



THE PRESIDENCY

NIGERIAN CHRISTIAN PILGRIM COMMISSION

PLOT 1348, AHMADU BELLO WAY, GARKI II, ABUJA

FORM NCPC 3 GROUND-HANDLERS ACCREDITATION REQUEST FORM *Pursuant to Section 18(1)(c)*

Submitted by

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Address

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Signature

Date

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Section A: Guidelines for Accreditation of Ground-Handlers for the Provision of Christian Pilgrimage Services

- a. An applicant for accreditation as a ground-handler must be duly registered in the Country of operation;
- b. All completed accreditation forms must be scanned to the Executive Secretary through registry@ncpc.gov.ng;
- c. Application fee is One Thousand, Five Hundred US Dollars (\$1,500) and accreditation fee is Three Thousand, Five Hundred US Dollars (\$3,500);
- d. Payments are to be made to:
 - Account Name: Embassy of Nigeria (NCPC FGN Offshore)
 - Account Number: 39689/57
 - Bank Name: Bank Leumi Le Israel BM
 - Routing Number: 11ILO10800
 - Swift Code: Lumititt1v

- e. Completed forms should be returned with copies of the following documents:
 - i. Certificate of Incorporation;
 - ii. Copy of Memorandum and Articles of Association;
 - iii. Evidence of Share Capital of the Company;
 - iv. Evidence of Directors and Share-holders of the Company;
 - v. Tax Clearance Certificate of the Company;
 - vi. Tour/Ground-handling license (if any);
 - vii. Letter of Recognition by Country's Ministry of Tourism.
 - viii. Letter of undertaking to comply with the terms and conditions stipulated by the Commission;
 - ix. Letter of undertaking to comply with home country of operation guidelines
 - x. Evidence of payment of application and accreditation fee.

Note:

- i. Accreditation with the NCPC does not constitute a contract binding the Commission to assign pilgrims to you for the provision of ground-handling services, it only qualifies you to offer legitimate services to Nigerian pilgrims from Christian Pilgrimage Operators' (CPOs) and Church groups who choose the Company;
- ii. The NCPC reserves the right to review the above requirements or introduce new ones from time to time;
- iii. All enquiries should be directed to the Legal Unit of the Nigerian Christian Pilgrim Commission at the head office or through the Unit's E-mail: registry@ncpc.gov.ng.

Section B: Required Information

1. Company Details:

a. Name of Company

b. RC of Company

c. Date of incorporation of Company

d. Address of Company

e. Telephone Number(s)

f. E-Mail

g. Website

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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 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)

