

APPLICATION FOR REGISTRATION

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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/ITL-01: *to be submitted in triplicates*

GENERAL INFORMATION

ORGANISATION NAME: _____

TELEPHONE NUMBER: _____ CELLPHONE NUMBER: _____

FAX NUMBER: _____ E-MAIL ADDRESS: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

SECONDARY CONTACT PERSONS (name, contact details): _____

OWNERSHIP STRUCTURE:

- DIRECTORS:

S/N	NAME OF DIRECTORS	ADDRESS	NATIONALITY

• **SHAREHOLDERS (HOLDING 5% OR MORE SHARES):**

S/N	NAME OF SHAREHOLDERS	ADDRESS	NATIONALITY

• **EXPERIENCE:**

Provide full particulars of company’s experience and expertise (on separate sheet), including those of its Partners, Suppliers, Contractors, and Providers of Technical support

• **FEASIBILITY REPORT:**

A feasibility report is required to be submitted by the applicant. This should include details on the following items of information:

- ✓ Business and Market Analysis relative to proposed undertaking;
- ✓ Technical layout;
- ✓ Ownership, Organization, and Management Structure, including staffing and training;
- ✓ Financial projections, including fundamental assumptions, price, Profit & Loss accounts, and cash-flow statements over the license period, as well as financing arrangements;
- ✓ The highest value of job done so far;
- ✓ Factory: Floor space/Area/Plan;
- ✓ Equipment/Manufacturing Capability;
- ✓ Safety Policy of Manufacturing plant;
- ✓ Production capacity

NUMBER OF EMPLOYEES (Actual and/or Proposed):

UNDERTAKING:

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

SIGNED **DATE**

Certified Passport Photographs (3 copies) of authorized representative & Company Seal.



This application is accompanied by:

- Company Profile
- Evidence of Incorporation and/or registration with Corporate Affairs Commission. Company must enclose Certified True Copies of Certificate of Incorporation and Form CO2
- Submitted Certified True Copies of Articles & Memorandum of Association of the company, which show that the company has ICT, related activities as part of its objectives
- Genuine Current Tax Clearance Certificate for the last three years
- Certificates of Compliance issued by the National Pension Commission
- Evidence of Certificate of Compliance with the Industrial Training Fund Amendment Act, 2011

- Evidence of Certificate of Compliance with Nigeria Social Insurance Trust Fund (NSITF)
- Certificate of evidence of registration on the National Database of Contractors, Consultants, and Service providers
- VAT Registration Certificate
- Affidavit
- Curriculum Vitae of key personnel;
- Evidence of filling of Annual Returns to CAC for the last three (3) years.

Definitions

In these guidelines, includes the context otherwise permits:

- I. A Multinational Company (MNC) is a company that has its head office located in a country other than Nigeria and operates in more than one country.
- II. Original Equipment Manufacturer (OEM) is a firm that makes functional computer devices from component parts bought from other organizations.
- III. Original Design Manufacturer (ODM) is a firm that produces hardware, which other companies sell under their own brands.
- IV. Hardware Computer Companies (HCC) are firms who assemble, maintain and repair computers and peripheral components.
- V. Technology Platform companies (TPC) are firms enable software developers to develop software applications for the platform by using well defined sets of standards. These include operating systems, Runtime libraries, databases and cloud-based platforms.
- VI. Independent Software Vendor (ISV) is any individual or firm that makes and sells software products that run on one or more computer hardware operating system platforms.
- VII. Software Development Firm (SDF) is a firm that consists of *at least five active developers* with competencies across popular technologies and platforms- developing, testing and managing software solutions.
- VIII. Internet Service Provider (ISP) is a company that offers users access to the internet and related services.

- IX. A System Integrator (SI) is an individual or a business that builds ICT systems for clients by combining hardware and software products from vendors.
- X. A Professional Service Firm(PSF) is any firm with high knowledge intensity and a professionalized workforce providing ICT consulting and/or system integration services.
- XI. Completely Knocked Down (CKD) assembly plant is the reassembling of foreign-made ICT products that have been imported in the form of basic component parts, with virtually no value added except for labour involved in fitting the parts together and testing.