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NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM REGULATIONS, 2025

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NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM (ESTABLISHMENT) ACT, 2022

NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM REGULATIONS, 2025

[8*th Day of April*, 2024] Commencement

In exercise of the powers conferred on it by sections 38 and 47 of the National Institute for Hospitality and Tourism (Establishment) Act, No. 3, 2022 ("the Act") and all other powers enabling it in that behalf, the National Institute for Hospitality and Tourism ("the Institute") makes the following Regulations to regulate and standardise the personnel and quality of service of the hospitality, travel and tourism industries in Nigeria —

Part I —Objectives and Application

Objectives

1.—(1) The objectives of these Regulations are to regulate and standardise the personnel and quality of service of operators and practitioners in the sectors of hospitality, travel and tourism in Nigeria by the —

(*a*) Implementation of the provisions of the Act in the hospitality, travel and tourism sectors;

(*b*) provide standardize practices within the hospitality, travel and tourism sectors;

(*c*) Ensure the professional registration and certification of practitioners, operators and personnel in the sectors of hospitality, travel and tourism;

(*d*) Ensure and provide for the training of trainers, facilitators, lecturers in the hospitality, travel and tourism industry;

(*e*) Provide for mandatory education by way of continued professional development of personnel in the hospitality, travel and tourism sectors;

(*f*) Grade the quality of service of the personnel, operators and practitioners

(*g*) Maximise the gains of the industry to the economy of Nigeria and develop a human resource base for Nigeria, Africa and the world;

(*h*) Maintain a register of fellows, associates and registered members entitled to practice as hospitality, travel and tourism professionals in Nigeria and publish list of those persons;

(*i*) Award certificates and diplomas as appropriate for those trained and certified by NIHOTOUR;

(*j*) Organize a recognition award, meetings, conferences and summit annually to celebrate and deliberate on emerging issues on personnel, practitioners and operators in the field of hospitality, travel and tourism sectors;

(*k*) Issue licences to NIHOTOUR Authorized Training Centres, Events and Award Organizers in hospitality, travel and tourism industry;

(l) Approve quarterly, bi-annual and annual financials of operators and practitioners in the hospitality, travel and tourism industry;

(*m*) Impose a percentage fee payable to NIHOTOUR from the quarterly gross revenue of operators and practitioners in the field of hospitality, travel and tourism industry;

(*n*) Collaborate with Universities or any tertiary institution to offer programs in hospitality, travel and tourism industry and issue certifications accordingly;

(*o*) Institutionalise the priority of the welfare of staff through the enforcement of mandatory obligations of employers such as life assurance cover, health insurance, pay as you earn remittance, and pension remittances.

(*p*) Collaborate with the Corporate Affairs Commission to ensure companies registered and intending to register to operate in the hospitality, travel and tourism industry seek the No Objection approval of NIHOTOUR before been registered or rendered annual returns.

(*q*) Collaborate with the Nigerian Immigration Service to ensure foreign nationals are registered and certified before practising or operating in the hospitality, travel and tourism industry;

(*r*) Collaborate with the Nigerian Police to enforce the compliance of the NIHOTOUR Establishment Act 2022.

(*s*) Collaborate with NAFDAC to approve the board and management behind the production, importation and exportation of alcoholic and non-alcoholic drinks within the hospitality and tourism industry.

(*t*) Collaborate with NCAA to approve the board and management of Airlines and organizations providing catering and other hospitality needs of both local and international airlines.

(*u*) Conduct periodic Audit of personnel and services of operators and practitioners in the hospitality, travel and tourism industry;

(*v*) Collaborate with NTDA to bridge the knowledge gap amongst operators and practitioners promoting domestic tourism in Nigeria.

(*w*) Approve prior appointment of board members, managing director/ chief executive officer and senior management staff of hospitality, travel and tourism organizations;

(*x*) Approve prior appointment of management firms and brands in management positions and structures in hospitality, travel and tourism industry;

(*y*) Approve prior mergers and acquisitions of hospitality, travel and tourism organizations;

(*z*) Impose fine, levy and prosecute board, management, personnel, operators and practitioners of defaulting and contravening establishments in hospitality, travel and tourism industry;

(*aa*) promote quality research and continuous development in the sector; and

(*bb*) enhance service delivery through effective monitoring and enforcement

(*cc*) Collaborate with the National Universities Commission (NUC), National Board for Technical Education (NBTE), and National Commission for Colleges of Education (NCCE) to accredit and approve courses in Hospitality, Travel, and Tourism in universities, polytechnics, and colleges of education in Nigeria, ensuring standardization and quality education.

(*dd*) Partner with the National Hajj Commission of Nigeria (NAHCON) to enhance and strengthen the quality of pilgrimage services delivered by travel and tour operators in Nigeria, promoting excellence and regulatory compliance.

Application

2. These Regulations shall apply to any —

(*a*) individual, business, institutions and organizations engaged in or intending to operate and practice in hospitality, travel and tourism activities and businesses within Nigeria; and

(*b*) Training institutions offering courses or certifications in hospitality, travel and tourism.

(*c*) One offering services or operating any of the following —

(*i*) Hotels
(*ii*) Apartment
(*iii*) Short-lets/Air BnB
(*iv*) Restaurants
(*v*) Eateries
(*vi*) Lounge
(*vii*) Cafe
(*viii*) Night Club
(*ix*) Bar
(*x*) Casino
(*xi*) Event Centres
(*xii*) Culinary and Catering Schools
(*xiii*) Food Expo and Exhibition
(*xiv*) Travel Agents
(*xv*) Tour Operator/ Guide/Companies
(*xvi*) Recreation park
(*xvii*) Cinemas and Theatres
(*xviii*) Zoos
(*xix*) Theme Parks
(*xx*) Garden

(*xxi*) Aviation
(*xxii*) Art Gallery
(*xxiii*) Games Centre
(*xxiv*) Social Clubs
(*xxv*) Association
(*xxvi*) Protocol services
(*xxvii*) Tourism journalism
(*xxviii*) Consultancy firms
(*xxix*) Tourism NGO/Foundation
(*xxx*) Producers, Importers and Exporters of Alcoholic and Non-Alcoholic Drinks

PART II — GENERAL PROVISIONS RELATING TO HOSPITALITY, TRAVEL ANDTOURISM PERSONNEL, PRACTITIONERS AND OPERATORS

Application for Certification, Licence and Endorsements

3.—(*a*) Any hospitality, travel and tourism personnel, practitioner and operator existing in the industry or intending to operate in the industry as enumerated in 2c above shall be registered and certified by NIHOTOUR in accordance with the provisions of these Regulations and provide the following —

(i) A Non-refundable application fee of N250,000.00 in bank draft, payable to NIHOTOUR by Operators only, accompanied with an application letter to the Director General of NIHOTOUR.

(*ii*) Payment for the cost of certification of board, management and members of staff of the company

(*iii*) A detailed feasibility report disclosing objectives and five-year financial projection of the company.

(*iv*) Corporate Affairs Registration Documentations or Approval-in-Principle for new companies.

(*v*) Organogram and Management Structure

(vi) List of Board, Management and members of staff

(*vii*) Curriculum Vitae and Academic Qualifications of board, management and key members of staff.

(*viii*) Pencom, HMO and PAYE Certificates showing registration and remittances.

(*ix*) Deposed Affidavit before the Commissioner of Oath at any of the High Court certifying the documents and information provided to be true.

(*b*) No proposed hospitality, travel or tourism company shall be incorporated or register its name with the corporate affairs commission without a written approval communicated to the promoters by NIHOTOUR, a copy of which shall be submitted to the CAC by NIHOTOUR —

(*i*) A certificate, licence or endorsement for hospitality, travel and tourism personnel, practitioner or operator shall only be issued where the requirements for issuance, service, training qualification and examinations are met in accordance with these regulations.

