

# SABER YEAR 2 EVIDENCE REQUEST FORM

2024



Confidential

## GUIDANCE NOTE FOR THE STATE EVIDENCE REQUEST FORM

### IMPORTANT NOTICE:

This Guidance Note is provided to support States in preparing and submitting evidence for the Annual Performance Assessment for Year 2 (“**APA 2**”), 2024. It provides detailed instructions to clarify submission requirements and ensures that all evidence is complete and relevant to the verification criteria.

Before completing the State Evidence Request Form (“**Form**”), **States are strongly advised to read and follow ALL the instructions carefully.** Failure to comply with these instructions may result in the non-recognition of submitted evidence and could negatively affect the outcome of the assessment for the relevant Eligibility Criteria (“**EC**”) or Disbursement-Linked Result (“**DLR**”).

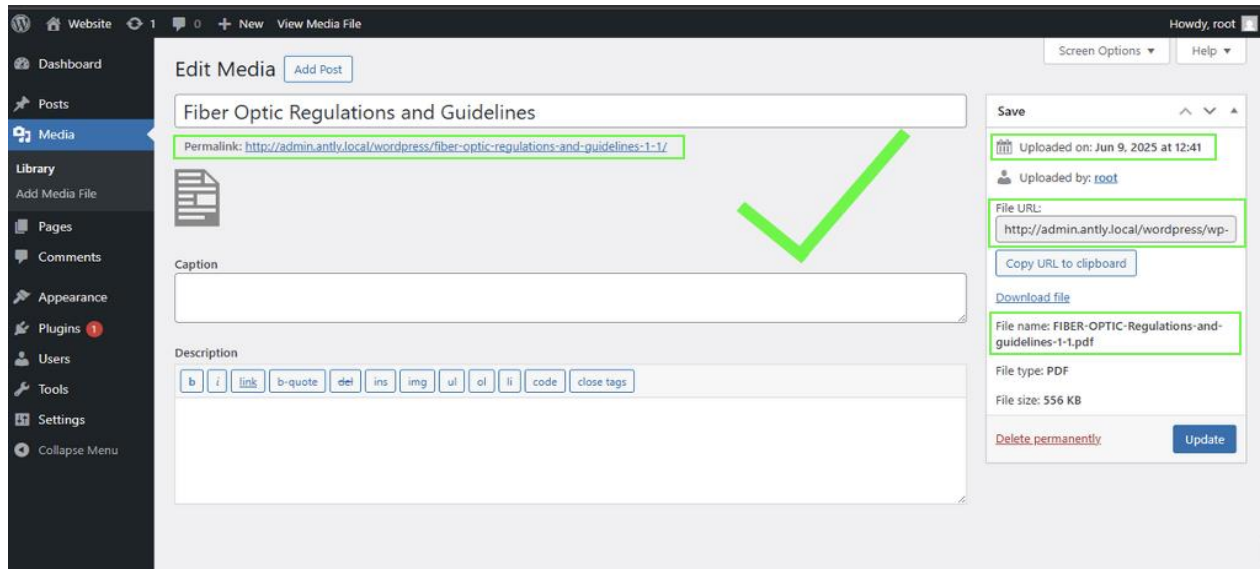
### INSTRUCTIONS FOR COMPLETING THE FORM

- 1. Submission Deadline:** The completed State Evidence Request Form must be submitted to the Project Coordination Unit (“**PCU**”) by **16<sup>th</sup> September 2025**. Submissions not received by this deadline will not be accepted and will not form part of the verification process.
- 2. Coverage Period:** This verification exercise covers results achieved between January 1, 2024, and December 31, 2024. Only evidence demonstrating activities or results within this period will be considered valid.
- 3. Confirmation of Participation:** The State must confirm its participation in each DLR by indicating “**Yes**” or “**No**” in the designated Confirmation of Participation section of the Form. If no selection is made and no evidence is provided for the relevant DLR, it will be treated as “**No**” (non-participating) for the purpose of the assessment, and no further evidence will be accepted for that DLR.
- 4. Completion of All Fields:** All sections of the Form must be completed. No section requiring a response should be left blank. A “**Yes**” or “**No**” response must be selected for each question. If a question is left unanswered, it will be interpreted as “**No**,” meaning the evidence is considered unavailable.
- 5. Quality of Submitted Documents:** All documents submitted as evidence, whether provided directly (e.g., PDFs, screenshots, or scanned documents) or as links to documents hosted on the State’s website, should be relevant, accurate, and complete. If a document is incorrect or

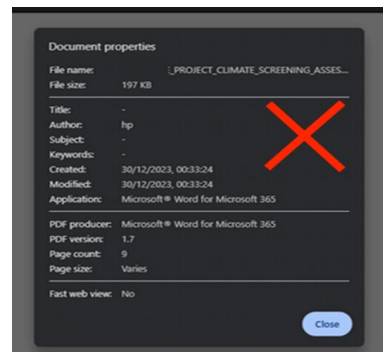
incomplete, the relevant test would be assessed as Not Satisfactory. It is the State's responsibility to ensure that submitted documents meet the required standard.

6. **Legibility of Evidence:** All submitted evidence, including documents, screenshots, scanned copies, or handwritten copies, must be clearly legible. Evidence that is unclear or difficult to read may not be considered during the assessment.
7. **Validity of Links:** All URLs or hyperlinks submitted as evidence must be valid, correctly formatted, and functional. States are strongly advised to test all links before submission.
8. **Accessibility of Links:** Documents submitted via cloud links must have the appropriate access permissions enabled to allow reviewers to open them.
9. **Website Availability:** Where evidence is hosted on the State website, the relevant webpages or documents must remain live, accessible and unchanged throughout the verification period. The PCU is not obligated to follow up on broken links or missing content. If submitted links are inaccessible at the time of review, this may negatively affect the assessment of the relevant test, and replacement links may not be accepted. All embedded hyperlinks must also remain functional. States are strongly advised to regularly test all submitted links and associated website content to ensure they remain available throughout the assessment period.
10. **Timestamp Evidence Requirement:** Where timestamp evidence is requested, only backend-generated timestamps will be accepted (e.g., server logs or system audit trails). Document properties or metadata will not be considered as valid timestamp evidence. Submitted timestamps must clearly reference the relevant document and correspond to the associated link provided in the Form. States are encouraged to coordinate with their IT teams to generate and submit appropriate backend timestamp evidence. See examples of acceptable and unacceptable timestamp evidence:

- a) Acceptable Timestamp Evidence (screenshot of backend timestamp):



b) Unacceptable Timestamp Evidence (screenshot of document properties):



**11. Large File Submissions:** Where a file is too large to be attached directly to the Form, the State should submit it as a separate attachment. Such files must be clearly titled using the following format: **[EC/DLR Number] \_ [S/N of Evidence] \_ [Document Title]**. Example: “DLR 3.2\_No 19\_Legal Instrument”.

