



## MINISTRY OF COMMERCE AND INDUSTRY

### BAUCHI STATE GOVERNMENT

#### REGISTRATION OF OCCUPATION AND BUSINESS PREMISES

*For more information, please contact the following numbers:*

*08802785565, 0810821220 and 09134586726*

### GUIDELINES FOR REGISTRATION OF OCCUPATION AND BUSINESS PREMISES

In compliance with the provisions of [Edict No. 14 of 5th July 1984](#), all companies/firms or individuals wishing to register their respective occupations or business premises are required to follow this simple format as itemized below:

#### REQUIREMENTS:

1. Name of Business.
2. Nature of Business.
3. Address of the Business.
4. Date of Commencement of Business.
5. Initial Capital Base of Business.
6. Name of Director/Secretary
7. Evidence of Legality of the Business.

#### PROCEDURE (1):

1. Obtain form FA 35/FA 36 (as requires) from Registration of Business Premises Unit, Ministry of Commerce and Industry, Abubakar Umar Secretariat opposite Central Bank of Nigeria, Yakubun Bauchi Road, Bauchi. **Contact No +2348028785565.**
2. All forms collected should be duly filled and returned to RBP Unit of Ministry of Commerce and Industry Bauchi.

3. Assessment will be conducted. Clients would be notified the particular category their respective businesses/occupations belong.
4. An online un-paid invoice will be generated and issued to clients (specifying the amount to be paid for the registration) to proceed and effect payments at designated bank (Bauchi State IGR account).
5. Clients are expected to bring back the copy of the bank teller, together with e-receipts (evidence of payment from the bank).
6. The above receipt will be retrieved and an official receipt; TBS 6A (Revenue Collectors Receipt) will be issued to clients.
7. After completing the above process, a certificate of registration will be typed, stamp, signed by the registrar, and duly issued to the client.
8. All certificates are valid for only one-year, from the date of issue (as contained in the provisions of the edict).
9. Clients are expected to come forward to ministry of commerce and industry and renew their certificate (s) promptly after it expires.
10. All payments for registration/renewals are to be done once (not installment).


**PROCEDURE (2):**

- 1) In the case of newly established business outlet that did not come forward to register, a demand notice of registration of occupation and business premises is being served, urging that particular business to come forward and register their respective business (es) accordingly.
- 2) In the care of registered business while certificate expires, and did not come forward for renewals, a letter of renewal of registration of occupation and business premise is being served, reminding the particular business of their obligation to come forward and renew their certificate (s) promptly.

|    | REGISTRATION ITEMS  | PROCEDURES   | TIME LINE  |
|----|---|--|--|
| 1. | Form FA 35. (for use by an individual Registering an Occupation)        | a. Filling of form (FA35)<br>b. Assessment<br>c. Payment of prescribed fee<br>d. Issuance of TBS 6A<br>e. Typing/Stamping/Signing of Certificate of Registration of Occupation | One day  |
| 2. | Form FA36 (for use by Company)  | a. Filling of form (FA 36)<br>b. Assessment<br>c. Payment of prescribed fee<br>d. Issuance of TBS 6A<br>e. Typing/Stamping/Signing of Certificate of Registration              | One day  |
| 3. | Demand Notice of Registration of occupation and Business premises       | This is being served on Newly _ established Businesses that do not register their respective business premises with Ministry of Commerce and Industry.                         | Business are expected to comply / respond within three (3) weeks |
| 4. | Renewal of Registration of occupation and Business premises Certificate | This letter is being served to Businesses that did not renew their Certificates  | Businesses are expected to comply/respond within (3)weeks        |
| 5. | Note: All Certificate (s) issued expires after one year                 |  |  |

## RATES AND CHARGES

| S/N | CATEGORIES                                    | FEES<br>NEW REG.<br>(NGN) | 50%<br>RENEWALS |
|-----|---|---------------------------|-----------------|
| 1   | With a Capital Base of N10Million & Above     | 100,000                   | 50,000          |
| 2   | With a Capital Base of N5Million - N10Million | 50,000                    | 25,000          |
| 3   | With a Capital Base of N3Million – N5Million  | 30,000                    | 15,000          |
| 4   | With a Capital Base of N1Million – N3Million  | 20,000                    | 10,000          |
| 5   | With a Capital Base of N100,000 - N1Million   | 10,000                    | 5,000           |
| 6   | With a Capital Base of N50,000 - N100,000     | 5,000                     | 2,500           |

  
**HASSAN ABDU GADAU**  
FOR: HON. COMMISSIONER