(*ii*) A certificate, or licence issued by the Institute in compliance with sub regulation 3(b) of this regulation shall be endorsed by the Institute attesting to the issuance of that certificate in the form as prescribed in Part A or B of the Second Schedule to these Regulations.

Administration of Certification Arrangement

4. The Institute shall —

(*a*) Establish and maintain a means of ensuring that program incorporating instruction and practical training as is necessary to achieve the competency standards are regularly monitored to ensure their effectiveness; and

(*b*) Maintain a register of certificates and endorsements specified in these Regulations which are either issued, expired, re-validated, reported lost, suspected or canceled and of dispensations when so requested.

Recognition of Certificates

5. TheInstitute shall recognize any endorsement in accordance with regulation 3 of these Regulations, a certificate issued and endorsed provided that the requirements for standard of competence are fully complied with.

Certification of Personnel

6.—(1) Any Personnel in hospitality, travel and tourism sector shall obtain professional certification from the Institute.

(2) Subject to the provision of sub regulation 6(1) of this regulation, a personnel, shall, lodge an application as provided in line with the conditions of registration by the Institute through an introduction letter duly signed by a practitioner working with an Operator.

(3) A Personnel shall complete training programs that are approved and recognized by the Institute.

(4) A Personnel shall, upon completion of the approved training, be required to pass competency assessment conducted by the Institute.

(5) The assessment shall evaluate the practical and theoretical knowledge acquired during the training program.

(6) A certified personnel shall be listed in a national database maintained by the Institute.

Certification of Practitioners

7.—(1) Any Practitioner in hospitality, travel and tourism sector shall obtain professional certification from the Institute.

(2) Subject to the provision of sub regulation 6(1) of this regulation, a practitioner, shall, lodge an application through an introduction letter duly signed by the Chairman or Secretary of the board of a company licenced as an Operator as provided in line with the conditions of registration by the Institute.

(3) A Practitioner shall complete training programs that are approved and recognized by the Institute.

(4) A Practitioner shall, upon completion of the approved training, be required to pass competencyassessment conducted by the Institute.

(5) The assessment shall evaluate the practical and theoretical knowledge acquired during the training program.

(6) A certified practitioner shall be listed in a national database maintained by the Institute.

Licensing of an Operator

8.—(1) Any Operator in hospitality, travel and tourism sector shall obtain business certification from theInstitute.

(2) Subject to the provision of sub regulation 6(1) of this regulation, a practitioner, shall, lodge an application through an introduction letter duly signed by the Chairman or Secretary of the board of a company licenced as an Operator as provided in line with the conditions of registration by the Institute.

(3) An Operators board members shall complete training programs that are approved and recognized by the Institute.

(4) An Operator shall, upon completion of the approved training, be required to pass competency assessment conducted by the Institute.

(5) The assessment shall evaluate the practical and theoretical knowledge acquired during the training program.

(6) A Licenced operator shall be listed in a national database maintained by the Institute.

Awarding Body of Hospitality, Travel and Tourism Certification

9.—(1) The Institute is the only awarding body of hospitality, travel and tourism certification for all the training programs conducted within the Federal Republic of Nigeria

(2) All training programs in the hospitality, travel and tourism fields at all government levels, federal state and local government must be approved and certified by the Institute for personnel registration and professional membership

(3) No consultant or training provider is allowed to conduct training in the hospitality, travel and tourism sector and issue certificate without obtaining a practicing license from the institute.

(4) All training programs shall have the pre- approval of the institute before the execution as certificate of such approved training programs shall only be issued by the institute.

(5) A Personnel shall not be elevated to a practitioner except if the institute as so approved after the requisite fees and training required.

Certification Fees for Personnel

10.—(1) A Personnel applying for certification from the Institute shall pay a certification fee through the Operator behind the establishment the personnel works for. The fee to be determined by the Institute based on the type of certification and training program completed.

(2) The certification fee shall be paid in full before a personnel is eligible to sit for the competency assessment or receive the certification.

(3) A certified personnel shall renew the certification every year provided the practitioner wants to continue to practice.

(4) The renewal process shall involve payment of a renewal fee upon application for a renewal through the Institute.

(5) The Institute shall determine any payment prescribed under these Regulations.

(6) A practitioner shall not be elevated to the board to become an operator except if the institute as so approved.

Certification Fees for Practitioners

11.—(1) A Practitioner applying for certification from the Institute shall pay a certification fee through the operator behind the establishment the practitioner works for. The fee is to be determined by the Institute based on the type of certification and training program completed.

(2) The certification fee shall be paid in full before a practitioner is eligible to sit for the competency assessment or receive the certification.

(3) A certified practitioner shall renew the certification every year provided the practitioner wants to upgrade to next level.

(4) The renewal process shall involve payment of a renewal fee upon application for a renewal through the Institute.

(5) The Institute shall determine any payment prescribed under these Regulations.

Licensing Fees for Operators

12.—(1) An Operator applying for licencing from the Institute shall pay a certification fee using the board members to apply. The fee is to be determined by the Institute based on the type of certification and training program completed.

(2) The licencing fee shall be paid in full before the board members are eligible to sit for the competency assessment or receive the certification.

(3) A certified operator shall renew the certification every year provided the operator wants to continue its operations.

(4) The renewal process shall involve payment of a renewal fee upon application for a renewal through the Institute.

(5) The Institute shall determine any payment prescribed under these Regulations.

PART III — BASIC TRAINING FOR PERSONNEL AND INSTITUTIONS

Tailor-made Training for hospitality, travel and tourism institutions' personnel

13.—(1) The Institute shall develop a curriculum, written programs, including methods and mode of delivery, procedures and course materials as are necessary to achieve the prescribed standard of which is relevant to the training of personnel in the sector.

(2) A person or an organization, which desires to train its personnel in the field of hospitality, travel and may apply to the institute for training subject to the requirements for eligibility provided in these Regulations.

(3) The Institute shall ensure that —

(*a*) Qualified instructors are engaged for the training and certification of personnel in the hospitality, travel and tourism sector; and

(*b*) The instructors are qualified for the type and level of training of hospitality, travel and tourism in accordance with these Regulations.

(4) The Board or the Director General in consultation with the Minister shall stipulate the registrationfees or tuition fees from time to time.

14.—(1) The Institute is the sole provider of CPD training in the Hospitality. Travel and Tourism profession in Nigeria. However, as stipulated in the Act, the Institute reserves the right to —

(*a*) Collaborate with other training providers to organize CPD training for sector personnel

(*b*) Appoint qualified CPD training providers

(*c*) Recognize CPD training certificates obtained locally or internationally from recognized institutions.

(2) Rules for CPD Training Programs —

(*a*) Eligibility: only institutions with NIHOTOUR pre-approval, such as NGOs, Professional Associations, Federal and State government agencies and overseas organizations are eligible to conduct hospitality, Travel and Tourism CPD Training Programs

(*b*) Approval process: institutions or Professional Associations wishing to offer CPD training programs must submit a CPD training request application form to the institute for approval.

(*c*) License renewal: professionals must obtain a minimum of 10 CPD points annually to qualify for license renewal.

Accreditation of hospitality, travel and tourism courses

15.—(1) All educational and training institutions must obtain approval from the institute before offering any Hospitality, Travel and Tourism courses. This ensures that courses meet the required standards and are relevant to the industry.

(2) Any Institution which is desirous to offer training in hospitality, travel and tourism related fields shall obtain accreditation from the Institute.

