

CIRCULAR

Ref. No. SGF. OP//S.3/IX/274

Office of the Secretary to the Government
of the Federation,
The Presidency,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.

4th October, 2011

Chief of Staff to the President,
Principal Secretary to the Vice-President,
Honourable Ministers/Ministers of State,
The Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Permanent Secretaries and Heads of Extra Ministerial Departments,
Directors-General and Chief Executives of Parastatals,
The Clerk of the National Assembly,
The Secretary, National Judiciary Council,
The Auditor-General of the Federation,
The Accountant-General of the Federation.

COMPLIANCE WITH THE PROVISIONS OF THE INDUSTRIAL TRAINING FUND AMENDMENT ACT 2011 AS THEY RELATE TO TRAINING CONTRIBUTIONS BY LIABLE ORGANIZATIONS

The Industrial Training Fund is a Statutory Agency of the Federal Government of Nigeria established in 1971 by Decree No. 47 (now an Act) and charged with the responsibility of providing, promoting and encouraging the acquisition of skills in industry and commerce with a view to generating a pool of indigenous trained manpower sufficient to meet the needs of the public and private sectors of our economy.

2. Section 6 (i-iii) of the amended Act states as follows:

- (i) Every employer having five (5) or more employees in his establishment, or having less than five (5) employees but with a turnover of 50 million Naira and above per annum, shall, in respect of each calendar year and or the prescribed date, contribute to the Fund one per centum of its total annual payroll.

- (ii) Any supplier or contractor or consultant bidding or soliciting contract(s), business(es), goods and services from any Federal Government Ministry, Department and Agency (MDAs) as well as commercial, industrial and private entities must fulfill statutory obligations of its employees with respect to payment of its Training Contributions.
- (iii) Any liable organization, public or private including companies situate in the Free Trade Zone requiring approval for Expatriate Quota and/or utilizing custom services in matters of export and import, must show proof of compliance with this Act in respect of payment of Training Contribution of his employees.

3. Sequel to the above, all regulatory Agencies of the Federal Government shall insure compliance with the statutory provisions of the ITF Act with regards to section 6(i-iii) above.

4. The objective of this circular is to bring to the attention of all public servants the contents of the Amended Act and to direct all Ministries, Departments and Agencies (MDAs) of the Federal Government to strictly comply with the provisions of the Amended Act quoted in paragraph 2 above.



Anyim Pius Anyim, GCON

Secretary to the Government of the Federation