



NASARAWA STATE OF NIGERIA

MINISTRY OF TRADE, INDUSTRY, AND INVESTMENT

Jos Road, Adjacent of St. William's Catholic Cathedral

Phone: 08038213845 Website: office@mtiinasarawa.com.ng

Office Hours: 8:00am - 4:00pm (Mondays - Friday)

PROCEDURE FOR THE REGISTRATION OF BUSINESS PREMISES

The Ministry of Trade, Industry, and Investment located along Jos Road adjacent to St. William's Catholic Cathedral, Lafia is mandated to approve business premises registration and the registration of Cooperative Societies in the state. Application for approval is done via the Ministry's portal and the certificate is generated upon approval by the Admin.

Application Procedure

Step one

Create an account by signing up or log in [here](#)

- Click on the registration button in the menu to sign up
- Click on 'start registration' and fill out the registration form as a first-time user or login to your account if you already have a username
- A link will be forwarded to your email address

Step two

Begin Registration

- Check your email and click on the link sent to begin registration
- Fill out the application form
- Select the preferred category and submit

Step three

Generate invoice for payment

From the sidebar on the left side of your dashboard,

- Click Generate Invoice

- Select the category from the dropdown
- Fill out the form to generate an invoice
- Carefully select payment type while filling out the form and submit

Step four

Payment of registration fee

- Click the 'proceed to payment' button and choose your method of payment.
- Enter your invoice number and submit, and a new tab will be opened to enable you to make a payment.
- Download the receipt after successful payment.

The state's approved rates for business premises registration can be accessed [here](#).

Step five

Upload Documents

Click the 'upload documents' button and upload signed documents while waiting for admin approval

Requirements/Documentation

The requirements for business premises registration include:

- i. Business name
- ii. Business Owner's name,
- iii. Business annual turnover
- iv. Categorization of business
- v. Local Government Area where the business is located
- vi. Payment of the required fee
- vii. Contact details

Timeframe

Approval of business premises registration is granted within forty-eight (48) hours upon the completion of the registration process and payment of the required fee.

Legal Backing

The Nasarawa State Registration of Business Premises Law 2009 empowers the Ministry of Trade, Industry, and Investment to register business premises in Nasarawa State. The law can be accessed [here](#)

Inquiries and Complaints

All inquiries and complaints can be directed to Cathrine Bako on 08038213845

PROCEDURE FOR THE REGISTRATION OF COOPERATIVE SOCIETIES

Application Procedure

Step one

Create an account by signing up or log in to [here](#).

- Click the registration button in the menu to sign up
- Click on 'start registration' and fill out the registration form as a first-time user or login to your account if you already have a username
- A link will be forwarded to your email address

Step two

Begin Registration

- Check your email and click on the link sent to begin registration
- Fill out the application form
- Provide all the information required and submit

Step three

Generate invoice for payment

From the sidebar on the left side of your dashboard

- Click Generate Invoice
- Select the category from the dropdown
- Fill out the form to generate an invoice
- Carefully select payment type while filling out the form and submit.

Step four

Payment of registration fee

- Click the 'proceed to payment' button and choose your method of payment
- Enter your invoice number and submit, and a new tab will be opened to enable you to make a payment
- Download the receipt after successful payment.

The state's approved rates for Registration of Cooperative Societies can be accessed [here](#).

Step five

Upload Documents

Click the 'upload documents' button and upload signed documents required

Requirements/Documentation

The requirements for obtaining approval for business premises registration include:	
i.	Minutes of meeting to form the Cooperative Society
ii.	Total membership at the time of the formation of the Society
iii.	Names of Officials (Management Committee) of the Society
iv.	Bye Law
v.	Evidence of payment of registration fee

Timeframe

A dormant certificate of registration is issued within 24 hours upon the payment of the required fee and submission of relevant documents while the original certificate is issued after 3 months.

Legal Backing

The Nigerian Cooperative Act as amended 2004 empowers the Ministry of Trade, Industry, and Investment to register Cooperative Societies. The Act can be accessed [here](#)

Inquiries and Complaints

All inquiries and complaints can be directed to the Registrar of Cooperative Sani Bello on 09023228405 or sanibello8405@gmail.com

Signed:

Honourable Commissioner,
Ministry of Trade, Industry and Investment
18th December, 2023