



### Business Enabling Environment MDAs

#### Increased Transparency of official fees and procedures

No.	The name of Organisation	Business Activity	Description of Procedures	Description of Fees	Timelines	Mode of payment	Legal Basis	Contact Details
1	Ministry of Youths, Sports and poverty alleviation	Registration of Cooperative Society	<p>1. 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.</p> <p>2. Payment of Registration Fee of N5000 into Zenith Bank Non-Expendable Sub TSA Account. via Remita Link : <a href="https://login.remita.net/remita/onepage/G0000303741/biller.spa">https://login.remita.net/remita/onepage/G0000303741/biller.spa</a> 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.</p> <p>3. The applicant will then be Issued with the Certificate to the Cooperative Society attached with the bye-law guiding the operations of the Cooperative Society.</p>	N5,000.00 ( Five Thousand Naira only) (One-Off Payment)	Activity is usually completed within 5 working days	<ul style="list-style-type: none"> <li>•Log into your bank's Internet banking site</li> <li>•Click on "Remita"</li> <li>To make payment without RRR</li> <li>•Under REMITA PAYMENT select 'Remita Without RRR'</li> <li>•Click on "Select Biller" and enter Borno State Internal Revenue Service</li> <li>•Click on "Service Type" to select type of tax you want to pay</li> <li>•Enter other payment details to complete your payment.</li> <li>To make payment with RRR</li> <li>•Under "REMITA PAYMENT"</li> </ul>	Decree No 90 of 1993- Borno State Cooperative Societies Regulations 2009	*Registrar of Cooperatives, Borno State. Telephone :08060340684 Email Address: modubulamagur@gmail.com

2	Ministry of Youths, Sports and poverty alleviation	Registration of Clubs and Associations	<ol style="list-style-type: none"> <li>1.Organize members into group of a minimum of 10 members.</li> <li>2.Obtain a letter of recommendation from the Local Government.</li> <li>3.Submission of the Constitution of the Association to the Director of Youths Empowerment.</li> <li>4.Submission of Written Application for registration of the Association.</li> <li>5.Payment of Registration Fee of N6000 into Zenith Bank Non-Expendable Sub TSA Account.</li> <li>6.Issuance of Certificate to the Association</li> </ol>	N6,000.00 ( Six Thousand Naira only) ( Renewable yearly at N3,000.00 thereafter)	Activity is usually completed within 5 working days	<ul style="list-style-type: none"> <li>•Log into your bank's Internet banking site</li> <li>•Click on "Remita"</li> <li>To make payment without RRR</li> <li>•Under REMITA PAYMENT select 'Remita Without RRR'</li> <li>•Click on "Select Biller" and enter Borno State Internal Revenue Service</li> <li>•Click on "Service Type" to select type of tax you want to pay</li> <li>•Enter other payment details to complete your payment.</li> </ul> <p>To make payment with RRR</p> <ul style="list-style-type: none"> <li>•Under "REMITA PAYMENT" select "Remit a Payment"</li> <li>•Input RRR in the field provided</li> <li>•Click on 'Continue' to complete payment</li> </ul>	The Laws of Borno State, January 1993.	*Registrar of Clubs and Associations, Borno State. Telephone : +2348033813190 Email Address: adamabuba597@gmail.com
3	Borno State Urban Planning Development Board (BSUPDB)	1. For Commercial development in a medium density commercial area-Submission of application with working drawings to the office of the GM,	<ol style="list-style-type: none"> <li>1.Submission of application with working drawings to the office of the GM.</li> <li>2.Notification of Demand notice to Investor</li> <li>3.Payment of Fees through Remita platform by Investor</li> <li>4.Issuance of Development permit</li> <li>5.Issuance of habitation permit after completion of Building</li> </ol>	N250 per sq meter of developable area	Activity is usually completed within 7 working days	<ul style="list-style-type: none"> <li>banking site</li> <li>•Click on "Remita"</li> <li>To make payment without RRR</li> <li>•Under REMITA PAYMENT select 'Remita Without RRR'</li> <li>•Click on "Select Biller" and enter Borno State Internal Revenue Service</li> <li>•Click on "Service Type" to select type of tax you want to pay</li> <li>•Enter other payment details to complete your payment.</li> </ul> <p>To make payment with RRR</p> <ul style="list-style-type: none"> <li>•Under "REMITA PAYMENT" select "Remit a Payment"</li> <li>•Input RRR in the field provided</li> <li>•Click on 'Continue' to</li> </ul>	Borno State Urban Planning and Development Board Law 2000	Borno State Urban Planning and Development Board No1 Mai Ibrahim Road Maiduguri- Contact Persons: 1. TPL Kaka M. Umar +2349127225583 Email: info.bsupdb@gmail.com 2. Surv. Samali Joseph M. +2348052226709, Email samalijoseph@gmail.com

