



GUIDELINES FOR CIPEN FIRMS' REGISTRATION

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1. INTRODUCTION

1.1. Purpose

This document shall serve as a procedural guide for the application of Power System Engineering Firms' Registration in Nigeria.

1.2. Applicability

Any power engineering firms registered or incorporated in Nigeria shall be issued a license by the Chartered Institute of Power Engineers of Nigeria ("CIPEN" or the "Institute"), subject to compliance with the Chartered Institute of Power Engineers of Nigeria (CIPEN), Act 2023 (the "Act") and these guidelines. A firm may be issued one or more licenses under these guidelines.

Company shall refer to all types of business entities, including registered businesses, incorporated companies, and other business structures.

1.3. Legal Framework

- 1.3.1. These guidelines are issued pursuant to Sections 6 (1) and 13 (3) and (4) of the Act which empowers the Council to establish rules and regulations, formulate policies, and perform the functions outlined in the Act, including but not limited to:
- i. Publishing the necessary qualifications for registered members to form professional power engineering firms or corporations.
 - ii. Registering power engineering firms and their members as provided in Section 13(3) of the Act.
 - iii. Establishing rules and regulations for the effective functioning of the Institute and the regulations of professionals in the Nigerian power sector.
- 1.3.2. These guidelines are issued pursuant to Section 13(4) (c) of the Act, which mandates that all corporations providing chartered power engineering services must be registered and licensed by the Institute.

2. APPLICATION FOR LICENSE

2.1. General Information on Application Submission.

- 2.1.1.** All applications must be submitted electronically through the official platform https://portal.cipen.org.ng/home/firm_register.
- 2.1.2.** Applicants are responsible for providing accurate and complete information as outlined in the application form. Failure to do so may result in delays or rejection of your application.
- 2.1.3.** Please ensure that all contact information provided is current and accurate. This includes registered and operational addresses, names of directors and key staff, telephone numbers, and email addresses.
- 2.1.4.** Any discrepancies or inaccuracies in the information provided may lead to delays or rejection of your application.

2.2. Application Conditions

Applications for licenses pursuant to these Guidelines shall be made on the CIPEN platform established by the Institute and shall be subject to the following conditions:

- 2.2.1.** All licenses issued pursuant to these Guidelines shall expire on the eve of the anniversary of the date of issue as reflected on the license.
- 2.2.2.** The use of proxies in the submission of the application is discouraged and CIPEN shall not indemnify any company (or persons) against any loss arising therefrom.
- 2.2.3.** The use of forged documents or any attempt to induce the Institute staff nullifies an application and any fees paid in respect of the application shall be forfeited to the Institute.
- 2.2.4.** The Institute may blacklist a company that submits a forged document or attempt to induce the Institute staff and deactivate the account of the company on the CIPEN platform as well as remove the company and its perpetrators' names from the Register.
- 2.2.5.** To reactivate a delisted account, a company may be subjected to a compliance test and the payment of an administrative fine as prescribed in Regulations issued by the Institute.

- 2.2.6.** A company shall be responsible for any information or document submitted on the CIPEN platform and the Institute shall not absolve the company of responsibility for any infringement of these guidelines on the grounds that the submission was done by a third party.
- 2.2.7.** Applicants shall ensure that all required documentation are available and ready for upload before payment is made.
- 2.2.8.** Payments are valid for a period of twelve (12) calendar months effective from the day of payment. Fees paid are non-refundable.
- 2.2.9.** Applications may be submitted at any time during the year and enquiries may be made at membership@cipen.org.ng, registrar@cipen.org.ng or live chat on the portal.

2.3. Address Changes

Subsequent change(s) to the registered or operational addresses and/or branch opening must be promptly communicated to the Registrar via email registrar@cipen.org.ng and shall attract a cost of five thousand naira (₦5,000) only.

2.4. Documentary Requirements

- 2.4.1. Applicants shall in addition to the general information, application conditions and other requirements submit where applicable the following additional information and documentation:
- i. **Professional Certifications of key staff:** Certified true copies of any professional certifications.
 - ii. **Supporting Certificates:** Provide certified copies of supporting certificates. These certificates should be in the name of the company or an officer of the Company who is a registered member listed on the CIPEN Register.
- 2.4.2. All required documents must be clearly scanned and uploaded to the CIPEN platform in PDF format. PNG or JPEG formats are also accepted for single-page documents. Document size shall not exceed 4MB.
- 2.4.3. Required documents must be uploaded on the assigned labelled button.

