



**MINISTRY OF COMMERCE AND INDUSTRY
ZAMFARA STATE**

PROCEDURE FOR OBTAINING BUSINESS PREMISES PERMIT

Guiding Laws & Regulation

Section 196 of the Constitution of the Federal Republic of Nigeria, 1999 as amended and Zamfara State Consolidated Revenue Law, 2020 (pages 75-78).

All individuals and organizations seeking to obtain Business Premise Permit in Zamfara State can apply through the following process;

Step 1

Start your registration by:

Obtaining Business Premise Permit (BPP) form at a cost (See pages 75-78 of this web link <https://accountantgeneral.zm.gov.ng/images/documents/zamfarastateconsolidatedrevenueaws2020.pdf>) and visit:

Office of the Honorable Commissioner,
Or
The Director Commerce
Ministry of Commerce and Industry
JB Yakubu Secretariat Complex
Gusau
Zamfara State
234-08066971218.

Step 2

Prepare all relevant documents.

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

- Corporate Affair Registration Certificate. For more details, visit <https://www.cac.gov.ng/>
- Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (for all forms of business). Visit/contact <https://zirs.zm.gov.ng/home/6337914232182358513952640> for TCC and TIN.
- Receipt of Payment.
- The Company provides detailed Business profile/plan of the company to the Ministry.

Submit all relevant documents

Pay the applicable fee (See pages 75-78 of this web link:

<https://accountantgeneral.zm.gov.ng/images/documents/zamfarastateconsolidatedrevenueaws2020.pdf>)

- Submit the duly completed Application Form directly to;
Office of the Honorable Commissioner, Ministry of Commerce and Industry, JB Yakubu Secretariat Complex, Gusau, Zamfara State together with the following documents;
 - ❖ Evidence/proof of payment of all relevant fees and charges
 - ❖ All relevant documents detailed in Step 2 above.
- All payments should be made into the following Accounts
 - Visit Remita (www.remita.net) and generate RRR for payment due to Zamfara State Internal Revenue Service.
 - Go to any Bank for payment through pay direct or e-bills within and outside Zamfara State.

Confirmation of Application:

- Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the file number for the application by the Ministry of Commerce and Industry located at JB Yakubu Secretariat Complex, Gusau, Zamfara State.

Processing Timeline

- Submitted applications for business premises permits will be processed **within 24 hours** prior to the final stage for collection described in step 4 below.

Step 4

Collection of BPP Permit

- Successful applicants for BPP will be notified via text, call or email within 48 hours.
- **Within 48 hours** upon making all relevant payments the applicant will be notified of successful processing and can visit Ministry of Commerce and Industry at JB Yakubu Secretariat Complex, Gusau, Zamfara State.

For more information, enquiry, or complaints please contact the Ministry of Commerce and Industry located at JB Yakubu Secretariat Complex, Gusau, Zamfara State between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact us at ministryfinancegus@yahoo.com or +2348066971218.

Signed:

Office of the Honorable Commissioner,
Ministry of Commerce and Industry
December 2022