



DEBT MANAGEMENT OFFICE
NIGERIA

EASE OF DOING BUSINESS GUIDE

TABLE OF THE DMO'S PRODUCTS, SERVICES,
DELIVERY REQUIREMENTS AND TIMELINES

JUNE 08, 2017

TABLE OF SERVICES PROVIDED BY THE DEBT MANAGEMENT OFFICE
AND REQUIREMENTS FROM STAKEHOLDERS

To enhance access to the products and services offered by the DMO, the Table shows the service delivery schedules and business requirements:

	PRODUCT/SERVICE PROVIDED	FREQUENCY	DELIVERY TIMELINE	STAKEHOLDERS	STAKEHOLDER REQUIREMENTS / IMPORTANT NOTES
1	DEBT MANAGEMENT REPORTS & STATISTICAL BULLETINS				
a	External Debt Stock	Quarterly/ Annually	45 working days after end of period	General and Specialized Public	None
b	External Debt Service Payment (FGN + States)	Quarterly/ Annually	Ditto	Ditto	None
c	Domestic Debt Stock (FGN only)	Quarterly/ Annually	Ditto	Ditto	None
d	Domestic Debt Service Payment (FGN only)	Quarterly/ Annually	Ditto	Ditto	None
e	States' Domestic Debt Stock	Annually	On or before June 30 of each year	Sub-national Governments (SNG); General & Specialized Public	Prompt and regular submission of accurate base data by the sub-national debt managers to the DMO.
f	States' External Debt Stock	Biannually /Annually	63 working days after end of period	General and Specialized Public	None
g	Total Public Debt Stock	Quarterly/ Annually	45 Days after end of	General and Specialized	None

	PRODUCT/SERVICE PROVIDED	FREQUENCY	DELIVERY TIMELINE	STAKEHOLDERS	STAKEHOLDER REQUIREMENTS / IMPORTANT NOTES
	(FGN + States)	Annually	period	Public	
h	Annual Report & Statement of Accounts	Annually	On or before June 30 of each year	National Assembly; General & Specialized Public	None
i	National Debt Sustainability Analysis (DSA)	Annually	20 working days after DSA Workshop	General and Specialized Public	None
2	DEBT POLICY & STRATEGY DOCUMENTS				
a	Nigeria's Debt Strategy (DMS)	Every 4 years	90 working days after DMS Workshop	General and Specialized Public	None
b	National Debt Management Framework (NDMF)	Every 5 years	90 working days after NDMF Review	General and Specialized Public	None
3	FGN SECURITIES & RELATED PRODUCTS				
a	FGN Bonds – Primary Market Auction	Monthly	Transaction Date+2 working days	Primary Dealer Market Makers (PDMMs), Central Bank of Nigeria (CBN), Central Securities Clearing System (CSCS); FMDQ OTC.	Minimum investment of N50,001,00.00 with a valid form of identification and a BVN
b	Nigerian Treasury Bills	Bi-monthly	Transaction Date + 1 working day	Banks, CBN, Non-Bank Financial Institutions, FMDQ OTC .	Minimum investment of N50,001,000.00 with a valid form of identification and a BVN

	PRODUCT/SERVICE PROVIDED	FREQUENCY	DELIVERY TIMELINE	STAKEHOLDERS	STAKEHOLDER REQUIREMENTS / IMPORTANT NOTES
c	FGN Savings Bond	Monthly	Transaction Date + 2 working days	Distribution Agents (Authorized Stock Broking Houses), CBN, CSCS, the Government Stockbroker and Nigeria Inter-Bank Settlement System	Minimum investment of N5,000.00 and a maximum N50,001,000.00 with a valid form of identification and a BVN
4	DEBT MANAGEMENT CAPACITY BUILDING FOR INTERNAL & EXTERNAL STAKEHOLDERS				
a	Advocacy initiatives for development of sub-national debt management capacities	Quarterly	2-day capacity building	Top policy makers and MDAs in the States	Subject to availability of fund; outcome of Needs Analysis and requests received from the Sub-national governments.
b	Conduct of workshops, trainings, retreats and study tours on public Debt and Public Finance Management skills.	As need arises	2 – 5 days capacity building workshops	Sub-national governments; Institutions of Higher learning; Corporates; General Public.	None
c	Internal and External stakeholder capacity building	As need arises	1 – 5 days	DMO staff; DMDs staff; students from institutions of higher learning; visiting African countries; other specifically selected specialized public	