**12. Clarification Requests:** States are strongly advised to contact the PCU well in advance of the submission deadline if clarification is required on any aspect of the Form. Early engagement will support timely and accurate submission.

Compliance with the above instructions is essential to ensure a smooth and credible verification process. States are encouraged to begin early and maintain regular communication with the PCU to avoid last-minute issues.

**STATE EVIDENCE REQUEST FORM**  
**SABER YEAR 2 (2024) ANNUAL PERFORMANCE ASSESSMENT (APA)**

S/N	DESCRIPTION	Yes	No	EVIDENCE
<b>EC PROGRESS REPORT - Previous year's (2023) progress report submitted to the State Executive Council and published online by July 31st, 2024.</b>				
1.	Is the Progress Report of the 2023 State Business-Enabling Reform Action Plan (BERAP) or in the case the state did not produce a BERAP in 2023, other state documents, published on the State Official Website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the Progress Report:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the Progress Report:
2.	Was the progress report of the 2023 BERAP submitted to the State Executive Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach evidence of submission of the Progress Report and date of submission to the State Executive Council:
<b>EC BERAP 2025 - Annual State Business-Enabling Reforms Action Plan for 2025, prepared with, and including records of, private sector participation, approved by the State Executive Council and published online by December 31st, 2024.</b>				
3.	Is the Annual State Business-Enabling Reforms Action Plan (BERAP) for 2025 published on the State Official Website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the 2025 BERAP:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach backend timestamp evidence showing the publication date of the 2025 BERAP:
4.	Was the 2025 BERAP approved by the State Executive Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach Evidence of approval by the State Executive Council and date of approval:
5.	Was the 2025 BERAP prepared with private sector participation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach meeting minutes as evidence of private sector participation:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach copies of meeting attendance sheets with contact information (phone number and/or email) as evidence of private sector participation:

EC ANNUAL STATE BUDGET - Annual FY24 State Budget, prepared under national Chart of Accounts, approved by the State Assembly and published online by January 31st, 2024.				
6.	Is the Approved 2024 State Budget published on a State Official Website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the FY24 State Budget:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach backend timestamp evidence of the publication date of the Approved FY24 State Budget:
7.	Was the 2024 State budget passed into law by the House of Assembly and assented to by the Governor of the State?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach evidence with date:
EC FINANCIAL STATEMENT - Annual FY23 Audited Financial Statement, prepared in accordance with IPSAS, submitted to the State Assembly and published online by July 31st, 2024.				
8.	Is the Audited Financial Statement for 2023 published on a State Official Website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the Audited Financial Statements for 2023:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the Audited Financial Statements for 2023:
9.	Was the Audited Financial Statements for 2023 submitted to the State Assembly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach evidence confirming submission and date of submission of the Audited Financial Statements for 2023 to the State Assembly:



EC SDSA-DMSR - Annual State Debt Sustainability Analysis and Debt Management Strategy Report (SDSA-DMSR) published online by December 31st, 2023.				
10.	Is the Annual SDSA-DMSR for 2023 published on the State Official Website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the Annual SDSA-DMSR for 2023:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the Annual SDSA-DMSR for 2023:
DLI 1 - Improved efficiency in property registration and sustainability of the land-based investment process				
<p><b>DLR 1.1.3 – Published on state official website: (i) the process for obtaining CofOs including all relevant MDAs, time frames and costs; and (ii) the process for obtaining Construction Permits including all relevant MDAs, time frames and costs; AND existing CofOs (registered from January 1st, 2012 to December 31st, 2024) digitized and indexed in a digital archive in accordance with international good standards established in the TOR meets target:</b></p> <p><b>Basic target: 50%-70% of registered CofOs    Stretch target: 71%-100% of registered CofOs</b></p>				
<p><b>*This field is mandatory</b></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 1.1.3?</p>		<p>*Please click the applicable option</p> <p><input type="checkbox"/> <b>Yes</b> , we participated in DLR 1.1.3                      <input type="checkbox"/> <b>No</b>, we did not participate in DLR 1.1.3</p>		
11.	Has the State published the process of obtaining CofO on its official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach the weblink of the process for obtaining a Certificate of Occupancy:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the process for obtaining a Certificate of Occupancy:
12.	Has contact information (at a minimum phone or email) for all relevant MDAs [for the process of obtaining CofO] been published on a state official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach the weblinks to the contact information for all relevant MDAs:

13.	Is there a legal basis and/or service level agreement for the procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	List and attach the referenced legal basis and/or service level agreement(s):
14.	Has the State published the process of obtaining construction permit or its equivalent (e.g. building permit or license) on its official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the construction permit or its equivalent:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the construction permit or its equivalent (e.g. building permit or license):
15.	Has contact information (at a minimum phone or email) for all relevant MDAs [for the process of obtaining a construction permit or its equivalent (e.g. building permit or license)] been published on a state official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach the weblinks to the contact information for all relevant MDAs:
16.	Is there a legal basis and/or service level agreement for the procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	List and attach the referenced legal basis and/or service level agreement(s):

