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**APPLICATION FORM FOR REGISTRATION AND RENEWAL OF NITA
REGISTERED TRAINING PROVIDERS**

PART 1

1.0 Note

- 1.1 The applicant should read the Registration and Renewal Guidelines and the accompanying Code of Conduct before filling this application form.
- 1.2 Fill a separate form for each category (see section 4.0 of the form)
- 1.3 A non-refundable application fee of **KShs. 12,000.00 for new applicants** and **KShs. 10,000 for renewal applicants** should be paid on submission of this form for each category to NITA KCB Account No.1102588075 Industrial Area Branch.
- 1.4 The applicant should submit the relevant original documents and their copies for certification as true copies of the originals by NITA.
- 1.5 An incomplete form shall not be processed.

2.0 Declaration

- 2.1 I hereby declare that I have read and understood the registration Guidelines and the Code of Conduct, and I shall adhere to the same.
- 2.2 The information given here in is true and correct to the best of my knowledge and belief. I understand that any false or incorrect presentations shall disqualify this application.
- 2.3 I shall manage the firm /organization/institution to the satisfaction and requirements of NITA, failure to which I shall be liable for de-registration.
- 2.4 I understand that I shall be required to promptly up-date NITA and other related institutions on any changes that are relevant to this application.

Name _____ Signature _____
Designation _____ Date _____

3.0 Type of Application *(Tick appropriately)*

New Application Renewal Application

4.0 Category of Training Applied For *(see section 3.0 of Guidelines. Tick appropriately)*

1. Management & Supervisory 4. Private Security 7. Occupational Safety & Health
 2. Defensive Driving 5. First Aid
 3. Technical Skills 6. Fire & Safety

PART 2

5.0 Particulars of the Organization

- a) Name of organization: _____
- b) Date of Registration/Incorporation _____ Certificate No. _____
- c) PIN No _____ VAT No. _____
- d) Employer registration number as a levy contributor (BY NITA) _____
- e) NITA Payment receipt number _____

NB: - *Attach copy of Registration/Incorporation certificate, PIN/VAT and Memorandum & Articles of Association/Constitution, NITA registration certificate and NITA payment receipt.*

6.0 Physical Address: *(Attach a sketch map of the physical address area).*

- a) County _____ Nearest Town _____
- b) Road/ Street _____ Building/Floor _____
- e) Tenancy validity period _____ yrs. *(Attach copy of a title deed OR a registered lease)*

7.0 Contact Address:

- (a) Post Office Box No. _____ Code _____ Town _____
- (b) Telephone No. _____ Fax No. _____
- (c) E-mail _____ Website _____

8.0 Proprietor(s) Particulars:

No.	Name	Nationality	PIN No.

9.0 Lead Trainer's particulars: *(Attach copy of letter of appointment, CV, ID Card/Passport and Copies of relevant certificates)*

Name _____ ID/Passport Number _____
 Qualifications _____
 Years of relevant experience _____ Date of appointment to the position _____

Lead Trainer's Signature _____

10.0 Full-Time Resource Persons (*Attach copies of letters of appointment, CVs, ID Cards/Passports and copies of relevant certificates*)

Name		ID/Passport No.	Qualifications	Signature
No.				

11.0 Part-Time Resource Persons (*Attach copies of contractual agreements, CVs, ID Cards/Passports and copies of relevant certificates*)

Name		ID/Passport No.	Qualifications	Signature
No.				

12.0 Types of Courses offered: (*Attach training programmes detailing the course objective, content, target group, expected outcomes and duration*)

Course Title		Certification level if any	Target Group
No.			

13.0 Training conducted within the last two years (*Attach copies of relevant support documents*)

Course Title	Client	Dates	Venue	Contact Person
No.				

Renewing training providers should attach returns on training conducted for the past year as per the above matrix No. 13.0

14.0 Checklist on submitted documents

Please run through the checklist below and indicate appropriately whether you have submitted copies of all the required documents as indicated. *Note that all copies must be certified by NITA.*

S/No.	Document	Submitted (<i>tick as appropriate</i>)		Certified (<i>tick as appropriate</i>)	
		Yes	No	Yes	No
1.	Registration or Incorporation Certificate				
2.	PIN/VAT Certificate				
3.	Memorandum & Articles of Association				
4.	Registered Constitution				
5.	NITA Registration Certificate				
6.	NITA payment receipt.				
7.	Registered lease/Sub-lease or Title Deed				
8.	Appointment letter for the Lead trainer				
9.	CV for the Lead trainer				
10.	ID card/Passport for the Lead trainer				
11.	Academic and professional certificates for the Lead trainer				
12.	Appointment letter for all full time resource persons				
13.	CVs for all full time resource persons				
14.	ID cards/Passports for all full time resource persons				
15.	Academic and professional certificates for all full time resource persons				
16.	Contractual agreement for all				

	part time resource persons				
17.	CV for all part time resource persons				
18.	ID cards/Passports for all part time resource persons				
19.	Academic and professional certificates for all part time resource persons				
20.	Work permit documents for any foreign resource person				
21.	Institution's training profile				
22.	Support documents for past training				

Institution's Stamp/Seal _____