



REGISTRATION OF BUSINESS PREMISES

| STEPS | ACTIVITIES | TIME FRAME DURATION |
|-------|--|----------------------|
| 1 | Visit the office of the Registrar of trade, in the Ministry of Trade, Investment and Tourism, Musa Usman Secretariat Maiduguri and obtain the registration form. | Applicant's decision |
| 2 | After obtaining the form provide all the necessary documents as required on the for there would be a visit by the staff from the registrar office to verify the business premises | 1 |
| 3 | After satisfactorily providing all the requirements to the registrar of business premises the rates of Payment of Registration Fee can be obtained at Borno state central website https://pfm.bo.gov.ng/wp-content/uploads/2022/02/Borno-State-Internal-Revenue-Service-Law-2020 . The amount to be paid depends on the size and type of the business | 1 |
| 4 | Registration of business premises Certificate. | 1 |

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" <p>To make payment without RRR</p> <ul style="list-style-type: none"> ▪ Under REMITA PAYMENT select 'Remita without RRR' |
| | <ul style="list-style-type: none"> ▪ 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 <p>To make payment with RRR</p> <ul style="list-style-type: none"> ▪ 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 |
| | <ul style="list-style-type: none"> ▪ 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 |

Enter other payment details as required and click "**SUBMIT**" to generate RRR

-
-
- 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**"

Registered
MDA
Remita
Profile

- 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:

*Registrar of Business Premises Borno State Ministry of Trade, Investment and Tourism.

Telephone : +2348066249559 Email Address: audum1967@gmail.com

Signed

The Honourable Commissioner
Borno State Ministry of Trade, Investment and Tourism

Published 14th November, 2022

