MINISTRY OF COMMERCE, INDUSTRY, COOPERATIVE AND TOURISM

Block A-Q Ground and First floor, New Secretariat Complex, Jigawa, Dutse, P.M.B 7042.
Website:moc.jg.gov.ng

Office hours 9am- 4:00pm (Mondays to Fridays) Except Public Holidays
Phone Numbers. 08069582245, 08037443346, 07078657653.
Email mocjgst@mail.com

BUSINESS PREMISES REGISTRATION PROCESS IN JIGAWA STATE

In accordance with the Jigawa State Business Premises Law (CAP. 421), 1998 all businesses are required to register their premises. Below is a step-by-step guide to completing this process.

According to the Jigawa State Business Licensing and Taxation Law (CAP 19 of 1998), all business premises must be registered. Failure to register your business premises constitutes a violation of Section 5(1) of the Jigawa State Business Licensing and Taxation Law.

1. **Application Form**:
    - Obtain the Business Premises application form at the Ministry of Commerce Headquarters, located at Block A, State Secretariat Complex, [Block A-Q Ground and First floor, New Secretariat Complex], PMB [7042], Jigawa State.
    - Alternatively, you can download the application form from our website: https://moc.jg.gov.ngor send email to - mocjgst@mail.comto obtain the form. The form is also available in Appendix 1 of this document. All forms are provided free of charge.
    - Complete all sections of the form. Ensure no sections are left blank.
2. **Preparation**:
    - Your application can be completed in one day if you have the following information ready:
        - Relevant business documents, including a certificate of incorporation or business name.
        - Registered Business Name.
        - Business location (address).
        - Nature of the business.

        - Proposed start date for the project/business.
        - Company type (e.g., sole proprietorship, partnership, limited liability).
        - Names and addresses of the company's directors, if applicable.
        - Name and address of the company secretary, if applicable.
    - Submit the completed form along with copies of the necessary documents at the Ministry of Commerce Headquarters or any zonal office.

3. **Site Verification Visit**:
    - A Desk Officer from the Ministry of Commerce will contact you within two days of receiving your application to arrange a site verification visit. The visit is typically scheduled within one week.
    - If you are not contacted by the Desk Officer within 2 weeks, you may contact us through the phone numbers listed above.

    This process is only done for fuel stations

4. **Due Diligence:**
    - The Ministry of Commerce will review the application and perform legal, regulatory, and compliance checks. This process should not take more than three days.
5. **Payment**:
    - Successful applicants will be notified by the Desk Officer via email or phone to make payment for certification at designated banks. The fee varies based on the location and type of business. See applicable fee schedule in the appendix 2 of this document.
    - Payment should be made to Zenith Bank, Account **No. T.S.A Account number:1011289787 Agency code 2100**, **business premises code 13003**
6. **Certificate Collection:**
    - The Business Premises Certificate can be collected from the Ministry of Commerce Office at Block A, State Secretariat Complex, [Address], Jigawa State, or from any divisional office within the state. Collection hours are Monday to Thursday, 9 a.m. to 3 p.m, and Friday, 9 a.m. to 12 p.m., excluding public holidays.

ONLINE REGISTRATION PROCEDURES

1. Log on to https://moc.jg.gov.ng from your computer or phone
2. Select registration

3. Click on registration of Business premises
4. Upload your CAC registration certificate
5. Fill the application form online and submit
6. Wait for approval by the desk officer which will be given within 2 hours
7. When approved you will be informed by the desk officer via the e-mail provided when applying. Via this Email mocjgst@mail.com Within 7 hours. If you don't receive this message within the timeline, you may contact any of this numbers 08069582245, 08037443346, 07078657653 on whatsApp
8. Transmit a payment through T.S.A. account number **1011289787** Agency codes **2100,** business premises code **13003 via** Zenith Bank Plc. Send the evidence of payment to the desk officer, wait for the feedback via mode of communication communicate with.
9. The completed original certificate is issued to the applicant, by the desk officer within one working day.
10. The certificate can be downloaded via the email sent by the desk officer

For more information, please visit the Ministry of Commerce Business Premises Certification Help Desk located at the State Secretariat Complex, [at internal external trade office], Jigawa State or contact us via the email and provided above.

