



KATSINA STATE MINISTRY OF COMMERCE, INDUSTRY AND TOURISM

CONTACT INFORMATION

ADDRESS: Ministry of Commerce, Industry & Tourism, State Secretariat Complex, IBB Way, Dandagoro, PMB 2067, Katsina, Katsina State.

BUSINESS HOURS: Monday - Thursday 8:am - 4:pm

Friday 8:00am - 12:30 pm

EMAIL: Info@mocit.kt.gov.ng

TELEPHONE: 08167818740, 09040008825

BUSINESS PREMISES RENEWAL GUIDELINES

1.0 INTRODUCTION

In accordance with the provisions of the Katsina State Business Premises Law CAP. 114, all businesses operating within the state are required to register and renew their business premises certificates annually. Below are the detailed Business Premises renewal guidelines:

STEP 1: Obtain the Renewal Form (*Renewal forms are free of charge*)

Renewal forms can be collected at the Ministry of Commerce Headquarters or divisional offices immediately.

Divisional Commercial Office Katsina

Contact Address: No. 112 Nagogo Road Near Maidabino Yoghurt (Kerau Junction), Katsina.

Contact number: 0803 429 9805

Divisional Commercial Office Funtua

Contact Address: Local Government Secretariat Zaria Road, Funtua.

Contact number: 07032775775

Divisional Commercial Office Dutsinma

Contact Address: Local Government Secretariat Kankia Road, Dutsinma.

Contact number: 07035036463

Divisional Commercial Office Daura

Contact Address: Social Welfare Building Kofar Kudu Daura.

Contact number: 08067394952

Divisional Commercial Office Mani

Contact Address: State Secretariat Katsina Road, Mani.

Contact number: 07034588651

Divisional Commercial Office Malumfashi

Contact Address: Unguwar Dawo, Malumfashi.

Contact number: 08032952042

Divisional Commercial Office Kankia

Contact Address: Local Government Secretariat Katsina Road, Kankia.

Contact number: 07035941049

STEP 2: Prepare Required Information and Documents

A copy of the previous Business Premises Certificate.

Proof of tax clearance or evidence of tax compliance (if applicable).

Updated business details, such as changes in business location, nature, or ownership structure.

STEP 3: Submit the Renewal Form

Submit the completed renewal form and required documents at the Ministry Headquarters or any divisional office.

STEP 4: Verification Visit (If Applicable)

A site verification visit may be required if there are significant changes to the business's location and or expansion.

The Ministry will contact the applicant within two working days of the scheduled visit.

Business Premises Renewal Fee assessment to be communicated to the applicant within 24hrs.

STEP 5: Payment of Renewal Fees

KTIRS generates payment invoice and communicates to the applicant within 24hrs.

STEP 6: Applicant receives notification and proceeds to make payment. into the designated Treasury Single Account (TSA) of the state government.

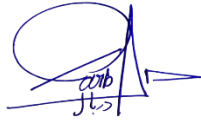
<https://revenue.katsinastate.gov.ng/> within 48hrs.

STEP 7: Applicant receives payment notification, including the paid receipt after making payment within 24hrs.

STEP 8: Collection of Renewal Certificate

Applicant to Present the payment receipt to collect the renewed certificate at the Ministry Headquarters or divisional office during business immediately.

Signed:



Hon Adnan Nahabu

The Honourable Commissioner

Katsina State Ministry of Commerce, Industry & Tourism