**Date:**

The Honorable Commissioner of Justice

and Attorney – General of Kogi State

Ministry of Justice, Lokoja, Kogi State.

Sir,

**DRAFT BILL FOR THE ESTABLISHMENT OF THE KOGI STATE INFORMATION COMMUNICATION TECHNOLOGY DEVELOPMENT AGENCY (KICTDA)**

His Excellency, the Executive Governor of Kogi State, Alhaji Yahaya Bello is desirous of establishing the Kogi State Information Technology Development Agency (KICTDA). This Agency is aimed at driving the development and regulation of Information Technology as well as creating a digital economy in the State. (NITDA Act 2007)

In line with the above, I request that you follow the necessary steps for the presentation of this draft bill to the State Executive Council for approval so that it can formally be presented to the Kogi State House of Assembly for its passage.

Find attached our draft bill, please.

Accept our highest regards,

**Hon. Ismaila Umar(mncs)**

Senior Special Assistant, ICT

**KOGI STATE INFORMATION TECHNOLOGY DEVELOPMENT AGENCY ACT, 2021**

***AN ACT TO PROVIDE FOR THE ESTABLISHMENT OF THE KOGI STATE INFORMATION TECHNOLOGY DEVELOPMENT AGENCY; AND OTHER RELATED MATTERS***

COMMENCEMENT:

To be enacted by the House of Assembly of Kogi State of Nigeria

**PART I: ESTABLISHMENT OF THE AGENCY**

***Establishment of the Agency***

1 \_ (1) There is established a body to be known as the Kogi State Information Technology Development Agency (hereinafter in this Act referred to as “the Agency”).

1\_(2) The Agency shall be a corporate body with perpetual succession and a common seal and may sue and be sued in its corporate name.

**PART II: COMPOSITION OF THE GOVERNING BOARD, POWERS AND FUNCTIONS**

***Establishment and membership of the Governing Board***

2\_ (1) There is established for the Agency, a Governing Board (in this Act, referred to as “the Board”) which shall have overall control of the Agency.

2\_(2) The Board shall consist of:

(a) A chairman;

(b)A representative each of:

(i) The Kogi State Ministry of Education, Science and Technology

(ii) The Kogi State Ministry of Education

(iii) The Standard Organization of Nigeria

(c) Two persons to represent the affiliate bodies of the Computer professionals Registration Council of Nigeria;

(d) Two persons with cognate experience in Information Technology to represent the Academic Staff Union of Universities and the Academic Staff Union of Polytechnics;

(e) Three persons who are experts in the area of Information Technology appointed by the Governor from each senatorial zone of the State.

(f) The Director-General of the Agency who shall be the Secretary of the Board.

2\_(3) The Chairman and members of the Board, other than the ex-officio members shall be appointed by the Governor.

***First Schedule***

2\_(4) The supplementary provisions set out in the First Schedule to this Act shall have effect with respect to the proceedings of the Board and the other matters mentioned therein.

***Tenure of office***

3. The Chairman and other members of the Board, other than ex-officio members shall hold office:

(a) For a term of four years in the first instance and may be re-appointed for a further term of 4 years and no more; and

(a) On such terms and conditions as may be specified in the letter of appointment

***Cessation of membership***

4\_(1)Notwithstanding the provisions of section 3 of this Act, a member of the Board shall cease to hold office if:

(a)He resigns his appointment as a member of the Board by notice, under his hand, addressed to the Governor;

(b) He becomes of unsound mind;

(c)He becomes bankrupt or makes a compromise with his creditors;

(d)He is convicted of a felony or any offence involving dishonesty or corruption;

(e)He becomes incapable of carrying out the functions of his office either arising from an infirmity of the mind or the body; or

(f) The Governor is satisfied that it is not in the interest of the Agency or the public for the person to continue in office and notifies the member in writing to that effect

4\_(2) When a vacancy occurs in the membership of the Board, it shall be filled by the appointment of a successor to hold office for the remainder of the term of office of his predecessor provided that the successor shall represent the same interest as his predecessor.