17.	<p><b>Does the State have a digital archive with existing CofOs (registered from January 1st, 2012, to December 31st, 2024) digitized and indexed in accordance with international good standards established in the TOR that meets the target?</b></p> <p><b>Basic target: 50%-70% of registered CofOs</b>  <b>Stretch target: 71%-100% of registered CofOs</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>a. Attach video screen recording of a walk-through of the digital archive:</p> <p><i>Note that the video walkthrough is to confirm the state has a digital archive in place; however, a field visit will be conducted to verify all features of the digital archive as per the verification protocol.</i></p>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>b. Provide at least ten electronic samples of digitized CofOs issued between January 1st, 2012, and December 31st, 2024).</p> <p><i>While at least ten electronic samples of digitized CofOs will be collected for verification, additional notices will also be reviewed during field visit to verify compliance with the requirements of the VP.</i></p>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>c. Attach evidence (e.g. a publication on the state website, (payment) records) of the number of registered Certificates of Occupancy (CofOs) between January 1st, 2012, and December 31st, 2024:</p>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>d. Attach screenshots from the digital archive's records count display showing the number CofOs registered between January 1st, 2012, and December 31st, 2024, on the digital archive:</p>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>e. Attach screenshots showing that the Land parcel survey diagram/location map is captured in the digital archive.</p>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>f. Attach screenshots showing that the Owner's ID is captured in the digital archive.</p>

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	g. Attach screenshots showing that the Allocation letter, if applicable, is captured in the digital archive.
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	h. Attach screenshots showing that the following fields are captured: i. owner type (for example, corporate entity/private individual) ii. owner(s) name, iii. owner(s) gender, iv. ownership type (e.g., single owned; joint/co-owned between man and woman), v. property unique ID, vi. CofO issuance date, vii. CofO registration date,  CofO reference number (a certificate or document number that matches the number on the physical record)
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	i. Attach screenshots showing that all other evidence and documents are captured on the digital archive with: i. Document name ii. Document reference number, and iii. date.
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	j. Attach screenshots showing that the archive is organised under the property or the CofO unique number.
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	k. Attach screenshots showing that the digital archive is searchable through the following key alpha-numeric data: i) owner type (for example, corporate entity/private individual), ii) owner(s) name, iii) owner(s) gender, iv) ownership type (e.g., single owned; joint/co-owned between man and woman), v) property unique ID, vi) CofO issuance date, vii) CofO registration date, viii) CofO reference number (a certificate or document number that matches the number on the physical record);

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	l. Attach screenshots (e.g. dashboards, system-generated reports) showing that the archive allows for statistical reports on: A) the overall number of CofOs, i) CofOs by gender, ii) ownership type, and iii) issuance and iv) registration dates, B) The reports allow generating the summary statistics by periods (e.g., monthly, quarterly, and yearly).
18.	Is the digital archive a multiuser system, accessible over the network and with different roles and permissions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach evidence that the system is a multi-user system, accessible over the network and with different roles and permissions according to global standards e.g. 1. screenshots of the system login page (showing the network address in the address bar), 2. a screenshot of the main system window after logging in (still containing the network address in the address bar). 3. For an offline system, the agency and the IVA would require a scheduled session to navigate the system.
19.	Does the digital archive use open-source platforms and tools?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach evidence that the digital archive uses open-source platforms and tools:
20.	Does the agency possess all ownership rights to the system and does not pay a license fees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach evidence that the agency possesses all ownership rights to the system and does not pay a licenses fee:
<b>DLR 1.2.1 - State Executive Order issued on a framework for Responsible Investment in Land-Intensive Agriculture (FRILIA), or equivalent, commitment and process as per verification protocols, AND, FRILIA, or equivalent, adopted through State executive order</b>				
Did the state achieve DLR 1.2.1. in APA Year 1 (2023)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Note: States that passed Year 1 APA are not required to submit evidence for this DLR.</b>		

<p><b>*This field is mandatory</b></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 1.2.1?</p>		<p><b>*Please click the applicable option</b></p> <p><input type="checkbox"/> <b>Yes</b> , we participated in DLR 1.2.1      <input type="checkbox"/> <b>No</b>, we did not participate in DLR 1.2.1</p>		
21.	<p><b>Has the State issued an executive order for a framework for Responsible Investment in Land-Intensive Agriculture (FRILIA), or equivalent, commitment and process as per verification protocols, AND, FRILIA, or equivalent, adopted through State executive order as per verification protocols?</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Attach a copy (and weblink if available) of the executive order for the adoption of a framework for Responsible Investment in Land-Intensive Agriculture (FRILIA), or equivalent and evidence of date of adoption.</p>
<p><b>DLI 2 - Improved regulatory framework for private investment in fiber optic infrastructure</b></p>				
<p><b>DLR 2.2 - State adopts or maintained aggregate per linear meter fees for fiber optic cable deployment of maximally NGN 145 per meter and online publication of ROW processes and fees; AND published on state official website: Approved ROW-related requests by operators.</b></p>				
<p>Did the state achieve DLR 2.1. in APA Year 1 (2023)?</p>		<p><input type="checkbox"/> <b>Yes</b>      <input type="checkbox"/> <b>No</b></p>		
<p><b>*This field is mandatory</b></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 2.2?</p>		<p><b>*Please click the applicable option</b></p> <p><input type="checkbox"/> <b>Yes</b>, we participated in DLR 2.2      <input type="checkbox"/> <b>No</b>, we did not participate in DLR 2.2</p>		
22.	<p><b>Does the State adopt or maintain aggregate per linear meter fees for fiber optic cable deployment at a maximum of NGN145?</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Attach Right of Way Law/Regulation and evidence it was gazetted.</p> <p><i>Note: For states that achieved DLR 2.1 in APA Year 1 (2023), the state should provide the most up-to-date law or regulation.</i></p>

23.	Has the State published the process of obtaining Right of Way (ROW) on its official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the process of obtaining Right of Way (ROW):
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the process of obtaining Right of Way (ROW):
24.	Has the State published the approved ROW-related requests from January 1, 2024 to December 31, 2024, by operators on the State official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the approved ROW-related requests by operators:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the approved ROW-related requests by operators:
DLI 3 - Development of an effective PPP framework				
DLR 3.2 - State-level technical PPP coordination unit/agency established or maintained; AND published on state's official website: (i) the PPP Fiscal Commitment and Contingent Liability (FCCL) Management Framework; and (ii) the PPP legal and institutional framework, including guidelines and manual; and (iii) the PPP disclosure framework; AND Web-based disclosure portal/ website publishes pipeline PPP projects.				
<p><b>*This field is mandatory</b></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 3.2?</p>		<p><b>*Please click the applicable option</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b> , we participated in DLR 3.2      <input type="checkbox"/> <b>No</b>, we did not participate in DLR 3.2</p>		

