



## KEBBI STATE INVESTMENT PROMOTION AGENCY (KIPA)

### PROCEDURE FOR OBTAINING INVESTMENT ENABLING INCENTIVES APPROVAL

#### Guiding Laws & Regulation

*In accordance with the provisions of the Kebbi State Industrial Policy Framework 2022 &*

*In pursuant of the provisions of the Law establishing the Kebbi State Investment Promotion Agency Law, No. 009, 2022*

*All individuals and organizations seeking to benefit from the State Investment Enabling Incentives in Kebbi State can apply through the following process;*

#### Step 1

##### Start your application by using any of the channels below

To benefit from any Business Enabling Incentive in the State, register your company using any of the channels below:

The Executive Secretary  
Kebbi State Investment Promotion Agency (KIPA)  
No. 11, Kalgo Road  
GRA, Birnin Kebbi  
234-8030988855; 08097591365

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

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

##### Investment Enabling Incentive Registration

- Business Enabling Incentive Registration Form (**IEIR**): <https://kebbistate.gov.ng/kebbi-state-e-channels> or <https://kpa.kebbistate.gov.ng/documents-and-downloads/>

#### Step 2

##### Prepare all relevant documents.

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

- One copy of KEBGIS Certificate of Occupancy (CofO). Visit <https://www.kebgis.gov/application-form/> & <https://www.kebgis/a-virtual-guide-to-register-your-property/> for guidelines. **Note:** where a KEBGIS CofO has not been issued, a KEBGIS acknowledgement letter may be submitted. Please note that this may however cause a delay in the processing of your application pending when the copy of the CofO is submitted.
- Feasibility/Visibility report prepared by consultants registered with KUDA (for mass housing, agricultural, petrol/gas station, commercial, industrial development) (**link to the list of registered consultants with KUDA will be inserted**) **Provide link to online application form.**
- Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (for all developments). Visit/contact <https://irs.kb.gov.ng/etax> for TCC and TIN.
- Service approvals including Fire and Police Reports (for petrol/gas stations, hotels and multi-storey

developments that exceeds four floors). Visit/contact any fire service department/police station nearest to you in Kebbi State for a fire/police report.

- Recent utility bill or bank statement (containing same address with contact address specified on form)
- Evidence of registration with KIPA
- Evidence of NIPC registration (for firms with foreign or large domestic investment)
- Host Community Social Responsibility Plan (HCSR)
- Evidence of Compliance with all State regulatory requirements

### Step 3

#### Submit all relevant documents

##### Manual Submission

- Submit the duly completed Registration form directly to;

Kebbi State Investment Promotion Agency located at **No. 11, Kalgo Road GRA, Birnin Kebbi** OR the Ministry of Commerce, Industry, Cooperatives & Tourism located at 2<sup>nd</sup> Floor Gwadangwaji Secretariat Complex Birnin Kebbi together with all relevant documents detailed in **Step 2** above.

##### Electronic Submission

- Complete registration form online and upload all relevant documents via <https://kpa.kebbistate.gov.ng/online-application/>

##### Confirmation of Application:

\*\*Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter and a Service Level Agreement (SLA) that carries the file number for the application by KIPA OR the Ministry of Commerce, Industry, and Cooperatives & Tourism located at 2<sup>nd</sup> Floor Gwadangwaji Secretariat Complex Birnin Kebbi.

##### Processing Timeline

- Timeframe for processing submitted applications **within 21 Working Days** prior to the final stage for collection described in step 4 below

### Step 4

#### Approval of BEI Report

- Successful applicants for IEA are notified via text, call or email within **30 working days** for an approval to benefit from applied for incentive by the KIPA.

**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 **07036887181; 08034951670****

**Signed:**

Permanent Secretary,

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

21<sup>st</sup> October 2022