



MINISTRY OF INDUSTRY, TRADE AND INVESTMENT, ADO-EKITI, EKITI STATE **REGULATORY PROCESS FOR REGISTRATION OF BUSINESS PREMISES PERMIT IN EKITI STATE**

Any business premises in urban and rural areas in Ekiti State is required to be registered on the payment of a fee in the first year of registration and subsequent renewals on yearly basis in line with the Registration of Business Premises Law, 2013 as contained in the State website using the link - <https://ekitistate.gov.ng/hoa/2020/No10of2013.pdf>. Also pursuant to the Ekiti State Board of Internal Revenue (First Amendment) Law, 2020 - <https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf>, all businesses in Ekiti State are required to obtain registration of Business Premises Permit after payment of required fees. In line with the regulatory document an owner or occupier of business premises can apply for the permit through the following process:

STEP 1

REGISTRATION/APPLICATION	CONCERNED MDAs	CONTACT PERSON	PROCESSING TIMELINE	COST	REMARK
<p>Start your application by using the channels below</p> <p>Obtain the Registration form from the Business Premises Registrar at Ekiti State Ministry of Trade and Investment, State Secretariat, Ado-Ekiti for free</p> <p>For details please contact the Registrar- Mr Osundele on 08038380301 or miti@ekitistate.gov.ng or download a copy of the Registration of Business Premises Law, 2013 using the link below: https://ekitistate.gov.ng/hoa/2020/No10of2013.pdf</p>	<p>Ministry of Trade and Investment, Phase II, State Secretariat Complex, Ado-Ekiti</p>	<p><i>Contact the Registrar-Mr Osundele on 08038380301 or miti@ekitistate.gov.ng</i></p>	<p>In line with section 6(b) of the Law, an owner or occupier of business premises is required to register the business premises within 21 days of the commencement of the business</p>	<p>The application form is free for all businesses</p>	

STEP 2

REQUIRED DOCUMENTS	CONCERNED MDAs	CONTACT PERSON	PROCESSING TIMELINE	COST	REMARK
<p>Prepare all relevant documents:</p> <ol style="list-style-type: none">a. Duly completed business premises permit application form;b. Photocopy of VALID means of identificationc. Most recent passport-sized photograph of the applicantd. Copies of the following documents are required to process the application for the business premises permit:<ol style="list-style-type: none">i. A copy of business registration certificate to confirm the existence of the businessesii. Certificate of Incorporation from the Corporate Affairs Commission (https://corporate.org.ng/steps-to-register-your-business-cac-office-in-ekiti/)iii. Tax Clearance Certificate from Ekiti State Internal Revenue Services	Ministry of Trade and Investment, Phase II, State Secretariat Complex, Ado-Ekiti	<i>Contact the Registrar-Mr Osundele on 08038380301 or miti@ekitistate.gov.ng</i>	In line with section 6(b) of the Law, an owner or occupier of business premises is required to register the business premises within 21 days of the commencement of the business. The applicant is expected to submit all required documents not more than 7 days after the application letter		

STEP 3

SITE INSPECTION	CONCERNE DMDAS	CONTACT PERSON	PROCESSING TIMELINE	COST	REMARK
<p>i. Site inspection of the business premises is carried out by the designated inspection officer(s) of the Ministry of Trade and Investment within twenty-four hours of the submission of the application</p> <p>ii. After a satisfactory inspection report, a bill/invoice is generated for the applicant depending on the size, nature and location of the business</p>	<p>Ministry of Trade and Investment, Phase II, State Secretariat Complex, Ado-Ekiti</p>	<p><i>Contact the Registrar-Mr Osundele on 08038380301 or miti@ekitistate.gov.ng</i></p>	<p>Within 24 hours of the submission of the application for a business premises permit</p>		

STEP 4

PAYMENT AND SUBMISSION	CONCERNED MDAS	CONTACT PERSON	COST	PROCESSING TIMELINE	REMARKS
<p>1. Pay the Business Premises permit fee through the bill/invoice raised using any of the available payment channels:</p> <p>a) through REMITA on https://login.remita.net/remita/onepage/G0000141549/biller.spa</p> <ul style="list-style-type: none"> • fill in as appropriate • make payment <p>b) Any commercial Bank in the State</p> <ul style="list-style-type: none"> • request for a specialized/customized teller with the State's designated IGR Account number • fill the teller • make payment • proceed to the Ekiti State Internal Revenue Service with the filled teller to obtain e-receipt <p>2. Obtain revenue e-receipt from the e-Receipt section of Ekiti State Internal Revenue Service</p>	<p>Ekiti State Internal Revenue Services, Revenue House, Ado-Ekiti.</p>	<p>Contact Mr Kehinde (kehinde.oluwadar@ekitistaterevenue.com) 0806-037-5573</p>	<p>Kindly note the fee varies and is determined by the size, nature, and location of the business as stated in the first schedule (section 11) of Ekiti State Board of Internal Revenue (First Amendment) pages 47-52. For details on charges/fees click on https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf</p>	<p>48 hours (2 days) after submission</p>	

