



# SOW PROFESSIONAL SERVICES LTD

....WE CREATE EDGE FOR BUSINESSES

**TAX/AUDIT/MANAGEMENT CONSULTING/**  
**DIGITAL OPTIMISATION/TRAINING**

## How to Obtain ITF Compliance Certificate

The Industrial training Fund (ITF) is an agency of the Federal Government of Nigeria under the Ministry of Industry, Trade and Investment which was established in 1971.

Part of the objectives of establishing ITF is to organize programs and services that will stimulate human performance, improve productivity, and induce value-added production in industry and commerce. Through its SIWES, Vocational and Apprentice Training Programs, the Fund also builds capacity for graduates and youth self-employment, in the context of Small-Scale Industrialization, in the economy. The Industrial Training Fund is a grade 'A' Parastatal operating under the aegis of the Federal Ministry of Industry, Trade and Investment

The Industrial Training Fund (ITF) Compliance Certificate is one of the important documents that is required when applying for tenders, or any contracts in any Federal government Ministries, Departments and Agencies (MDAs). It is mandatory for any supplier, contractor or consultant bidding for contracts and businesses from any Federal Government Ministries, Department, Agency, industries and private companies to have an Industrial Training Fund (ITF) Compliance Certificate.

#### REQUIREMENT TO PROCESS ITF:

1. Copy of company's Certificate of Incorporation issued by Corporate Affairs Commission's
2. Certified true copies of the company's Audited Account.
3. Copy of the Company's Tax Clearance
4. Payroll

#### HOW TO APPLY FOR ITF CERTIFICATE

1. A prospective Employer is expected to complete ITF Form 7A
2. The completed Form 7A is to be submitted to the nearest ITF Area Office along with:-
  - (a) A copy of the company's Corporate Affairs Commission's Certificate of Incorporation.
  - (b) Certified true copies of the company's Audited Account.
  - (c) A copy of the company's Tax Clearance.
3. The company will be assessed for its liability by ITF Revenue, Inspectorate and Compliance Officers.
4. The client will then generate RRR through the ITF Pay-portal or Remita platform.
5. After generating the RRR, the client will take same to the Bank for payment of Training Contribution.
6. After payment, the client will bring the printout of payment and duplicate Teller from the Bank to ITF Office.

- 7 Hard copy of receipt and acknowledgment letter will be issued to the client.
- 8 The ITF Area Office will then forward the employer details as contained in the form 7A to Headquarters' Revenue, Inspectorate and Compliance Department for issuance of ITF National Number.
- 9 The ITF National Number will then be sent to the Area Office for Scripting and issuance of Certificate of Compliance.
- 10A Certificate of compliance will be given to the client as evidence of compliance with the ITF Act.

### HOW TO APPLY FOR ITF CERTIFICATE

- 1 Already registered employers/companies are expected to complete ITF Form 5A.
- 2 Submit the completed ITF Form5A to the ITF Area Office where they are registered for vetting of their liability to the Fund.
- 3 Generate RRR on the ITF Pay-Portal or Remita platform.
- 4 Make payment into ITF Account through Banks.
- 5 Submit evidence of payment to the Area Office.
- 6 The Area Office will then issue Compliance Certificate to the Employer/company.

**For more enquiry on how to process  
Industrial Training Certificate (ITF) for  
your organization, kindly contact us at  
SOW Professional Services Ltd**

## ► **Office Address**

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**THANK YOU!**