## ANAMBRA STATE INVESTMENT PROMOTION AND PROTECTION AGENCY (ANSIPPA) INVESTMENT PROCESS FLOW



S/N	TASK	TIMELINE	RESPONSIBILITY
1.	Receipt of investment proposal (hard/soft copy) from the prospective Investor to ANSIPPA	1 day	✓ ANSIPPA Clerical Officer
	Each investor proposal is addressed to:		
	The Managing Director,		
	Anambra State Investment Promotion and Protection Agency (ANSIPPA)		
	Block B Millennium Plaza, Enugu-Onitsha Expressway, Awka, Anambra State, Nigeria		
	The investor proposal can also be sent via email to:		
	ansippa@anambrastate.gov.ng		
2.	Acknowledgment of initial documentation/proposal by the Relationship Officer that will	1 day	✓ Relationship Officer
	be assigned by the MD/CEO		✓ Public Private
			Partnership (PPP) Team
			Leader
3.	Review of preliminary information received to check if it meets minimum requirements/	1 day	✓ Relationship Officer
	preliminary completeness		
4.	Phone calls/visits to the prospective Investor (where the Investor is in Nigeria and	-	✓ Relationship Officer
	reachable physically) for discussions on the investment proposal to establish basic facts		✓ PPP Team Leader
	about the Investor, including physical address, track record, available equity, etc.		
5.	Forwarding of the ANSIPPA KYC checklist to the Investor.	1 day	✓ Relationship Officer
	<b>Note:</b> The Investor should tick all the applicable boxes and at the point of returning the		
	checklist, the Investor provides copies of all the information requested therein.		
	Checklist enables gathering preliminary information for further analysis. Additional		
	information may be required for a better understanding of the proposal.		
6.	Information received from the Investor is sent to relevant MDAs, additional documents	Expected delivery time	✓ Relationship Officer
	can be forwarded later when received.	from investor: 3 days	
	<b>Note:</b> Where documents received are incomplete/insufficient, this should not stop	max	
	ANSIPPA from forwarding to MDAs.		
7.	Analysis of documents submitted by the Investor	1 day	✓ Relationship Officer
8.	Preliminary approval from management to proceed/ reject	1 day	✓ MD/CEO
			✓ ED ANSIPPA
9.	Liaising with relevant Ministries to get their endorsement/recommendation in writing,	1 day	✓ MD/CEO ANSIPPA
	signed by the Honourable Commissioner of the Ministry		

