

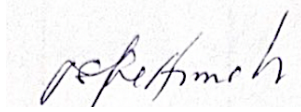


STEPS FOR REGISTRATION OF A COOPERATIVE SOCIETY

Pursuant to [Borno State Internal Revenue Service \(Re-Establishment, Harmonization and Administration\) Law, 2020](#), The Ministry of Poverty, Poverty Alleviation, Youths and Sports Development issues the following procedures for the registration of a cooperative society in Borno State

STEPS	ACTIVITIES	TIME FRAME DURATION
1	<p>Kindly prepare the following documents:</p> <ol style="list-style-type: none">1. Application letter to Director Cooperative Society at the Musa Usman Secretariat, Ministry of Youths, Sports and Poverty Alleviation, Maiduguri, Borno State.2. A list of 10 members of the Society clearly indicating the Chairman, Secretary and Treasurer of the Coop Society3. Letter of recommendation from the Local Government.4. Constitution of the Society	Applicant's decision
2	<p>Payment of one-off Registration Fee of N3000 as captured in Article IX on Page 143 of the Borno State Internal Revenue Service Law, 2020</p> <ul style="list-style-type: none">▪ Kindly visit Remita platform (https://login.remita.net/remita/onepage/G0000303741/biller.spa). On the field 'Who do you want to Pay' Type 'Poverty'▪ Click on a drop down with the 'Ministry of Poverty Alleviation - Borno State Government'▪ Select 'Registration of Cooperative Societies' as type of service you are paying for▪ Provide other necessary details <p>You may also make payments can made at any commercial bank or at the ICT Unit of the Ministry either using POS or internet Banking</p> <p>A receipt will be generated when payment is completed</p>	Applicant's decision
3	<p>Submit documents listed in Step 1 as well as evidence of payment to the Director Cooperative Society at the Musa Usman Secretariat, Ministry of Youths, Sports and poverty alleviation, Maiduguri, Borno State.</p>	Applicant's decision
4	<p>Payment is verified and association is issued a Certificate of Registration. Applicant will be notified for collection of certificate via email or telephone number on file</p>	5

For enquiries, kindly contact the office of the Registrar of Cooperatives
Telephone: 09037237076 | Email: bornompaysd@gmail.com



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Permanent Secretary
Borno State Ministry of Poverty Alleviation, Youths and Sports Development
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