



**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. (Pages 105 – 108)*

*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, Gwadangwaji Secretariat Complex  
Birnin Kebbi  
234-08034951670; 08036530062

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

**Business Premise Registration**

- Business Premise Permit Registration Form (BPPR): <https://mcitc.kebbistate.gov.ng/documents-and-downloads/>

**Step 2**

**Prepare all relevant documents.**

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

- Corporate Affair Registration Certificate
- Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (for all forms of business).  
Visit/contact <https://irs.kebbistate.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/administration-and-collection-revenue-due-stlg>**

- 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 2<sup>nd</sup> Floor Gwadangwaji Secretariat Complex Birnin Kebbi **OR** at any Zonal Offices located at:

Argungu Local Government Areas: (Address & contact number to inserted)

Yauri Local Government Areas: (Address & contact number to inserted)

Zuru Local Government Areas: (Address & contact number to inserted)

Dandi Local Government Areas: (Address & contact number to inserted)

- Submit the duly completed Application Form directly to;  
Ministry of Commerce, Industry, Cooperatives & Tourism located at 2<sup>nd</sup> 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.

#### **Electronic Submission**

- Make payment using TSA Online payment platform via [tsa/paydirect/e-billings/remita](https://tsa/paydirect/e-billings/remita)
- Complete application form online and upload all relevant documents via <https://mcict.kebbistate.gov.ng/create-registration/>

#### **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 2<sup>nd</sup> 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 2<sup>nd</sup> Floor Gwadangwaji Secretariat Complex Birnin Kebbi) OR
- **Print online their BPP** via: <https://mcict.kebbistate.gov.ng/bpp-certification/> 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 2<sup>nd</sup> 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](mailto:info@kebbistate.gov.ng) or 08036530062; 08034951670**

**Signed:**

Permanent Secretary,

**Ministry of Commerce, Industry, Cooperatives & Tourism**

21<sup>st</sup> October 2022