(3) The Institution shall —

(*a*) Submit curriculum for approval by the Institute;

(*b*) Ensure all appropriate necessary standard for providing quality training are met; and

(*c*) Employ qualified instructors certified by the Institute, who have appropriate academic credentials and professional experience in hospitality travel and tourism profession.

(*d*) Conduct the programs as approved by the Institute who shall also issue the certificates.

(4) Hospitality, travel and tourism qualifications and certifications obtained from non-approved institutions shall not be recognized for registration purposes unless the holder meets specific conditions stipulated by the Institute.

(5) The Institute shall publish an annual list of approved and accredited institutions offering Hospitality, Travel and Tourism courses in Nigeria

Quality standards

16.—(1) The Institute shall ensure that the training objectives and related standards of competence to be achieved are clearly defined and that the levels of knowledge, understanding and skill appropriate to the examinations and assessment are in this regulation.

(2) The application of the quality standards shall cover —

(*a*) The administration of the certification system;

(*b*) Training courses and programs;

(*c*) Examinations and assessments carried out by the Institute; and

(*d*) The qualifications and experience required for the instructors, having regards to policies, systems, controls and internal quality assurance reviews established to achieve the defined objectives.

(3) The Institute shall prescribe minimum service standards for operators of the hospitality, travel and tourism enterprises

Course objective

17. Each course of training at the initial accreditation shall clearly define course objectives and the process of achieving the desired output and evaluation mechanism.

Award of Certificates and Diplomas

18. The institute shall upon completion of the training programme, award certificates/diplomas to the candidate.

PART IV — REGISTRATION AND CERTIFICATION OF HOSPITALITY, TRAVEL AND TOURISM PERSONNEL, PRACTITIONER AND OPERATORS (INSTITUTIONS)

Application for registration and certification of Hospitality, travel and tourism Personnel, Practitioner and Operator

19.—(1) A PERSONNEL in the hospitality, travel and tourism industry are the rank and file in the workforce, while the PRACTITIONERS are the management staff that manages the affairs of the institutions/Company and the OPERATORS are the board members with which their names and profile were used to incorporate the institution/company at the Corporate Affairs Commission and application for registration and certification with NIHOTOUR.

(2) The PERSONNEL seeks CERTIFICATION to work in the industry of hospitality, travel and tourism, while the Practitioner and Operator seeks the LICENCE to practice and operate a hospitality, travel and tourism business through registration with NIHOTOUR across the Federal Republic of Nigeria.

(3) Any person seeking to work as a PERSONNEL in the hospitality, travel and tourism sectors in Nigeria shall be sponsored by an introduction letter duly signed by practitioners of an operating institution/company licenced in an application in writing to the Director General of the National Institute for Hospitality and Tourism to register and be certified with the Institute.

(4) Any person seeking a licence as a PRACTITIONER in the hospitality, travel and tourism sectors in Nigeria shall be sponsored by an introduction letter duly signed by the Chairman or Secretary of the board of an operating institution/company licenced in an application in writing to the Director General of the National Institute for Hospitality and Tourism to register and be certified with the Institute.

(5) Any person seeking a licence on behalf of an institution/company as an OPERATOR must be a board member of an incorporated or yet to be incorporated company with the Corporate Affairs Commission in the hospitality, travel and tourism sectors in Nigeria, shall be sponsored by an introduction letter duly signed by the Chairman or Secretary of the board of the company/ institution seeking the LICENCE to operate in an application in writing to the Director General of the National Institute for Hospitality and Tourism to register and be certified with the Institute to issue such LICENCE category.

Requirement for Registration, Certification and Licencing

20. Any of the above applications shall be accompanied with the following requirement for registration and certification and issuance of licence –

(1) As a Personnel —

(*a*) Pay the registration fees as maybe determine by the Institute

(*b*) The Cost implication for a Nigerian would not be the same for a foreigner

(*c*) Introduction letter duly signed by the leadership of a sponsoring operator (company)

(*d*) Corporate Affairs Commission's documentations of the operator (sponsoring company)

(*e*) Profile of the Sponsoring Company

(*f*) Fill and submit the application online or to the Institute office.

(*g*) Upon successful application and training, be issued a certificate.

(*h*) Certification issued to Personnel is subject to renewal every year after going through the continuous program development at a fee to be determined by NIHOTOUR

(2) As a Practitioner —

(*a*) Pay the registration and certification fee;

(*b*) The cost implication for a Nigerian would not be the same for a foreigner;

(*c*) Introduction letter duly signed by Chairman or Secretary to the board of the sponsoring company;

(*d*) Corporate Affairs Commission's documentations of the operator (sponsoring company);

(*e*) Profile of the sponsoring company;

(*f*) Fill and submit the application online or to the Institute office;

(*g*) Upon successful application and training, be issued a certificate; and

(*h*) Certification issued to a practitioner is subject a renewal every year at a fee to be determined by NIIHOTOUR.

(3) As an Operator —

(*a*) A non-refundable application fee of ~~₦~~250,000.00 in bank draft payable to the National Institute for Hospitality and Tourism;

(*b*) Pay the registration fees as maybe determine by the Institute;

(*c*) The cost implication for a Nigerian would not be the same for a foreigner;

(*d*) Introduction letter duly signed by the leadership of a sponsoring operator (company);

(*e*) Corporate Affairs Commission's documentations of the operator (sponsoring company);

(*f*) Profile of the Sponsoring Company;

(*g*) fill and submit the application online or to the Institute office; and

(*h*) Upon successful application and training, be issued a certificate

(4) No proposed Operator in the hospitality, travel and tourism sectors shall incorporate/register its name with the Corporate Affairs Commission until a written approval has been communicated to the promoters by NIHOTOUR, a copy of which shall be presented to the Corporate Affairs Commission.

(5) After satisfying the above requirements, the Director General may then approve the issuance of certification to a personnel, practitioner or licence to an operator.

(6) Licence issued to an operator is subject to renewal every year at a fee to be determined by NIHOTOUR.

(7) NIHOTOUR may at any time vary or revoke the conditions for certification and licence issuance or impose additional requirement for registration and certification.

Conditions for revocation of Certification or Licence

21. The grounds for revoking a certification or licence may be any or all of the following —

1. Submission of false information/data during or after processing of the application for certification or licence.

2. Engaging in functions/activities outside the scope of its licence as contained in the Corporate Affairs Commission's registration submitted to NIHOTOUR.

3. Persistent failure to comply with request for information/data required or specified by NIHOTOUR.

4. Engaging in activities prejudicial or circumventing or sabotaging the mandates of NIHOTOUR or the Nigerian economy.

5. Failure to renew licence and certification within the stipulated period.

6. Any other act considered by NIHOTOUR to have constituted a violation or serious default.

Display of Licence/ Lapel Pin and use of Acronym

22.—(1) Licence issued by NIHOOTUR to operators running a hospitality, travel and tourism businesses shall be conspicuously displayed at the reception of each business and all their branches and outlets.

(2) Lapel Pins issued at the swearing-in of registered and certified members should be worn at all official times or while at work.

(3) Only registered and certified members are allowed to use the NIHOTOUR Acronym preceding their names when signing a letter or email.

Publication

23. NIHOTOUR to publish periodic register of certified and licenced personnel, practitioners and operators from time to time.

Mergers and Acquisitions of Operators

24.—(1) Mergers of two or more businesses operating within the hospitality, travel and tourism businesses shall not be consummated until NIHOTOUR gives a no objection letter in writing for such merger to be consummated.

(2) Acquisition of any of the businesses in the hospitality, travel and tourism business must be preceded by a No Objection letter from NIHOTOUR issued to both the new investor and the entity to be acquired.