***Emoluments etc of members***

5. The Chairman and members of the Board shall be paid such emoluments, allowances and benefits that the State Government may from time to time, direct.

***Functions of the Agency***

6. The Agency shall:

(a) Create a framework for the planning, research, development, standardization, application, coordination, monitoring, evaluation and regulation of Information Technology practices, activities and systems in Kogi State and all matters related thereto and for that purpose and which without detracting from the generality of the foregoing shall include providing universal access for Information Technology and systems penetration including rural, urban and under-served areas;

(b) Provide guidelines to facilitate the establishment and maintenance of appropriate infrastructure for Information Technology and system application and development in Kogi State for public and private sectors, urban-rural development, the economy and the government;

(c) Develop guidelines for electronic governance and monitor the use of electronic data interchange and other forms of electronic communication transactions as an alternative to paper-based methods in government, commerce, education, the private and public sectors, labor and other fields, where the use of electronic communication may improve the exchange of data and information;

(d) Develop guidelines for the networking of public and private establishments;

(e)Develop guidelines for the standardization and certification of Information Technology Escrow Source Code and Object Code Domiciliation, Application and Delivery Systems in Kogi State;

(f) Render advisory services in all Information Technology matters to the public and private sectors.

(g) Create incentives to promote the use of Information Technology in all spheres of life in Kogi State including setting up of Information Technology parks;

(h) Create incentives to promote the use of Information Technology in all spheres of life in Kogi State including the development of guidelines for setting up of Information Technology system and knowledge parks;

(i) Introduce appropriate regulatory policies and incentives to encourage private sector investment in the Information Technology industry;

(j) Collaborate with any Local or State Government, company, firm or person in any activity which in the opinion of the Agency is intended to facilitate the attainment of the objectives of this Act;

(k) Determine critical areas in Information Technology requiring research intervention and facilitate Research and Development in those areas;

(l) Advise Government on ways of promoting the development of Information Technology in Kogi State including introducing appropriate Information Technology legislation to enhance national security and the vibrancy of the industry;

***Second Schedule***

(m) Accelerate Internet and Intranet penetration in Kogi State and promote sound internet governance by giving effect to the Second Schedule of this Act; and

(n) Perform such other duties which, in the opinion of the Agency, are necessary or expedient to ensure the efficient performance of the functions of the Agency under this Act.

***Powers of the Board***

7. The Board shall have Power to:

(a) Formulate overall policy for the management of the affairs of the Agency;

(b) Manage the Kogi State Information Technology Development Fund established under Section 12 of this Act; and

(c) Appoint, promote, terminate, dismiss and exercise disciplinary control over the principal officers and senior staff of the Agency;

(d) Structure the Agency into such number of departments as it deems fit for the effective discharge of the functions of the Agency; and

(e) Exercise such powers as are necessary or expedient for giving effect to the provisions of this Act.

**PART III: STAFF AND STRUCTURE OF THE AGENCY**

***Director – General and other staff of the Agency***

8\_ (1) There shall be for the Agency a Director – General who shall:

1. Be appointed by the Governor;
2. Be the chief executive and accounting officer of the Agency;
3. Be responsible for the execution of the policy and the day to day administration of the affairs of the Agency;
4. Perform such other duties as the Board may, from time to time, assign to him;

8\_(2) The Director-General shall hold the office for a term of 4 years in the first instance and may be re-appointed for a further term of 4 years and no more and on such terms and conditions as may be specified in his letter of appointment.

8\_(3) The Agency may, subject to the approval of the Board, appoint such other staff as it may deem necessary and expedient, from time to time, for the proper and efficient performance of the functions of the Agency.

8\_(4) The terms and conditions of service including remunerations, allowances, benefits and pensions of the staff and employees of the Agency shall be determined by the Board in such a manner as to attract and retain quality and high caliber manpower.

