



**NATIONAL INFORMATION TECHNOLOGY DEVELOPMENT AGENCY  
FEDERAL MINISTRY OF COMMUNICATIONS**

*28, Port Harcourt Crescent, Off Gimbiya Street, Area 11, Garki, Abuja.*

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**ORIGINAL EQUIPMENT MANUFACTURER (LOEM) CERTIFICATION PROCESS**

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The National Information Technology Development Agency (NITDA) is mandated by its Act to provide standards for Information Technology (IT) and to develop local capacity in ICT for Nigeria. Pursuant to this mandate, the Agency shall encourage local production and manufacturing of high quality IT components for domestic and international markets, in a competitive manner to foster National technological development, capacity building, job creation and to improve Nigeria's balance of trade.

The following process and conditions are hereby issued for the **Certification of Original Equipment Manufacturers (OEMs) licensed to design, assemble, and sell devices in Nigeria:**

1. Download relevant forms from [www.nitda.gov.ng/application](http://www.nitda.gov.ng/application);
2. Submission of Application Letter addressed to the Director General of NITDA to be accompanied by completed "Application for Certification as OEM" forms, with required documents as stipulated in the forms;
3. Submission of two (2) Sample models of each product to be sold in Nigeria accompanied with "Type Approval" forms for every model to be registered;
4. Each product model submitted maybe subjected for testing in line with the requirement and test criteria as indicated in the forms;
5. Applicants are required to pay the sum of Five hundred thousand Naira only (~~₦~~ 500, 000.00) for new applications and the sum of Two hundred and fifty thousand naira only (~~₦~~250, 000. 00) for recertification;
6. Applications will only be processed if documents required are complete as indicated in relevant forms;
7. All documents submitted shall be evaluated and analyzed;
8. If the outcome of the evaluation does not meet the minimum requirements of NITDA, a formal report will be issued with advice to applicant on how to meet the specifications required by NITDA;
9. A monitoring and surveillance (M&S) team will carry out site inspection of facility for assembly and business offices (if separate from facility) If outcome of the evaluation meets the minimum requirements of the certification process.

10. At the inspection, technical staff will be interviewed to ascertain competence and comprehension of job role;
11. Applicant will be advised accordingly If outcome of the inspection does not meet the minimum standard, further inspection will be rescheduled afterwards;
12. A final report along with recommendations will be considered for approval by NITDA where the inspection meets the minimum requirements;
13. On approval by the Agency, a “Provisional Certificate” shall be issued for new OEMS;
14. Substantive certification shall be issued one (1) year after “notice of commencement of operations” is submitted to the Agency and the latest ISO 9001 certification is obtained and duly submitted to the Agency by new OEMs;
15. Upon approval by the Agency, a substantive certificate will be issued to recertifying OEMS;
16. The approved product(s) will be listed in the Systems Database of NITDA.

**Issued By NITDA**

**Signed:**

**Director General/ CEO**