(3) No operator, company or institution would proceed to change its name at the corporate affairs commission or signpost or brand name without the prior approval of NIHOTOUR.

25.—(1) Businesses seeking to operate in the hospitality, travel and tourism sectors must have minimum of Two (2) directors for incorporation/ registration at the Corporate Affairs Commission and issuance of licence by NIHOTOUR. To qualify as a director in this industry, you must have garnered minimum of 10 years' work experience in the hospitality, travel and tourism industry. Director's consent in writing to be directors must be made available to NIHOTOUR for clearance to be given by NIHOTOUR.

(2) Before proceeding to appoint directors, NIHOTOUR's approval for same must be obtained in writing before such announcement is made or filed at the Corporate Affairs Commission.

Management Requirements

26. Below are the minimum qualifications and experience mandatory for officers seeking to occupy key/top management positions in the hospitality, travel and tourism industry in Nigeria —

(1) *Managing Director/Chief Executive.*— a recognized University/ Polytechnic degree or equivalent professional certification with at least 10 years post-qualification experience in relevant fields.

(2) *Departmental Head.*— a recognized University/Polytechnic degree or equivalent professional certification with at least 7 years post-qualification experience in relevant fields.

(3) Departmental and Support Staff – Shall be qualified and be of proven ability.

Grading of Services of Personnel, Practitioner and Institutions

27.—(1) Personnel and Practitioners such as Chefs shall be ranked by NIHOTOUR in collaboration with relevant stakeholders or global institutions (Michelin).

(2) NIHOTOUR shall seek partnerships across Africa and the world to enhance the certification, recognition and acceptability of Nigerian personnel and practitioners in the hospitality, travel and tourism sectors.

(3) NIHOTOUR shall partner with global agencies of governments to grade, and upgrade the services of both personnel, practitioners and operators across Nigeria.

Appointment of Chief Executive and Departmental Heads

28. The appointment or replacement of the Chief Executive Officer or any of the Departmental Heads must be cleared with NIHOTOUR before such appointments are made. In the event of high turnover of the leadership team of any of the businesses operating within the hospitality, travel and tourism businesses, or the reason for the departure of a staff or director is to cover up

a crime, NIHOTOUR would without hesitation institute an investigation into the affairs and management of the affected company. The report emanating from such investigation shall recommend the penalty and sanctions to impose on the entity involved.

Professional Membership Classification and grading

29. The institute shall adopt a four-tier grading and classification system for professional members and below is the four-tier grading and classification of professional members.

S.N	*Professional Classification*	*Membership equivalent*
1.	Craft	Associate Member
2.	Supervisor	Full Member
3.	Manager	Full Member
4.	Executive	Senior Member

The institute shall award the designation of fellow to personnel or individuals who satisfy specific requirements and standards as deemed by the institute.

Eligibility for Registration

30. To be eligible to enrol or register as a certified tourism, travel or hospitality personnel, a person shall —

(*a*) pass the qualifying examination for membership, competency-based interview conducted by the Institute;

(*b*) hold a qualification granted outside Nigeria which is, for the time being, accepted by the Institute;

(*c*) have paid the prescribed registration fees;

(*d*) satisfy the Board that he has had sufficient practical experience as a tourism or hospitality practitioner, if the Board so requires;

(*e*) be of good character; and

(*f*) has attained the age of 18 years.

Practicing license

31.—(*a*) Professional member who has been certified and registered is entitle to practicing license upon filling an application form requesting issuance of license for professional practice.

(*b*) No personnel is eligible to practice in the industry without practicing license granted by the Institute.

(*c*) Practicing license is subject to renewal after every one (1) year of practice or no practice.

(*d*) Renewal of practicing license requires filling of application form and payment of annual practicing fee.

(*e*) Any member who ceases to be active in the activities of the state chapter or the Institute study group in the state or is indebted for three

consecutive years without any reasonable excuse and such person if reported to the Institute shall be suspended.

(*f*) Any registered member who is a civil servant or public officer on full-time employment of the federal, state or local government tourism board and or its equivalent shall not be licensed to practice in a private capacity except such registered member is employed in the higher or tertiary institution of the government.

(*g*) No employee of government with the hospitality, travel and tourism professional qualification shall be promoted to the rank of a principal Tourism Officer or its equivalent unless such employee is registered with the institute in accordance with the act.

(*h*) Violation of the above attracts penalty to both employee and employer as prescribed in Part VIII section 45 of the Institute Act.

Ground for refusal of application

32. The Institute may refuse to issue a certificate of registration under these Regulations if it is satisfied that —

(*a*) the applicant is not a fit and proper person to operate in the Hospitality, Travel and Tourism Establishment; and

(*b*) the person in respect of which the application is made does not satisfy the minimum prescribed standards, the Institute declining an application for registration, it shall inform the applicant or establishment of such refusal within 21 days.

Revocation or suspension of certificate of registration

33.—(1) The Institute may order the revocation or suspension of a certificate of registration where it appears that the personnel after due inquiry —

(*a*) that the personnel has failed, refused or ignored to comply with these Regulations or any direction given by the Institute under these Regulation; and

(*b*) that the personnel is convicted of a crime which in the opinion of the Institute is of such a nature as to render the personnel so convicted no longer a fit and proper person to work or own a Hospitality, travel or Tourism establishment.

(2) The Institute by a notice in writing may require the establishment or personnel to remedy the defect within such period as may be specified in the notice and on failure to remedy the defect to the satisfaction of the Institute within the specified period the Institute may revoke or suspend the certificate issued in respect of such Hospitality, Travel or Tourism establishment or personnel for such period as the Institute may in its discretion deem appropriate.

(3) Where a certificate of registration is revoked or suspended under these Regulations, the Institute shall by registered post or courier service or

any other appropriate manner inform the personnel of the Hospitality, Travel or Tourism Establishment of the revocation or suspension order which shall take effect twenty-one days from the date of posting of the notice of revocation or suspension order.

(4) When a certificate of registration is revoked or suspended under these Regulations, no person shall operate the Hospitality, Travel or Tourism Establishment to which the revocation orsuspension order applies.

PART V — SUBSCRIPTION, FEE, LEVY AND PENALTY

Charges

34.—(1) The Institute shall impose charges as necessary in accordance with these Regulations.

(2) The charges shall be on —

(*a*) subscription for a membership program or access to specialized service offered by the Institute;

(*b*) fee for a specific service such as training program, workshop, seminar, and consultancy services; and

(*c*) levy for a special project or initiative.

(3) Subject to the provision of sub regulation 22 (1) of this regulation, an individual or organization shall be notified in the website of the Institute prior to implementation of these Regulations.

(4) The charges provided under sub regulation 22 (1) of this regulation, shall be reviewed by the Institute.

(5) Failure to comply with payment terms may result in penalties or suspension of services in the sector.

(6) Payment of prescribed fee —

(1) A registered personnel, practitioner or operator shall pay the prescribed annual practising fees as provided in the First Schedule to these Regulations.

(2) Where any registered personnel, practitioner or operator fail to pay the prescribed annual practising fees, such personnel shall cease to practise until payment of the prescribed fees is duly complied with.

(3) The fees prescribed in the First Schedule to these Regulations shall apply to any practitioner or Institution undertaking hospitality, travel and tourism sector activities.

(4) The fees prescribed are —

(*a*) the amount and due date for payment of the practicing fees;

(*b*) the different amounts to be paid either as a fellow, provisional member or a registered hospitality, travel and tourism practitioner;

(*c*) the form of licence to practise to be issued annually or, if the Board considers fit, by endorsement on an existing licence; and

(*d*) the annual subscription fee for any practitioner in hospitality, travel and tourism sector.

