

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



S/N	TASK	TIMELINE	RESPONSIBILITY
1.	<p>Receipt of investment proposal (hard/soft copy) from the prospective Investor to ANSIPPA</p> <p>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</p> <p>The investor proposal can also be sent via email to: ansippa@anambrastate.gov.ng</p>	1 day	✓ ANSIPPA Clerical Officer
2.	Acknowledgment of initial documentation/proposal by the Relationship Officer that will be assigned by the MD/CEO	1 day	✓ Relationship Officer ✓ Public Private Partnership (PPP) Team Leader
3.	Review of preliminary information received to check if it meets minimum requirements/ preliminary completeness	1 day	✓ Relationship Officer
4.	Phone calls/visits to the prospective Investor (where the Investor is in Nigeria and reachable physically) for discussions on the investment proposal to establish basic facts about the Investor, including physical address, track record, available equity, etc.	2 days	✓ Relationship Officer ✓ PPP Team Leader
5.	<p>Forwarding of the ANSIPPA KYC checklist to the Investor.</p> <p>Note: 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.</p>	1 day	✓ Relationship Officer
6.	<p>Information received from the Investor is sent to relevant MDAs, additional documents can be forwarded later when received.</p> <p>Note: Where documents received are incomplete/insufficient, this should not stop ANSIPPA from forwarding to MDAs.</p>	Expected delivery time from investor: 3 days max	✓ Relationship Officer
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, signed by the Honourable Commissioner of the Ministry	1 day	✓ MD/CEO ANSIPPA

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10.	Preparing the Investment Appraisal Memo (IAM) and inviting the investor for project presentation to ANSIPPA Governing Council (GC) Note: The Governing Council meets every last Friday of the month but emergency meeting can be called	1 day, subject to the next GC meeting	✓ Relationship Officer
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	1 day, subject to the next EXCO meeting	✓ MD/CEO ✓ Relationship Officer
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.	3 days	✓ Relationship Officer ✓ ANSIPPA Legal ✓ Investor ✓ Attorney General
14.	A date is fixed by the Office of the Governor for the signing of the MOU between the State and the Investor	Subject to Governor's availability	✓ MD/CEO ✓ Chief Protocol to Governor
15.	Ground breaking ceremony and project takeoff	Subject to the Governor's and Investor's availability	✓ His Excellency ✓ Investor
16.	A legal independent entity or Special Purpose Vehicle (SPV) is incorporated to drive the project	5 days	✓ ANSIPPA 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 signoff	3 days	✓ ANSIPPA Legal ✓ Investor ✓ Attorney General
18.	Signing of the Joint Venture Agreement (JVA) between the State and the Investor	1 day	✓ ANSIPPA ✓ Investor
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