



Business Premises Registration Guideline

In accordance with the provisions of Katsina State Business Premises Law CAP. 114. all businesses are required to register their business premises.

1. Obtain and fill out the Business Premises application form at the Ministry of Commerce, Industry & Tourism Head Quarters located at State Secretariat Complex, IBB Way, Dandagoro, PMB 2067, Katsina, Katsina state, 08167818740, 09040008825 or visit any of the divisional commercial offices. Listed below.

or fill and download the Application Form from our website, as applicable, on:

Applications: [Form - MOCIT \(kt.gov.ng\)](http://kt.gov.ng)

All application forms are free. Fill out the form completely and accurately. Leave NO section empty or unanswered.

2. Your application can be filled out in one day. Therefore, you are advised to have the following information readily available as they would be required to fill out your application:

- Relevant business documents – including certificate of incorporation or business name.
- Registered Business Name
- Location (address of the business)
- Nature of the business
- Proposed project/business commencement date
- Type of company (sole proprietorship, partnership or limited liability)
- Name and address of the company's directors, where applicable
- Name and address of the company secretary, where applicable

Submit your filled form at the Ministry of Commerce Head Quarters or any of the zonal offices along with copies of relevant company documents.

3. Site Verification Visit: The Desk Officer Ministry of Commerce (08167818740, 09040008825 or Info@mocit.kt.gov.ng) will contact the applicant via email or telephone for the site verification visit within two days of receiving the application. The site visit is expected to take place within one week.

4. Due Diligence. The Ministry of Commerce will review the application and perform legal, regulatory and compliance checks. This exercise is expected to take not more than three days.

5. Successful Applicants will be notified by the desk officer, Ministry of Commerce via email or phone to make immediate payment for certification in designated banks. The fee is determined based on the location and type of business. Please check the [fee schedule](#) for the applicable rate. The applicable fee for business premises permit is as specified in the fee schedule gazetted in

State Secretariat Complex, IBB Way, Dandagoro, PMB 2067, Katsina, Katsina state, 08167818740, 09040008825. Info@mocit.kt.gov.ng



May 2019 by the Ministry of Commerce and empowered by the business Premises Registration Law CAP 114 of 1988.

6. Applicant to make payment to Zenith Bank account no. 1130009390 and the evidence of payment (bank teller) will be presented to receive the Business Premises certificate.

7. Collection of Business Premises Certificate: All collections of business premises certificates shall be from the desk officer at the Ministry of Commerce Office located at State Secretariat Complex, IBB Way, Dandagoro, Katsina or any of the divisional offices in the state, within the hours of 9 a.m. and 3 p.m., Monday to Thursday, 9 a.m. to 12:00 p.m. Friday (excluding public holidays).

Businesses eligible for a waiver under the Investment Incentives <https://kipa.kt.gov.ng/investors-guide/> are exempted from payments. With proof of incentive_eligibility, applicants will receive their certificates at the Ministry of Commerce Headquarters. Contact the help desk for proof of eligibility at 08167818740, 09040008825 or Info@mocit.kt.gov.ng.

For further information refer to the Ministry of Commerce Business Premises Certification Help Desk located at State Secretariat Complex, IBB Way, Dandagoro, PMB 2067, Katsina, Katsina state or you can reach us via 08167818740, 09040008825 or Info@mocit.kt.gov.ng

Signed:

The Honourable Commissioner Katsina State Ministry of Commerce, Industry and Tourism
October 2022.

November 14, 2022

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