(7) Forms —

(1) Application in the Forms in the Second Schedule to these Regulations shall in the case of —

(*a*) Registration be made in the Form A;

(*b*) Application be made under Form B, E and F;

(*c*) Other certifications as provided by the Institute made under Form C, and D

(*d*) A practitioner or personnel trained outside Nigeria who claim to be entitled to register under the Act may apply for registration in the Form F of the Second Schedule to these Regulations.

Part VI — Research and Development

Research Initiatives

35.—(1) The Institute shall promote research on trends and innovations in hospitality, travel and tourism sector.

(2) Research findings will be disseminated through publications, workshops and conferences as may be published on the website of the Institute.

Approved Programs or Courses

36. The Institute shall —

(*a*) provide strategic oversight for research and development initiatives;

(*b*) allocate necessary resources, including funding and facilities, to support research and development projects;

(*c*) formulate policies governing research and development activities; and

(*d*) evaluate and approve research proposals based on relevance to the Institute objectives and potential impact on the hospitality, travel and tourism sectors.

Research Unit

37.—(1) The research unit shall —

(*a*) develop policies governing research and development activities in line with the Institute's mandate;

(*b*) review, approve, and monitor any research proposal;

(*c*) conduct periodic evaluations of ongoing projects to ensure the Institute meets the objectives.

(2) The principal officer shall with the approval of the Board of the Institute —

(*a*) oversee the execution of approved research projects;

(*b*) submit regular progress and a final report upon project completion;

(*c*) disseminate research findings through publications, seminars, or workshops organized by the Institute; and

(*d*) periodically review ongoing projects.

(3) The Research Committee set up by the Institute shall review submitted proposals within three months upon receipt of the submission of the research proposal.

(4) The Proposals will be evaluated on —

(*a*) alignment with Institute's mandate;

(*b*) feasibility of implementation; and

(*c*) potential impact on workforce development in the hospitality, travel and tourism sectors.

PART VII — ENFORCEMENT RULES AND GUIDELINES

Cooperation with relevant Law Enforcement Agencies.

38. The Institute shall engage the services of the Nigerian Police Force (NPF), the Nigerian Immigration Services (NIS), Nigerian Civil Defence Corps (NCDC), the Nigerian Navy (NA), the Directorate of State Security Services (DSSS) etc., based on their comparative advantage in the enforcement value chain of the National Institute for Hospitality and Tourism (Establishment) Act,2022.

Investigation and inspection

39.—(*i*) The Director General of the Institute shall designate Inspectors to conduct regular inspections and investigations.

(*ii*) The Inspectors shall have the powers to enter and inspect any premises used for hospitality, travel and tourism related activities.

(*iii*) To demand, to examine any records, documents or equipment used by the personnel in the establishment.

(*iv*) Interview any person in connection with the Inspection and Investigation.

Investigation and inspection procedures

40.—(*i*) Investigators and Inspectors shall deliver a Notice of the intended inspection or investigation to the owner, practitioner or occupier of the premises to notify them before entering the premises.

(*ii*) The notice shall be in the prescribed form as stated in the second schedule, providing identification and explaining the purpose for the investigation and inspection.

(*iii*) Failure to give access to the Investigators or Inspectors to carry out their duties shall be considered an offence of obstruction to the performance of a lawful duty and punishable under the Act.

(*iii*) The Investigators and Inspectors shall keep records of their investigations and a report of their inspection including findings and recommendations.

(*iv*) The institute may at any time demand from any personnel, practitioner, operator or establishment the evidence of compliance with the act.

Enforcement actions

41.—(*i*) The Director-General may approve the issuance of warning letters or notice of non-compliance to the operators who fail to comply with the Act.

(*ii*) The Director-General may approve imposition of fines or penalties on any operator, practitioner or personnel who fail to comply with the Act.

(*iii*) The Director-General may suspend or revoke the license and Certification of any personnel, practitioner or operator who fails to comply with the Act after being notified and warned of the non- compliance.

(*iv*) The Director-General may prosecute any operator, practitioner or personnel who fail to comply with the Act.

(*v*) The Director General may approve the sealing of premises of businesses in contravention of the NIHOTOUR Establishment Act for 14 working days.

Investigative Panel

42.—(*i*) An Investigative Panel shall be established to conduct preliminary investigation or appeals from personnel, practitioners and or, operators who are aggrieved by the enforcement actions.

(*ii*) The Panel shall investigate and or make recommendations and determine allegations of non-compliance, failure to register, operating without a valid license, securing registration or certification by fraudulent means and infamous conduct for prosecution.

(*iii*) The Notice of Summons in the prescribed form as provided in the Schedule hereto shall be served on the operators of the hospitality, travel and tourism establishment, organizations, practitioners or affected personnel to appear before it.

(*iv*) The panel shall follow established procedures for hearing complaints and appeals, receiving and reviewing written complaints or appeals, conducting hearings and considering oral evidence.

(*v*) Making decisions and providing written reports to the Board or the Director-General for consideration.

(*vi*) The Investigative Panel shall without prejudice to section 39(2) of this Regulations, consist of three Director cadre staff of the Institute appointed by the Director General, two certified members of the profession that are not members of the Board.

(*vi*) A legal officer of the Institute not below the rank of an Assistant Director as Secretary to the panel.

Monitoring and Compliance

43.—(*i*) The Directorate of Inspection and Enforcement shall monitor the implementation of the Act and the effectiveness of enforcement actions through the State Directors and the Inspection and Enforcement State units.

(*ii*) The Institute shall develop a standard checklist to evaluate the impact of the compliance of the Act and enforcement actions on the hospitality, travel and tourism industry.

(*iii*) The Directorate of Inspection and Enforcement shall submit Annual reports to the Director-General on the implementation of the Act and enforcement actions.

Hospitality, Travel and Tourism Tribunal (HTT Tribunal)

44.—(*i*) The Board or the Director-General and the Minister shall establish the Hospitality, Travel and Tourism Tribunal to consider and determine any case referred to it by the Panel and any other case of which the Tribunal has cognizance under the provisions of the Act.

(*ii*) The Tribunal shall have the power to make order for substituted service on persons or establishment that refuses to accept service of any process from the Iinstitute by either pasting such process on the wall or door at the registered address of such establishment.

(*iii*) The Tribunal shall have the power to order for the temporary or permanent closure or sealing up of any hospitality, travel and tourism establishment that flagrantly violates provisions of this act.

(*iv*) The Federal High Court shall have the jurisdiction to hear and determine criminal and civil matters including appeals under the Act.

(*v*) Appeals from the Tribunal shall be heard and determined by the Federal High Court.

(*vi*) The tribunal shall consist of the Chairman, the Director General (DG), one Board member and two members from the hospitality, travel and tourism practitioners as may be appointed by the Board or the Minister.

vii. In the absence of an active tribunal, the Nigeria Police Force and Nigeria Immigration Service can prosecute defaulters' personnel, practitioners and operators at the magistrate court or any court of competent jurisdiction in Nigeria on behalf of NIHOTOUR.

Part VIII — Miscellaneous Provisions

Contravention of these Regulations

45. The Institute may issue guidelines, frameworks, rules, templates and directives for the effective implementation of these Regulations.

Interpretation

46. In these Regulations —

"*Act*" as ascribed to it in the Act;

"*Institute*" as ascribed to it in the Act;

" *the board* " means the governing board of the Institute as ascribed to it in the Act;

''*fee*'' as ascribed to it in the Act;

''*subscription*'' means regular payments made by the personnel, institutions or organisations for continued access to services or benefits provided by the Institute;

''*levy*'' means additional charges imposed for specific purposes as determined by the Institute;

''*penalty*'' means financial charges imposed for non-compliance with these Regulations;

''*service*'' means any training, consultancy, research, or other assistance provided by the Institute; and

"*NGN*" means Nigerian Naira.

