



**FEDERAL REPUBLIC OF NIGERIA
FEDERAL MINISTRY OF LABOUR AND EMPLOYMENT
LABOUR ACT CAP L1 LFN 2004 (SECTION 23, 24, 25, and 71)
APPLICATION FORM FOR RECRUITER'S LICENCE
DOMESTIC RECRUITMENT (within Nigeria)**

<p>For Official Use Only</p> <p>From State Office?.....</p> <p>Date Received:</p> <p>Treasury Receipt No:.....</p> <p>Application Form Checked by:</p>

I/We hereby apply for registration and issuance of Recruiter's Licence

PART A

1. Name of Agency.....
(As registered in CAC)
2. Registered office:
 - a. Postal Address:.....
 - b. Location Address:.....
 - c. Telephone No(s)
 - d. E-mail Address.....
3. Head Office:
 - a. Postal Address.....
 - b. Location Address:.....
 - c. Telephone No(s):.....

d. E-mail Address:.....

4. Branch Office(s)

a. Postal Address:.....

b. Location Address:.....

c. Telephone No(s):.....

d. E-mail Address:.....

5. Attach Names, Address(s) and Mobile Telephone Numbers of Directors.

6. a. Has any of your Directors ever been convicted under the Nigerian Law?

b. If yes, what was the offence, and when?.....

7. Attach copy of the Management Profile.

8. Have you ever been registered with the FMLP as a PEA. Please state year(s) and attach evidence.

9. Are you an Employer or a Recruiting Agent?

.....

10. Are you recruiting for another Person(s) or Organization(s)?.....

[Attach contract agreement between the recruiter and organization]

11. If Recruiting Agent, are you an ***Employment Agency** or a ***Labour Contractor**?

(See definition below)

Employment Agency: Services for matching offers of and applications for employment, without the Private Employment Agency becoming a party on the employment relationships.

Labour Contractor: Services consisting of employing workers with a view to making them available to a third party, who may be a natural or legal person [referred to as "user enterprise"] which assign their task and supervises the execution of these tasks.

12. Name your major client(s)

13. Indicate the sector[s]* you wish to be registered to operate in [maximum of 5]. (Refer to item 4 under **NOTE** on page 4)

14. Provide evidence of Registration with regulatory body (ies) in sector of interest.

15. Tick category(ies)of workers your company would be engaging for recruitment :

- a. Highly Skilled workers
- b. Middle Skilled workers
- c. Low Skilled workers

16. What other documents are you submitting in support of this application? Please list:.....

17. (a) Refer to PART B (b) and state type and value of security provided to cover the following:

- (i) Unpaid salaries and wages of workers to be recruited?
- (ii) Deferred wages which are duly authorized by the Honourable Minister?
- (iii) Other contingencies?

17.(b) See table of fees payable and validity period of Licence and tick whichever is appropriate:

Type	Application fees	Licencing Fees	Validity Period	Tick your choice
Fresh Application	N5,000	N200,000	2 years	
Renewal	N5,000	N100,000	1 year	
Renewal	N5,000	N200,000	3 years	

18. Provide / attach details of your company's training policy

PART B

CONDITIONS

- (a) The terms and conditions of the contract of employment shall not be detrimental to the worker. ***[Prototype of contract of employment to accompany application]***
- (b) Applicant is to submit security deposit in Bond issued by registered Insurance Company/Bank as follows:

1. Number of workers engaged and Bond sum required:

S/No	No of Employees	Industry/Sector	Amount
1	1 – 100	Oil and Gas	=N=3Million
2	101 and above	Oil and Gas	=N=5Million
3	1 – 100	Others	=N=1.5Million
4	101 and above	Others	=N=3Million

- (c) Private Employment Agencies [PEAs] shall ensure that workers recruited are not under aged nor engage in any form of child labour.
- (d) Private Employment Agencies [PEAs] shall ensure that workers are not recruited by undue pressure, misrepresentation or mistake.
- (e) Private Employment Agencies [PEAs] shall ensure that recruited workers are not restricted from registering, forming, joining or organizing a Union in accordance with the Constitution of the Federal Republic of Nigeria.
- (g) Private Employment Agencies [PEAs] shall not make workers available to user enterprise to replace workers of the enterprise who are on strike [ILO Recommendation 188 on Private Employment Agency [PEA] 1997]
- [h] Where an employer, and/or a recruiter violates the provisions of Section 23, 24, 25 and

71 of the Labour Act CAP L1, LFN 2004 or any amendment thereto, the Recruiter (Labour Contractor / Employment Agencies) and the final beneficiaries (Secondary Employment) shall be jointly and severally liable for the offence.

(i) I/we hereby agree with conditions stated above:

Name and Signature of Applicant

Official Stamp/Seal

Date20.....

NOTE:

1. Any application not satisfactorily completed may be rejected.
2. The Honourable Minister may suspend or withdraw the certificate in accordance with Labour Act CAP LI LFN 2004
3. The Ministry reserves the right to cross check all information given in this form.
4. *Item 13 asterisked above*:*
[a] Industrial or Economic Sector such as: Agriculture, Hunting and Forestry, Mining and Quarrying, Manufacturing, Electricity, Energy, Water Supply, Oil and Gas, Construction, Wholesale and Retail Trade, Hospitality, Hotel and Restaurants, Transportation, Haulage, Warehousing, Real Estate, Renting and Leasing, Education, Training, ICT including Communication, Financial and Insurance, Health and Social Welfare Services, Others [please specify]

All Completed Application Forms should be submitted to the Controller of Labour in the Federal Ministry of Labour and Productivity located in the State where your agency is operating.

FEDERAL REPUBLIC OF NIGERIA

(LAB, ACT CAP L1 LFN 2004)

EMPLOYERS PERMIT AND RECRUITER'S LICENCE

Conditions and Guidelines

These conditions and guidelines apply only to Labour Contractors and Employment Agencies.

All persons issued Employer's Permit and Recruiter's Licence are bound by the provisions of the Labour Act CAP L1 LFN 2004 (or any amendment thereto). In addition, they are advised to note and comply with the following conditions and guidelines:

1. *Permit/Licence will be withdrawn if not renewed at the period of expiration of TWO years in the first instance and One / Three year(s) thereafter as the case may be.*
2. *Recruitment in Labour Health Areas should be in accordance with the provision of Section 26 of the Labour Act.*
3. *Every Recruiter shall keep comprehensive records from which all recruiting operations and condition of service of his/her workers as specified in Section 1 – 20 of the Labour Act can be verified on demand by an Authorized Labour Officer.*
4. *The transfer of any contract for service from one employer to another shall be reflected in the condition of service.*
5. *Where an Employer or a Recruiter violates the provisions of Section 23, 24, 25, 26, and 71 of Labour Act CAP L1 2004 (or any amendment thereto), the Recruiter (Labour Contractor) and the final beneficiary (Secondary Employer) shall be jointly and severally liable for this offence.*
6. *Every Employer or Recruiter shall render quarterly reports to the Federal Ministry of Labour and Productivity in the state in which he operates on the Quarterly Report Template.*
7. *Labour Officers must mandatorily inspect your organization.*

**Honourable Minister,
Federal Ministry of Labour and Employment,
Abuja.**