_\_\_

**SIGNED**

\_\_\_\_\_

**DATE**

Passport Photograph of authorized representative and Company Seal.



**THIS APPLICATION IS TO BE SUBMITTED WITH THE FOLLOWING DOCUMENTS:**

1. **Comprehensive Company Profile** including the organizational structure, resume of key managerial and technical staff with addresses, phone numbers and email addresses.
2. **Evidence of Incorporation** and/or registration with Corporate Affairs Commission. Company must enclose Certified True Copies of Certificate of Incorporation or Business Name Registration.
3. **Evidence of Current Tax Clearance**
4. **Relevant Curriculum Vitae of Principal Officers and Technical Staff.**
5. An **Affidavit** that:
  - a. The company/Firm is not bankrupt;
  - b. The claim made and information provided are true and correct in all ramifications;
  - c. No Director/Partner of the company (past or present) has ever been convicted of criminal offences relating to fraud.
6. **Valid means of identification i.e International Passport; Driver's License; NIN Registration etc.**
7. **Sample contract of engagement or service level agreement**
8. **Comprehensive Customer Service and support policy**
9. **Payment of prescribed licensing fees by NITDA**