4	Ministry of Trade, Investment & Tourism	Registration of Business Premises	<p>A prospective Investor wishing to Register a business premises is expected to physically visit the office of the Registrar of trade, in the Ministry of Trade, Investment and Tourism , Musa Usman Secretariat Maiduguri. According to the Registration of Business premises edict, the Registrar of Trade is to be furnished with the items listed below:-</p> <ol style="list-style-type: none"> <li>1.The business name of the firm</li> <li>2.The general nature of the business</li> <li>3.The principal place of business</li> <li>4.Other place (if any) in the state at which the business is carried on give the address (not postal) of the premises and the town</li> <li>5.The full name of each individual who is a partner ( in case of companies in partnership give the registered name of each company</li> </ol>	<p>The amount to be paid depends on the size and type of the business, ranging between N10,000 and N400 per annum . See website for more details.  <a href="https://pfin.bo.gov.ng/wp-content/uploads/2022/02/Borno-State-Internal-Revenue-Service-Law-2020.pdf">https://pfin.bo.gov.ng/wp-content/uploads/2022/02/Borno-State-Internal-Revenue-Service-Law-2020.pdf</a></p>	<p>Activity is usually completed within 5 working days</p>	<ul style="list-style-type: none"> <li>•Log into your bank's Internet banking site</li> <li>•Click on "Remita"</li> <li>To make payment without RRR</li> <li>•Under REMITA PAYMENT select 'Remita Without RRR'</li> <li>•Click on "Select Biller" and enter Borno State Internal Revenue Service</li> <li>•Click on "Service Type" to select type of tax you want to pay</li> <li>•Enter other payment details to complete your payment.</li> </ul> <p>To make payment with RRR</p> <ul style="list-style-type: none"> <li>•Under "REMITA PAYMENT" select "Remit a Payment"</li> <li>•Input RRR in the field provided</li> <li>•Click on 'Continue' to complete payment</li> </ul>	<p>BOS.L.N. No. 43 of 2007-Registration of Business Premises Law, CAP 119 Laws of Borno State</p>	<p>*Registrar of Business Premises Borno State Ministry of Trade, Investment and Tourism.  Telephone : +2348066249559 Email Address: audum1967@gmail.com</p>
5	Ministry of Transport	Road Worthiness Certificate	<ol style="list-style-type: none"> <li>1.The Vehicle owner, presents His/Her vehicle for Inspection at the premises of the Borno State Internal Revenue Service along Kano road opposite Ramat Polytechnic to the Director Motor Vehicle Inspector's Office.</li> <li>2.The Vehicle Inspection Officer (VIO) assesses and inspects the car and particulars of the car. If the car passes the inspection and the car particulars are up to date. The assessment is given to the Motor licensing Administration (MLA) department for generation of RRR.</li> <li>3. The Payment amount into non-expendable TSA account through Remita amount depends on the vehicle type and use: Private vehicles is N1,250 and N3,750 for commercial.</li> <li>4. Certificate road worthiness is stamped, signed and issued to the applicant by VIO.</li> </ol>	<p>N1,250.00 flat rate per vehicle</p>	<p>Activity is usually completed within 1 working day</p>	<ul style="list-style-type: none"> <li>•Log into your bank's Internet banking site</li> <li>•Click on "Remita"</li> <li>To make payment without RRR</li> <li>•Under REMITA PAYMENT select 'Remita Without RRR'</li> <li>•Click on "Select Biller" and enter Borno State Internal Revenue Service</li> <li>•Click on "Service Type" to select type of tax you want to pay</li> <li>•Enter other payment details to complete your payment.</li> </ul> <p>To make payment with RRR</p> <ul style="list-style-type: none"> <li>•Under "REMITA PAYMENT" select "Remit a Payment"</li> <li>•Input RRR in the field provided</li> <li>•Click on 'Continue' to complete payment</li> </ul>	<p>Borno State Motor Vehicle Administration and other Matters Connected therewith Law. 2008.</p>	<p>Borno State Ministry of Transport  Telephone : +2348133334001 Email Address: bature67@gmail.com</p>

6	Ministry of Education	Establishment and operation of Private School/College	<p>Steps for Establishment and operation of Private School/College</p> <ol style="list-style-type: none"> <li>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 N20,000, Primary school N 30,000 and Secondary school N 50,000 for new registration.</li> <li>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.</li> <li>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</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p>Payment of 100,000 naira for Nursery and 150,000 for secondary school will be paid to non-expendable TSA account through Remita.</p> <p>Also the Ministry shall be provided with the following</p>	<p>N100,000 for Nursery/Primary School N150,000 Secondary School</p>	<p>Activity is usually completed within 17 working days</p>	<ul style="list-style-type: none"> <li>•Log into your bank's Internet banking site</li> <li>•Click on "Remita"</li> </ul> <p>To make payment without RRR</p> <ul style="list-style-type: none"> <li>•Under REMITA PAYMENT select 'Remita Without RRR'</li> <li>•Click on "Select Biller" and enter Borno State Internal Revenue Service</li> <li>•Click on "Service Type" to select type of tax you want to pay</li> <li>•Enter other payment details to complete your payment.</li> </ul> <p>To make payment with RRR</p> <ul style="list-style-type: none"> <li>•Under "REMITA PAYMENT" select "Remit a Payment"</li> <li>•Input RRR in the field provided</li> <li>•Click on 'Continue' to complete payment</li> </ul>	<p>Borno State Education Law CAP45 1994.</p>	<p>*Dep Director School Services, MOE Borno State. Telephone :08060673537 Email Address: balarabemammed639@gmail.com</p>
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**Signed**  
 The Honourable Commissioner  
 Borno State Ministry of Finance , Budget and Economic Planning  
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