

REQUIREMENTS FOR FACTORY REGISTRATION UNDER THE FACTORIES ACT, CAP F1, LFN, 2004.

1. REQUIREMENTS FOR INITIAL REGISTRATION OF FACTORY:

- Purchase of Application form for Registration of Factory (Form LAB/F/1), on payment of a non-refundable fee of ₦5000 (Five Thousand Naira Only).
- Completion & submission of 2 copies of the Application form at the nearest State Office of the Ministry. The Completed Application Form should be submitted with the following documents attached:
 - 2 Copies of Certificate of Incorporation.
 - 2 Copies of List of Machineries, their place(s) and dates of Procurement.
 - 2 Copies of List of Raw Materials, their known Hazards and Exposure Risks Control.
 - 2 Copies of Architectural Drawings of the Factory Building.
 - 2 Copies of the Locational Drawings of the Factory.
 - 2 copies of the Machinery Layout of the Production Floor(s).
- Pre-registration Inspection Report by an Inspector of Factories in the nearest State Office of the Ministry.
- Payment of registration fees as stated below.

2. REQUIREMENTS FOR RENEWAL:

(Validity Period of the Certificate of Factory Registration is **2 (Two) years**).

- A Photocopy of the expired certificate of factory registration must be submitted.
- Recent Inspection report by an Inspector of Factories, and
- Payment of Renewal Fees as stated below.

3. REGISTRATION AND RENEWAL FEES:

Registration and Renewal Fees vary with size of workforce of factory, as follows:

- Factory with 1-10 workers = ₦10,000 (Ten Thousand Naira Only).
- Factory with 11-100 workers = ₦50,000 (Fifty Thousand Naira Only).
- Factory with 101-500 workers = ₦100,000 (One Hundred Thousand Naira Only).
- Factory with more than 500 workers = ₦150,000 (One Hundred and Fifty Thousand Naira Only).

4. AMENDMENT OF CERTIFICATE OF FACTORY REGISTRATION:

For Amendment of Certificate due to change in particulars earlier submitted for registration, an **Amendment Fee** of ₦10,000 (Ten Thousand Naira Only) is applicable.

5. MODE OF PAYMENT:

All payments are to be made directly into the **Treasury Single Account (TSA)** of the Federal Government of Nigeria on Remita Platform (www.remita.net) at designated Banks, using the GIFMIS (Government Integrated Financial Management Information System) **Code No: 1000267321 for Renewal of Factory Registration; or Code No: 1000019760 for an initial Application for Factory Registration; or Code No: 1000267431 for the Application Form.**