



INDUSTRIAL TRAINING FUND

Miango Road, P.M.B. 2199, Jos – Nigeria,
E-mail: dgiff@itf.gov.ng, Website: 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. -----
(f) RC Number. -----
(g) Tax Identification No. -----
2. (a) Nature of Business-----
(b) When was the Business established-----
3. Please complete each box below as applicable

Year of Payment	2017	2018	2019	2020	2021	2022
(a) NO. OF EMPLOYEES						
NIGERIANS						
EXPATRIATES						
TOTAL NUMBER OF EMPLOYEES						
(b) Turnover (N)000,000.00						

(4) **TRAINING CONTRIBUTION FOR YEAR ENDED 31ST DECEMBER, 20.....**

- (a) Number of employees as at 31st December
- (b) "Total Payroll" for the calendar year ended 31st 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 31st 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 ST 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 | (m) Domestic Staff Allowance |
| (b) Overtime Pay | (n) NSITF (Employer's Contribution Workmen Comp/Insurance) |
| (c) Housing/Rent Allowance/Subsidy | (o) Hazard Allowance |
| (d) Furniture Allowance | (p) Employee's Share of Profit |
| (e) Holiday Allowance | (q) Casual Workers' Wages |
| (f) Transportation/Motor Vehicle Grant/Allowance | (r) Out-Sourced Services |
| (g) Redundancy/Terminal Salary/Wages | (s) Tools/Uniform Allowance |
| (h) Director's Fees, Emoluments & Remunerations | (t) Pension and Gratuity |
| (i) Bonuses (Including Christmas Bonus) | (u) Utility Allowance |
| (j) Commissions | (v) Children Allowance |
| (k) Acting/Sitting Allowance | (w) Meal Subsidy/Welfare |
| (l) Traveling & Passages Allowance (e.g Estacode) | (x) Leave Allowance |
| | (y) Entertainment Allowance |
| | (z) Other Benefits (enjoyed by staff) |

(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)

Dear sir,

Please find attached the ITF FORM 7A which has spelt out items of payroll that are included in Computation of ITFpayables. For more clarification visit the ITF Area Office nearest to you

Thank you.

INDUSTRIAL TRAINING FUND.