



TINAPA C A L A B A R

Afica's Preeimier Business and Leisure Resort

REQUIREMENTS FOR ESTABLISHING A TINAPA FREE ZONE ENTERPRISE (TFZE)

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THE REGISTRATION PROCESS

An investor/tenant who desires to operate in Tinapa shall apply to the Managing Director of Tinapa Free Zone & Resort for an Annual Free Zone Operating License as well as a business premises, describing in detail, the nature of the proposed business.

Upon receipt of this application, the Zone Management will provide the applicant with two forms, namely:

- (a). The Registration as a Tinapa Free Zone Enterprise Form
- (b). The Application for an Operating Licence Form.

Documents to attach when submitting the completed forms, comprise:

- A certified true copy of a Certificate of incorporation issued by the Corporate Affairs Commission (CAC) or other regulatory agencies (This requirement is however for companies already in existence outside Tinapa);
- Memorandum and Articles of Association of the proposed TFZE;
- Management authorisation to establish a FZE (for companies registered in Nigeria); and
- Proof of identification (copy of international passport or driver's licence or National ID card), for senior management of FZEs (if promoted by a company) or promoters (in the case of sole proprietorship businesses).

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ELIGIBILITY FOR A LICENCE

In determining eligibility for a licence, Zone Management may consider the following:

- a. The activities in which the applicant proposes to engage shall be in line with the approved activities within TFZR;
- b. The proposed activities to be carried out shall add value to and be consistent with, the development programme for the Zone;
- c. The applicant shall comply with the provisions of the Act and applicable Rules and Regulations that may be put in place by TBFRZC from time to time; and

- d. The technical, financial and managerial capabilities of the applicant.

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TYPES OF OPERATING LICENCES

The Zone Management may grant approval for a Free Zone Enterprise Licence, which allows an enterprise to undertake an approved activity within the Free Zone. These activities include:
Trading, provision of Services, Warehousing, Manufacturing, Packaging and any other activity as may be approved by Zone Management.

An annual licensing fee shall be paid by all FZEs as follows:

- (a). Manufacturing - US\$2,000 (Two Thousand United States Dollars);
- (b). Trading - US\$3,500 (Three Thousand Five Hundred United States Dollars);
- (c). Services - US\$5,000 (Five Thousand United States Dollars).

PLEASE NOTE:

Annual licensing fee shall be subject to periodic review by Zone Management upon the issuance of a 3-month notice to all FZEs.

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FEES

(a). **Registration as TFZE:** The investor will be required to pay a one-off flat registration fee as indicated below depending on the location of the proposed FZE.

- **Line shops** – U\$100 (One Hundred United States Dollars);
- **Warehouses** – US\$1,000 (One Thousand United States Dollars); and
- **Emporium** – US\$4,000 (Four Thousand United States Dollars).

(b). **NEPZA Registration Fee:** TFZEs are also required to pay a one-off Charge of \$3,000 for registration with the Nigeria Export Processing Zones Authority (NEPZA), regulators of the Free Zone Scheme in Nigeria.

(c). **Lease Charges and Warehouse Space:** At Tinapa Free Zone & Resort, it's imperative that all operators maintain a valid Annual Free Zone Operating License (OPL) and a Lease Agreement for their business premises at all times.

The specific Lease charges are determined by factors such as your business type, the size, and location of your space. These details will be discussed during the lease negotiation process.

Additionally, for TFZEs in need of Warehouse Storage space, applications can be made to Zone Management. Allocation is subject to availability, and relevant charges will apply. Your business's success is our priority.

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