



THE PRESIDENCY
NIGERIAN CHRISTIAN PILGRIM COMMISSION
 PLOT 1348, AHMADU BELLO WAY, GARKI II, ABUJA

FORM NCPC 2
CHRISTIAN PILGRIMAGE OPERATORS ACCREDITATION REQUEST
FORM
Pursuant to Section 18(1)(c)

Submitted by

.....
Address

.....

.....
Signature **Date**

.....

Section A: Requirement for Registration as a Christian Pilgrimage Operator

1. An applicant for registration as a Christian Pilgrimage Operators must meet the following conditions:
 - a. the applicant must be duly registered in Nigeria as a Limited Liability Company or an Incorporated Trustee (IT) involved in Christian religious activities (e.g. Churches, Ministries, and Christian service organizations);
 - b. the Company must have a registered Share Capital of not less than Ten Million Naira (₦10,000,000) and must have the object of pilgrimage operation;
 - c. the Company or IT must be majority owned by Nigerian Christians.

2. The applicant must submit the following documents:
 - a. For Companies
 - i. Letter of application addressed to the Executive Secretary;
 - ii. completed Form NCPC 2 (Christian Pilgrimage Operators Form);

- iii. Certified True Copy of Incorporation Certificate;
- iv. Memorandum and Articles of Association of the Company;
- v. Form CAC 1.1 (Application for Registration of Company); or the following CAC Forms: Form CAC 2 (Statement of Share Capital and Return of Allotment, Form CAC 3 (Notice of Situation/Change of Registered Address, Form CAC 7 (Particulars of Persons who are First Directors of the Company;
- vi. Police Character Report of each director of the Company;
- vii. Tax Clearance Certificate for the preceding three (3) years;
- viii. Certificate of Occupancy or Tenancy Agreement or Utility Bill of the applicant's registered address/place of business;
- ix. copy of Memorandum of Understanding with a registered and approved foreign Ground-handler;
- x. Receipt for the payment of non- refundable application form fee of ₦100, 000 (through the remita platform);
- xi. Receipt for the payment of licensing fee of ₦250, 000 (through the remita platform).

b. For Incorporated Trustees:

- i. Letter of application addressed to the Executive Secretary;
- ii. completed Form NCPC 2 (Christian Pilgrimage Operators Form);
- iii. Incorporation Certificate;
- iv. CAC Form for Registration of Incorporated Trustee;
- v. Constitution;
- vi. Police Character Report on each Trustee of the IT;
- vii. Certificate of Occupancy or Tenancy Agreement or Utility Bill of the applicant's registered address;
- viii. Agreement or Memorandum of Understanding with a registered and approved foreign Ground-handler;
- ix. Receipt for the payment of non- refundable application form fee of ₦100, 000 (through the remita platform);
- x. Receipt for the payment of licensing fee of ₦250, 000 (through the remita platform).

3. Please note the following:

- a. The Nigerian Christian Pilgrim Commission (NCPC) as a regulatory agency reserves the right to review the above requirements and introduce new ones on the operation of the license;
- b. The license when issued can be withdrawn by the NCPC and the CPO cannot reapply until after a period of two (2) years;
- c. All enquiries should be directed to the Legal Unit of the NCPC or through the NCPC Registry e-mail: registry@ncpc.gov.ng

Section B: Required Information

1. Company Details:

a. Name of Company/IT

b. RC of Company/IT

c. Date of incorporation of Company/IT

d. Address of Company

e. Telephone Number(s)

f. E-Mail

g. Website

2. License

a. Do you hold any tour agency license? Yes No

b. If Yes, State name, country and date of license.

S/N	Name	Country	Date

3. Tours

a. Have you operated Christian pilgrimage before now? Yes No

b. If Yes, State Holy Sites and country you took pilgrims to in the recent past:

S/N	Holy Site	Country

c. State other tour/pilgrimage services provided by you?

S/N	Tour Services

4. Accommodation

a. What type of accommodation do you provide?
 Hotel Hostel Others (Specify)

5. Transportation

a. What type of vehicles do you use to transport your clients?
 Luxury Buses Mini Buses Cars

6. What assets do you possess?

Hotels Buses Cars Others (Specify)

Section C: Documentation

Presented for certification/accreditation by:

 Name of Director/Trustee Signature Date

For official use only:

Date of Submission:

Name of Person submitting the form:

Evaluation of application:

.....

Name and signature of Assessment Officer:

Recommendation:

License Status: Approved Denied Board Review