8\_(5) The Board shall consider, determine and review from time to time the remuneration and allowances payable to the Agency’s staff.

***Pensions, Gratuities and Retirement Benefits***

9\_(1) Service in the Agency shall be approved service for the purpose of the Pensions Act and accordingly, officers and employees of the Agency shall be entitled to pensions, gratuities and other retirement benefits as are prescribed under the Pensions Act

9\_(2) Without prejudice to the provisions of Subsection (1) of this section, nothing in this Act shall prevent the appointment of a person to any office on terms and conditions which preclude the grant of a pension, gratuity or other retirement benefits in respect of that office.

9\_(3) For the purpose of the application of the provisions of the Pension Act and power exercisable by a Commissioner of Education, Science and Technology or other authority of the Kogi State Government, other than the power to make regulations, under Section 23 thereof, is hereby vested in all shall be exercisable by the Board and not by any other person or authority.

***Staff Regulations***

10\_(1) Subject to the provisions of this Act, the Agency may make staff regulations relating generally to the conditions of service of the staff and without prejudice to the generality of the foregoing, such regulations may provide for :

1. Appointment, promotion, termination, dismissal and disciplinary control of staff or employees of the Agency; and
2. Appeals by staff or employees against dismissal or other disciplinary measures and until such regulations are made any instrument relating to conditions of service in the Public Service of the Kogi State of Nigeria shall be applicable, with such modifications as may be necessary, to the employees of the Agency; and

10\_(2) The Staff regulations made under Subsection (1) of this section shall not have effect until approved by the Board, and when so approved, the Agency shall cause a notice of the staff regulations to be issued to all affected staff in such manner as it may, from time to time.

***Removal from office of the Director – General***

11. Notwithstanding the provisions of Section 7 (c) and 9 of this Act, the Director – General of the Agency may be removed by the Governor.

**PART IV: ESTABLISHMENT OF THE KOGI STATE INFORMATION TECHNOLOGY DEVELOPMENT FUND**

12\_ (1) There shall be established a fund, which shall be known as the Kogi State Information Technology Development Fund (in this Act referred to as “the Fund”).

12\_ (2) There shall be paid and credited into the Fund established under subsection (1) of this section:

1. A levy of 1 percent of the income before tax of companies and enterprises enumerated in the Second Schedule to this Act with an annual turnover of N5,000,000 and above and such paid by the companies will be tax deductible.
2. Grants-in-aid and assistance from bilateral and multi-lateral agencies
3. All other sums accruing to the Fund by way of gifts, endowments, bequest or other voluntary contributions by persons and organization:

*Provided that the terms and conditions attached to such gifts, endowments, bequest or other contributions will not jeopardize the functions of the Agency.*

1. Such monies as may be appropriated for the Fund by the State House of Assembly; and
2. All other monies or assets that may, from time to time accrue to the Fund.

***Exemption from Tax***

13. All monies accruing to the Fund and accounts of the Agency from the sources specified in Section 12 and 19 of this Act shall be exempted from income tax and all contributions to the Fund and the accounts of the Agency shall be tax deductible.

14. The Board may, in accordance with the Investments Trustees Act (Cap. 449 LFN, 1990), invest any surplus funds in profit yielding ventures and the net incomes so generated shall be paid into the treasury.

***Accounts and Reports of the Fund***

15\_(1) The Director – General of the Agency shall keep proper records of the accounts, sources and use of the monies and assets of the Fund and shall render accounts to the Board, from time to time.

15\_(2) The accounts of the Fund shall be audited not later than 3 months after the end of the year to which it relates by auditors appointed by the Board from the list and accordance with the guidelines supplied by the Auditor-General of the State.

***Kogi State Internal Revenue Service to Collect Levy and Pay into the Fund***

16\_(1) The Kogi State Internal Revenue Service shall, while assessing any company for either the company income tax or other form of tax for an accounting period of the company, also assess such company for the levy or tax due under this Act.

