

YOBE STATE GOVERNMENT OF NIGERIA

MINISTRY OF COMMERCE INDUSTRY AND TOURISM

OFFICE ADDRESS:

IBB State Secretariat

P.M.B 1094

Damaturu, Yobe State.

E-mail: ministrycommerce5@gmail.com



MCIT/GEN/REP/10/VOL. III

28th December, 2023

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

9

**MINISTRY OF COMMERCE, INDUSTRY AND TOURISM
DAMATURU, YOBE STATE**

FIRST SCHEDULE FORM

REGISTRATION OF BUSINESS PREMISES EDICT.....

Particulars required to be furnished to the registrar:

- a) The business name of the firm:.....
- b) The general nature of the business:.....
- c) The principal place of business:.....
- d) Other places (if any) in the state at which the business is carried on giving the address (not postal of the premises, and the town;
 - i)
 - ii)
 - iii)
- e) The full names of each individual who is a partner (in the case of companies in partnership give the registered names of each Company)
 - i)
 - ii)
 - iii)

DECLARATION

I/We hereby certify that the foregoing particulars are to the best of my/our knowledge, information and belief correct and I/we undertake to notify the registrar of business premises whenever any change is made or occurs in any of them.

Dated at.....thisday of

..... Signature or signatures of person(s)

Required to sign under section?

.....
.....

Receipt No.....

Amount paid.....

11

MINISTRY OF COMMERCE

S/N	ITEMS	RATE
A,	REGISTRATION OF:	
	Food hotel(Per Annum)	5,000.00
	Bukateria(Per Annum)	2,000.00
	Provision stores/(Per Annum)	5,000.00
B,	REGISTRATION OF BUSINESS PREMISES	
1	Banks	100,000.00
2	Insurance Company	50,000.00
3	Private Schools	
	a, Nursery/Primary School	10,000.00
	b,Primary/Secondary School	20,000.00
	c,Nursery/Primary/Secondary Schools	25,000.00
4	Patent Medicine store	10,000.00
5	Super Stores i.Category A II.Category B	20,000.00 10,000.00
6	Sachet Water production premises	20,000.00
7	Road Side Mechanic (Motor Vehicle)	2,000.00
8	Motorcycle/Generator sets	1,000.00
9	Tailoring	1,000.00
10	Machine Block Industry	10,000.00
11	Hand Mould(Block Industry)	3,000.00
12	Car Wash	2,000.00

13	Suya Spot	1,000.00
14	Vulcanizing	5,000.00
15	Metal works	1,000.00
16	Download Centers	1,000.00
17	Printing Press	5,000.00
18	Clinics	20,000.00
19	Medical Lab.and Diagonostic Center	10,000.00
20	Chambers Solicitors	10,000.00
21	Car Dealers	20,000.00
22	Motorcycle Dealer	5,000.00
23	Construction Company	100,000.00
24	Rice Milling	2,000.00
25	Spare parts Dealer	
	a.Motor vehicle	5,000.00
	b.Motorcycle	3,000.00
26	Hotels Lodge	
	i.Category A	50,000.00
	ii.Category B	30,000.00
	iii.Category C	15,000.00
27	Bakeries	10,000.00
28	Grinding Machines	1,000.00
29	Textiles Materials	
	i.Category A	10,000.00
	ii.Category B	5,000.00
30	Building Materials	
	i.Category A	10,000.00
	ii.Category B	5,000.00
31	Business Centers	5,000.00
32	Tailoring Institutions	3,000.00
33	GSM Franchise/Dealers	20,000.00

34	Barbing/Hair dressing	2,000.00
35	Commercial boreholes	5,000.00
36	Photographing	2,000.00
37	Cyber Café Service	5,000.00
38	Travelling Agencies	10,000.00
39	Bookshops	3,000.00
40	Electrical and Electronic Shops	5,000.00
41	Commercial Poultry Farms	5,000.00
42	Carpentry	5,000.00
43	Timber Dealer	10,000.00
44	Cement Dealer	5,000.00
45	Commercial Fish farm	5,000.00
46	Hide and Skin	5000.00
47	Gum Arabic Dealer	5,000.00
48	Pharmaceutical stores	10,000.00
49	Super Market	10,000.00
50	Wood including upholstery	10,000.00
51	Injection Work Mechanical	5,000.00
52	Butcher	1,000.00
53	Potash Dealer	2,000.00
54	Mats Dealer	1,000.00
55	Mats Dealer	500.00
56	Deserts Palm(leaves)	2,000.00
57	Kola Nut Dealer	2,000.00
58	Second hand textile material dealer	2,000.00
59	Blacksmith	1,000.00
60	Surface Tank Dealer	5,000.00
61	Battery Charger	1,000.00
61	Spraying Painting	2,000.00

62	Wheel Alignment	2,000.00
63	Panel Beater	3,000.00
64	Art Drawing	1,000.00
65	Laundry Dry Cleaning	2,000.00
66	Shoe Maker	1,000.00
67	Gravel/Sand Dealer	2,000.00
68	General Contractor supplies	10,000.00
69	Firm of Professionals	10,000.00
70	Mattress Dealers	5,000.00
71	Home Utensils	5,000.00
72	Manufacturing Companies	20,000.00
73	Other Offices	10,000.00
74	Antenna Mast	
	I State Capital	500,000.00
	Ii Urban Local Govt Hqtrs	250,000.00
	Iii Other Local Govt Hqtrs	150,000.00
	Iv Rural Location	100,000.00
		25,000.00
75	Filling Stations	5,000.00
76	Small Scale Manufacturing Industries	1,000.00
77	Mining/Quarry Land Dry Meat Premises License	
78	Poultry	
	I Large Scale (10,000 and above)	50,000.00
	Ii Medium Scale (5,000 to 10,000)	25,000.00
	Iii Small Scale Fish	10,000.00
79	Fish Farming	
	I Registration of fish farm (1,000 to 5,000)	2,000.00
	Ii Registration of fish farm (6,000 to 10,000)	4,000.00
	Iii Registration of fish farm (10,000 above)	5,000.00

Find above fees charges in the Harmonize revenue law 2018 at the Board of Internal Revenue portal

Audu Abubakar Daya 28/12/23
Audu Abubakar Daya
 Director of Commerce
 For:- Honourable Commissioner