25.	Does the State have a legal or administrative instrument establishing the State level technical PPP coordination unit/agency as the lead organization for facilitating PPPs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach copy of the legal or administrative instrument:
26.	Has the State published the PPP legal and regulatory framework on the State's official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the PPP legal and regulatory framework, i.e., published binding rules on PPPs including but not limited to those laws, regulations, policies, etc. dealing with PPPs:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the PPP legal and regulatory framework:
27.	Has the State published the PPP institutional framework including PPP guidelines and manual(s) on the State's official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of guidelines and manual(s) on PPPs, i.e., documents that set out in detail the steps for the preparation, procurement, and implementation of a PPP project; and address the responsibilities and tasks of all key institutions that are involved in the realization of a PPP project.)
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the PPP Guidelines and Manuals:



28.	Has the State published the PPP Fiscal Commitment and Contingent Liability (FCCL) Management Framework?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the PPP Fiscal Commitment and Contingent Liability (FCCL) Management Framework, i.e., a framework for the public financial management of PPPs and relates to how fiscal commitments arising out of PPPs are measured, valued, controlled, reported, budgeted for, and disclosed:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the PPP Fiscal Commitment and Contingent Liability (FCCL) Management Framework:
29.	Has the State published the PPP disclosure framework on the State's official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the PPP disclosure framework:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the PPP disclosure framework:
30.	Does the State have a web-based disclosure portal / website that publishes the pipeline of PPP projects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink to the web-based disclosure portal or website which publishes PPP pipeline projects:

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence for the web-based disclosure portal or website which publishes PPP pipeline projects:
<b>DLI 4 - Improved Investment Promotion Environment</b>				
<b>DLR 4.3 - Published on state official website: Inventory of all investment incentives (Federal and State) available in the State and the number of entities receiving State investment incentives; AND The IPA is performing key functions as per the verification protocol; AND The IPA organized at least 2 information sessions for investors on access to credit and provided assistance to investors to link them to credit institutions, in the period January 1st, 2024, till December 31st, 2024.</b>				
<b>*This field is mandatory</b>		<b>*Please click the applicable option</b>		
<b>Confirmation of Participation:</b> Did the State participate in DLR 4.3?		<input type="checkbox"/> <b>Yes</b> , we participated in DLR 4.3 <input type="checkbox"/> <b>No</b> , we did not participate in DLR 4.3		
<b>31.</b>	<b>Has the State published the (i) inventory of all investment incentives (Federal and State) available in the State on the State official website and (ii) the number of entities receiving State investment incentives for the calendar year preceding publication (January 1st, 2023 – December 31st, 2023)?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach weblink of the Inventory of all investment incentives and the number of entities that received State investment incentives in the calendar year preceding publication (January 1, 2023- December 31, 2023):
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the Inventory of all investment incentives and the number of entities receiving state investment incentives:
<b>32.</b>	<b>Does the State have an IPA Corporate Plan or Strategic Plan?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach corporate plan or strategic plan:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach evidence that the Corporate Plan was in effect by December 31, 2024 [ex: approval or adoption evidence or backend timestamp evidence

				of the publication date of the corporate plan or strategic plan (if published online)];
33.	Does the State have an investor tracking system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach Evidence for the investor tracking system:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach a video screen recording of a walk-through of the investors system:  <i>Note that the video walkthrough is to confirm the state has an Investor Tracking System in place; however, a field visit will be conducted to confirm it meets the requirements as per the verification protocol.</i>
34.	Is the IPA providing marketing services to investors under a comprehensive investor services framework?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Attach evidence of provision of marketing services to investors under a comprehensive investor services framework such as evidence of (i) conducting media campaigns to build/reinforce location image and investment advantages; (ii) advertising priority sectors via different international media outlets; (iii) participating in business events/conferences promoting priority sectors; (iv) proactively promote priority sectors through network of intermediaries; (v) reach out to targeted investors/suppliers in priority sectors abroad or within the location within a priority sector, seeking face-to-face meetings to persuade, setting forth the location's benefits; (vi) reach out to the main office of established investors within a priority sector; (vii) seek face-to-face meetings to persuade to invest, stating the location's value proposition for reinvestment (expansion or diversification).</p> <p>Provide evidence for at least 3 of these underlying services ((i)-(vii)).</p> <p><i>Evidence can be from:</i></p> <ul style="list-style-type: none"> <li>a. The investor tracking system,</li> <li>b. Information available on IPA's website,</li> <li>c. Information provided by the IPA (e.g., services reporting template, brochures, email exchanges with investors, minutes of IPAs Board/other internal records, annual report).</li> </ul>
35.	Is the IPA providing information services to investors under a comprehensive investor services framework?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Attach evidence of provision of information services to investors under a comprehensive investor services framework such as evidence of (i) a published investment guide for the location - printed, PDF, or downloadable from the website; (ii) circulated active information updates concerning priority sectors/activities; (iii) published sector-specific brochure(s) with top reasons to invest in the location; (iv) published detailed profile(s) of priority sectors; (v) a published guide to regulatory procedures/roadmap; (vi) published detailed project opportunity profiles with</p>

**Commented [RM1]:** Publication is not a requirement. If the point is to check if this was done in 2024, then we can ask for and consider varied types of evidence.