16\_(2) The levy so imposed under Section 12 of this Act shall be due and payable within 60 days after the Board of Internal Revenue Service has served notice of the assessment on a company in such form as the Kogi State Internal Revenue Service will from time to time determine.

16\_(3) Where a levy due under Section 12 of this Act is not paid within the time specified in that section, the Board of Internal Revenue Service shall serve on the company a demand notice for the unpaid tax plus a sum which is equal to 2 percent of the levy.

16\_(4) Any company, Agency or Organization that fails within two months after demand notice, to pay the levy or the import duty imposed under Section 11 of this Act commits an offence and shall on conviction shall be liable to a fine of not less than N1,000,000.00 and the Chief Executive Officer of the company, Agency or Organization shall be liable to be prosecuted and punished for the offence in like manner as if he had himself committed the offence, unless he proves that the act or omission which constitute the offence took place without his knowledge, consent or connivance.

16\_(5) The institution of proceedings or imposition of a penalty under this Act shall not relieve a company or Organization from liability to pay the Kogi State Internal Revenue Service such levy or levies that may become due under this Act.

***Offences***

17\_(1) Except as otherwise provided in this Act, any person or corporate body which contravenes or fails to comply with the provisions of this Act commits an offence.

17\_(2) Where a corporate body fails to make payment within two months after the demand notice for unpaid levy plus a sum which is equal to 2 percent of this levy has been served on the corporatebody, the corporate body commits an offence under this Act.

17\_(3) Where an offence under the Act is committed by a corporate body or firm or other association of individuals:

1. Every Chief Executive Officer of the corporate body or any officer acting in that capacity or in his behalf; and
2. Every person purporting to act in any capacity mentioned in paragraph (a) of this Subsection(3) commits an offence, unless he proves that the act or omission constituting the offence took place without his knowledge, consent or connivance.

17\_(4) Where a person or corporate body fails to comply with the guidelines and standards prescribed by the Agency in the discharge of its duties under this Act, such person or corporate body shall commit an offence

17\_(5) The Agency shall collaborate with the Standard Organization of Nigeria to enforce guidelines and standards formulated by the Agency in the discharge of its duties under the Act

***Offences relating to corporate body***

18\_(1) Except as otherwise provided in this Act, any corporate body or person who commits and offence under this Act where no specific penalty is provided, is liable on conviction:

1. For a first offence, to a fine of N200,000.00 or imprisonment for a term of 1 year or to both such fine or imprisonment; and
2. For a second offence and subsequent offences, to a fine of N500, 000. 00 or to imprisonment for a term of 3 years or to both such fine and imprisonment.

18\_(2) The institution of proceedings or imposition of a penalty under this Act shall not relieve a corporate body from liability to pay to the Board of Internal Revenue Service such levy or tad which or may become due under this Act.

**PART V: INFORMATION TECHNOLOGY PARKS**

***Information Technology Parks***

19\_(1) Subject to this Act, the Governor shall by Order, designate and facilitate the establishment of Information Technology Parks (in this Act referred to as “the parks”) all over the State.

19\_(2) Upon application made in the behalf of the Agency, through the Board charged with the responsibility for matters relating to Commerce, the Governor may by Order designate the Parks as Free Zones and may specify in the Order such incentives and/or tax holidays that enterprises engaged in the Parks may enjoy.

**PART VI: FINANCIAL PROVISIONS**

***Account of the Agency***

20. The Agency shall establish and maintain an account into which shall be paid and credited:

(a) All Subventions and budgetary allocations from the State Government;

(b) Gifts, loans, grants-in-aids from National, State, bilateral and multi-lateral organizations and agencies;

(c) Rents, fees and other internally generated revenue from services provided by the Agency; and

(d) All other sums accruing to the Agency from time to time.

