

7

MCIT/GEN/REP/10/VOL. III

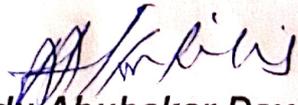
28<sup>th</sup> December, 2023

To Secretary,  
Ease of Doing Business Committee

**RE:- PROCEDURE FOR OBTAINING BUSINESS PREMISES PERMIT**

I wish to forward herewith attach a Procedure for Registration of Business Premises in Yobe State as per your request.

Accept the assurance of my highest regard.



**Audu Abubakar Daya**

*Director of Commerce*

*For:- Honourable Commissioner*

## PROCEDURE FOR OBTAINING BUSINESS PREMISES PERMIT

### **1. Application for Business Premises Registration.**

All individuals and organization seeking to obtain business premise permit in Yobe State can visit the Yobe State Ministry of Commerce, Industry and Tourism through the (4) Zonal offices across the state or headquarters in Damaturu to inform them of his/her intention. A first schedule form (Copy attached) will be issued to him/her for completion. (1 day)

### **2. Receive an inspection for business premises registration**

Registration Officers will immediately inspect the site location to ensure that it is suitable for the Business applied for. In addition the inspectors will ask for the following:-

- License with the relevant authority;
- Corporate Affairs Registration Certificate (CAC)
- Tax Clearance Certificate (TCC) where necessary

3. After the site inspection, the registration officers will inform the applicant to pay the required amount specify by Yobe state MDA revenue Harmonization Law 2018 (Copy of rate attached). The payment is made electronically via POS and go direct to single treasury account..(TSA)

### **4. Issuance of certificate**

The registration officer will submit the first schedule form with evidence of payment to the office of the director of commerce for issuance and signing of certificate of registration of business premises. All the above process will be duly completed within or less than 24 hours

### **5. Business Premises Renewal of Registration**

The certificate is subject to renewal every one year. An individual or organization will be attended to at their business location by serving them with **DEMAND NOTICE** and officers attend to them at their business place to make payment