Signed:

Engr Garba Ya'u Ilalla
For Honorable Commissioner
Jigawa State Ministry of Commerce, Industry, Cooperatives & Tourism
December 26,2024

APPENDIX 1: APPLICATION FORM FOR BUSINESS PREMISES REGISTRATION

MINISTRY OF COMMERCE, INDUSTRY, COOPERATIVE AND TOURISM

(Block A-Q1 Ground and First Floor, New State Secretariat Complex, PMB 7043)

Dutse- Jigawa State

PARTICULARs OF THE COMPANY IS REQUIRED TO FURNISH THE REGISTRATION

a. The Business name of a company…….....

……..

b. The General nature of business…….

c. Nature of business Registration

i. Contract Registration only

ii. Premises Registration only

d. The Principal place of business…….

……

e. Other Place [s] [if any] in the state at which the business is carried on……

f. The Year of Commencement of the business……

g. The Name and Address [of] Director at the time of registration……

……

h. Name [s] and Address of Bank…….....

……

i. GSM No [s]……

j. Email [if any]…….

DECLARATION

We hereby certify that the foregoing particulars are to the best of my knowledge correct and we undertake to notify the registrar within 14 days from the day any changes occur.

Date at…… the day of……..2024

…….

[Signature of the person required to sign]

APPENDIX 2:GAZETTE ON BUSINESS PREMISES FEES

The Below Is The Jigawa State Gazette In Accordance To (SECTION 21 (2) FOURTH SCHEDULE SUBSITUTED BY THE LAW NO.14 OF 2012)

ON BUSINESS PREMISES LICENCE FEES

JIGAWA STATE OF NIGERIA

GAZETTE (SECTION 21 (2) FOURTH SCHEDULE SUBSITUTED BY THE LAW NO.14 OF 2012)

BUSINESS PREMISES LICENCE FEES

	Description	**Location**	**Location**	**Location**
	BANKS	DUTSE	LOCAL GOVT	NON-URBAN
	Head Office	N100,000	N50,000	N25,000
	Branch	N50,000	N25,000	N10,000
	Finance Houses:	N50,000	30,000	N 10,000
	Head Office	N50,000	N25,000	N15,000
	Branch Office	N 30,000	N 20,000	N10,000
	Investment Inst	N30,000	N20,000	N15,000
	Bureau De Change	N 20,000	N15,000	N10,000
	Microfinance Bank	N20,000	N10,000	N5,000
	Dish & Cable	N10,000	N5000	N3,000
	Manufacturing Company	N30,000	N20,000	N10,000
	Pharmaceutical	N30,000	N 20,000	N10,000
	Tanneries	N30, 000	N 20,000	N10,000

	Quarry Operations	N 50,000	N 30,000	N20,000
	Major Const. Comp	N 50,000	N20,000	N100,000
	Chartered A/C Comp	N 20,000	N10,000	N5,000
	Law Firm	N 20,000	N10,000	N5,000
	Insurer's Brokers	N 20,000	N10,000	N5,000
	Mangagement Consultancy	N 15,000	N10,000	N5,000
	State Surveyors	N 20,000	N10,000	N5,000
	Advert Agencies	N 10,000	N5,000	N3,000
	Travel Agencies	N 10,000	N5,000	N3,000
	Other Consultants	N 30,000	N20,000	N10,000
	Hospital& Tourism	N30,000	N20,000	N10,000
	Restaurants	N10,000	N5,000	N3,000
	Recreation House	N10,000	N15,000	N5,000
	Bakery & Confect.	N150,000	N 10,000	N5,000
	Cinema House	N10,000	N15,000	N5,000
	Viewing Center	N10,000	N5,000	N3,000
	Petrol Station	N 50,000	N 30,000	N20,000
	Stationery Stores	N 5,000	N3,000	N2,000
	Super Markets	N 20,000	N10,000	N5,000
	Building Materials	N10,000	N5,000	N3,000
	Patient Medicine	N10,000	N5,000	N3,000

	Provision Stores	N10,000	N5,000	N3,000
	Sole Ownership Kiosk	N5,000	N3,000	N1,000
	Electrical & Electronics	N10,000	N5,000	N3,000
	Vehicle Spare Parts	N20,000	N10,000	N5,000
	Dish & Cable Stores	N10,000	N5,000	N2,000
	Others	N5,000	N3,000	N1,000