

JIGAWA STATE INTERNAL REVENUE SERVICE

FEES PROCEDURES AND SERVICE DELIVERY TIMELINES OF FIVE KEY BEE STATE MDAs IN JIGAWA STATE						
S/N	MDA	ITEM	FEES	PROCEDURE	DOCUMENTATION	TIMELINE
1	MINISTRY OF COMMERCE	BUSINESS PREMISES REGISTRATION	COMPANIES WITHIN URBAN AREAS N 50,000.00 COMPANIES OUTSIDE URBAN AREAS N 20,000.00 BUSINESS NAMES WITHIN URBAN AREAS N 10,000.00 N 5,000 (BUSINESS NAMES OUTSIDE URBAN AREAS)	1. OBTAIN AND FILL REGISTRATION FORM FROM FOR FREE OFFICE OF DIRECTOR COMMERCE SECOND FLOOR MINISTRY OF COMMERCE, NEW STATE SECRETARIAT COMPLEX DUTSE 2. MAKE PAYMENT INTO THE STATE TSA WITH ZENITH BANK 3. RETURN COMPLETED FORM WITH BANK TELLER AND OTHER DOCUMENTS AFTER PAYMENT TO DIRECTOR COMMERCE 4. COLLECT CERTIFICATE	1. CAC REGISTRATION CERTIFICATE 2. COMPLETED APPLICATION FORM 3. EVIDENCE OF PAYMENT (BANK TELLER)	24 HRS
2	DUE PROCESS A	CONTRACTORS REGISTRATION	N 16,000	1. OBTAIN AND FILL APPLICATION (FREE) FORM FROM THE BUREAU AT SECOND FLOOR, BLOCK A NEW STATE SECRETARIAT DUTSE 2. MAKE PAYMENT INTO THE STATE TSA WITH ZENITH BANK 3. RETURN EVIDENCE OF PAYMENT WITH OTHER DOCUMENTS TO THE BUREAU 4. COLLECT CERTIFICATE	1. CAC REGISTRATION CERTIFICATE 2. COMPLETED APPLICATION FORM 3. EVIDENCE OF PAYMENT (BANK TELLER) 4. BUSINESS PREMISES REGISTRATION CERTIFICATE OBTAINABLE FROM MINISTRY OF COMMERCE, DUTSE 5. AUDITED ACCOUNT OF THE COMPANY FOR THE PREVIOUS YEAR 6. THE COMPANY'S TAX CLEARANCE CERTIFICATE FOR 3 YEARS OBTAINABLE FROM FIRS 7. ONE PASSPORT PHOTOGRAPH OF ONE DIRECTOR 8. MEMORANDUM OF UNDERSTANDING AND ARTICLES OF ASSOCIATION OF THE COMPANY	48 HRS

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3	JIGAWA INTERNAL REVENUE SERVICE	VEHICLE REGISTRATION	N 30,000 (PRIVATE) N 35,000 (COMMERCIAL)	1. PRESENT INVOICE/RECEIPT OF VEHICLE PURCHASE 2. MAKE PAYMENT AT STATE TSA ACCOUNT WITH ZENITH BANK 3. PRESENT EVIDENCE OF PAYMENT 4. COLLECT PLATE NUMBER AND VEHICLE PARTICULARS	1. INVOICE/RECEIPT OF VEHICLE PURCHASE. 2. BANK TELLER (EVIDENCE OF PAYMENT)	IMMEDIATELY (DEPENDING ON AVAILABILITY OF CHOSEN PLATE NUMBERS)
4	MINISTRY OF EDUCATION	PRIVATE SCHOOLS REGISTRATION	NURSERY AND PRIMARY SCHOOLS N 20,000.00 NURSERY, PRIMARY AND JUNIOR SECONDARY SCHOOLS N 30,000.00 SENIOR SECONDARY SCHOOLS N 40,000.00	1. WRITE APPLICATION LETTER TO MINISTRY OF EDUCATION AND SUBMIT TO OFFICE OF DIRECTOR PRIVATE SCHOOLS, FIRST FLOOR, BLOCK B NEW STATE SECRETARIAT DUTSE 2. PURCHASE APPLICATION FORM FROM ACCOUNTS DEPARTMENT GROUND FLOOR BLOCK B MINISTRY OF EDUCATION (APPLICATION FORM IS ISSUED WITH A COPY OF GUIDELINES) 3. MAKE PAYMENT IN A DESIGNATED ACCOUNT ISSUED BY THE MINISTRY 4. RETURN COMPLETED APPLICATION FORM WITH REQUIRED DOCUMENTS 5. MAKE APPOINTMENT WITH MINISTRY OFFICIALS AT OFFICE OF DIRECTOR PRIVATE SCHOOLS TO VISIT THE SITE FOR INSPECTION AND ASSESSMENT 6. APPLY AND OBTAIN FIRE SERVICE CERTIFICATION FROM THE STATE FIRE SERVICE ALONG KIYAWA ROAD, DUTSE 7. PROVISIONAL APPROVAL IS GIVEN UPON SATISFACTION OF	1. WRITTEN APPLICATION LETTER 2. COMPLETED APPLICATION FORM 3. EVIDENCE OF PAYMENT 4. FIRE SERVICE CERTIFICATE 4. BUSINESS PREMISES REGISTRATION 5. CAC CERTIFICATE	14 DAYS FOR PROVISIONAL APPROVAL 3 YEARS FOR FINAL APPROVAL

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5	MINISTRY OF HE	PRIVATE HEALTH INSTITUTIONS REGISTRATION	APPLICATION FORM	N 15,000.00	1. OBTAIN AND FILL APPLICATION FORM (MUST BE RETURNED WITHIN 30 DAYS) 2. MAKE THE NECESSARY PAYMENTS 3. MAKE APPOINTMENT WITH MINISTRY OFFICIALS AT THE OFFICE OF DIRECTOR PRIVATE HOSPITALS FOR PHYSICAL INSPECTION 4. APPLY AND OBTAIN FIRE SAFETY CERTIFICATE FROM THE STATE FIRE SERVICE ALONG KIYAWA ROAD DUTSE, AND SUBMIT TO DIRECTOR PRIVATE SCHOOLS 4. COLLECTION OF CERTIFICATE	1. CLEARANCE FROM LGA WHERE INSTITUTION WILL BE CITED 2. BUSINESS PREMISES REGISTRATION CERTIFICATE 3. TAX CLEARANCE OF PROPRIETOR/DIRECTOR FROM JIGAWA INTERNAL REVENUE SERVICE 4. FIRE SAFETY CERTIFICATE FROM STATE FIRE SERVICE 5. COPIES OF PROFESSIONAL CERTIFICATES AND REGISTRATIONS WITH PROFESSIONAL BODIES 6. ONE PASSPORT PHOTOGRAPH OF EACH PERSONNEL 7. APPROVED BUILDING PLAN FROM STATE URBAN AND REGIONAL PLANNING BOARD 8. DULY COMPLETED	30 DAYS
		HOSPITAL	N 100,000.00				
		OUT PATIENT CLINIC	N 30,000.00				
		CLINIC WITH INPATIENT SERVICES	N 50,000.00				
		EYE HOSPITAL	N 80,000.00				
		EYE CLINIC	N 50,000.00				
		DENTAL HOSPITAL	N 80,000.00				
		DENTAL CLINIC	N 50,000.00				