



MINISTRY OF COMMERCE & TRADE, ADAMAWA STATE

PROCEDURE FOR OBTAINING BUSINESS PREMISE PERMIT

Guiding Laws & Regulation

In pursuant of the provisions of Adamawa State Revenue Administration Law, No. 2020 First Schedule, Section 4, Item 23, Business Registration Permit, Page 82

https://finance.adamawastate.gov.ng/ova_doc/adamawa-state-revenue-administration-law-2020/

All individuals and organizations seeking to obtain a Business Premise Permit in Adamawa State can apply through the following process;

STEP 1: Start your registration by obtaining the registration form at the Ministry of Commerce and Trade, Deputy Governor's Office, Opposite Mahmud Ribadu Square or any of the 21 Local Government Area commercial area offices.

STEP 2: Prepare all relevant documents.

To process your application for BPP the following documents are required:

- ❖ Corporate Affairs Commission (CAC) Registration Certificate **(For small, medium and large firms)**
- ❖ A Certificate of Business Registration **(for micro businesses)**
- ❖ Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (for all forms of business).

STEP 3: Pay applicable fees.

Pay the applicable fee as provided in the Schedule of fees can be found on *Adamawa State Revenue Administration Law, No. 2020 First Schedule, Section 4, Item 23, Business Registration Permit, Page 82* and accessible via the link shared below.

https://finance.adamawastate.gov.ng/ova_doc/adamawa-state-revenue-administration-law-2020/

Payment can be made across any of the following channels:

- Any Commercial Bank in the State using the TSA Adamawa PAY DIRECT account OR

- Make payment using TSA Online payment platform via - <https://login.remita.net/remita/onepage/G0000188197/biller.spa>
- PoS using a debit/credit card at the BIR Customer Service Centre terminal.

(23) Fees for Registration of Business Premises

CODE NO.	ITEM	RATE GROUP A. YOLA, MUBI, NUMAN	RATE OTHER TOWNS
	A. <u>PROFESSIONAL SERVICE</u>	(₦)	(₦)
A.1	Estate Surveyors	10,000	5,000
A.2	Land Surveyors	10,000	5,000
A.3	Security Organization	10,000	5,000

A.5	Accounting Firms	10,000	5,000
A.6	Management Consultant	10,000	5,000
A.7	Draftsmen	10,000	5,000
A.8	Hospitals	10,000	5,000
A.9	Pharmacist	10,000	5,000
A.10	Legal Practitioners	10,000	5,000
A.11	Maternities	10,000	2,500
A.12	Patent Medicine stores	5,000	5,000
A.13	Photographic Cos	10,000	5,000
A.14	Barbers/Hair Dressers	3,000	1,500
A.15	Artist	5,000	2,500
A.16	Saloons	3,000	1,500
A.17	Blacksmith	2,000	1,000
A.18	Goldsmith	5,000	2,500
A.19	Horticulture Business (A)	10,000	5,000
	Horticulture Business (B)	5,000	2,500
A.20	Printers	10,000	5,000
A.21	Mechanical (Manual)	5,000	2,500
A.22	Dentist	10,000	5,000
A.23	Herbalists	5,000	2,500
A.24	Opticians	5,000	2,500
A.25	Medical Chemist (OPD)	10,000	5,000
A.26	X-Ray Radiological Services	10,000	5,000
A.27	Medical Laboratory Service	10,000	5,000
A.28	Embalment Centers	10,000	5,000
A.29	Publishers	10,000	5,000

STEP 4: Submit all relevant documents.

All duly completed application form(s), relevant documents listed in Step 2, as well as evidence/proof of payment of fees and charges, should be submitted Ministry of Commerce & Trade, Deputy Governor's Office, Opposite Mahmud Ribadu Square..

**Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an acknowledgment letter that carries the file

number for the application

STEP 5: Approval and issuance of Business Premises Permit (BPP)

Submitted applications for business premises permits will be processed **within 48 hours** and applicants will be notified within the same timeline to collect BPP permits.

For more information, enquiry, or complaints please contact the Ministry of Commerce & Trade, Deputy Governors Office, Opposite Mahmud Ribadu Square **between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays)**

07044146342

info@commerce.adamawastate.gov.ng

Signed:

Permanent Secretary,
Ministry of Commerce & Trade
December 5, 2023