MINISTRY OF COMMERCE, INDUSTRY, COOPERATIVES AND TOURISM

Updated Guide to Registering a Cooperative Society in Kebbi State

Governing Law

The registration of cooperative societies in Kebbi State is governed by the **Nigerian Cooperative Societies Act (Cap N98, Laws of the Federation of Nigeria 2004)**. Additionally, Kebbi State operates under the guidance of the Ministry of Commerce, Industry, Tourism, and Cooperatives.

Step-by-Step Registration Process

Required Documents

Ensure you have the following:

- **Certificate of Incorporation from the Corporate Affairs Commission (CAC):** Confirms the legal status of your cooperative.
- **Tax Clearance Certificate (TCC) and Tax Identification Number (TIN):** Obtainable from the **Kebbi State Internal Revenue Service** via their e-Tax platform: irs.kb.gov.ng.
- **Proposed Constitution or Bye-laws of the Cooperative Society:** Clearly define the purpose, structure, and operations of the cooperative.

1. Obtain the Registration Form

- Visit the **Ministry of Commerce, Industry, Tourism, and Cooperatives** at the Gwadangwaji Secretariat Complex, Birnin Kebbi, Kebbi State.
- Alternatively, you can contact any of their zonal offices located in **Argungu, Yauri, Zuru, or Dandi** for assistance:

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

Zuru Zonal Office - Nulu 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

Timeline: This process takes approximately 1-2 working days

2. **Obtain a Tax Clearance Certificate (TCC) and Tax Identification Number (TIN) from the Kebbi State Internal Revenue Service (KSIRS)**

Procedure:

1. Prepare required documents:
    - Completed TCC/TIN application form (available online at irs.kb.gov.ng or at KSIRS offices).
    - Certificate of Incorporation.
    - Valid identification of the cooperative's authorized representative. ○ Proof of financial activity (e.g., receipts, bank statements).
2. Submit the application via the KSIRS e-Tax platform or visit the KSIRS office in Birnin Kebbi.
3. Pay the official fees online through the TSA platform or at designated banks.
4. Collect the TCC and TIN once processing is complete.

4. Pay the Registration Fees

- Payment can be made at any commercial bank in Kebbi State using the TSA Kebbi PayDirect account.
- Alternatively, payment can be processed via PoS at the **State Board of Internal Revenue (SBIR) Customer Service Centre**, located within the Ministry.
- Refer to the Administration and Collection of Revenue Due to the Kebbi State Government and Local Government Council Law for a detailed breakdown of applicable fees.

S/N	TYPES OF COOPERATIVE	RATES (₦)
1.	Primary cooperative society	₦2,500.00
2.	Secondary cooperative (union)	₦5,000.00
3.	Cooperative Apex	₦10,000.00

4. Submit Your Application

- Attach all required documents and proof of payment to the registration form.
- Submit the complete application to the Ministry's office or the appropriate zonal office.

Timeline: Submission and initial verification take approximately 2-3 working days.

5. **Application Review and Approval**

- The Ministry will review your application to ensure it meets all statutory requirements.
- Upon successful review, the cooperative society will be issued a **Certificate of Registration**, granting it legal status to operate within Kebbi State.

Timeline: The review and approval process takes approximately 21-30 working days.

Additional Notes

- Ensure that all documents are duly signed and authenticated before submission.
- Confirm fee schedules and other requirements directly with the Ministry to avoid delays.
- Regularly check the Ministry's official website for updates on registration policies and procedures.

For further assistance, enquiry, or complaint please contact the Ministry of Commerce, Industry, Tourism and Cooperatives at Second Floor, Old Block, Gwadangwaji Secretariat Complex Birnin Kebbi, PMB: 1014 Kebbi State Nigeria, **between 8:00 AM and 4 PM (Monday-Friday, excluding public holidays) or contact us at** ministryofcommerceandindustryg@gmail.com +234-9160460004

Signed
Permanent Secretary
Ministry Of Commerce, Industry, Cooperatives And Tourism
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