

PROCEDURE ON HOW TO REGISTER IN NATIONAL DATABASE FOR REGISTRATION, CATEGORISATION AND CLASSIFICATION OF CONTRACTORS, CONSULTANTS AND SERVICE PROVIDERS

1. STEP 1. Log into the system through the domain; federalcontractors.bpp.gov.ng or the **Categorization and Classification System** link on the Bureau's website, www.bpp.gov.ng and click on an icon labelled "Contractor Registration" to register your firm.



2. **STEP 2.** Click on Icon Register Now.



3. **STEP 3.** Provide Basic Information which Include Company Name, Company Address and e-mail address to obtain a **User-id** and **Password**.
4. **STEP 4.** Check your inbox of the e-mail address provided in step 3 above for your BPP **Temporary Contractor-id** and **Password** if not found Please Check your Spam Folder.
5. **STEP 5.** Use the **Temporary Contractor-id** as **User-id** and **Password** to log-in to federalcontractors.bpp.gov.ng/ Please you can copy and paste the Password. Note: The Password is case sensitive.
6. **STEP 6.** Provide the following Information
 - a. Introduction
 - b. Contact Registration Information
 - c. Compliance
 - d. Board of Directors
 - e. Parent Company
 - f. Business Category
 - g. Professional Association
 - h. Manufacturer Representation
 - i. Financial
 - j. Personnel
 - k. Completed Jobs
 - l. Equipments
7. After Completion you are required to submit your application.

Note:

- You can only Print evidence of Registration **Interim Registration Report (IRR)** after Successful Completion of your registration.
You may also contact **08163719075, 08158162418, 08171217369** or info@bpp.gov.ng for further online help on the registration process.

NOTE Also that there is **EXEMPTION** for companies as follows:

- i) **PenCom** Exemption for companies with less than three (3) personnel
- ii) **ITF** Exemption for companies with less than five (5) personnel or Turnover of less than N50million