***Expenditure of the Board***

21\_(1) The Agency may, from time to time apply the proceeds of the Funds established under Section 12 of this Act:

(a) To the cost of administration of the Agency;

(b) To the payment of the emoluments, allowances and benefits of members of the Board and for reimbursing members of the Board or any committee set up by the Board and for such expenses as may be expressly authorized by the Board;

(c) To the payment of the salaries, fees or other remuneration or allowances, gratuities and pensions, and other benefits payable to the staff and other employees of the Agency, so however that no payment of any kind under this paragraph (except such as may be expressly authorized by the Board) shall be made to any person who is in receipt of emoluments from the State Government;

(d) For the development and maintenance of any property vested in or owned by the Agency;

(e) For maintaining general financial reserves subject to general or special directive that may be given in the behalf of the Governor in accordance with the provisions of this Act; and

(f) To any other expenditure in connection with all or any of its functions under this Act

21\_(2) Proceeds from the Fund established under Section 12(b) shall be applied for the purpose which such gifts, loans or grants-in-aid were made.

21\_(3) Proceeds from the Fund established under Section 12(c) shall be remitted to the Treasury of the State Government

***Annual Estimates and Accounts***

22\_(1) The Agency shall, not later than 30th September in each year, submit to the Commissioner of Education, Science and Technology an estimate of its expenditure and income (including payments to the Agency’s Fund) for the next succeeding year.

22\_(2) The Agency shall keep proper accounts in respect of each year and proper records in relation to those accounts and shall and shall cause its account to be audited within six months after the end of each year by auditors appointed from the list and in accordance with the guidelines supplied by the Auditor-General of the State.

***Annual Reports***

23. The Agency shall prepare and submit to the Commissioner of Education, Science and Technology not later than 30th of June in each year a report in such form as prescribed in this Act on the activities of the Agency during the immediately preceding year, and shall include the report a copy of the audited accounts of the Agency for that year and of the auditor’s report thereon.

***Power to accept Gifts***

24\_(1) The Agency may accept gift of land, money or other property on success terms and conditions, if any, as may be specified by the person or organization making the gift

24\_(2) The Agency shall not accept any gift if the conditions attached by the person or organization making the gift are inconsistent with the functions of the Agency and this Act.

***Power to Borrow***

25. The Agency may, in accordance with the general authority of the Commissioner of Education, Science and Technology, borrow such sums of money as the Agency may require in the exercise of its functions under this Act or its subsidiary legislation.

***Exemption from Tax***

26\_(1)The Agency shall be exempted from the payment of income tax on any income accruing from investments made by the Board or otherwise howsoever.

26\_(2) The provisions of any enactment relating to the taxation of companies or trust funds shall not apply to the Agency or the Board.

**PART VII: LEGAL PROCEEDINGS**

***Limitation of suits against the Agency Cap. 379 LFN. 1990***

27\_ (1) Subject to the provisions of this Act, the provisions of the Public Officers Protection Act shall apply in relation to any suit instituted against any member or officer or employee of the Agency.

27\_(2)Notwithstanding anything contained in any other law or enactment, no suit against a member of the Board, Director-General or any other officer or employee of the Board, for any act done in pursuance or execution of this Act or any alleged neglect or default in the execution of this Act or any other law or enactment, duties or authority, shall lie or be instituted in any court unless commenced:

1. Within three months next after the act, neglect or default complained of; or
2. In the case of a continuation of damage or injury, within six months after the ceasing thereof;

27\_(3) No suit shall be commenced against a member of the Board, the Director-General or any officer or employee of the Agency before the expiration of one month after written notice of the intention to commence the suit shall have been served on the Agency by the intending plaintiff or his agent

27\_(4) The notice referred to in Subsection (3) of this section shall clearly and explicitly state:

1. The cause of the action;
2. The particulars of the claim;
3. The name and place of abode of the intending plaintiff; and
4. The relief which he claims.

