



**MINISTRY FOR TRADE,  
INVESTMENT AND  
TOURISM**

## REGISTRATION OF BUSINESS PREMISES

STEPS	ACTIVITIES	TIME FRAME DURATION
1	<p>Kindly prepare relevant documents as provided below for the registration of business premises.</p> <p>Relevant documents include: CAC Certificate of Incorporation</p>	Applicant's decision
2	<p>Visit the office of the Registrar of trade, in the Ministry of Trade, Investment and Tourism, Musa Usman Secretariat Maiduguri and obtain registration form free of charge.</p> <p>Kindly submit completed form as well as copies of documents listed in step 1 above to the Registrar</p>	Applicant's decision
3	<p>Registrar issues payment advice based on registration fees captured in Article III of the <a href="#">Borno State Internal Revenue Service Law, 2020</a>.</p>	1

4

Applicant proceeds to make payment of the amount stated in the payment advice.  
Payment process

- Kindly visit Remita platform (<https://login.remita.net/remita/onepage/G0000303741/biller.spa>). On the field 'Who do you want to Pay' Type 'Trade'... Click on a drop down with the 'Ministry of Trade Investment And Tourism - Borno State Government'
- Select 'Registration of Business Premises' or 'Renewal of Registration of Business Premises' as type of service you are paying for
- Payments can made at any Bank or at the ICT Unit of the Ministry either using POS or internet Banking

A receipt will be generated upon successful

Applicant's  
decision

5

Applicant submits evidence of payment to the Registrar.

Applicant's  
decision

6

Registrar processes application and issues Business Premises Permit.  
Office of the Registrar notifies applicant by SMS/phone call/email to collect Permit at the Registrar's office

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For more enquiries contact:  
Registrar of Business Premises  
Borno State Ministry of Trade, Investment and Tourism  
Telephone: +2348066249559 | Email: [audum1967@gmail.com](mailto:audum1967@gmail.com)

**Signed**  
The Honourable Commissioner  
Borno State Ministry of Trade, Investment and Tourism  
November 14, 2023