				<p>specific information on concrete projects of interest to relevant investors; or (vii) the provision of tailored responses to specific questions asked by specific investors.</p> <p>Provide evidence for at least 3 of these underlying services ((i)-(vii)).</p> <p><i>Evidence can be from:</i></p> <ul style="list-style-type: none"> <li>a. The investor tracking system,</li> <li>b. Information available on IPA's website,</li> <li>c. Information provided by the IPA (e.g., services reporting template, brochures, email exchanges with investors, minutes of IPAs Board/other internal records, annual report).</li> </ul>
36.	Is the IPA providing assistance services to investors under a comprehensive investor services framework?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Attach evidence of assistance services provided to investors under a comprehensive investor services framework. Such as: (i) supporting the first-time site visit with itinerary/agenda suggestions, planning and meeting confirmation; (ii) delivering a comprehensive briefing on the location and accompanying investors' representatives during first-time site visits; (iii) supporting with follow-up site visit itinerary/agenda suggestions, planning and meeting confirmation; (iv) introducing investors to other foreign companies, domestic companies, potential suppliers, and institutions (public, private, educational, government authorities); (v) following up proactively with investors after site visits and offer additional services to address post-visit investor needs; (vi) guiding investors on government structure, regulatory and non-regulatory aspects for business start-up, including entry and establishment procedures, through advice and introductions; (vii) Providing comprehensive support through intervention on project management for business start-up including A-to-Z follow-up, tactical problem solving for individual investors, compliance with licensing, permitting and regulatory procedures, and support linking with service providers; (viii) proactively meeting/visiting investors to monitor the status of investment projects and explore new investment opportunities; (ix) inviting investors to relevant activities and/or events to promote linkages/matchmaking opportunities between them and suppliers; (x) organizing events between market players (buyers and suppliers) to create networking opportunities and linkages between investors and suppliers.</p> <p>Provide evidence for at least 3 of these underlying services ((i)-(x)).</p> <p><i>Evidence can be from:</i></p> <ul style="list-style-type: none"> <li>a. The investor tracking system,</li> <li>b. Information available on IPA's website,</li> </ul>

				c. Information provided by the IPA (e.g., services reporting template, brochures, email exchanges with investors, minutes of IPAs Board/other internal records, annual report).
37.	Is the IPA providing advocacy services to investors under a comprehensive investor services framework?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Attach Evidence of provision of advocacy services to investors under a comprehensive investor services framework such as evidence of i) coordinating and interacting with investors and private sector representatives; (ii) identifying issues and challenges limiting FDI and defining strategies and action plans to address challenges/bottlenecks; (iii) analyzing and reporting on the investment climate/ecosystem; (iv) formulating and submitting investment climate/policy and/or ecosystem improvement proposals based on feedback received from investors; (v) advocating and following up on government actions to improve the investment climate/policy/ecosystem.</p> <p>Provide evidence for at least 3 of these underlying services ((i)-(v)).</p> <p><i>Evidence can be from:</i></p> <ul style="list-style-type: none"> <li>a. The investor tracking system,</li> <li>b. Information available on IPA's website,</li> <li>c. Information provided by the IPA (e.g., services reporting template, brochures, email exchanges with investors, minutes of IPAs Board/other internal records, annual report).</li> </ul>
38.	Did the IPA organize at least 2 information sessions for investors on access to credit and provide assistance to investors to link them to credit institutions, in the period January 1st, 2024, till December 31st, 2024.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach evidence for the 1st information session e.g. materials prepared by the IPA and a record of the session conducted (e.g., dissemination brochures/email invites/communication materials, attendee sign-in sheets, etc.):
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach evidence for the 2nd information session e.g. materials prepared by the IPA, records of the session conducted (e.g., dissemination brochures/email invites/communication materials, attendee sign-in sheets, etc.):

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Provide evidence that the 1st information session was conducted in the period January 1st, 2024, to December 31st, 2024.
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Provide evidence that the 2nd information session was conducted in the period January 1st, 2024, to December 31st, 2024.
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	e. Provide evidence that IPA has provided assistance to investors to link them to credit institutions by providing evidence of such assistance in, e.g., the investor tracking system or through email evidence.
<b>DLI 5 - Increased Transparency of official fees and procedures</b>				
<b>DLR 5.3 - Published on state official website(s): fees, procedures, and service delivery timelines of five key BEE State MDAs; AND GRMs at two key BEE State MDAs are operational and a minimum of 50% of grievances received are addressed within the specified SLAs.</b>				

<p><b>*This field is mandatory</b></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 5.3?</p>		<p><b>*Please click the applicable option</b></p> <p><input type="checkbox"/> <b>Yes</b> , we participated in DLR 5.3                      <input type="checkbox"/> <b>No</b>, we did not participate in DLR 5.3</p>		
39.	<p>Has the State issued an Executive Order [in 2023] to direct five State BEE MDAs to publish on State official website(s) their fees, procedures, Service Level Agreements (SLAs), Grievance Redress Mechanism (GRM), and mandatory advance communication rules of upcoming changes?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach executive order:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. List contact information (telephone and/or email) for all five BEE MDAs:
40.	<p>Has BEE MDA 1 published all their core business regulatory processes on the State's official website?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. List the core business regulatory processes for BEE MDA 1 and attach weblink(s) to these core business regulatory processes:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of all the core business regulatory processes:

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Attach the weblink to the contact information for BEE MDA 1:
41.	Has BEE MDA 2 published all their core business regulatory processes on the State's official website?			a. List the core business regulatory processes for BEE MDA 2 and attach weblink(s) to the core business regulatory processes:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of all the core business regulatory processes:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Attach the weblink to the contact information for BEE MDA 2:
42.	Has BEE MDA 3 published all their core business regulatory processes on the State's official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. List the core business regulatory processes for BEE MDA 3 and attach weblink(s) to the core business regulatory processes:



		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of all the core business regulatory processes:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Attach the weblink to the contact information for BEE MDA 3:
43.	Has BEE MDA 4 published all their core business regulatory processes on the State's official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. List the core business regulatory processes for BEE MDA 4 and attach weblink(s) to the core business regulatory processes:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of all the core business regulatory processes:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Attach the weblink to the contact information for BEE MDA 4:
44.	Has BEE MDA 5 published all their core business regulatory processes on the State's official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. List the core business regulatory processes for BEE MDA 5 and attach weblink(s) to the core business regulatory processes:

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of all the core business regulatory processes:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Attach the weblink to the contact information for <b>BEE MDA 5</b> :
45.	Are Grievance Redress Mechanisms (GRMs) operational at 2 key BEE State MDAs and are a minimum of 50% of grievances received addressed within the specified service level agreements (SLAs)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>a. Attach evidence of the grievance redress mechanism recording system for <b>MDA 1</b> (e.g., a manual and/or online register), if online attach a video screen recording of a walk-through of the GRM:</p> <p><i>Note that the video walkthrough is to confirm the state has a system in place; however, a field visit or virtual walkthrough will be conducted to verify all features are as per the verification protocol.</i></p>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach evidence that information on the GRM system for <b>MDA 1</b> is available publicly, for example, the state official website(s), including contact information and/or a functional hotline number(s):
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Attach report from the GRM system/register showing grievance resolution performance (January 1, 2024–December 31, 2024) for <b>MDA 1</b> :

