



# INDUSTRIAL TRAINING FUND

Miango Road, P.M.B. 2199, Jos – Nigeria,  
E-mail: [dgitf@itf.gov.ng](mailto:dgitf@itf.gov.ng), Website: [www.itf.gov.ng](http://www.itf.gov.ng)

## ITF FORM 7A

### EMPLOYER REGISTRATION AND PAYMENT OF TRAINING CONTRIBUTION FORM

1. (a) Name of Establishment-----  
(b) Business Address -----  
(c) Postal Address -----  
(d) E-mail Address -----  
(e) Telephone No. -----
2. (a) Nature of Business-----  
(b) When was the Business established-----
3. Please complete each box below as applicable

(a) NO. OF EMPLOYEES	2014	2015	2016	2017	2018	2019	2020
NIGERIANS							
EXPATRIATES							
TOTAL NUMBER OF EMPLOYEES							
(b) Turnover (N)000,000.00							

#### (4) TRAINING CONTRIBUTION FOR YEAR ENDED 31<sup>ST</sup> DECEMBER, 20.....

- (a) Number of employees as at 31<sup>st</sup> December .....
- (b) "Total Payroll" for the calendar year ended 31<sup>st</sup> December... ₦.....
- (c) Contribution based on 1% of total payroll stated in (b) above. ₦.....

(d) Total amount paid (in words) : .....  
 .....  
 .....

(e) Mode of payment: .....

(5) **BRANCH/LOCATION**

If the return relates to more than one location, please state below the address of each location and the number of employees in each location as at 31<sup>st</sup> December, .....  
*(Please continue on a separate sheet, if necessary).*

Where payroll is not centralized, a separate return in respect of each branch or location should be rendered.

ADDRESS	NUMBER OF EMPLOYEES AS AT 31 <sup>ST</sup> DECEMBER ...	TOTAL PAYROLL ₦

(6) **EMPLOYER'S GUIDE**

(a) This guide is to help you complete your returns accurately. *(If you require further information, please write to the address on the covering letter quoting your ITF Employers Number).* (b) In completing the returns, note the following terms:

(i) **"EMPLOYEES"** means all persons, whether or not they are Nigerians, employed in any establishment in return for salary, wages or other consideration, and whether employed full-time or part-time, and includes employees who work for periods of not less than thirty days. **These include:**

- Managing Director and Chief Executive (whether *full-time or part-time*)
- Other Directors
- Domestic Staff
- Part-time Workers
- Casual/Temporary Workers - Contract or Site Workers - Drivers, Mechanics etc.

(ii) **"PAYROLL"** means the sum total of all basic pay, allowances, and other entitlements payable within and outside Nigeria to any employee in an establishment, public or private.

**SUCH AS**

- |                            |                                |
|----------------------------|--------------------------------|
| (a) Basic Salary           | (k) Domestic staff Allowance   |
| (b) Overtime Pay           | (l) Employees Share of profits |
| (c) Housing/Rent Allowance | (m) Casual Workers' Wages      |
| (d) Furniture Allowance    | (n) Utility Allowance          |

- |   |                                   |
|---|-----------------------------------|
| (e) Transport/Motor vehicle Grant/Allowance | (o) Meal Subsidy                  |
| (f) Director's fee/Remuneration             | (p) Entertainment Allowance       |
| (g) Bonuses                                 | (q) Leave Allowance               |
| (h) Pension                                 | (r) Other Benefits (Cash or Kind) |
| (i) Commissions                             |                                   |
| (j) Acting Allowance                        |                                   |

(7) **DECLARATION**

I, ....., declare that to the best of my knowledge and belief, the particulars given in this return are complete and correct in accordance with our records and books of accounts.

Signature: ..... Date: .....

Position ..... Official

Stamp: ..... Phone/GSM No.....

**FALSE STATEMENTS CAN RESULT IN PROSECUTION:**

*(This declaration must be made by either a DIRECTOR, GENERAL MANAGER, COMPANY SECRETARY, COMPANY ACCOUNTANT OR TRAINING/HUMAN RESOURCE MANAGER).*

**NOTE:** All payments must be made to the **INDUSTRIAL TRAINING FUND** (written in full, abbreviations are not allowed) and evidence of payment forwarded to:

**The Director-General**

**Industrial Training Fund**

**(PLEASE INSERT THE APPROPRIATE AREA OFFICE ADDRESS AND E-MAIL)**