KEBBI STATE MINISTRY OF COMMERCE, INDUSTRY, COOPERATIVES AND TOURISM

UPDATED PROCEDURE FOR OBTAINING BUSINESS PREMISE PERMIT

Guiding Laws & Regulation

In pursuant of the provisions of the Kebbi State Registration of Business Premises Law 2014 and the Administration and Collection of Revenue Due to the Kebbi State Government and Local Government Council Law, 2023, 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 obtaining registration form at any of the offices listed below:

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

- ***Birnin Kebbi Zonal Officec-*** *Aliyu Aliyu Gwadangwaji 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*

STEP 2: Prepare all relevant documents.

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

- Corporate Affairs Commission (CAC) 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).

STEP 3: Pay applicable fees

Pay the applicable fee of as captured in Schedule XIV PART D (page 105-108) of the Administration and Collection of Revenue Due to the Kebbi State Government and Local Government Council Law, 2023 - https://kebbistate.gov.ng/sites/default/files/Administration%20and%20Collection%20of%20Revenue%20Due%20to%20the%20Kebbi%20State%20Government%20and%20Local%20Government%20Council%20%28Amendment%29%20Law%2C%202023_1.pdf

S/N	TYPE OF BUSINESS	RATES			
		URBAN AREAS		RURAL AREAS	
		REGISTRATION ₦	RENEWAL ₦	REGISTRATION ₦	RENEWAL ₦
1.	COMMERCIAL BANKS	50,000	50,000	50,000	50,000
2.	MERCHANT BANKS	50,000	50,000	50,000	50,000
3.	MORTGAGE BANKS	50,000	50,000	50,000	50,000
4.	MAJOR MARKETERS	40,000	40,000	40,000	40,000
5.	INDEPENDENT MARKETERS	20,000	20,000	20,000	20,000
6.	SURFACE TANKS	10,000	5,000	10,000	5,000
7.	KEROSINE MARKETERS	5,000	3,000	5,000	3,000
	FACTORIES/MANUFACTURING				
8.	BIG	500,000	500,000	500,000	500,000
9.	MEDIUM	200,000	200,000	200,000	200,000
10.	SMALL	50,000	50,000	50,000	50,000
11.	BIG HOTELS	30,000	15,000	20,000	10,000
12.	MEDIUM HOTELS	20,000	10,000	10,000	5,000
13.	SMALL HOTELS	10,000	5,000	5,000	3,000
14.	SUPPER MARKETS	20.000	10,000	15,000	5,000
15.	PROVISION STORES	5,000	3,000	3,000	1,000
16.	PRINTING PRESS	10,000	5,000	5,000	3,000
17.	PROFESSIONAL BODIES	20,000	10,000	10,000	5,000
18.	OPTICAL/DENTAL SERVICES	5,000	3,000	3,000	2,000
19.	TRAVEL AGENCIES	20,000	10,000	10,000	5,000
	SPARE PARTS DEALERS				
20.	BIG	5,000	3,000	3,000	1,500
21.	SMALL	3,000	2,000	2,000	1,000
	MECHANICS & ALLIED JOBS				
22.	BIG	3,000	2,000	2,000	1,000
23.	SMALL	2,000	1,000	1,000	500
24.	HOSPITALS & CLINICS	20,000	10,000	10,000	5,000
25.	EQUIPT SHOPS & LABORATORIES	5,000	3,000	3,000	2,000
26.	PHOTO COLOURED LABS	5,000	3,000	3,000	1,500

Payment can be made across any of the following channels:

- Any Commercial Bank in the State using the TSA KEBBI PAY DIRECT account OR
- Make payment using TSA Online payment platform via - https://login.remita.net/remita/onepage/G0000308016/biller.spa
- PoS using a debit/credit card at the Customer Service Centre desk in the Ministry of Commerce, Industry, Cooperatives located on the 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi OR at any Zonal Offices shown in Step 1 above.

STEP 4: Submit all relevant documents

All duly completed application form(s), relevant documents listed in Step 2, as well as evidence/proof of payment of fees and charges should be submitted at the Customer Service Centre desk of the Ministry of Commerce, Industry, and Cooperatives & Tourism headquarters.

**Upon Submission of your application form, applicants will be provided a unique Application Reference Number immediately, as well as an Acknowledgement Letter that carries the file number for the application

STEP 5: Approval and issuance of Business Premises Permit (BPP)

Submitted applications for business premises permits will be processed **within 48 hours** and applicants will be notified within the same timeline to collect BPP permit

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** **ministryofcommerceandindustry@gmail.com** **or** ***+234-9160460004***

Signed
Permanent Secretary
Ministry of Commerce, Industry, Cooperatives &Tourism
March 2026