2.4.4. All documents in support of an application shall be submitted online. Applicants are not required to submit hardcopy documents.

2.5. Payment Options.

Payment can be made directly online or at the designated bank account of the Institute.

2.5.1. **Online Payment:** For convenience, we recommend making payments directly online through the CIPEN platform.

2.5.2. **Bank Transfer:** If you prefer to make a bank transfer, you can find the Institute's designated bank account details on the payment page of the CIPEN portal. Please ensure that you include your application reference number in the transaction details to facilitate easy identification.

2.6. Payment Validity and Deactivation

2.6.1. **Payment Validity:** All application fee payment shall be valid for a period of twelve (12) calendar months from the date of payment.

2.6.2. **Application Deactivation:** If an Applicant fails to complete the application process within the 12-month validity period, the application will be automatically deactivated. To reactivate your application, you will need to submit a new application and pay the applicable fees.

2.7. No-Guarantee

Payment **does not** guarantee the issuance of a license. The issuance of a license is subject to meeting all the requirements outlined in these guidelines, including the submission of complete and accurate documentation.

2.8. How to Apply

Applicants are required to perform the following steps to successfully apply:

Application Steps

STEPS	ACTION
Step 1	Visit https://cipen.org.ng
Step 2	Hover on Membership in the navigation bar and click 'Join CIPEN' from the dropdown
Step 3	Click 'Register' button on the top right side of the screen
Step 4	Click 'Nigeria Corporate Registration' or 'Foreign Corporate Registration' as applies
Step 5	Complete the online application form
Step 5	Upload all applicable documents
Step 4	Make payment
Step 6	Submit your application.

Table 1- How to Apply

2.9. Application Processing Guidelines

- 2.9.1. Applications undergo a desktop review and will be processed within five (5) working days. Please note that applications falling under major or specialized categories may require additional verification and documentation, which could extend the processing time. Such applications will be processed within a maximum of two (2) weeks.
- 2.9.2. Applications may be returned for the following reasons:
- i. Request for additional documents.
 - ii. Need for more information.
 - iii. Change of service requests, which incur additional fees.
 - iv. Any other reason deemed necessary by the Institute.
- 2.9.3. After submission, applications cannot be altered, replaced, or modified. Any required changes to submitted documents must be requested by email to the Registrar of the Institute via email at registrar@cipen.org.ng and copy membership@cipen.org.ng in the same email.
- 2.9.4. Foreign companies shall present proof of Registration with the Ministry of Trade and Investment in line with the provisions of

CAMA 2020 and other statutory requirements as may be stipulated from time to time.

2.9.5. Applicants shall not physically visit the CIPEN office with respect to the application for the licenses.

2.10. Change of Service

Applicants may request a change in service. Please be aware that such requests will incur the following fees.

S/N	CATEGORY	APPLICABLE FEES
1.	Engineering Contracting in the power sector	250,000
2.	Consulting Engineering in the power sector	200,000
3.	Manufacturing in the power sector	400,000
4.	Engineering services in the power sector	200,000
5.	Vendors of machinery, equipment, and engineering materials in the power industry	400,000
6.	Maintenance or repairs and fabrication in the power industry	250,000

Table 2 - Change of Service Fee

2.11. Communication Channels

2.11.1. Comments related to applications should be submitted via email to membership@cipen.org.ng, registrar@cipen.org.ng.

2.11.2. For important notices and updates, applicants should regularly check the "News Section" on the application portal.

3. CATEGORIES OF LICENSES

Firms Certification Grading										
		Business Categories	Business Value up to ₦10 Billion and above)	Business Value up to ₦1Billion and less than ₦10 Billion)	Business Value up to ₦500 Million and less than ₦1 Billion	Business Value up to ₦250 Million and less than ₦500 Million	Business Value up to ₦100 Million and less than ₦250 Million	Business value below ₦100 Million	Special Group	Firms Registration/Licensing Sequence Code
S/n	Business Types	Business Types Classification	A	B	C	D	E	F	SG	
1	Contracting Firm	A	AA	AB	AC	AD	AE	AF	NA	CT/24/AA/00001
2	Consulting Firm	B	BA	BB	BC	BD	BE	BF		CS/24/BA/00001
3	Engineering Services	C	CA	CB	CC	CD	CE	CF		ES/24/CA/00001
4	Manufacturing & Fabrication	D	DA	DB	DC	DD	DE	DF		MF/24/DA/00001
5	Maintenance Services(Reliability Engrg Services)	E	EA	EB	EC	ED	EE	EF	EG	MS/24/EB/00001
6	Vending	F	NA	FB	FC	FD	FE	FF	FG	V/24/FB/0001
	No of Licenses per Business Categories		4	6	6	6	6	6	2	36

Table 3 - Categories of Licenses

4. GENERAL REQUIREMENTS

4.1.1. Technical Capacity

- Experienced personnel in power engineering, project management, and related fields.
- Proven track record of completing similar projects.

