



BAUCHI STATE OF NIGERIA
MINISTRY OF COOPERATIVES AND SME DEVELOPMENT

Tel: 077-540607
-542711

PMB 1525
Abubakar Umar Secretary
Bauchi

Our Ref: _____

Your Ref: _____

Date: 14/11/2022

**GUIDELINES FOR REGISTERING OF COOPERATIVE SOCIETIES IN
BAUCHI STATE**

INTRODUCTION

In accordance with the provision of [DECREE NO. 90 of 1993 and Bauchi State Cooperative Societies Regulations of 2005](#) in connection to Registration of Cooperative Societies Stated as follows:

REQUIREMENTS

1. List of members of the cooperative society.
2. Drafted copy of Bye Laws of the cooperative society.
3. Economic Survey Report of the cooperative society.
4. Minutes of meeting of the agreement to set up the cooperative society.
5. Books of Accounts: Receipt Book, Payment Voucher, Cash Book e.t.c.
6. Payment of registration fees.

PROCEDURES

- i. An application for registration form will be completed and endorsed by at least ten (10) founding members. The information to be filled in includes the name of the proposed society, its address Area of Operations objects of the society, Number of shares and values qualification for membership, Brief description of the proposed working of the society ad submitted to the Director of Cooperatives Services.
- ii. 3 copies of economic survey report of the society. This report will be accompanied by an "A" report of the society with a recent trail balance or the society's balance sheets showing the society's financial position.
- iii. 3 copies of the drafted by laws duly completed by the society members shall be provided.
- iv. 3 copies of minutes of meeting for the proposed cooperative society in which the members agreed for the society's to be registered.

- v. A non-refundable registration fees of ₦10,000 should be paid for a primary society to be registered at Ministry of Cooperatives and SMEs Development, Abubakar Umar Secretariat opposite Central Bank of Nigeria, Yakubun Bauchi Road, Bauchi. **Contact No +2348034833801.**
- vi. All moneys and fees are to be paid through a pay direct account of Bauchi State Government.
- vii. A successful registration society will be notified through the area cooperative officer in charge of the particular L.G.A.

A handwritten signature in blue ink, followed by the date '14/11/2022' written in black ink. The signature is stylized and appears to be 'S.I. Gabarin'. The date is written in a simple, legible font.

S.I. Gabarin

For: Honorable Commissioner

**APPLICATION GUIDELINES FOR REGISTRATION FOR
REGISTRATION OF COOPERATIVE SOCIETIES**

S/ N	DESCRIPTION	MINIMUM DURATION
1	Application for Registration will be completed by at least 10 members and submitted to the Director Cooperatives Services	1 week
2	Copies of Economic Survey Report on the Society to show the economic viability of the society to be registered is obtained	2 days
3	3 Copies of the drafted By Laws duly completed by the Society Members shall be provided	2 weeks
4	Minutes of meeting of the proposed Cooperative Society in which the members agreed for the Society to be registered.	1 day
5	Proposed Name of the society officials and the General Members	1 day
6	Issuing of Certificate of Registration by the Director of Cooperatives	1 day

Note: If all the requirements from the applicant are fulfilled, the minimum duration for a society to be registered is 1 week (5 working days), and the maximum is 10 working days.

FEES AND CHARGES

(2)

23. REGISTRATION OF OCCUPATION AND BUSINESS PREMISES (To be Assessed by the Ministry of Commerce and Industry)

S/N	CATEGORY(IES)	FEES	
		NEW REG.(N)	50% RENEWAL(N)
A.	With a Capital Base of N10Million & above	100,000	50,000
B.	With a Capital Base of N5Million - N10Million	50,000	25,000
C.	With a Capital Base of N3Million - N5Million	30,000	15,000
D.	With a Capital Base of N1Million - N3Million	20,000	10,000
E.	With a Capital Base of N100,000 - N1Million	10,000	5,000
F.	With a Capital Base of N50,000 - N100,000	5,000	2,500

BRIEF CLASSIFICATIONS:

