



BAUCHI STATE MINISTRY OF HEALTH

GUIDELINES FOR REGISTRATION AND REGULATION OF PRIVATE HEALTH FACILITIES IN BAUCHI STATE

INTRODUCTION

In accordance with the provision of [Gazette – BA.S.L.N. No. 6 of 1986](#), which provides the guidelines for registration and regulation of **Private Health Facilities and Stand-alone Laboratories** in Bauchi State as follows:

REQUIREMENTS

1. Submission of Application

- a. Letter of Intent by the proprietor, addressed to the Honorable Commissioner of Health
- b. Copy of Certificate of registration with Corporate Affairs Commission (CAC)
- c. Copy of Tax Clearance Certificate
- d. Introductory letter from the host's LGA
- e. Graduating Certificate of the Operating Officer
- f. Registration Certificate of the Operating Officer
- g. Current practicing License of the Operating Officer
- h. Letter of undertaking of the Supervising Doctor (for Health Clinics, Nursing & Maternity Homes)
- i. Graduating Certificates of Professional Staff
- j. Registration Certificates of Professional Staff
- k. Current practicing Licenses of Professional Staff
- l. State Fire Safety Certificate
- m. State Waste Management Board Registration
- n. Payment of pre-registration fee

2. Pre-registration Inspection

- a. Physical Inspection of the facility
- b. Report of physical inspection
- c. Approval for registration
- d. Payment of registration fee

- e. Certificate of registration

3. Annual Renewal of registration

- a. Payment of annual renewal fee
- b. Annual Certificate of registration

PROCEDURES

- a. An applicant will write a letter of intent to the Hon Commissioner of Health attaching all the relevant documents stated above.
- b. If all requirements are met, the applicant will proceed and make payment ([Bauchi State Tax Harmonization Law, 2020 page 59](#)) according to the category of the private health facility for Pre-registration Inspection, which is a physical inspection by a team of inspectors called “PHFRRRA”, within 2 days.
- c. The payment is made through a Revenue Officer in the Ministry of Health, who generates a Remitta to the applicant for subsequent payment through the TSA of the State in less than 1 hour.
- d. Upon the completion of a successful inspection, the report is forwarded to the Honorable Commissioner for approval for registration as a Private Health Facility within 7 days.
- e. Upon receiving approval, the applicant would obtain a remitta from the Revenue Officer of the Ministry at No. 1 Off Bello Kirfi Way, PMB 065, Bauchi, Bauchi State, **Contact No +2347066746422**, for payment of a non-refundable Registration Fee ([Bauchi State Tax Harmonization Law, 2020 page 59](#)) through the CRF account (TSA).
- f. The applicant is then issued **Certificate of Registration** to operate a Private Health Facility within 7 days.
- g. The applicant is now certified to operate a Private Health Facility.

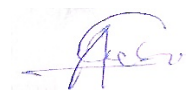
FEES AND CHARGES

12. APPLICATION, REGISTRATION AND ANNUAL RENEWAL OF HEALTH INSTITUTIONS

(To be assessed by Ministry of Health)

S/N	PARTICULARS	RATES
1	Application Form	N10,000.00
2	Registration of Private Hospital	N100,000
3	Renewal of Private Hospital	N50,000
4	Registration of Clinic and Maternity Hospital	N75,000.00
5	Renewal of Clinic and Maternity Hospital	N40,000.00
6	Registration of Maternity Home	N50,000.00
7	Renewal of Maternity Home	N25,000
8	Registration of Nursing Home	N50,000.00
9	Renewal of Nursing Home	N25,000
10	Registration of Optical centers	N 50,000
11	Renewal of Registration of Optical centers	N 25,000
12	Registration of Diagnostic center with ultra sound , x-ray	N 50,000
13	Renewal Registration of Diagnostic center with ultra sound , x-ray	N 30,000
14	Registration of Laboratory	N 50,000
15	Renewal of Registration of Laboratory	N 25,000
16	Registration of clinic for OPD	N 75,000

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