



# APPLICATION FOR REGISTRATION AS INFORMATION TECHNOLOGY (IT) SERVICE PROVIDERS/CONTRACTORS

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**NATIONAL INFORMATION TECHNOLOGY DEVELOPMENT  
AGENCY (NITDA)  
FEDERAL MINISTRY OF COMMUNICATION TECHNOLOGY  
28, Port Harcourt Crescent, Off Gimbiya Street, Area 11, Garki, Abuja**

NITDA/ITSP-01

**PART A**

**APPLICANT INFORMATION**

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION WEBSITE: \_\_\_\_\_

PRIMARY CONTACT PERSON: \_\_\_\_\_

ORGANIZATION TELEPHONE NUMBER(S): \_\_\_\_\_

CONTACT PERSON MOBILE NUMBER(S): \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CORPORATE HEADQUATER: \_\_\_\_\_

OTHER OPERATIONAL OFFICE(S) \_\_\_\_\_

NAME OF CHIEF EXECUTIVE OFFICER \_\_\_\_\_

E-MAIL \_\_\_\_\_

MOBILE NUMBER(S): \_\_\_\_\_

**PART B**

**OWNERSHIP STRUCTURE:**

**DIRECTORS**

S/N	NAME OF DIRECTORS	FULL ADDRESS	NATIONALITY

**SHAREHOLDERS**

S/N	NAME OF SHAREHOLDERS	FULL ADDRESS	% OF SHARES HELD	NATIONALITY

**PART C**

**PARTICULARS OF PRINCIPAL OFFICERS (Must submit detailed CV's and photocopies of qualifications and certificates)**

S/N	FULL NAMES	POSITION HELD	QUALIFICATION OBTAINED	OTHER PROFESSIONAL CERTIFICATION

**EXPATRIATE IN EMPLOYMENT (Must Attach Resume, Qualification Documents & Approved Expatriate Quota Permit)**

S/N	NAME OF EXPATRAITE	POSITION HELD	NATIONALITY

**PROOF OF REGISTRATION WITH COMPUTER PROFESSIONALS (REGISTRATION COUNCIL) OF NIGERIA (CPN) \* At least one principal officer must be registered with CPN**

S/N	NAME OF OFFICER	POSITION HELD

**PART D**

**TYPE OF SERVICES PROVIDED (tick as appropriate)**

- A. IT Technical Consultancy and Project Management
- B. Application Development & Service Provisioning
- C. Hosting and IT infrastructure Services provisioning
- D. Business Process Outsourcing
- E. Software Deployment and Support
- F. Others (Specify) \_\_\_\_\_

**PART E**

**SUPPORT FOR IT RELATED R&D, INCUBATION OR START-UPS**

S/N	Title of IT Related R&D, Incubation or Start-ups	Address

PART F

PARTICULARS OF PERSONNEL WITH RELEVANT EXPERIENCE FOR SERVICE TICKED IN PART D

STATE CATERGORY OF SERVICE AS TICKED ABOVE

S/N	NAME OF PERSONNEL	PROFESSIONAL CERTIFICATION AND DATES OBTAINED	NATURE OF EMPLOYMENT( Permanent staff, contract, consultancy, others)	RELEVANT YEARS OF EXPERIENCE

STATE CATERGORY OF SERVICE AS TICKED ABOVE

S/N	NAME OF PERSONNEL	PROFESSIONAL CERTIFICATION AND DATES OBTAINED	NATURE OF EMPLOYMENT( Permanent staff, contract, consultancy, others)	RELEVANT YEARS OF EXPERIENCE

(Please fill as many sheets as may be necessary for every type of services provided)

PART G

VERIFIABLE PROJECTS COMPLETED IN PUBLIC OR PRIVATE SECTOR

PROJECT PARTICULARS (Please attach certificate of award and completion)

NAME OF PROJECT		
MDA/ COMPANY DEPLOYED		
TYPE OF PROJECT ( as in Part D above)		
TOTAL VALUE OF PROJECT		
DURATION OF PROJECT	(MM/YY – MM/YY)	
LOCATION OF PROJECT		
USER DEPARTMENT		

PROJECT PARTICULARS (Please attach certificate of award and completion)

NAME OF PROJECT		
MDA/ COMPANY DEPLOYED		
TYPE OF PROJECT ( as in Part D above)		
TOTAL VALUE OF PROJECT		
DURATION OF PROJECT	(MM/YY – MM/YY)	
LOCATION OF PROJECT		
USER DEPARTMENT		

PROJECT PARTICULARS (Please attach certificate of award and completion)

NAME OF PROJECT		
MDA DEPLOYED		
TYPE OF PROJECT ( as in Part D above)		
TOTAL VALUE OF PROJECT		
DURATION OF PROJECT	(MM/YY – MM/YY)	
LOCATION OF PROJECT		
USER DEPARTMENT		

(Please fill as many sheets as necessary to show project delivered to MDAs)

**PART H**

**EXPERIENCE:**

Provide as an attachment full details of company's Partners, Suppliers, Contractors, and Providers of Technical support

**UNDERTAKING:**

I/We \_\_\_\_\_ hereby certify that the information supplied in this application form is true in all respects and give an undertaking that upon registration, I/We shall abide by the terms and conditions upon which the registration is granted. I/We accept that my/our registration maybe revoked, and the appropriate penalty applied if it is established that I/We have been granted registration based on incorrect information.

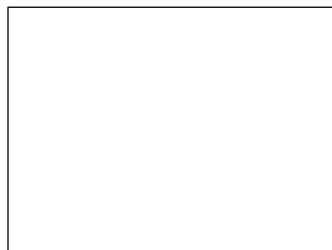
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**SIGNED**

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**DATE**

Certified Passport Photograph of authorized representative & Company Seal.



**THIS APPLICATION IS TO BE SUBMITTED WITH THE FOLLOWING DOCUMENTS:**

1. **Comprehensive Company Profile** including the organizational structure, resume of key managerial and technical staff with addresses, phone numbers and email address.
2. **Evidence of Incorporation** and/or registration with Corporate Affairs Commission. Company must enclose Certified True Copies of Certificate of Incorporation; including copies of the following:
  - a. Memorandum and article of association which must show that the company has ICT related activities as part of its objectives.
  - b. **Copy of CAC Form CO2 and CO7.**
3. **Evidence of Current Tax Clearance Certificate** for the last three years.
4. **Certificates of Compliance** issued by the **National Pension Commission.**
5. Evidence of **Certificate of Compliance** with the **Industrial Training Fund Amendment Act, 2011.**
6. Evidence of Certificate of Compliance with **Nigeria Social Insurance Trust Fund (NSITF).**
7. Evidence of registration on the **National Database of Contractors, Consultants, and Service providers.**
8. Evidence that **at least one principal officer is registered with CPN (Computer Professionals of Nigeria).**
9. Evidence of filling of **Annual Returns to CAC.**
10. **Evidence of Expatriate Quota**, where necessary.
11. **Relevant Curriculum Vitae of Principal Officers and Technical Staff.**
12. An **Affidavit** that:
  - a. The company is not bankrupt;
  - b. The claim made, and information provided are true and correct in all ramifications;
  - c. No Director of the company (past or present) has ever been convicted of criminal offences relating to fraud; and
  - d. Accompany with Affidavit disclosing whether or not any officer of NITDA is a former or present director, shareholder or has any pecuniary interest in the registration.
13. **Company Audited Account for the last 3 years;**
14. **Standard Service Level Agreement issued to clients/ MDAs**
15. **Comprehensive Customer Service and support policy**