Citation

47. These Regulations may be cited as the National Institute for Hospitality and Tourism Regulations, 2025.

SCHEDULES

FIRST SCHEDULE [*Regulation* 19(3)]

Registration fees covering Practicing and induction fees for hospitality, travel and tourism sector's personnel

GENERAL SUMMARY OF THE FEES STRUCTURE

1. Registration fees for Hospitality, Travel and Tourism Operators

S.*N*	*Description*	*Fees* (₦)	
		Nigerian	*Foreigner*
1.	Operators for Circlet A Firms	1,330,000	1,800,000
2.	Operators for Circlet B Firms	835,000	1,230,000
3.	Operators for Circlet C Firms	610 ,000	905,000
4.	Operators for Circlet D Firms	420,000	710,000

1. Registration fees for all Hospitality, Travel and Tourism Practitioners and Personnel.

S.*N*	*Description*	*Fees* (₦)	
		Nigerian	*Foreigner*
1.	Manager (Full Member)	350,000	610,000
2.	Supervisor (Full Member)	280,000	455,000
3.	Craft (Associate Member)	90,000	182,000

SECOND SCHEDULE

[*Regulation* 3(3) and 20]

FORMS

FORM A

Application for recognition of license to practice in hospitality, travel, and tourism

*Through the Institute Committee

To :
The Director-General,
National Institute for Hospitality and Tourism,
Abuja.

I, the undersigned, on behalf of the .....…….....
(*here state the name of the Fellow / Provisional Member / Registered Practitioner*)
hereby apply for recognition and approval of the aforementioned Fellow/ Provisional Member/Registered Practitioner as a training Fellow/Provisional Member/Registered Practitioner for .....in the following field(s) — hospitality, travel, and tourism.

DATED at .....this ..... day of ....., 20.....

Signature of Principal
Signature of Witness
Occupation of Witness

**Delete words not applicable.*

FORM B

[Regulation ……..]

Application for registration as hospitality, travel and tourism practitioner in an approved institution outside Nigeria

To :
The Director-General,
National Institute for Hospitality and Tourism,
Abuja,

I,.....
(*Forename of Christian name and surname and if married, maiden name*)

born on the ..... day of ....., 20..... at ..... in ..... and a national of .....
(*here state name of the country*)

hereby apply to the National Institute for Hospitality and Tourism to enter my name in the Register of …… and in support thereof —

1. I forward—

*(*a*) Certificate of qualification in .....
(*insert name of country*)

together with two recent certificates of character from persons having personal knowledge of me for at least three years;

*(*b*) Certificate of training from

*(*c*) A certified true copy of my certificate of training from

*(*d*) Certificate(s) of character from principal(s) of institution(s) where I received training.

2. I am unable to forward evidence of training but it may be obtained on application to .....

3. I passed the qualifying examination on ..... day of ....., 20..... and my registration number is .....

And I declare that the foregoing particulars are true and complete to the best of my knowledge and belief.

DATED at .....this ..... day of ....., 20.....

Signature of Applicant
Signature of Witness
Occupation of Witness

* *Delete according to circumstances*.

National Institute for Hospitality and Tourism,
Abuja,

I,.....
(*Forename of Christian name and surname and if married, maiden name*)

born on the ..... day of ....., 20..... at ..... in ..... and a national of .....
(*here state name of the country*)

hereby apply to the National Institute for Hospitality and Tourism to enter my name in the Register of …… and in support thereof —

1. I forward—

*(*a*) Certificate of qualification in .....
(*insert name of country*)

together with two recent certificates of character from persons having personal knowledge of me for at least three years;

*(*b*) Certificate of training from

*(*c*) A certified true copy of my certificate of training from

*(*d*) Certificate(s) of character from principal(s) of institution(s) where I received training.

2. I am unable to forward evidence of training but it may be obtained on application to .....

3. I passed the qualifying examination on ..... day of ....., 20..... and my registration number is .....

And I declare that the foregoing particulars are true and complete to the best of my knowledge and belief.

DATED at .....this ..... day of ....., 20.....

Signature of Applicant
Signature of Witness
Occupation of Witness

* *Delete according to circumstances*.

Application for Registration as a Practitioner
Section A
Personal Information

Full Name (as it appears on official documents)
[_____]
Date of Birth
[_____]
Gender
[ ] Male [ ] Female [ ]
Nationality
[_____]
Passport Number
[_____]
Contact Address
[_____]
Phone Number
[_____]
Email Address
[_____]

Section B
Professional Information
Institution Attended (Outside Nigeria)
[_____]
Country of Institution
[_____]
Program Completed
[_____]
Duration of Program
[_____] (e.g. one month, three months , six months, 1 year)

Certificate/Degree Obtained
[_____]

SECTION C

Membership Category applied for .....
Please select your desired membership category:

[ ] Fellow Practitioner
[ ] Provisional Member
[ ] Registered Practitioner

SECTION D

Supporting Documents

Attach the following documents to your application:

(1) Copy of certificate(s) or transcript(s) from the institution
(2) Copy of passport or national ID
(3) Proof of payment of registration fees (if applicable).

SECTION E

Declaration

I, the undersigned, hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that any false information may result in the rejection of my application or revocation of my registration.

....
Signature *Date*

For Official Use Only

- Application Received by: .....
- Date Received: .....
- Application Status: [ ] Approved [ ] Rejected

Remarks: .....

FORM C

[Regulation ……...]

Certificate of Registration

No.....

We the undersigned hereby certify on behalf of the National Institute for Hospitality and Tourism that .....
(*here insert name of person entitled*)
of ..... was admitted on.....
To the Register of ..... and is entitled to make use of the title
.....
(*Here insert the title*)

SEAL OF THE
NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM

.....
Chairman

.....
Director-General

National Institute for Hospitality and Tourism

FORM D

[Regulation ……...]

Certificate of Registration

No.....

We the undersigned hereby certify on behalf of the National Institute for Hospitality and Tourism that .....
(*here insert name of person entitled*)
of ..... was admitted on.....
To the Register of ..... and is entitled to make use of the title
.....
(*Here insert the title*)

SEAL OF THE
NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM

.....
Chairman

.....
Director-General
National Institute for Hospitality and Tourism

NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM (NIHOTOUR) NIGERIA
Administrative Headquarters No 10. Amisi Musa Street, Jabi Abuja.

APPLICATION FORM FOR PROVISIONAL REGISTRATION

Photograph

FORM E

SECTION A. Personal Details

Applicant's Full Name: .....
Surname First Name Others
Email: ..... Phone Number .....
Residential Address: ..... LGA:.....State:.....
Date of Birth: .....State of Origin:.....
Nationality (For Non Nigerian.....
Marital Status: Single ☐ Married ☐ Widowed ☐ Divorced ☐

SECTION B: Professional Details

Current Job Title: .....
Current Employer: .....
Industry Segment (Hotel, Restaurant, Travel Agency, Culinary Academy etc.): .....
.....
Years of Experience in the Hospitality, Travel and Tourism Industry: .....

SECTION C: Academic Qualifications (Degree, Diploma, Certificate)

	Name of Institutions	Qualification obtained	Date	Certificate No.
Primary:				
Secondary:				
High Institutions:				

SECTION D: Referees

Please provide one Professional Referee:

1. Name: .....
2. Title: .....
3. Organization: .....
4. Contact Information:.....

SECTION E: Declaration

I hereby declare that the information provided is accurate and true. I understand that any false information may lead to rejection of my application or termination of my membership registration.

....

Signature *Date*

Please return the completed application form to: The Registrar, National Institute for Hospitality and Tourism, Administrative Headquarters No. 10 Amisi Musa Street Jabi, Abuja.

NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM (NIHOTOUR) NIGERIA
Administrative Headquarters No 10. Amisi Musa Street, Jabi Abuja.

APPLICATION FORM FOR FULL REGISTRATION

Photograph

FORM F

SECTION A. Personal Details

Applicant's Full Name: .....
Surname First Name Others
Email: ..... Phone Number .....
Residential Address: ..... LGA:.....State:.....
Date of Birth: .....State of Origin:.....
Nationality (For Non Nigerian.....

Marital Status: ☐Single ☐Married ☐Widowed ☐Divorced

SECTION B: Professional Details

Current Job Title: .....
Current Employer: .....
Industry Segment (Hotel, Restaurant, Travel Agency, Culinary Academy etc.): .....
.....
Years of Experience in the Hospitality, Travel and Tourism Industry: .....

SECTION C: Academic Qualifications (Degree, Diploma, Certificate)

	Name of Institutions	Qualification obtained	Date	Certificate No.
Primary:				
Secondary:				
High Institutions:				

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SECTION D: Professional Membership Registration
Please Select Appropriate Membership Registration Category

- Registered Craft (Associate) ☐
- Registered Supervisor (Full Member) ☐
- Registered Manager (Full Member) ☐
- Registered Executive (Senior Member) ☐

SECTION E: Litigation

Have you ever been convicted by NIHOTOUR tribunal or any court in Nigeria? If yes provide full account:

Yes ☐ No ☐

Full account: .....
.....
.....

SECTION F: Referees

Please provide two Professional Referees:

1. Name: .....
   Title: .....
   Organization: .....
   Contact Information: .....
2. Name: .....
   Title: .....
   Organization: .....
   Contact Information: .....

SECTION G: Declaration

I hereby declare that the information provided is accurate and true. I understand that any false information may lead to rejection of my application or termination of my membership registration.

....
Signature *Date*

Please return the completed application form to: The Registrar, National Institute for Hospitality and Tourism, Administrative Headquarters No. 10 , Amisi Musa Street, Jabi, Abuja.

THIRD SCHEDULE

(*Regulations* 24 - 30)

NOTICES AND SUMMONS

NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM
No. 10, Amisi Musa Street, Jabi District, Abuja.

Date ……
…….
…….
…….

Dear Sir/Madam,

NOTICE OF INSPECTION

(*Pursuant to part II, Section 5, ss. C-F*) *of the National Institute for Hospitality Tourism* (*Establishment*) Act, 2022)

We are writing to inform you that our organization will be conducting an inspection of your establishment on the ……day of…… at…… to ensure compliance with relevant regulations and standards.

The inspection will cover the following areas: status of personnel (which include; qualification, registration, certification, license) , customer service, and safety.

Please ensure that all relevant documents and records are available for review during the inspection.

If you have any questions or concerns, please do not hesitate to contact us.

Thanks,

Director
Inspection and Enforcement

NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM
No. 10, Amisi Musa Street, Jabi District, Abuja,

Date …….
……
……
……

Dear Owner/Manager

NOTICE OF NON - COMPLIANCE
(*Pursuant to part II, Section 5, ss. C- F*) *of the National Institute for Hospitality Tourism* (*Establishment*) *Act*, 2022)

Date …….
……
……
……

Dear, Sir/Madam

Re: Non-Compliance Notice

Following our inspection on ……., we identified several areas of non-compliance with relevant regulations and standards. The specific areas of non-compliance are listed below:

Areas of Non-Compliance
1. .....
2. .....
3. .....
4. .....
5. .....

To avoid further action, we require you to take immediate corrective action to address these areas of non-compliance. Please provide us with a written plan of action within 14 days.

If you fail to comply, we may take further action, including, but not limited to fines, suspension of license, deregistration of personnel and sealing of the premises to ensure compliance.

Please contact us if you have any questions or concerns.

Thanking you,

Director
Inspection and Enforcement

NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM
No. 10, Amisi Musa Street, Jabi District, Abuja,

Date …….
…….
…….
……

Dear Sir / Madam,

NOTICE OF INSPECTION

(*Pursuant to part II, Section 5, ss. C- F*) *of the National Institute for Hospitality Tourism* (*Establishment*) *Act*, 2022)

We are writing to inform you that our organization will be conducting an inspection of your establishment on the ……day of……. at…… to ensure compliance with relevant regulations and standards.

The inspection will cover the following areas: status of personnel (which include; qualification, registration, certification, license) , customer service, and safety.

Please ensure that all relevant documents and records are available for review during the inspection.

If you have any questions or concerns, please do not hesitate to contact us.

Director
Inspection and Enforcement

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NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM
No. 10, Amisi Musa Street, Jabi District, Abuja,

Date …….
…….
…….
…….

Dear Owner/Manager

NOTICE OF NON - COMPLIANCE

(*Pursuant to part II, Section 5, ss. C- F*) *of the National Institute for Hospitality Tourism* (*Establishment*) *Act*, 2022)

Date …….
…….
…….
…….

Dear, Sir/Madam

Re: Non-Compliance Notice

Following our inspection on ……., we identified several areas of non-compliance with relevant regulations and standards. The specific areas of non-compliance are listed below:

Areas of Non-Compliance

1. .....
   .....
2. .....
   .....
3. .....
   .....
4. .....
   .....
5. .....
   .....

To avoid further action, we require you to take immediate corrective action to address these areas of non-compliance. Please provide us with a written plan of action within 14 days.

If you fail to comply, we may take further action, including but not limited to fines, suspension of license, deregistration of personnel and sealing of the premises to ensure compliance.

Please contact us if you have any questions or concerns.

Thanking you,

Director
Inspection and Enforcement

IN THE NIHOTOUR TRIBUNAL

Holding at …….SUIT NO: ……. /…….20……

NOTICE OF SUMMONS

To: ……...……
Address ……...……
……
……

You are hereby summoned to appear before the NIHOTOUR Tribunal on ……. At…….. at …….. to answer charges relating to:

ALLEGATIONS

1. Failure to register with the Nigerian Institute for Hospitality and Tourism (NIHOTOUR) as required by Section 28 of the NIHOTOUR Act, 2022.

2. Operating a hospitality business without a valid license issued by the relevant State Tourism Board, contrary to Section 28 of the NIHOTOUR Act, 2022.

PARTICULARS OF CLAIM:

The Complainant, [Name of Complainant], alleges that the Respondent, [Name of Respondent], has committed the above-mentioned offenses and seeks an order of the Tribunal:

1. Directing the Respondent to register with the NIHOTOUR within 30 days.
2. Revoking the Respondent's license to operate a hospitality business.
3. Imposing a fine of ₦500,000 (Five Hundred Thousand Naira) on the .....

PLEASE TAKE NOTICE THAT:
YOU ARE REQUIRED TO;

Appear before the Tribunal on the date and Time specified above.

Bring all relevant documents evidence to support your defense.

Be prepared to answer questions and provide explanations regarding the allegations.

FAILURE TO APPEAR:

If you fail to appear before the tribunal as required, the Tribunal may proceed with the hearing in your absence and make decisions based on the evidence presented before it.

Issued at .....……

Dated this …… day of ……, 2025

BY ……

SECRETARY NIHOTOUR TRIBUNAL

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NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM

NIHOTOUR INVESTIGATION PANEL

Panel No: NIP/……../202…..

NOTICE OF SUMMONS

To: ……
Address ……
……..
……..

You are hereby summoned to appear before the Investigation Panel under the NIHOTOUR Act on [Date] at [Time] at [Venue] to answer questions and provide information regarding:

Subject Matter:…….....……

Allegations of non-compliance with the provisions of the NIHOTOUR Act 2022, specifically:

1. Failure to register with the National Institute for Hospitality and Tourism (NIHOTOUR).
2. Operating a hospitality business without a valid license.
3. Secured registration or certification by fraudulent means.
4. Infamous conduct

PURPOSE OF THE INVESTIGATION

The purpose of this investigation is to gather facts and determine whether there has been a breach of the NIHOTOUR Act 2022.

You Are Required to:

1. Appear before the Investigation Panel on the date and time specified above.
2. Bring all relevant documents and records related to your hospitality business.
3. Be prepared to answer questions and provide explanations regarding the allegations.

Failure to Appear:

If you fail to appear before the Investigation Panel as required, the Panel may proceed with the investigation in your absence and make recommendations based on the evidence presented.

Confidentiality:

Please note that the investigation is confidential, and all information gathered will be treated as such.

Issued at: ……..[Location]
Date:……..….[Date]
By: ……[Name of Investigation Panel Secretary]

Investigation Panel Secretary, NIHOTOUR Investigation Panel

Made at Abuja this ……. day of ……, 2025

CONTRAVENTION FORM

INSTITUTED BY: ……..……..
ADDRESS: ……..
……..
DATE: ……..
TO: ……..
ADDRESS: ……..……
……

CONTRAVENTION DETAILS:

1. Provision of the Act: Section [Section Number] of the NIHOTOUR Act 2022.
2. Nature of Contravention —

(*i*) Failure to register with the National Institute for Hospitality and Tourism (NIHOTOUR) as required by Section…… of the NIHOTOUR Act, 2022.

(*ii*) Failure to obtain NIHOTOUR Certification as required by Section …… of the NIHOTOUR Act, 2022.

3. Date of Contravention: ……..……..
4. Location of Contravention: ……....……

EVIDENCE OF CONTRAVENTION:

[*Attach any relevant evidence, such as documents, photographs, or witness statements*]

ACTION REQUIRED:

The Respondent is required to:

1. Cease and desist: Immediately cease and desist from the contravention.
2. Take corrective action: Take corrective action to comply with the NIHOTOUR Act 2022.
3. Pay fine: Pay a fine of [Amount] as prescribed by the Act.

CONSEQUENCES OF NON-COMPLIANCE:

Failure to comply with this contravention form may result in further action, including:

1. Prosecution: Prosecution in accordance with the NIHOTOUR Act 2022.
2. License suspension or revocation: Suspension or revocation of the Respondent's license to operate a tourism-related business.s

SIGNATURE:

[Name] ……..……
Title ……...…

VERIFICATION:

I, ……
hereby verify that the information contained in this contravention form is true and accurate to the best of my knowledge.

Signature of authorized officer……...….
Date ……..

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Sample of Contravention Form in furtherance to the non-compliance with the NIHOTOUR Act, 2022.

Here's a sample contravention form:

Contravention Form Instituted By:	[Name of Institution/Organization]
Address:	[Address of Institution/Organization]
Date:	[Date]
To:	[Name of Respondent]
Address:	[Address of Respondent]

Contravention Details:

1. Provision of the Act: Section [Section Number] of the NIHOTOUR Act 2022.
2. Nature of Contravention: [Briefly describe the contravention, e.g., "Failure to register with the Nigerian Tourism Development Corporation (NTDC) as required by Section 12(1) of the NIHOTOUR Act 2022."]
3. Date of Contravention: [Date of contravention or date when the contravention was discovered].
4. Location of Contravention: [Location where the contravention occurred].

Evidence of ContraventioN: [Attach any relevant evidence, such as documents, photographs, or witness statements]

Action Required: The Respondent is required to:

1. Cease and desist: Immediately cease and desist from the contravention.
2. Take corrective action: Take corrective action to comply with the NIHOTOUR Act, 2022.
3. Pay fine: Pay a fine of [Amount] as prescribed by the Act.

Consequences of Non-compliance:

Failure to comply with this contravention form may result in further action, including:

1. Prosecution: Prosecution in accordance with the NIHOTOUR Act 2022.
2. License suspension or revocation: Suspension or revocation of the Respondent's license to operate a tourism-related business.

Signature:
[Signature of authorized officer]
[Name of authorized officer]
[Title of authorized officer]

Verification: I, [Name of authorized officer], hereby verify that the information contained in this contravention form is true and accurate to the best of my knowledge.

[Signature of Authorized Officer] [Date]

UNDERTAKING TO COMPLY

In The Matter of:

Contravention Notice No. …….....……
Dated……issued under the NIHOTOUR Act, 2022.

By: [Name of Respondent (s)] .....
Address: [Address of Respondent (s)] .....

Undertaking:

I/We, [Name of Respondent (s)] .....
hereby undertake to comply with the Contravention Notice No.] ……. issued under the NIHOTOUR Act 2022, and to take the following actions:

1. Cease and desist: Immediately cease and desist from the contravention specified in the Contravention Notice.
2. Take corrective action: Take corrective action to comply with the NIHOTOUR Act 2022, as specified in the Contravention Notice.
3. Pay fine: Pay the fine of [Amount] as specified in the Contravention Notice.

Timeline for Compliance:

I/We undertake to complete the actions specified above within [Timeframe] ……. from the date of this undertaking.

Acknowledgment

I/We acknowledge that failure to comply with this undertaking may result in further action, including prosecution, under the NIHOTOUR Act 2022.

Governing Law

This undertaking shall be governed by and construed in accordance with the laws of the Federal Republic of Nigeria and more particularly the National Institute for Hospitality and Tourism (Establishment Act) 2022.

Entire Agreement

This undertaking constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements between the parties.

Acknowledgment of Understanding

I/We, [Name of Respondent (s)] .....
hereby acknowledge that I/we have read, understand, and agree to be bound by the terms of this undertaking.

Signature: [Signature of Respondent (s)] .....

Dated this day……of ….....…… 20…… Time ……

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UNDERTAKING TO COMPLY

In The Matter of:

Contravention Notice No. …….....……
Dated……issued under the NIHOTOUR Act, 2022.

By: [Name of Respondent (s)] .....
Address: [Address of Respondent (s)] .....

Undertaking:

I/We, [Name of Respondent (s)] .....
hereby undertake to comply with the Contravention Notice No.] ……. issued under the NIHOTOUR Act 2022, and to take the following actions:

1. Cease and desist: Immediately cease and desist from the contravention specified in the Contravention Notice.
2. Take corrective action: Take corrective action to comply with the NIHOTOUR Act 2022, as specified in the Contravention Notice.
3. Pay fine: Pay the fine of [Amount] as specified in the Contravention Notice.

Timeline for Compliance:

I/We undertake to complete the actions specified above within [Timeframe] ……. from the date of this undertaking.

Acknowledgment

I/We acknowledge that failure to comply with this undertaking may result in further action, including prosecution, under the NIHOTOUR Act 2022.

Governing Law

This undertaking shall be governed by and construed in accordance with the laws of the Federal Republic of Nigeria and more particularly the National Institute for Hospitality and Tourism (Establishment Act) 2022.

Entire Agreement

This undertaking constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements between the parties.

Acknowledgment of Understanding

I/We, [Name of Respondent (s)] .....
hereby acknowledge that I/we have read, understand, and agree to be bound by the terms of this undertaking.

Signature: [Signature of Respondent (s)] .....

DATED this day 8th of April, 2025.

AARE (DR.) ABISOYE FAGADE, fimc
Director General/CEO
National Institute for Hospitality and Tourism