



Requirements and Cost for Renewal and Addition of Expatriate Quota in Nigeria

Description

ICA (Ibe Chido & Associates)

In the ever-evolving business landscape of Nigeria, securing and maintaining an [expatriate quota](#) is essential for companies looking to employ foreign talent.

This article delves into the detailed requirements and costs associated with the renewal and addition of expatriate quotas, making it easier for businesses to navigate the process.

By understanding these requirements, companies can ensure compliance and avoid any potential legal complications.

Importance of Expatriate Quota

An expatriate quota allows a company to legally employ foreign nationals in Nigeria.

This is particularly crucial for businesses that require specialised skills or expertise not readily available within the local workforce.

Regular renewal and the potential addition of quotas ensure that the company can continue to operate smoothly without facing manpower shortages.

Requirements for Renewal of Expatriate Quota

To renew an expatriate quota, companies must provide a comprehensive set of documents.

These documents are designed to ensure that the company is complying with Nigerian tax and labour laws as well as contributing to the development of local talent.

The requirements are as follows:

1. **Corporate Tax Clearance Certificate:** The original certificate must be presented for sighting.
2. **Current Tax Clearance Certificate of Expatriates:** The original certificates must be presented for sighting.
3. **Expatriate Quota Returns:** Reports for the three months preceding the date of approval must be submitted.
4. **Detailed Training Programme for Nigerians:** This should outline how the company is training local employees to potentially take over expatriate roles.
5. **List of Nigerians Understudying Expatriates:** This list must be in the prescribed format and include the date of employment, qualifications, etc.

6. **List of Nigerian Senior/Management Staff:** This should include names, designations, qualifications, and salaries per annum.
7. **Certified Current Audited Accounts:** A copy of the latest audited financial statements.
8. **Annual Income Tax Clearance Certificate of Expatriate Staff:** The original certificate must be presented for sighting.

Requirements for Addition of Expatriate Quota

For companies seeking to add more expatriate quotas, additional requirements are necessary to justify the need for more foreign employees:

- **Corporate Tax Clearance Certificate:** Original for sighting.
- **Current Tax Clearance Certificate of Expatriates:** Original for sighting.
- **Expatriate Quota Returns:** Reports for the three months preceding the date of approval.
- **Detailed Training Programme for Nigerians:** Outlining training initiatives for local staff.

- **List of Nigerians Understudying Expatriates:** In prescribed format showing the date employed, qualifications, etc.
- **List of Nigerian Senior/Management Staff:** Including names, designations, qualifications, and salaries.
- **Certified Current Audited Accounts:** Latest audited financial statements.
- **Annual Income Tax Clearance Certificate of Expatriate Staff:** Original for sighting.
- **Evidence of Acquired Machinery or Expansion:** For manufacturing companies, this should be in the form of a Certificate of Capital Importation (CCI) issued by government-appointed Pre-Shipment Inspection Agents.
- **Evidence of New Contract:** For construction/engineering and [oil companies](#), original documents for sighting.
- **Evidence of Acquired Farm/Factory:** For agro-allied businesses, original documents for sighting.

Costs Involved in Renewal and Addition of Expatriate Quota

Understanding the costs associated with these processes is crucial for budget planning. Below is a detailed breakdown of the fees:

Renewal of Expatriate Quota

- Approval Fee: ₦1,000,000 per quota
- Inspection Fee: ₦150,000
- Professional Fees: ₦800,000 to ₦1,500,000

Addition of Expatriate Quota

- Approval Fee: ₦1,000,000 per quota
- Inspection Fee: ₦150,000 and above
- Professional Fees: ₦800,000 to ₦1,500,000

Cost Summary Chart For Expatriate Quota Renewal and Addition

Quota Type	Approval Fee (₦)	Inspection Fee (₦)	Professional Fees (₦)
------------	------------------	--------------------	-----------------------

Renewal	1,000,000 per quota	150,000 and above	800,000 – 1,500,000
Addition	1,000,000 per quota	150,000 and above	800,000 – 1,500,000

Conclusion

Renewing or adding to your expatriate quota can be a complex process, but with the right information and preparation, it becomes manageable.

By adhering to the requirements and understanding the associated costs, businesses can ensure they remain compliant with Nigerian regulations.

If you are looking to streamline this process, consider consulting with a professional to help navigate the intricacies involved.

Take action now to secure the necessary documentation and continue growing your business with the right talent.

Category

1. Industry Insights