



## MINISTRY OF EDUCATION, BORNO STATE

### PROCEDURE FOR THE ESTABLISHMENT OF A PRIVATE SCHOOL OR COLLEGE

STEPS	ACTIVITIES	TIME (DAYS) FRAME DURATION
1	Kindly visit the Ministry of Education, Musa Usman Secretariat, Maiduguri, Borno State and obtain a form. The form is issued free of charge.	Applicant's decision
2	Pay applicable fee as provided for in Article XIV (page 147-148) of the <u>Borno State Internal Revenue Service Law</u> . Kindly follow the guidelines in Annex I of this document on how to proceed on payment.	Applicant's decision
3	<p>Kindly submit completed form, evidence of payment and attach photocopy of all relevant documents (listed below) to the office of the Director School Services at the Ministry of Education. Required documents are:</p> <ol style="list-style-type: none"> <li>i. Title of land</li> <li>ii. Purpose of land</li> <li>iii. Evidence of payment of Ground Rent</li> <li>iv. 2 years less agreement if school is on rented premises and present copies of Tenancy Agreement</li> <li>v. Site location plan (for new schools)</li> <li>vi. Structural Condition Assessment (for existing schools)</li> <li>vii. Principal/Head Teacher's full CV</li> <li>viii. Staff Nominal Roll</li> <li>ix. Evidence of payment of taxes (for existing schools)</li> <li>x. Evidence of Annual Remittance (for existing schools)</li> <li>xi. Evidence of formation of formation of SMBC/PTA</li> <li>xii. Letter of clearance from National Association of Proprietors of Private Schools (NAPPS)</li> </ol> <p>Applicants are expected to familiarized themselves with the contents of the National Policy on Education</p>	Applicant's decision
4	<p>The committee in the Ministry of Education will visit the school site for inspection.</p> <p>Timeline: 21 days</p>	3

5	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
6	Endorsement of the inspection report, completed applications form and submitted documents by the Honourable Commissioner of Education, following which a RRR is generated.	10
7	Applicants proceeds to pay the sum of 100,000 naira for Nursery and 150,000 for secondary school to non-expendable TSA account through Remita based on RRR generated. Kindly follow the guidelines in Annex I of this document on how to proceed on payment.	7
8	Issuance of certificate and notice of collection is issued to the applicant via SMS/phone call/email.	3

This procedure guideline is issued pursuant to [Borno State Internal Revenue Service \(Re-Establishment, Harmonization and Administration\) Law, 2020](#) and the National Policy on Education

If you have any queries or require any assistance, kindly contact the Dep Director School Services, Ministry of Education, Borno State.

Telephone: 08069232417, 08083411121 | Email Address: [bornoeducation24@gmail.com](mailto:bornoeducation24@gmail.com)



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 Permanent Secretary  
 Borno State Ministry of Education  
 December 1, 2023

## **Annex I**

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

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

