



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

For Official Use Only

1. State Office:
2. Date Received:
3. Checked by:
4. Certificate No:.....
5. Treasury Receipt No:...

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

PART A

1. Name of Agency.....
(As registered with Corporate Affairs Commission)
2. Registered office:
 - a. Postal Address:.....
 - b. Location Address:.....
 - c. Telephone No(s)
 - d. E-mail Address:.....
 - e. Website Address:.....
3. Branch Office(s): if more than one attach list
 - a. Postal Address:.....
 - b. Location Address:.....
 - c. Telephone No(s):.....
 - d. E-mail Address:.....
4. Attach Names, Address and Mobile Telephone Numbers of Directors.
5. Attach copy of the Management Profile.

6. Are you an Employer or a Recruiting Agent? (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.
7. If Labour Contractor, give the name(s) of your major client(s)

8. Have you ever been registered with Federal Ministry of Labour and Productivity as a PEA?
 Please state year(s) and enclose copies.
9. Indicate the sector[s]* you wish to be registered [maximum of 5]

10. Provide evidence of registration with a regulatory body(s) in sector of focus.
11. Do you have a training policy? Provide details

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

 b. If yes, what was the offence, and when?.....
13. a. Are you recruiting for another Person(s) or organization(s)?.....
 b. If yes, is/are that/those person(s) or organization(s) in possession of a valid permit? [Attach contract agreement between the recruiter and organization]

14. What other documents are you submitting in support of this application?
 Please list:.....
15. Name of the country(ies) in which recruitment is undertaken or to be undertaken

16. Tick category (ies) of workers your company would be engaging for recruitment:
 a. Highly Skilled workers
 b. Middle level Skilled workers
 c. Low Skilled workers -

d. All categories

17. (a) See table of fees payable and validity period of Licence and tick whichever is appropriate: (i) Fresh Application (ii) Renewal

Type	Application Fees	Licensing Fees	Validity Period
Fresh Application	N5,000.00	N300,000.00	2years
Renewal	N5,000.00	N300,000.00	2years

17. (b) Name and address of Medical Centre retained for carrying out medical examination on job seekers/recruited personnel.....
18. Name of Medical Doctor in charge of medical Centre / Clinic.....
19. Phone Number of Medical Doctor
20. Medical practitioners Licence Number of Medical Doctor in Medical Centre / Clinic issued by Medical and Dental Council of Nigeria.....
21. Attach copy of medical retainer agreement

PART B

CONDITIONS FOR RECRUITMENT OUTSIDE THE COUNTRY

I/we (Name of Agency)..... Agree that (name of Company) shall comply fully with the following conditions for operating a Recruiting Agency if found suitable and issued with a Recruiter's Licence for International recruiting:

The Company agrees to:

- i. Comply with the procedures for overseas employment developed by the Federal Ministry of Labour and Employment in accordance with Nigeria Labour Laws and National Policy on Labour Migration.
- ii. Always secure approval in writing from the Federal Ministry of Labour and Employment Headquarters for any change in address of your company.
- iii. Make suitable arrangements for the transportation of worker(s) from the place of recruitment to the place of employment.
- iv. Bear full costs and responsibility for the transportation of workers from place of recruitment to place of employment.

- v. repatriate at its own expense Worker(s) who:
 - Become(s) incapacitated by sickness or accidents during the journey to the place of employment.
 - Is/are found on medical examination to be unfit for employment.
 - For a reason for which he is not responsible, is not engaged after being recruited.
 - Is/are found by an Authorized Labour Officer to have been recruited by misrepresentation or mistake.
 - Dies during the journey to the place of employment or at the place of employment.
- vi. Repatriate at its own expense the family of a recruited worker who is repatriated or dies during the journey to the place of employment or at the place of employment.
- vii. Within 30 days of the expiration of the contract provide the worker a return passage for himself and his family, if any, to the place of recruitment, together with proper accommodation and maintenance on the journey.
- viii. Ensure that ALL suitably qualified applicants must first be registered on the National Electronic Labour Exchange (NELEX) database of Ministry of Labour and Employment for job placements abroad.
- ix. Secure permission from the Federal Ministry of Labour and Employment Headquarters prior to recruiting for ALL international recruitment contracts.
- x. Submit every contract of employment abroad for all categories of workers to be confirmed by an authorized Labour Officer before departure of the workers.
- xi. Provide female employees with suitable maternity leave without loss of employment or wages.
- xii. Comply with the terms and conditions of any bilateral / multilateral agreement or Memorandum of Understanding on labour migration / mobility that Nigeria may enter with another country.
- xiii. Exclude recruitment and placement of seafarers.
- xiv. Comply with all additional rules and regulations guiding the recruitment and placement of domestic servants abroad.
- xv. Ensure that all categories of workers recruited for overseas employment shall not be denied rights to freedom of association and collective bargaining.
- xvi. Uphold equality of treatment and non - discrimination as universal human and labour rights principle applicable to all workers.
- xvii. place at least 30 persons in employment abroad annually. Failure of which shall lead to reversal of licence to domestic licence upon renewal.

xviii. Applicant to submit security deposit in Bond issued by registered Insurance Company/Bank as follows :

1. Recruitment outside the country

S/No	No of Employees	Industry/Sector	Amount
1	1 - 100	Oil and Gas	=N=5Million
2	1 - 100	Others	=N=3Million

The security deposit is to cover the following:

- [i] Unpaid salaries and wages
- [ii] Contractual arrears
- [iii] Travelling expenses of workers not paid for.
- [iv] Any expenses which may be incurred by the Government in respect of the worker(s) and families
- [v] Any fine imposed on the employee in the course of carrying out instructions imposed on him/her by the recruiter.
- [vi] Other contingencies relating to wages and salaries as agreed to by the parties and as may be deemed fit by the Ministry

xx. Private Employment Agencies [PEAs] should 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]

xxi. Where an employer, labour contractor and or employment agency violates the provisions of Section 23, 24, 25 and 71 of the Labour Act CAP L1, LFN 2004 or any amendment thereto, the Labour Contractor and or employment agency and the final beneficiaries (Secondary Employer) shall be jointly and severally liable for the offence.

xxii. Attach copy of contract of employment with recruited workers in accordance with Section 40 of the Labour Act CAP. L1, LFN 2004 [for recruitment outside Nigeria]

xxiii. I 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 Honorable 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 as any false information may lead to disqualification or withdrawal of Licence already issued.
4. *Item 9 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]
5. Completed Application form in duplicate should be deposited with the State Controller of Labour in the state in which you wish to operate.

FEDERAL REPUBLIC OF NIGERIA

(LAB, ACT CAP L1 LFN 2004)

FEDERAL MINISTRY OF LABOUR AND PRODUCTIVITY

EMPLOYERS PERMIT AND RECRUITER'S LICENCE

Conditions And Guidelines

(These conditions and guidelines do not apply to the employer(s) who employ directly into his/her/their service(s) and does/do not contract such employee(s) out to the services of other person(s) or agency(s).)

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 year thereafter.*
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 following:*
 - [a] Number of workers employed or recruited,*
 - [b] Place(s) where work is/are being or are to be performed,*
 - [c] Nature of work, and*

[d]Evidence of registration and remittance of pension fund.
7. Labour Officers must mandatorily inspect your organization.

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