

**EXECUTIVE ORDER ON THE PROMOTION OF TRANSPARENCY AND
EFFICIENCY IN THE BUSINESS ENVIRONMENT: FEDERAL MINISTRY OF
JUSTICE E01 OPERATIONALISATION PLAN**

The Agreement describes the key Services provided by the Federal Ministry of Justice and the standards we have committed to in terms of service delivery to our end users.

1. **GOAL AND OBJECTIVES:** The Objective and Goals of the Service Level Agreement (SLA) are:-
 - i. To ensure strict compliance to the Treaty (Making Procedure) Act 2004 which designates this Ministry as depository of treaties for ease of access to information.
 - ii. To enable the Judgement Debt be paid to the Creditor in line with Sheriff and Civil Process Act Cap 56. 2004.
 - iii. To ensure that promoters of Companies Limited by Guarantee comply with the provision of Companies and Allied matters Act 2005 (CAMA) for speedy processing of application for registration.
2. **STAKE HOLDER:** Federal Ministry of Justice and beneficiaries as captured in table following.
3. **PERIODIC REVIEW:** Once a year as the need arises.
4. When there is default, the remedy is outright clearance.

5. FEDERAL MINISTRY OF JUSTICE SERVICE LEVEL AGREEMENT SCOPE OVERVIEW

| S/N | DEPARTMENT RESPONSIBLE | SERVICE | COST | BENEFICIARIES | REQUIREMENTS/ STEPS/PROCEDURES | RESPONSE TIMELINES | VALIDITY |
|-----|--|--|-----------|--|--|--|---|
| 1. | International and Comparative Law (ICL) Mr. Ikechukwu N. Emmanuel AD(ICL) Nzeh.emmanuel@justice.gov.ng 08080194839 | Treaties and Instruments of Ratification | N5,000.00 | Countries, Individuals, Legal Practitioners, Entrepreneurs | a) Application to the HAGF, processing and response where the required information is not available. b) Where the information is available, payment of the specified fee and proxy of same. | 5 Working Days from Receipt of the application | Sections 4 and 5 of the Treaty (Procedure Making) Act, Cap T 20 LFN 2004. |
| 2. | Civil Litigation and Public Law Amego Linda (Mrs.) AD(CLP) Linda.amego@justice.gov.ng 08033210813 | Garnishee Consent (Enforcement of judgement debt) | - | Judgement Creditor Individuals and Corporate bodies | a) Application to HAGF for Consent and processing of same. b) Request for briefing from the judgement debtor MDA within 5 Days of Application. c) Where the relevant MDA fails to respond, a reminder and possible further reminder is forwarded within 14 days. | 21 Working days | Section 84 of the Sheriff's and Civil Process Act Cap 5.6 LFN 2004. |
| 3. | Solicitors Mr. Omozojie I. Okoboh (SSC) Omozojie.okoboh@justice.gov.ng 08167495622 | Processing Application for Registration of Companies Limited by Guarantee. | - | Promoters of Companies | a) Application to the HAGF through the Corporate Affairs Commission (CAC). b) Vetting of the Memorandum and Articles of Association to ensure Compliance with the provisions of the Companies and Allied Matters Act (CAMA 2005). | Consent to be given within 5 working days of Security Clearance where there is full compliance with the provisions of CAMA 2005. | |