



**MINISTRY OF TOURISM AND HOTELS MANAGEMENT,
NEW GOVERNMENT ANNEX II SECRETARIAT BEHIND UBE GUSAU,
ZAMFARA STATE**

Guiding Laws & Regulation

Section 196 of the Constitution of the Federal Republic of Nigeria, 1999 as amended and Zamfara State Consolidated Revenue Law, 2020.

Procedure of Establishing Hotel in Zamfara State

- 1.** Purchase of application form at the cost of N5,000.
Application forms can be obtained at the Ministry of Tourism and Hotels Management, New Government Annex II, Secretariat Behind UBE, Gusau, Zamfara State.
- 2.** Return the completed form with the following documents to the Ministry:
 - Certificate of Occupancy from ZAGIS.
Visit ZAGIS at Olusegun Obasanjo Drive Adjacent JB Yakubu Secretariat, Gusau OR
<https://accountantgeneral.zm.gov.ng/images/documents/dli1commercialpropertyregistrationguidelines-organization.pdf> for further details.
 - Building permits from ZUREPB.
Visit Office of the Honorable Special Adviser, Zamfara State Urban and Regional Planning Board, Canteen Area Opposite CSC Office, JB Yakubu Road Gusau, Zamfara State for further details.
 - Architectural design of the building by registered Architecture.
Check www.nia.com for list of registered Architects.
- 3.** Upon submission of the application form alongside all accompanying documents as per no. 2 above, a site inspection is conducted within fourteen (14) working days by the Ministry of Tourism and Hotels Management in conjunction with Ministry of Works officials before the commencement of the building.
- 4.** After the site inspection is completed, the Ministry of Tourism and Hotels Management issues within seven (7) working days, the approval letter to commence site construction is given to the investor.
- 5.** Supervision of the building by the officials of Ministry of Tourism and Hotels Management in conjunction with Ministry of Works, from the beginning to the end

of construction to ensure the building plan is strictly followed. The supervision is on an on-going basis until the construction is completed.

6. After completion of the building but before commencement, the Investor pays commencement fees based on the Hotel Classification.
 - Category A – ₦500,000.00
 - Category B – ₦250,000.00

Payment is confirmed within two (2) working days from the date of receipt submission.

7. Payment of Annual Hotels Registration fee, between January 01 to March 31 of every year as shown below:
 - 5 Star Hotels – ₦250,000.00
 - 4 Star Hotels – ₦180,000.00
 - 3 Star Hotels – ₦130,000.00
 - 2 Star Hotels – ₦80,000.00

Payment is confirmed within two (2) working days from the date of receipt submission.

8. Remittance within seven (7) working days of the new month, a monthly 3% Tourism levy in respect of all room lodgments per day.

Payment is confirmed within two (2) working days from the date of receipt submission.

9. 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.

For more information, enquiry, or complaints please contact the Ministry of Tourism and Hotels Management at New Government Annex II Secretariat, Behind UBE, Gusau, Zamfara State **between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact** zamfaramthm@gmail.com; 08133933313, 08036573237

Signed:

Director, Hotels & Tourism Department
Ministry of Tourism and Hotels Management
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