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Attach evidence that the committed turnaround times for grievances received by <b>MDA 1</b> is specified in a state document, evidenced by, for instance, the service level agreement(s) of the MDA, state official website(s), or an alternative communication channel to the public:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	e. Attach evidence of the grievance redress mechanism recording system for <b>MDA 2</b> , (e.g., a manual and/or online register), if online attach a video screen recording of a walk-through of the GRM:  <i>Note that the video walkthrough is to confirm the state has a system in place; however, a field visit or virtual walkthrough will be conducted to verify all features are as per the verification protocol.</i>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	f. Attach evidence that information on the GRM system for <b>MDA 2</b> is available publicly, for example, the state official website(s), including contact information and/or a functional hotline number(s):
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	g. Attach report from the GRM system/register showing grievance resolution performance (January 1, 2024–December 31, 2024) for <b>MDA 2</b> :
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	h. Attach evidence that the committed turnaround times for grievances received by <b>MDA 2</b> is specified in a state document, evidenced by, for instance, the service level agreement(s) of the MDA, state official website(s), or an alternative communication channel to the public:
<b>DLI 6 - Increased Transparency of Fees and Levies for Inter-State Trade and Increased Exporter Certification</b>				

**DLR 6.1.3 - Published on state official website: a consolidated schedule of trade-related fees and levies on inter-state movement of goods; AND report on complaints from traders and redress actions; AND a minimum of 50 percent of grievances received in the Grievance Redress Mechanism (GRM) are addressed within the specified SLAs.**

<p><b>*This field is mandatory</b></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 6.1.3?</p>		<p><b>*Please click the applicable option</b></p> <p><input type="checkbox"/> <b>Yes</b> , we participated in DLR 6.1.3      <input type="checkbox"/> <b>No</b>, we did not participate in DLR 6.1.3</p>		
46.	Has the State published the consolidated schedule of trade-related fees and levies on the State's official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach the weblink to the consolidated schedule of trade-related fees and levies on Inter-State movement of goods:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the schedule of trade-related fees and levies:
47.	Has the State published a report on complaints from traders and redress actions taken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach the weblink to the report(s) on complaints from traders and redress actions covering the period January 1, 2024-December 31, 2024):

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the report on complaints from traders and redress actions:
48.	Does the state have a functional telephone line for communication by voice call or SMS for the GRM for complaints by truckers / transporters and traders for inter-state movement of goods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provide phone number(s):
49.	Does the State agency responsible for managing the GRM report regularly (at a minimum, quarterly)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach copies of minimally quarterly (or more regular) reports for 2024:
50.	Has the State published the Service Level Agreement for the GRM on the State's official website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach the Service Level Agreement for the GRM on interstate movement of goods:
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the Service Level Agreement from the GRM:

51.	Was the Service Level Agreement from the GRM prepared by the State Ministry of Trade and Investment in collaboration with the State Internal Revenue Agency and the State Ministry of Justice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach evidence:
DLR 6.2.2 - At least 10% increase in the number of firms in the state that obtained export certificates from the Nigerian Export Promotion Council (NEPC) from the baseline				
<p><i>*This field is mandatory</i></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 6.2.2?</p> <p><i>Note: Data to verify this DLR will be retrieved from NEPC.</i></p>		<p>*Please click the applicable option</p> <p><input type="checkbox"/> <b>Yes</b>, we participated in DLR 6.2.2 <input type="checkbox"/> <b>No</b>, we did not participate in DLR 6.2.2</p>		
DLI 7 - Simplified state and local business tax regimes				
DLR 7.1 - State amended existing legislation or passed new legislation to adopt presumptive turnover tax regime for small businesses; AND, (b) State subsumed at least 3 business-related local government charges/fees/taxes into a consolidated demand notice.				
<p><i>*This field is mandatory</i></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 7.1?</p>		<p>*Please click the applicable option</p> <p><input type="checkbox"/> <b>Yes</b>, we participated in DLR 7.1 <input type="checkbox"/> <b>No</b>, we did not participate in DLR 7.1</p>		
52.	Does the State have presumptive turnover tax legislation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Attach presumptive turnover tax legislation and evidence it was signed into law and gazetted:</p> <p><a href="file:///C:/Users/IRS/Downloads/37260626-37fb-4a09-ae5d-d602008e94b5(1).pdf">file:///C:/Users/IRS/Downloads/37260626-37fb-4a09-ae5d-d602008e94b5(1).pdf</a></p> <p>19/08/2025 3:15:PM</p>

53.	<b>Has the State subsumed at least 3 business-related local government charges/fees/taxes into a consolidated demand notice?</b>  <i>While three (3) samples of consolidated demand notices from the State will be collected for testing, additional notices will also be sampled and reviewed during virtual/field visit to verify compliance with the requirements of the VP.</i>	RYes	<input type="checkbox"/> No	a. Attach demand notice 1 issued to a small business operating in the State whether companies or firms/sole proprietors:  <a href="file:///C:/Users/IRS/Downloads/ab15bbc0-d4ee-49a0-b50b-301827bca5ac(1).pdf">file:///C:/Users/IRS/Downloads/ab15bbc0-d4ee-49a0-b50b-301827bca5ac(1).pdf</a>  19/08/2025 3:15:PM
		RYes	<input type="checkbox"/> No	b. Attach demand notice 2 issued to a small business operating in the State whether companies or firms/sole proprietors:  <a href="file:///C:/Users/IRS/Downloads/cd542566-20a9-411c-9be0-4911354f8384(2).pdf">file:///C:/Users/IRS/Downloads/cd542566-20a9-411c-9be0-4911354f8384(2).pdf</a>  19/08/2025 3:15:PM
		RYes	<input type="checkbox"/> No	c. Attach demand notice 3 issued to a small business operating in the State whether companies or firms/sole proprietors:  <a href="file:///C:/Users/IRS/Downloads/64f18047-acdb-4e5a-83a7-09a930536fbc(2).pdf">file:///C:/Users/IRS/Downloads/64f18047-acdb-4e5a-83a7-09a930536fbc(2).pdf</a>  19/08/2025 3:15:PM
		RYes	<input type="checkbox"/> No	d. Attach State and Local Government Revenue Law  <a href="file:///C:/Users/IRS/Downloads/37260626-37fb-4a09-ae5d-d602008e94b5(1).pdf">file:///C:/Users/IRS/Downloads/37260626-37fb-4a09-ae5d-d602008e94b5(1).pdf</a>  19/08/2025 3:15:PM
<b>DLR 7.2.1 - Electronic platform established for the collection of annual taxes, levies, charges and fees from businesses and automated e-receipt generation (QR code or unique payment ID) for at least 7 State-Level business-enabling environment (BEE) related MDAs.</b>				