## ANAMBRA STATE INVESTMENT PROMOTION AND PROTECTION AGENCY (ANSIPPA) INVESTMENT PROCESS FLOW



The state of the				
Note: The Governing Council meets every last Friday of the month but emergency meeting can be called  11. Upon endorsement by the ANSIPPA Governing Council, ANSIPPA prepares the EXCO memo and recommends the project to the Anambra State Executive Council for approval Note: EXCO meets every Monday  13. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the MOU draft is forwarded to the Attorney General for final vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and	10.	1	• • •	✓ Relationship Officer
meeting can be called  11. Upon endorsement by the ANSIPPA Governing Council, ANSIPPA prepares the EXCO memo and recommends the project to the Anambra State Executive Council for approval Note: EXCO meets every Monday  13. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the MOU draft is forwarded to the Attorney General for final vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and signoff.			next GC meeting	
11. Upon endorsement by the ANSIPPA Governing Council, ANSIPPA prepares the EXCO memo and recommends the project to the Anambra State Executive Council for approval Note: EXCO meets every Monday  13. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the MOU draft is forwarded to the Attorney General for final vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and signoff.  18. W MD/CEO Relationship Officer  19. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and signoff.  19. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and signoff.  2 Investor to the next EXCO meeting next EXCO		, , , , , , , , , , , , , , , , , , , ,		
memo and recommends the project to the Anambra State Executive Council for approval Note: EXCO meeting  13. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the MOU draft is forwarded to the Attorney General for final vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and		-		
Note: EXCO meets every Monday  13. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the MOU draft is forwarded to the Attorney General for final vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and  2 days  3 days  4 Relationship Officer  4 ANSIPPA Legal  5 ubject to Governor's availability  6 Chief Protocol to Governor availability  7 His Excellency  9 Investor  9 ANSIPPA Legal  9 Investor Legal  1 days  4 ANSIPPA Legal  9 Investor Legal  1 Investor Legal	11.	Upon endorsement by the ANSIPPA Governing Council, ANSIPPA prepares the EXCO	I day, subject to the	✓ MD/CEO
13. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the MOU draft is forwarded to the Attorney General for final vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and sdays  18. A Memorandum of Understanding (MOU) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and sdays  19. A Relationship Officer  A Aloys  4 ANSIPPA Legal  5 days  4 ANSIPPA Legal  7 Investor  4 ANSIPPA Legal  8 days  4 ANSIPPA Legal  9 Investor  10 Aloys  4 ANSIPPA Legal  11 Investor  12 A Joint Venture Agreement (JVA) is prepared by the ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and shape in the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and shape in the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and shape in the Investor for preview and comments.		memo and recommends the project to the Anambra State Executive Council for approval	next EXCO meeting	✓ Relationship Officer
and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the MOU draft is forwarded to the Attorney General for final vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and		Note: EXCO meets every Monday		
agreed on all the terms, the MOU draft is forwarded to the Attorney General for final vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and investing and investor for preview and comments. When Attorney General for final vetting and investing and investor for preview and comments. When Attorney General for final vetting and investing and investor for preview and comments. When Attorney General for final vetting and investing and investor for preview and comments. When Attorney General for final vetting and investing and investor final vetting final vetting and investor final vetting and investor final vetting final vet	13.	A Memorandum of Understanding (MOU) is prepared by the ANSIPPA Legal Department	3 days	✓ Relationship Officer
vetting and signoff.  14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and said advanced to diverting and sent and sent on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and sent and sent of the Investor General for final vetting and sent of the Investor General for final vetting and sent of the Investor General for final vetting and sent of the Investor General for final vetting and sent of the Investor General for final vetting and sent of the Investor General for final vetting and sent of the Investor General for final vetting and sent of the Investor General for final vetting and for final vetting and final vetting and sent of the Investor General for final vetting and for final vetting and		and sent to the Investor for preview and comments. When ANSIPPA and the Investor have		✓ ANSIPPA Legal
14. A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor  15. Ground breaking ceremony and project takeoff  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and Subject to Governor's availability  18. Subject to Governor's availability  19. His Excellency  10. His Excellency  10. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  10. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and		agreed on all the terms, the MOU draft is forwarded to the Attorney General for final		✓ Investor
and the Investor  availability  ✓ Chief Protocol to Governor  15. Ground breaking ceremony and project takeoff  Subject to the Governor's and Investor's availability  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and		vetting and signoff.		✓ Attorney General
and the Investor  availability  ✓ Chief Protocol to Governor  15. Ground breaking ceremony and project takeoff  Subject to the Governor's and Investor's availability  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and	14.	A date is fixed by the Office of the Governor for the signing of the MOU between the State	Subject to Governor's	✓ MD/CEO
The standard of the linestor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and subject to the Governor's and Investor's availability    Subject to the Governor's and Investor's availability    A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project    A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the Investor's availability    ANSIPPA Legal    ANSIPPA Legal    ANSIPPA Legal    Investor    Investor    Attorney General				
Governor's and Investor's availability  16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and ✓ Attorney General			•	Governor
Investor's availability   Investor's availability   16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project   5 days   ✓ ANSIPPA Legal   Investor Legal   Investor Legal   17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and   ✓ Attorney General   ✓ Attor	15.	Ground breaking ceremony and project takeoff	Subject to the	✓ His Excellency
<ul> <li>16. A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project</li> <li>17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and</li> </ul>			Governor's and	✓ Investor
project  17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and ✓ Attorney General			Investor's availability	
17. A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and ✓ Attorney General	16.	A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the	5 days	✓ ANSIPPA Legal
to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and ✓ Attorney General		project		✓ Investor Legal
to the Investor for preview and comments. When ANSIPPA and the Investor have agreed on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and ✓ Attorney General	17.	A Joint Venture Agreement (JVA) is prepared by the ANSIPPA Legal Department and sent	3 days	✓ ANSIPPA Legal
on all the terms, the JVA draft is forwarded to the Attorney General for final vetting and ✓ Attorney General		to the Investor for preview and comments. When ANSIPPA and the Investor have agreed	·	✓ Investor
				✓ Attorney General
signoff		signoff		
<b>18.</b> Signing of the Joint Venture Agreement (JVA) between the State and the Investor 1 day ✓ ANSIPPA	18.	Signing of the Joint Venture Agreement (JVA) between the State and the Investor	1 day	✓ ANSIPPA
✓ Investor				✓ Investor
19 The Service delivery time line if All activity 1-18 is in place takes 20 working days 20 Working days ✓	19	The Service delivery time line if All activity 1-18 is in place takes 20 working days	20 Working days	✓

For enquiries Contact Office of the MD/CEO ANSIPPA Office: Block B Millennium Plaza, Enugu-Onitsha Expressway, Awka, Anambra State, Nigeria

Tel: 09039540584