DUE PROCESS AND PROJECT MONITORING BUREAU

Block A New State Secretariat Complex, PMB 2067, Dutse, Jigawa State,

(08069188838 , 08150344223). Info@jsg.gov.ng

Business hours: 9am – 5:00pm Monday to Friday, except Public Holidays

Works Registration Process in Jigawa State

In accordance with the Jigawa State Works Registration Law (CAP. 421), all Contractors operating within the State are required to register to obtain their works registration certificate in compliance with the State's regulations. Below is a step-by-step guide to completing this process:

(Based on Due process and project Monitoring Bureaus Guidelines 2019, section 5.4.2 (A) to register all categories of contractors and issuance of certificate thereof. In view of the above, the Bureau classified its mandates in doing business as follows;

https://dueprocess.jg.gov.ng/

Online Process

1. **Documentation**

   The required documentation required to be registered as a contractor in Jigawa are:

   - Evidence of business registration with Cooperate Affairs Commission CAC
   - RC Number
   - Tin Number
   - Phone number
   - Email address
   - Nature of business
   - Company type
   - names of the Directors

2. **Registration**

   - Make a payment of N15,000.00 at Zenith Bank Plc and obtain a Username and a Password from the bank
   - Using the Username and the password log on to the Bureau's website: portal (www.dueprocess.jg.gov.ng)
   - Fill a registration form online and upload the scanned copy of the relevant documents

- Click submit
- After this process your registration certificate will be printed and issued within 48hrs. You will also be required to present a passport photograph of any of the Directors to the registration Desk Officer

  Bureau's Headquarters, located at Block A, New State Secretariat Complex, Jigawa State.

Manual Process

1. **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 Bureau's Headquarter.

2. **Due Diligence**:
   - The Bureau will review your application and perform legal, regulatory, and compliance checks. This process will be completed within 48 hours.
3. **Payment**:
   - Payment should be made to Zenith Bank Plc, Account No. *1011289787* Keep the bank teller as proof of payment and share with Bureau via email on Info@dueprocess.gov.ng.
4. **Certificate Collection**:
   - A registration certificate is generated for the applicant within 3 working days.

- The Works Registration Certificate can be collected from the Bureau's Headquarters as stated above. 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. The certificate is collected via presentation of the receipt.
- Applicant can also receive certificate via email if indicated as a preference.

5. **Waiver for Eligible Businesses**:
    - Small and Medium Scale Businesses eligible for a waiver of up to N5,000 during an approved SME's program such as Covid 19 pandemic, flood support and other support initiatives by the state Government.

For more information, please visit the Bureau's Registration Help Desk located at the State office stated above, or contact us on 07064832132 or via email at info@dueprocess.gov.ng.

Signed:
The Director General
Due Process and Project Monitoring Bureau, Dutse, Jigawa state
November 20, 2023