<p><b>*This field is mandatory</b></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 7.2.1?</p>		<p><b>*Please click the applicable option</b></p> <p><b>RYes</b> , we participated in DLR 7.2.1                      <input type="checkbox"/> <b>No</b>, we did not participate in DLR 7.2.1</p>	
54.	Does the State have an electronic platform established for the collection of annual taxes, levies, charges and fees from businesses and automated e-receipt generation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Attach weblink to the electronic platform established for the collection of annual taxes, levies, charges and fees from businesses:</p> <p><a href="http://www.payyobe.com">www.payyobe.com</a></p>
55.	Is the electronic platform configured to accept payments of a consolidated demand notice containing at least 7 State-level business-enabling environment related annual taxes, levies, charges, and fees from different MDAs?	RYes <input type="checkbox"/> No	<p>a. Attach video screen recording of a walk-through of the system's capabilities and electronic payment process:</p> <p><a href="http://www.irs.yb.gov.ng">www.irs.yb.gov.ng</a> (ITAS, Payment Guideline, Video animation)</p> <p><i>Note that the video walkthrough is to understand that there is a system in place; a virtual/field walkthrough will also be conducted to confirm the existence and functionality of the system.</i></p>
		RYes <input type="checkbox"/> No	<p>b. Attach consolidated demand notice 1 containing at least 7 State-level business-enabling environment related annual taxes, levies, charges, and fees from different MDAs:</p> <p><a href="file:///C:/Users/IRS/Downloads/ab15bbc0-d4ee-49a0-b50b-301827bca5ac(1).pdf">file:///C:/Users/IRS/Downloads/ab15bbc0-d4ee-49a0-b50b-301827bca5ac(1).pdf</a></p> <p><i>While three (3) samples of consolidated demand notices from the State will be collected for testing, we are still going to carry out our proper assessment on the system to verify it meets the requirements of the VP.</i></p>



		<input checked="" type="radio"/> Yes	<input type="checkbox"/> No	<p>c. Attach consolidated demand notice 2 containing at least 7 State-level business-enabling environment related annual taxes, levies, charges, and fees from different MDAs:</p> <p><a href="file:///C:/Users/IRS/Downloads/cd542566-20a9-411c-9be0-4911354f8384(2).pdf">file:///C:/Users/IRS/Downloads/cd542566-20a9-411c-9be0-4911354f8384(2).pdf</a></p>
		<input checked="" type="radio"/> Yes	<input type="checkbox"/> No	<p>d. Attach consolidated demand notice 3 containing at least 7 State-level business-enabling environment related annual taxes, levies, charges, and fees from different MDAs:</p> <p><a href="file:///C:/Users/IRS/Downloads/64f18047-acdb-4e5a-83a7-09a930536fbc(2).pdf">file:///C:/Users/IRS/Downloads/64f18047-acdb-4e5a-83a7-09a930536fbc(2).pdf</a></p>
56.	Does the electronic platform generate an automated receipt as evidence of payment?	<input type="radio"/> Yes	<input type="checkbox"/> No	<p>a. Attach e-receipts for Consolidated Demand Notice 1 as evidence of payment. The e-receipts must correspond to the same Demand Notice 1 for which the consolidated notice was issued and must reflect payment of the notice:</p>
		<input checked="" type="radio"/> Yes	<input type="checkbox"/> No	<p>b. Attach e-receipts for Consolidated Demand Notice 2 as evidence of payment. The e-receipts must correspond to the same Demand Notice 2 for which the consolidated notice was issued and must reflect payment of the notice:</p>
		<input checked="" type="radio"/> Yes	<input type="checkbox"/> No	<p>c. Attach e-receipts for Consolidated Demand Notice 3 as evidence of payment. The e-receipts must correspond to the same Demand Notice 3 for which the consolidated notice was issued and must reflect payment of the notice.</p>

57.	Is the e-receipt considered the final receipt, meaning the payer does not need to take any further manual steps?	<input type="radio"/> Yes	<input checked="" type="checkbox"/> No	Attach an official memo or document from the SIRS confirming If the e-receipt is accepted as the final receipt by MDAs (MDAs in which the electronic platform allows for their annual taxes, levies, fees, and charge).
58.	Is a hardcopy security print of the e-receipt required as evidence to access certain MDA services?	<input checked="" type="radio"/> Yes	<input type="checkbox"/> No	Attach evidence indicating if a hardcopy security print of the e-receipt is required as evidence to access certain MDA services:
59.	Does the State SBIRS have an internal process in place that ensures enforcement is not undertaken for entities who have complied with payments through the consolidated demand notice?	<input type="radio"/> Yes	<input type="checkbox"/> No	a. Attach copy/weblink to the publicly available SBIRS internal process (for example a phone line whereby a taxpayer can complain about enforcement action taking place in real time to ensure it stops):  <a href="http://www.irs.yb.gov.ng">www.irs.yb.gov.ng</a> ( GRM) or <a href="mailto:contact@irs.yb.gov.ng">contact@irs.yb.gov.ng</a> , or 08065870646
		<input type="radio"/> Yes	<input type="checkbox"/> No	b. Attach evidence of date the SBIRS internal process was put in place:  2022
DLI 8 - Quick Determination of Commercial Disputes				