***Service of documents***

28. A notice, summons or other document required or authorized to be served on the Agency under the provisions of this Act or any other law or enactment may be served by delivering it to the Director – General or by sending it by registered post addressed to the Director – General at the principal office of the Agency.

***Restriction on execution against property of the Agency***

29\_(1) In any action or suit against the Agency, no execution or attachment of process in the nature thereof shall be issued against the Agency unless not less than three months notice of the intention to execute or attach has been given to the Agency.

29\_(2) Any sum of money which the judgment of any court has been awarded against the Agency shall, subject to any direction given by the court, where no notice of appeal against the judgment has been given, be paid from the fund of the Agency.

***Indemnity***

30. A member of the Board, Director – General or any officer or employee of the Agency shall be indemnified out of the assets of the Agency against any liability incurred by him in defending any proceeding, whether civil or criminal, if the proceeding is brought against him in his capacity as a member, Director – General, officer or other employee of the Agency.

**PART VIII: MISCELLANEOUS**

***Directives by the Commissioner of Education, Science and Technology etc***

31. The Commissioner of Education, Science and Technology may give to the Agency or the Director – General such directives of a general nature or relating generally to matters of policy with regards to the exercise of its or his functions as he may consider necessary and it shall be the duty of the Agency or the Director – General to comply with the directives or cause them to be complied with.

***Regulations by the Board***

32. The Board may make such regulations as in its opinion are necessary or expedient for giving full effect to the provisions of this Act and for the due administration of its provisions.

***Transitional provisions***

33. The Kogi State Information Technology Development Agency is the successor-in-title in every way to the powers, duties and functions of the former Kogi State Information Technology Development Agency;

(a) All existing contracts, agreements and compacts currently in effect by the Kogi State Information Technology Development Agency continue in effect;

(b) Any position authorized and allocated subject to the personnel laws of the former Kogi State Information Technology Development Agency continue in effect;

(c) All records, property and equipment previously belonging to or allocated for the use of the former Kogi State Information Technology Development Agency become, on the effective date of this Act, part of the property of The Kogi State Information Technology Development Agency; and

(d) All existing forms, licenses, letterheads and similar items bearing the name of or referring to the” Kogi State Information Technology Development Agency” may be utilized by The Kogi State Information Technology Development Agency until existing supplies of those items are exhausted.

34. In this Act:

(a) “*Agency*” means The Kogi State Information Technology Development Agency established under Section 1 of this Act;

(b) “*Board*” means the Governing Board of the Agency established under this Act;

(c)”*Compute*r” means any electronic device or computational machinery using programmed instructions which has one or more of the capabilities of storage, retrieval, memory, logic, arithmetic or communication and includes all input, output, processing, storage, software, or communication facilities which are connected or related to such a device in a system or network or control functions by the manipulation of signals, including electronic, magnetic, optical, and shall include any input, output, data storage, processing or communication facilities directly related to or operating in conjunction with any such device or system or computer network;

(d)” *Computer Network*” means the interconnection of one or more computers

(e) “*Computer system*” means a device or collection of devices, including output support devices and excluding calculators which are not programmable and capable of being used in conjunction with external files, which contain computer programmes, electronic instructions, input data and output data, that performs logic arithmetic, data storage and retrieval, communication control and other functions;

(f) “*Data*” means a representation of information, knowledge, facts, concepts or instruction which are being prepared or have been prepared in a formalized manner, and is intended to be processed, is being processed or has been processed in a computer system or computer network and may be in any form (including computer printout, magnetic or optical storage media, punched cards, punched tapes) or stored internally in the memory of the computers;

(g) “*Director - General*” means the Director – General of the Agency appointed under Section 8 of this Act;

(h)”Electronic form/ Electronic Record” with reference to information means any information generated, sent, received or stored in media, magnetic, optical, computer memory, micro film or computer generated micro fiche;

