



# INDUSTRIAL TRAINING FUND

Miango Road, P.M.B. 2199, Jos – Nigeria,  
E-mail: [digitf@itf.gov.ng](mailto:digitf@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	2011	2012	2013	2014	2015	2016	2017
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.

**SUCHAS**

- |   |                                   |
|---|-----------------------------------|
| (a) Basic Salary                            | (j) Domestic staff Allowance      |
| (b) Overtime Pay                            | (k) Employees Share of profits    |
| (c) Housing/Rent Allowance                  | (l) Casual Workers' Wages         |
| (d) Furniture Allowance                     | (m) Utility Allowance             |
| (e) Transport/Motor vehicle Grant/Allowance | (n) Meal Subsidy                  |
| (f) Director's fee/Remuneration             | (o) Entertainment Allowance       |
| (g) Bonuses                                 | (p) Leave Allowance               |
| (h) Commissions                             | (q) Other Benefits (Cash or Kind) |
| (i) 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)**