<b>DLR 8.1 - Judicial Committee established by the Chief Judge of the state judiciary; AND Published on State judiciary website: Practice Directions of the small claims courts; AND State established and operated at least two small claims courts having tried at least one case each.</b>			
<b>Note: States that passed Year 1 APA are not required to submit evidence for this DLR.</b>			
Did the state achieve DLR 8.1 in APA Year 1 (2023)?		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>*This field is mandatory</b>  <b>Confirmation of Participation:</b> Did the State participate in DLR 8.1?		*Please click the applicable option  <input type="checkbox"/> <b>Yes</b> , we participated in DLR 8.1 <input type="checkbox"/> <b>No</b> , we did not participate in DLR 8.1	
60.	Does the States have a Judicial Committee established by the Chief Judge of the state judiciary?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attach copy of the state official document signed by the chief judge that the Judicial committee comprises of a minimum of 3 members is established by the Chief Judge of the state and evidence of date of establishment:
61.	Is the Practice Directions for small claims' courts published on the State's judiciary website?	<input type="checkbox"/> Yes <input type="checkbox"/> No	a. Attach weblink of the Practice Directions for small claims' court:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	b. Attach backend timestamp evidence of the publication date of the Practice Directions for small claims' court:

62.	Has the State established and operated at least two small claims courts having tried at least one case each?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Attach a report or document from the state Judiciary confirming the establishment of new small claims court 1 during the DLR achievement period (January 1, 2024-December 31, 2024):
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Attach a report or document from the state Judiciary confirming the establishment of new small claims court 2 during the DLR achievement period (January 1, 2024-December 31, 2024):
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Attach report or document from the state Judiciary that provides evidence that (during the DLR achievement period) small claims court 1 has disposed of at least one case since establishment. The report or document should include the following information: i) magistrate's name, (ii) magistrate court, (iii) suit number and parties' names, (iv) the date of filing, (v) date of judgement. To confirm that at least one case for each court has been filed and judged since the establishment of the court.

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Attach report or document from the state Judiciary that provides evidence that (during the DLR achievement period) small claims court 2 has disposed of at least one case since establishment. The report or document should include the following information: i) magistrate's name, (ii) magistrate court, (iii) suit number and parties' names, (iv) the date of filing, (v) date of judgement. To confirm that at least one case for each court has been filed and judged since the establishment of the court.
<p><b>DLR 8.2 - Monthly performance reports for small claims courts for 2023 (from inception of the courts to December 2023) to be made available to the public on state Judiciary's website by March 31st, 2024; AND 50% of cases disposed within 60 days, as recorded by the time to disposition report.</b></p> <p><b>AND 50% of judgments executed within 30 days, as recorded by the execution reports.</b></p> <p><b>Note: Only States that achieved DLR 8.1 in Year 1 should provide evidence for DLR 8.2.</b></p>				
<p><i>*This field is mandatory</i></p> <p><b>Confirmation of Participation:</b> Did the State participate in DLR 8.2?</p>		<p>*Please click the applicable option</p> <p><input type="checkbox"/> <b>Yes</b>, we participated in DLR 8.2 <input type="checkbox"/> <b>No</b>, we did not participate in DLR 8.2</p>		
63.	Has the State published the monthly performance reports for the Small Claims Courts for 2023 (from inception of the courts to December 31, 2023) on the State Judiciary's website by March 31, 2024?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>a. Attach weblink to the monthly performance reports for the <b>Small Claims Court (1)</b> for 2023 (from the inception of the courts to December 31, 2023).</p> <p><i>The 'Time to Disposition' indicator and 'Execution' indicator should be included in the monthly performance reports. Where these indicators are maintained as separate documents, the State should attach them individually.</i></p>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>b. Attach backend timestamp of the published monthly performance reports for <b>Small Claims Court (1)</b>.</p>

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>c. Attach weblink to the monthly performance reports for the <b>Small Claims Court (2)</b> for 2023 (from the inception of the courts to December 31, 2023).</p> <p><i>The 'Time to Disposition' indicator and 'Execution' indicator should be included in the monthly performance reports. Where these indicators are maintained as separate documents, the State should attach them individually.</i></p>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>d. Attach backend timestamp of the published monthly performance report for <b>Small Claims Court (2)</b>.</p>

Physical/Live Virtual Walk Through Session	
Please confirm availability for a walkthrough session covering the activities listed below, <b>between 29<sup>th</sup> September 2025, and 10<sup>th</sup> October 2025.</b>	<b>Date:</b>
<i>Note: This may be subject to minor adjustments if required to align with IVA availability</i>	<b>Time:</b>
<p><b>DLI 1.3 – Digital Archive</b></p> <ul style="list-style-type: none"> <li>• Live walkthrough of the system (temporary or demo login credentials may be required).</li> <li>• Review of physical CoFO records, matching a minimum sample of ten with corresponding entries in the Digital Archive.</li> </ul> <p><b>DLR 4.3 – Investor Tracking System and IPA Services walkthrough.</b></p> <p><b>DLR 5 – Physical/ Live virtual walkthrough Grievance Redress Mechanism recording system for the two MDAs.</b></p> <p><b>DLR 6.1.3. GRM for complaints by truckers / transporters and traders for inter-state movement of goods?</b></p> <ul style="list-style-type: none"> <li>• Physical / Live virtual walkthrough of GRM</li> </ul> <p><b>DLR 7.1 – Consolidated demand notices</b></p> <ul style="list-style-type: none"> <li>• While three (3) samples of consolidated demand notices from the State will be collected for testing, additional notices will also be sampled and reviewed during virtual/field visit to verify compliance with the requirements of the VP.</li> </ul> <p><b>DLR 7.2.1 – Electronic Annual Tax Collection Platform</b></p> <ul style="list-style-type: none"> <li>• Physical / Live virtual walkthrough of the electronic payment process.</li> <li>• Physical / live virtual demonstration of the platform's capabilities.</li> </ul> <p>The IVA is mandated to use the physical / live virtual walk-through sessions to cover validation of other DLRs as well, especially in case the evidence provided through the form is inconclusive, or in case there were questions pending from the 2023 APA.</p> <p>The IVA will sample backend-generated timestamps and validate them during virtual live / physical walkthroughs.</p>	

**Please provide Contact Details for additional information for the respective DLIs:**

DLI	Contact Details
DLI 1	Name: Email Address: Phone Number:

DLI 2	Name: Email Address: Phone Number:
DLI 3	Name: Email Address: Phone Number:
DLI 4	Name: Email Address: Phone Number:
DLI 5	Name: Email Address: Phone Number:
DLI 6:	Name: Email Address: Phone Number:
DLI 7	Name: Email Address: Phone Number:
DLI 8	Name: Email Address: Phone Number: