



RC 34113

## NIGERIAN HOTEL & CATERING INSTITUTE

Limited by Guarantee

Secretariat: Plot 32, Kudirat Abiola Way, Oregun, Lagos. Tel: 01-8191072

Postal Address: P. O. Box 407, Ebute Metta, Lagos State.

e-mail: nigerian.hotel.catering.institute@gmail.com, info.nhci@gmail.com

NHCI SUITE, MDS/UAC BUILDING, PLOT 32, KUDIRAT ABIOLA WAY, OREGUN IKEJA, LAGOS

[info.nhci@gmail.com](mailto:info.nhci@gmail.com), [info@nhci-ng.org](http://info@nhci-ng.org) 08091434594

Updated July 2022

Dear Intending Members- **Corporate & Individual**

### **Re: Details of Membership of the Professional Institute-NHCI for Corporate/Individuals**

We are happy to have you as a **Member** of the Professional Body of Hospitality Practitioners and here are the detailed steps of becoming one below:

#### **CORPORATE MEMBERSHIP:**

This requires completing the application form attached herewith and a covering letter detailing why you intend to join as a corporate body.

You will scan the official letter on letterhead and completed form to us on [info.nhci@gmail.com](mailto:info.nhci@gmail.com) copy [info@nhci-ng.org](mailto:info@nhci-ng.org) with the following other documents also scanned along:

- Copy of certificate of registration from CAC including Form CO2 & CO7
- Names of the Directors of the Company
- Names of the key operators (if any) especially if they are Hospitality Professionals and their Membership grades at the Professional Body i.e. whether Graduate Member or Full Member or Fellows
- Copy of the CV of two of the Principal operators and/or one to be registered.
- You must also register one of your Senior Members of staff as a Professional Member

Kindly note the tariff for registration for each category of Corporate Clients and annual subscriptions:

Type of Corporate Client	Registration Fee	Annual Subscriptions
Registered Private Enterprise	NGN 100,000.00	NGN 20,000.00
Industrial Catering Companies-L L C	NGN 150,000.00	NGN 25,000.00
Limited Liability Company	NGN 200,000.00	NGN 30,000.00
Limited Liability Company (Oil & Gas Sector)	NGN 350,000.00	NGN 50,000.00
Oil Marketing Companies	NGN 750,000.00	NGN 150,000.00

- For actions, intending companies are advised to pay the requisite fees and subscription for the first year immediately and scan the teller along with their applications so that their application can be treated within two weeks and certificate sent to them else they may have to wait till the convenient Council meeting approval.
- Express registration could be allowed but with a payment of additional 50% of the registration fee with evidence sent to the email and registration could be within 48hours after payment.
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For **Individual Membership** of the Institute:

- Each individual shall complete the same form with relevant sections,
- Scan the completed form along with the following:
  - ✓ Copy of Curriculum vitae
  - ✓ Copies of all academic qualifications and trainings attended (if any)
  - ✓ A half page justification for becoming a Member of the Institute and stating the value you intend to bring on-board the Body
  - ✓ Recommendation from the Employer (if available)

Please note the following Membership grades are available and the requisite subscription:

Type of Individual Membership	Induction Fee	Annual Subscriptions
<b>Student Member</b> (For students)	NGN 5,000.00	NGN 1,000.00
<b>Affiliate Member</b> ( OND/Diploma Holders)	NGN 25,000.00	NGN 2,500.00
<b>Graduate Member</b> (For fresh graduates up to 3 yrs)	NGN 40,000.00	NGN 5,000.00
<b>Associate Member</b> (Graduates of other disciplines in the industry)	NGN 80,000.00	NGN 10,000.00
<b>Full Member</b> ( Graduates of Hospitality with 10 yrs experience)	NGN 80,000.00	NGN 10,000.00
<b>FELLOWS</b> (Full Members with 5 years Senior Mgt. Experiences or Associates who have attended 3CPD)	NGN 100,000.00	NGN 20,000.00

Successful Members are expected to attend Mandatory Professional development courses which normally come up twice annually and the Annual Hospitality Conference which comes up once a year (Usually in November) and rotated around Nigeria

All payments of fees and subscriptions are to be made into **Nigerian Hotel & Catering Institute, First Bank account 2004828783**

Thank you once again for your interest in becoming a Member both Corporate and Individual.

Yours Faithfully,

For: **NIGERIAN HOTEL & CATERING INSTITUTE-NHCI**

**Victor Ola. Kayode**, HND (Owo), MILR (Ibadan), FNHCI

**Executive Secretary,**

08091434595, 08023600704