(i) “*Governmen*t” means the Kogi State Government of Nigeria

(j)”Information Technology” encompasses all forms of technology used to create, store, exchange and use information in its various forms (business data, voice, conversation, still images, motion pictures, multi-media presentation and other forms including those not yet conceived);

(k) “*Commissioner of Science and Technology*” means the Commissioner charged with the responsibility of matters relating to Science and Technology;

(l) “*Governor*” means the Governor of Kogi State of Nigeria

(m)”*Software*” includes any program, procedure and associated documentation concerned with the operation of a computer system

**Short Title**

35. This Act may be cited as the Kogi State Information Technology Development Agency Act, 2016.

**FIRST SCHEDULE**

Supplementary Provisions Relating to the Board, etc

***Proceedings of the Board***

1. Subject to this Act and Section 27 of the Interpretation Act (which provides for decisions of a statutory body to be taken by a majority of its members and for the person presiding at any meeting, when a vote is ordered, to have a second or casting vote), the Board may take standing orders regulating its proceedings or that of any of its committees.
2. At every meeting of the Board, the Chairman shall preside and in his absence the members present at that meeting shall appoint one of their members to preside at the meeting.
3. The quorum at a meeting of the Board shall be not less than one-third of the total number of the Board members present at the date of the meeting.
4. The Board shall for the purpose of this Act, meet not less than four times in each year and subject thereto, the Board shall meet whenever it is summoned by the Chairman, and if required to do so by notice given to him by not less than 1/3 of members, he shall summon a meeting of the Board to be held within fourteen days from the date in which the notice is given.
5. Where the Board desires to obtain advice of any person on any particular matter, the Board may co-opt him to the Board for such period as it thinks fit, but a person who is a member by virtue of this paragraph shall not be entitled to vote at any meeting of the Board and shall not count towards a quorum.

***Committees***

1. (1). Subject to its standing orders, the Board may appoint such number of standing or adhoc committees as it thinks fit to consider and report on any matter with which the Board is concerned.

(2). A committee appointed under this paragraph shall:

(a). Consist of such number of persons (not necessarily members of the Board as may be determined by the Board) and a person, other than a member of the Board shall hold office on the committee in accordance with the terms of his appointment; and

(b). Be presided over by a member of the Board

(3). The Quorum of any committee set up by the Board shall be its quorum as provided under Section 3 of this Schedule.

(4). The decision of any committee of the Board shall constitute a recommendation to the Board

***Miscellaneous***

1. The fixing of the Seal of the Agency shall be authenticated by the signature of the Chairman or any other person generally or specifically authorized by the Board to act for that purpose and that of the Director- General.
2. Any contract or instrument which if made by a person not been a corporate body, would not be required to be under seal may be made or executed on behalf of the Board by the Director – General or any other person generally or specifically authorized by the Board to act for that purpose.
3. Any document purporting to be contract, instrument or other document duly signed or sealed on behalf of the Agency shall be received in evidence and shall, unless the contrary is proved, be presumed without further proof to have been signed or sealed.
4. The validity of any proceeding of the Board or any of its committee shall not be affected by:
   1. Any vacancy in the membership of the Board or committee; or
   2. Any defect in the appointment of a member of the Board or committee; or
   3. Reason that any person not entitled to do so took in the proceedings of the Board or committee.
5. A member of the Board or a committee who has a personal interest in any contract or arrangement entered into or proposed to be considered by the Board or committee shall forthwith disclose his interest to the Board or committee and shall not vote on any question relating to the contract or arrangement.
6. No member of the Board shall be personally liable for any act or omission done or made in good faith while engaged in the business of the Board.

**SECOND SCHEDULE**

Businesses which Section 12(2)(a) refers to are:

1. GSM Service Providers and all Telecommunications companies;
2. Cyber Companies and Internet Providers
3. Pensions Managers and Pension Related Companies
4. Banks and other Financial Institutions;
5. Insurance Companies