<p>CATEGORY "A"</p> <ol style="list-style-type: none"> 1. University 2. High Duty Materials 3. Exploration Companies (Solid Minerals) 4. Civil, Building, Road Construction Companies 5. Multinational Construction Companies 6. Telecommunications (Main Office) 	<p>CATEGORY "B"</p> <ol style="list-style-type: none"> 1. All Petrol Filling Stations in the State Capital 2. Other Tertiary Institutions (Schools) 3. Water Processing Companies (Bottled) 4. All Commercial Banks in the state capital 5. Shopping Malls (eg Jifatu etc) 6. Distribution Trade Companies 7. Registered Agents (Exploration of solid minerals) 8. Mortgage Banks Located in the State Capital 9. 5-Star Hotels 10. Major Printing and Publishing Companies (Ramadan, Azzhira, A&A etc)
<p>CATEGORY "C"</p> <ol style="list-style-type: none"> 1. All Commercial Banks and Mortgage Institutions located in the Rural Areas 2. Microfinance Banks located in the State Capital 3. Durable Goods 4. Chain Departmental Stores (eg City Store etc) 5. Insurance Companies 6. Surface Tanks (Petrol) Authorized 	<p>CATEGORY "D"</p> <ol style="list-style-type: none"> 1. Motor Companies and Dealers 2. Import and Export Companies 3. Forwarding and Clearing Agents 4. Pharmaceutical Companies, Agents and Distributors 5. Bread Bakeries (Standard) 6. 1 to 3-Star Hotels

<ul style="list-style-type: none"> 7. Gas Outlets located in the State Capital 8. Health Maintenance Organizations 	<ul style="list-style-type: none"> 7. Transport Companies and Travelling Agencies 8. Major Contractors 9. Accounting Machines, Systems and Suppliers 10. Steel Structures 11. Computer Companies 12. Foam Manufacturers 13. GSM Main Dealers 14. Service Providers (AIR) GSM 15. Secondary Schools 16. Hospitals/Private Schools 17. Mining and Quarrying Service 18. Gas Outlets Located in the Rural Areas
<p>CATEGORY "E"</p> <ul style="list-style-type: none"> 1. Business Service Centers/Cafes 2. Bookshops and Gift Shops 3. General Contractor and Suppliers 4. General Merchants and Enterprises 5. Printing Press (Small) 6. Suppliers of Agricultural Equipments 7. Electrical Materials Suppliers and Contractors 8. Hotel Providing Accommodation/Meal Service 9. Restaurants Providing Full Meal 10. Aluminum Doors and Windows Manufacturers 11. Metal Fabrication 12. Air-Condition/Refrigerator Repairs 13. Motor Cycle Dealers 14. Communication Office Equipment/Stationery Suppliers 15. Video Rentals and Clubs 16. Tobacco Companies, Distributors and Dealers 17. Insurance Brokers 18. Cosmetics Dealers 19. Fire Protection Equipment Suppliers 20. Hair Saloon and Beauty Clinics 21. Laundry and Dry-cleaning Services 22. Radio Communication, Electronics Sales/Service 	<p>CATEGORY "F"</p> <ul style="list-style-type: none"> 1. Provision Stores 2. Petty Trading 3. Welding Works (Small) 4. Tailoring Services 5. Photography 6. Engine Oil (Small) 7. Shoe Makers/Repairs 8. Wheel Balancing 9. Battery Charging 10. Vulcanizing Works 11. Garage Workshop (Small) 12. Restaurants/Food Canteen (Small) 13. Car Wash Stations 14. Agro Input Dealers 15. Millers 16. Grinders

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| <ol style="list-style-type: none">23. Photo Colour Processing Companies24. All Shops in General Markets25. Plumbing Materials Suppliers26. Kerosine/Engine Oil Dealers27. Estate Agents and Surveyors28. Solicitors and Advocates(Private Chambers)29. Insurance Brokers30. Architectural Firms31. Facility Management Firms32. Chartered Accountants33. Stock Brokers34. Table Water Production (Pure Water)35. Medicine Store (Patent)36. Block Industries37. Foam Dealers and Distributors38. Auto Spare Parts Dealers39. Standard Workshops (Garage)40. Bread Bakeries (Small)41. Training Centers (Skill Acquisition)42. Diagnostic Laboratories (Private)43. Poultry Farms44. Livestock Farms45. Fish Farms | |
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