



NATIONAL INFORMATION TECHNOLOGY DEVELOPMENT AGENCY
28, Port Harcourt Crescent, Off Gimbiya Street, Area 11, Garki, Abuja.

ORIGINAL EQUIPMENT MANUFACTURER (OEM) CERTIFICATION/LICENSING PROCESSES

The National Information Technology Development Agency (NITDA) is mandated by Section 6 (a) of its enabling Act to provide standards for Information Technology (IT) and develop ICT local capacity in Nigeria. Therefore, pursuant to this mandate, the Agency encourages 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.

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

Processes for Certification/Licensing of New OEMs

1. Download relevant forms from www.nitda.gov.ng/application;
2. Submission of Application Letter addressed to the Director General/CEO 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 together with accompanying "Type Approval" forms for every model to be registered;
4. Each product model submitted shall be subjected to testing in line with the requirement and test criteria as indicated in forms;
5. Applicants are required to pay the sum of five hundred thousand Naira only (N500, 000) in bank draft for certification;
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 approved, the Agency will issue new applicant with "Provisional Certificate", subject to commencement of operations;
9. Before the receipt of the issued provisional license, the applicant will be required to sign an undertaken accepting to comply with the following conditions:

- a. Submit evidence of ownership/possession of a factory space in line with the feasibility report earlier submitted, within one month from the issuance of the provisional license; and
 - b. Submit evidence of factory installations progress, before the expiration of the first provisional license.
10. Failure to comply with any of the conditions will result in the withdrawal or cancellation of the provisional license;
11. Upon completion of all the above proposed progress and 6 months after the issuance of the first provisional license, the Agency (through the inspection team) shall inspect the facility of the applicant and submit a detailed progress report;
12. Where the Agency is satisfied with the progress report submitted by the inspection team, a second provisional license shall be issued to the applicant;
13. Upon the expiration of the second provisional license, submission of evidence that the applicant has commenced operations and obtained ISO 9001:2015 certification, a final certificate of registration as an OEM and renewal conditions shall be issued.

Process for Re-Certification/Licensing of OEM

1. Download relevant forms from www.nitda.gov.ng/application;
2. Submission of Application Letter addressed to the Director General/CEO of NITDA to be accompanied by completed "Application for Re-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 together with accompanying "Type Approval" forms for every model to be registered;
4. Each product model submitted shall be subjected to testing in line with the requirement and test criteria as indicated in forms;
5. Applicants are required to pay the sum of two hundred and fifty thousand naira only (~~N~~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. Where the outcome of the evaluation does not meet the minimum requirements for relicensing, a formal report will be issued with advice to applicant on how to meet the specifications required by NITDA;



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9. Where the outcome of evaluation meets the minimum standard of relicensing, an inspection team will carry out site inspection of facility for assembly and business offices (if separate from facility);
10. At the inspection, technical staff will be interviewed to ascertain competence and assess comprehension of job role;
11. Where the Agency is not satisfied with the outcome of the above inspection, the applicant will be advised accordingly, and further inspection will be conducted afterwards;
12. Where the Agency is satisfied with the outcome of the above inspection, a renewed certification will be issued upon approval of the Agency.

Issued By NITDA

Signed:

Director General/ CEO