



STEPS FOR REGISTRATION OF COOPERATIVE SOCIETY

STEPS	ACTIVITIES	TIME FRAME DURATION
1	Organize members into group of a minimum of 10 members and obtain a letter of recommendation from the Local Government. Submit a written application letter and attach the list of members indicating clearly the Chairman, Secretary and Treasurer of the Coop Society to the Director Cooperative Society at the Musa Usman Secretariat, Ministry of	Applicant's decision
2	After application is approved, the applicant is required to submit the constitution of the association to the director of youth empowerment.	2
3	Payment of one-off Registration Fee of N5000 into Zenith Bank Non-Expendable Sub TSA Account. via Remita Link: https://login.remita.net/remita/onepage/G0000303741/biller.spa After payment a receipt will be emailed to the applicants email address, which will be submitted to the Registrar of Cooperative Society in the ministry of Poverty, Youths and Sports.	1
4	After verification of payment the association will be Issued a Certificate.	2

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

<p>Internet Banking</p>	<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' ▪ 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"
<p>Remita Collection Platform</p>	<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 want topay

	<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:

*Registrar of Cooperatives, Borno State.

Telephone :08060340684

Email Address: modubulamagur@gmail.com

Signed

The Honourable Commissioner

Borno State Ministry of Poverty Alleviation, Youths and Sports Development

Published 14th November, 2022