<p>3. Submit the duly completed Application Form and evidence of (e-receipt)) directly to Ekiti State Ministry of Trade and Investment, and all applicable documents detailed in step 2 above</p> <p>4. Confirmation of Application: Upon submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the file number for the application.</p>					
--	--	--	--	--	--

STEP 5

ISSUANCE OF PERMIT/CERTIFICATE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<ul style="list-style-type: none"> Successful applicants are notified through text or call within 48 hours (2 days) after submission and payment of required fees The Business Premises Permit is issued to successful applicants 48 hours (2 days) after submission and payment of the required fee. WHERE AN APPLICANT HAS NOT BEEN NOTIFIED OF A SUCCESSFUL APPLICATION WITHIN TWO DAYS, HE/SHE SHOULD CONTACT <i>the Registrar-Mr Osundele on 08038380301 or osundelemathew1970@gmail.com or miti@ekitistate.gov.ng</i> Note that the Certificate is renewable annually 	Ministry of Trade and Investment, Phase II, State Secretariat Complex, Ado-Ekiti <i>Contact the Registrar-Mr Osundele on 08038380301 or miti@ekitistate.gov.ng</i>	2 Days after submission and payment of required fees	

The end-to-end illustration of the process of obtaining the Business Premises Permit in sequential order is as highlighted in the table below:

SN	ACTIVITY BY	TASKS	RELEVANT MDAS TO INTERACT WITH	REQUIRED DOCUMENTATIONS	OFFICIAL COSTS	TIME FRAME (DAY)
I.	Applicant	Registration and applications for the Business Premises Permit	Ministry of Trade and Investments, State Secretariat, Ado-Ekiti	Application Letter/form	At no cost. The application form is free for all businesses	The applicant is required to register the business premises within 21 days of the commencement of the business
II	Applicant	Submission of the required	Corporate Affairs Commission, New Iyin Road, Ado Ekiti	(i) Certificate of Incorporation	The applicable costs are determined by the MDAs	The applicant is expected

		documentation for processing	Ministry of Trade and Investment, Phase I, State Secretariat Complex, Ado-Ekiti Ekiti State Internal Revenue Service, Revenue House, Fajuyi, Ado-Ekiti	(ii) Valid proof of Business Registration (iii) Tax Clearance Certificate (iv) Other relevant documents		to submit all required documents not more than 7 days after the application letter
III.	Business Premise Inspection Officer (Designated)	Verification and Inspections - Inspection of the site of the business	Ministry of Trade and Investment, Phase II, State Secretariat Complex, Ado-Ekiti <i>Contact the Registrar: Mr Osundele on 0803838301 or miti@ekitistate.gov.ng</i>	Evidence of payment of inspection fees	At no cost to the applicant	Inspection is carried out within 24 hours after the submission of the application with the required documents.
IV	Applicant	Following a successful inspection of the building, the Applicant would make payment for the issuance of the Business Premise Permit	Ekiti State Internal Revenue Service, Revenue House Fajuyi, Ado-Ekiti State	(i) E-receipt (ii) Payment Teller	the fee varies and is determined by the size, nature, and location of the business as stated in the first schedule (section 11) of Ekiti State Board of Internal Revenue (First Amendment) pages 47-52. For details on charges/fees click on https://ekitistate.gov.ng/wp-content/uploads/2020/irslaw2020.pdf	not later than 2 days (48 hours) after submission and successful inspection.
V	Registrar, Business Premises Registration Department	Issuance of the Business Premise Permit	Business Premises Registrar at Ekiti State Ministry of Trade and Investment, State Secretariat, Ado-Ekiti for free For details please contact the Registrar- Mr Osundele on 08038380301 or miti@ekitistate.gov.ng or Osundelemathew1970@gmail.com	Evidence of payment of the required fee for issuance of Permit	No cost implications	within 48 hours (2 days) after payment of require fees

For more information, enquiry or complaints please contact Ekiti State Internal Revenue Services or Ministry of Trade and Investment, State Secretariat Complex, Ado-Ekiti, between 8:00 am. and 4:00 pm. (Monday - Friday, excluding public holidays) or contact Mr Dele Ogunsemoyin on 08031127787 or send email to miti@ekitistate.gov.ng or visit www.ekitistate.gov.ng



Signed:
Permanent Secretary,
Ministry of Industry Trade and Investment
20th December 2023