



**MINISTRY OF COMMERCE, INDUSTRY,
TOURISM & COOPERATIVES
KEBBI STATE**

PROCEDURE FOR OBTAINING BUSINESS PREMISE PERMIT

Guiding Laws & Regulation

In pursuant of the provisions of the Kebbi State Registration of Business Premises Law 2014 &

The Administration, Collection of Revenue Due to the State and local Government Councils and to establish the Relevant Administrative Structures Law No. 008, 2020.

All individuals and organizations seeking to obtain Business Premise Permit in Kebbi State can apply through the following process;

Step 1

Start your registration by using any of the channels below

To obtain a Business Premise Permit (BPP), contact

The Director Commerce
Ministry of Commerce, Industry, Tourism & Cooperatives
Second Floor, Old Block, Gwawangwaji Secretariat Complex
Birnin Kebbi
234-08034951670; 08036530062

OR any of the Zonal Offices located in

Birnin Kebbi Zonal Office- Aliyu Aliyu Gwawangwaji
1b, Haliru Abdu Secretariat, Birnin Kebbi, 0703510048

Zuru Zonal Office-Nuhu Ango
Ahmadu Bello Way, Zuru Jakkasa
08034097077

Argungu Zonal Office- Nurudeen Abubakar
Sokoto Road Opposite Fishing Village, Argungu
08062327607

Yauri Zonal Office-Umar Sale
Emir Road Opposite Kebbi Home Savings Bank, Yauri
08062327607

OR download and fill the registration form(s) via the links below

Business Premise Registration

- Business Premise Permit Registration Form (BPPR):
<https://www.kebbistate.gov.ng/sites/default/files/REGISTRATION%20OF%20BUSINESS%20PREMISES%20-%20FORM%201.pdf>

Step 2

Prepare all relevant documents.

To process your application for BPP the following documents are required:

- Corporate Affair Registration Certificate (**For small, Medium and Large firms**)

- A Certificate of Business Registration (**for micro businesses**)
- Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (for all forms of business).
Visit/contact [Kebbi State Harmonized E-Tax Portal \(irs.kb.gov.ng/etax\)](https://irs.kb.gov.ng/etax) for TCC and TIN.
- Receipt of Payment

Step 3

Submit all relevant documents

Manual Submission

Pay the applicable fee using any of the available payment channels: ****See applicable fees & charges as stipulated in <https://kebbistate.gov.ng/schedule-business-premises-fees-and-other-related-charges>**

- Any Commercial Bank in the State using the TSA KEBBI PAYDIRECT account **OR**
- Via PoS using a debit/credit card at the SBIR Customer Service Centre terminal in the Ministry of Commerce, Industry, Cooperatives & Tourism located at 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi **OR** at any Zonal Offices shown in Step 1 above.
- Submit the duly completed Application Form directly to;
Ministry of Commerce, Industry, Cooperatives & Tourism located at 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi) **OR** at any Zonal Offices located at: Argungu, Yauri, Zuru, & Dandi together with the following documents;
 - Evidence/proof of payment of all relevant fees and charges
 - All relevant documents detailed in Step 2 above.
- Make payment using TSA Online payment platform via
<https://login.remita.net/remita/onepage/G0000308016/biller.spa>

Confirmation of Application:

****Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the file number for the application by the Ministry of Commerce, Industry, and Cooperatives & Tourism located at 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi.**

Processing Timeline

- Submitted applications for business premises permits will be processed **within 24 hours** prior to the final stage for collection described in step 4 below.

Step 4

Collection of BPP Permit

- Successful applicants for BPP will be notified via text, call or email within **48 hours**.
- **Within 48 hours** upon making all relevant payments the applicant will be notified of successful processing and can visit Ministry of Commerce, Industry, Cooperatives & Tourism located at 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi) **OR**
- **Visit** any Zonal Offices located at: Argungu, Yauri, Zuru or in Birnin Kebbi in location(s) indicated in Step 3 above.

For more information, enquiry, or complaints please contact the Ministry of Commerce, Industry, Cooperatives & Tourism located at 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi **between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact us at info@kebbistate.gov.ng or 08036530062; 08034951670**

Signed:

Permanent Secretary,

Ministry of Commerce, Industry, Cooperatives & Tourism

21st October 2022