MINISTRY OF COMMERCE, INDUSTRY, COOPERATIVE AND TOURISM
Block A-Q Ground and First floor, New Secretariat Complex, P.M.B 7042.
E-Mail:mocommercejg@gmail.com
Phone number: 08066009099
Office hours 9am- 4:00pm (Monday to Fridays)

PROCESS AND PROCEDURES FOR OBTAINING OPERATION LICENCE FOR TOURISM AND ALLLIED HOSPITALITY BUSINESS

In pursuit of the Jigawa State Law Cap 17 volume 2,.on registration and granting of annual operation license for tourism and allied hospitality industries operating in Jigawa State *(moc.jg.gov.ng).* Every Tourism and Allied Hospital ity business is expected to be registered and pay annual operation license to the Hotels and Tourism Board domiciled under the Ministry of Commerce, Industry, Cooperative and Tourism.

PROCESS AND PROCEDURES FOR OBTAINING OPERATION LICENCE FOR TOURISM AND ALLLIED HOSPITALITY BUSINESS

Step 1: Application for Operation license – The applicant obtains the form from the office of the Director of tourism at the address above or can download the form via the link *moc.jg.gov.ng*
Step 2: The documents required to complete the application include:

a. Passport photograph of the Applicant

b. Identification document of the Applicant

Step 3: The applicant should complete the form and submit at the desk officer at Jigawa State Ministry of Commerce Block A-Q Ground and First floor, New Secretariat Complex, P.M.B 7042. E-Mail: mocommercejg@gmail.com or call the director of tourism on *08066009099,* in an Office hours 9am- 5:00pm (Monday to Fridays) with exception of public holiday

Step 4: Site inspection – The applicant will be contacted by the desk officer via the applicant's email to schedule a site visit. The site visit will be scheduled within 72 hours of submitting the application and inspection is to be completed within 24 hours.

Step 5: Completion of inspection – After the inspection, the applicant will be contacted by the desk officer within 48 hours of completing the site inspection through their Email or SMS to advise the applicant of the applicable fees for the licence. See schedule of applicable fees in

appendix II below or you can also click the link (*moc.jg.gov.ng*) to view the schedule of fees payable based on the business type.

Step 6: Payment of registration fee and renewal of annual license – This should be done through payment to the Government TSA account. See details below:

Bank: Zenith Bank Branch nationwide
Account number: **1011289787**
Account name: Jigawa State Treasury single account (TSA)

Step 7: Issuance of licence–After payment, the applicant must submits the Bank payment teller to the Director Tourism in the Ministry of Commerce, Industry, Cooperative and Tourism via the details in the address above. Alternatively, the receipt can be submitted at mocommercejg@gmail.com. A confirmation email and receipt will be issued within 24hours indicating successful registration.

If an applicant does not receive a feedback within 72 hours, they may contact the Ministry of Commerce, Industry, Cooperative and Tourism via the details in the address above to make a complain.

Step 8: Renewal of license –The renewal of the license is done annually, as the same procedure above

Signed

Signature of agency head

Designation

Date

APPENDIX II: SCHEDULE OF LICENSE FEES FOR TOURISM AND ALLIED HOSPITALITY INDUSTRIES OPERATING IN JIGAWA STATE

APPENDIX I: APPLICATION FORM FOR REGISTRATION OF HOSPITALITY BUSINESS

MINISTRY OF COMMERCE, INDUSTRY, COOPERATIVES AND TOURISM

Block A Q1 Ground and First Floor, New State Secretariat Complex, P.M.B 7042 Dutse, Jigawa State

REGISTRATION FORM FOR RESTAURANT/EATING CENTRE

Proprietor's photograph

A. REGISTERED NAME OF THE ESTABLISHMENT ……

……...

……..… R.C/BN NO……

B. PROPRIETOR'S PERSONAL DATE:

i. Name ……..

ii. Residential Address ……

iii. Contact Address ……

iv. Occupation ……

v. Highest Educational Qualification ……...

vi. Area of Specialization ……

vii. Tel. No./Email Address ……..

C. DETAILS OF THE ESTABLISHMENT:

i. Location ……

ii. Local Government ……..

iii. Tel. No./Email Address ……