



ESTABLISHMENT AND OPERATION OF PRIVATE SCHOOL

STEPS	ACTIVITIES	TIME FRAME DURATION
1	Visit the office at Ministry of education, Musa Usman Secretariat Maiduguri Borno State and obtain the form. The amount for the nursery school is ₦20,000, Primary school ₦ 30,000 and Secondary school ₦ 50,000 for new registration.	Applicant's decision
2	Fill in the form and attach photocopy of all relevant documents as stipulated in the form. Submit the completed form to Ministry of Education at the office of the Director School Services.	Applicant's decision
3	The committee in the Ministry of Education will review the completed form and if all documents required are satisfactory, the committee will arrange a visit to the school for inspection	3
4	Upon inspection of the school and verification of documents, if the school is deemed fit to being certified the school will be graded on a scale of "A", "B" and "C". "A" being the best.	15
5	After grading by the committee, the report will be submitted to the along side the completed forms to the Honourable Commissioner Ministry of Education for his endorsement. An RRR invoice will be generated for the applicant.	10
6	After the approval by the Commissioner of Education the forms are conveyed to Borno State Internal Revenue Service for payment through Remita by use of the previously generated RRR invoice. Payment of 100,000 naira for Nursery and 150,000 for secondary school will be paid to non-expendable TSA account through Remita.	7
7	Issuance of certificate	3

Guide to Remita Payment

This covers all forms of payment made in favor of Borno State Internal Revenue Service.

Follow the steps below to experience a swift payment process to Borno State Internal Revenue Service.

- Type www.remita.net on your web browser
- Click on 'Pay TSA & States'
- Click on Borno State Government
- On the field 'Who do you want to Pay' Type Revenue... A drop down with Borno State Internal Revenue Service will pop up. Click on it and supply the following information
 - Name of Service
 - Amount to pay
 - Payer's Name
 - Phone number
 - Payer's Email
 - Click on the check box 'I am not a robot' if asked
 - Click on SUBMIT button to proceed

You can now make payment via any of the payment channels convenient for you as follows:

Channel	How to make payment
Card	<ul style="list-style-type: none"> ▪ Supply your debit card details e.g., Card number, Expiry date, cvv ▪ Click on Pay
Bank Branch	<ul style="list-style-type: none"> • Generate your remita retrieval reference (RRR) from www.remita.net ▪ Visit any bank branch ▪ Present your payment details to the Teller (over-the-counter) and say you want to pay FEE for BORNO STATE INTERNAL REVENUE SERVICE via the Remita Platform
Internet Banking	<ul style="list-style-type: none"> • Log into your bank's Internet banking site ▪ Click on "Remita" To make payment without RRR ▪ Under REMITA PAYMENT select 'Remita without RRR' ▪ Click on "Select Biller" and enter BORNO STATE INTERNAL REVENUE SERVICE ▪ Click on "Service Type" to select type of tax you want to pay ▪ Enter other payment details to complete your payment To make payment with RRR ▪ Under "REMITA PAYMENT" select "Remita Payment"
Remita Collection Platform	<ul style="list-style-type: none"> • Access the e-Collection platform via www.remita.net or on our website ▪ Click on "PAY TSA & STATES" ▪ Click on "WHO DO YOU WANT TO PAY" and enter BORNO STATE INTERNAL REVENUE SERVICE ▪ Click on "Service Type" to select the type of fee you want to pay

	<p>Enter other payment details as required and click "SUBMIT" to generate RRR</p> <ul style="list-style-type: none">■■
Registered MDA Remita Profile	<ul style="list-style-type: none">■ Select any preferred electronic payment channel (Cards, Internet banking Mobile Wallet, POS etc.) to complete your payment■ Generate RRR as explained above■ Log into MDA's Initiator's Remita Profile■ Go to "PAYMENTS"■ Select "MAKE PAYMENTS" and click on "PAY RRR BILLS AND INVOICES"● Enter RRR in the field provided and click on "CONTINUE"■ Select account to pay from and click "PROCESS" to complete payment according to the existing payment workflow

Payers will be issued with an electronic receipt following payment, which the payer can take to the Finance department of BORNO STATE INTERNAL REVENUE SERVICE for confirmation in order to receive the applicable service.

If you have any queries or require any assistance on making payment to BORNO STATE INTERNAL REVENUE SERVICE, please contact us at the BORNO STATE INTERNAL REVENUE SERVICE Office, or send a mail to

[E-mail: burcs@bornoirs.com](mailto:burcs@bornoirs.com) Thank you.

For more enquiries contact:

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Signed

The Honourable Commissioner
Borno State Ministry of Education

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