4.1.2. Certifications and Accreditations

- ISO 9001 (Quality Management) certification.
- ISO 14001 (Environmental Management) certification.
- Relevant industry-specific certifications (e.g., NERC, NEMSA, SON, etc.).

4.1.3. Financial Capacity

- i. Minimum financial resources (This is calculated based on the business category and band -e.g., turnover, assets, etc.).
- ii. Ability to secure project financing or funding. Applicant to provide a Reference Letter from a commercial bank.

4.1.4. Local Content

- i. Evidence of compliance with the Nigerian Content Act (2010).
- ii. Evidence of local staff training and development.

4.1.5. Safety, Health, and Environment (SHE)

- i. Submission of SHE policy and procedures.
- ii. Submission of evidence of SHE training for personnel.

4.1.6. Quality Management

- i. Quality management system (QMS) in place.
- ii. Compliance with international quality standards (e.g., ISO 9001).

4.1.7. Project Management

- i. Submission of evidence of organisation Project management methodology alignment (e.g., PMBOK, PRINCE2).
- ii. List of experienced and certified project managers in the employ of the organisation.

4.1.8. Compliance

- i. Compliance with Nigerian laws and regulations including but not limited to the Chartered Institute of Power Engineers of Nigeria Act, 2023 (as may be amended), the Labour Act and the Companies and Allied Matters Act, 2020.
- ii. Anti-Bribery and Corruption Policy of the organisation.

4.1.9. Audited Accounts

- i. Tax Compliance Certificate (TCC)

4.1.10. Sustainability Compliance

1. **Renewable Energy Integration:** Demonstrate plans for integrating renewable energy sources into their operations, such as solar, wind, or hydropower.
2. **Emissions Reduction:** Set targets for reducing greenhouse gas emissions (*where applicable*) and report emissions regularly.
3. **Risk Management:** Require firms to have effective risk management systems in place to address environmental, social, and governance risks.

4.2. Local Firms

S/N	CLASSIFICATION	DOCUMENTS
1.	Application form	Completed CIPEN Application Form (Online)
2.	Incorporation documents	Status Report, Memorandum and Articles of Association (CAC Forms 2 and 7 for companies incorporated before 2020, Certificate of Incorporation
3.	Proof of business address	Utility bill or tenancy agreement less than 3 months
4.	Company profile	Company brochure
5.	Boards & Management Members Requirement	<ol style="list-style-type: none">i. Curriculum Vitae of Power System Engineers on the Board and Management of the Firm.ii. CIPEN Practice License of Power System Engineers on the Board & Management Cadre.iii. CIPEN Annual Practicing License of Power System

		Engineers on the Board & Management Cadre
6.	Payment of Prescribed Fees	Evidence of payment of all applicable fees
7.	Tax Compliance	Tax Compliance Certificate (TCC)

Table 4 - Documentary Requirements for Local Firms

4.3. Foreign Firms

S/N	CLASSIFICATION	DOCUMENTS
1.	Application form	Completed CIPEN Application Form (Online)
2.	Incorporation documents	Status Report, Memorandum and Articles of Association (CAC Forms 2 and 7 for companies incorporated before 2020, Certificate of Incorporation).
3.	Proof of business address	Utility bill or tenancy agreement less than 3 months
4.	Company profile	Company brochure
5.	Boards & Management Members Requirement	iv. Curriculum Vitae of Power System Engineers on the Board and Management of the Firm. v. CIPEN Practice License of Power System Engineers on the Board & Management Cadre. vi. CIPEN Annual Practicing License of Power System

		Engineers on the Board & Management Cadre
6.	Payment of Prescribed Fees	Evidence of payment of all applicable fees
7.	Tax Compliance	Tax Compliance Certificate (TCC)
8.	Compliance with Federal Ministries of Trades & Investment and Interior	Certificate of registration with NIPC, etc.

Table 5 - Documentary Requirements for Foreign Firms

5. REVIEW

This Guideline is subject to review at the discretion of the Institute without notice.

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