# MINISTRY OF COMMERCE, INDUSTRY, COOPERATIVE AND TOURISM

Block A-Q Ground and First floor, New Secretariat Complex, Jigawa, Dutse, P.M.B 7042.
Email:mocommercejg@gmail.com

Office hours 9am- 4:00pm (Mondays to Fridays)
Phone Numbers. 08069582245, 08037443346, 07078657653.
Email address.businesspremises.gov.jg.ng@mail.com

## BUSINESS PREMISES REGISTRATION PROCESS IN JIGAWA STATE

In accordance with the Jigawa State Business Premises Law (CAP. 421), 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: [www.moc.gov.jg.ng]. or send email to - businesspremises.gov.jg.ng@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 call the following numbers (08069582245, 08037443346, 07078657653 or send email to - address.businesspremises.gov.jg.ng@mail.com).

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(also include link to the consolidated revenue schedule).
    - 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 re

## ONLINE REGISTRATION PROCEDURES

1. Log on towww.moc.gov.ng from your computer or phone
2. Select registration
3. Click on registration of Business premises
4. Uploaded your CAC registration certificate

5. Fill the application form uploaded (Is the CE2 form available online or it is filled outside of the online platform and uploaded. This is not so clear here.

   If it is filled outside of the online platform, how can they obtain the form?

6. Wait for approval by the desk officer. Within 2 hours

When approved you will be informed by the desk officer to the e-mail provided when applying. Via this Email address.businesspremises.gov.jg.ng@mail.com

Within 7 hours, from this email; address.businesspremises.gov.jg.ng@mail.com

7. .

   What if they don't receive the email within the timeline, contract any of this number 08069582245, 08037443346, 07078657653. Or whatsApp The desk officer for approval

8. Transmit a payment through T.S.A. account number **1011289787** Agency codes **2100,** business premises code **13003 via** zenith. 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. Download your certificate , informed the desk officer via email address address.businesspremises.gov.jg.ng@mail.com or whastapp 08037443346

**7. Waiver for Eligible Businesses:**

- Businesses eligible for a waiver under the Investment Incentives mocommercejg@gmail.com are exempt from payment. Upon presenting proof of eligibility, certificates will be issued at the Ministry of Commerce Headquarters. For proof of eligibility, contact the help desk at 08069582245, 08037443346, 07078657653. You can also visit our website [www.moc.gov.jg.ng] or send email (businesspremises.gov.jg.ng@mail.com)

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 at 08069582245, 08037443346, 07078657653. You can visit our website: [www.moc.gov.jg.ng] for more information or send an or email to businesspremises.gov.jg.ng@mail.com.

Signed:

The Honorable Commissioner Jigawa State Ministry of Commerce, Industry, Cooperatives & Tourism

December 12,2023
12/12/2023 12:27:51 PM - (time stamp and date)

## 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 REGISTRAR

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

…….

b. The General nature of business……S

**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: | | | |
| | 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 |