



## **Ministry of Trade, Industry, Investment and Cooperatives**

### **Service:** Business Premises Registration

Process of obtaining Professional/Business Premises Registration certificate in Oyo State through the Ministry of Trade, Industry, Investment and Cooperatives, Secretariat, Ibadan.

### **Legal Basis**

The Laws of Oyo State of Nigeria containing the law of the state in force on the 31<sup>st</sup> day of March 2000 as state laws stipulated:

- No person shall carry on any business unless the business/professional premise has been duly registered by the Ministry.
- Application for registration shall be made to the Honourable Commissioner`s office
- Registration of a Business shall be renewed annually.
- It shall be lawful for the Honourable Commissioner or any officer authorized by him in writing to enter any building or premises being used as business or professional premises at all or reasonable times for the purpose of inspection of such building or premises in order to ascertain compliance with the provisions of this Law.
- it shall be lawful for the Honourable Commissioner or any officer authorized by him in writing, with the assistance of the Commissioner of Police of the State or his representative, to seal off any business or professional premises whose proprietor evades or refuses to pay the appropriate registration fee.
- it shall be unlawful for the proprietor, his servant or agent to transact any business or remove the seal until the proprietor

registration fee is paid or the seal is removed by the Honourable Commissioner or any officer authorized by him”.

- Where it appears to the Honourable Commissioner or any officer authorized by him in writing, that the provision of this law are not being complied with, he may by order in writing addressed to the proprietor or to the person for the time being in charge or appearing to be in charge thereof suspend or cancel the registration of such premises.

**Timeline:** An average of 48 Hours from the submission of application with relevant documents attached up to the issuance of Certificate.

### **CLASSIFICATION/NATURE OF PROFESSIONAL/BUSINESS PREMISES REGISTRATION**

- i. Commercial Banks
- ii. Microfinance Banks/Money Lenders
- iii. Professional Firms
- iv. Artisans/Petty Traders
- v. Private Schools: Tertiaries, Secondary, Nursery & Primary Schools
- Vi. Hospitals, Dental Clinics, Eye & Optical Clinics,
- V. Departmental Stores, Super Markets
- Vi Automobile Dealers, Spare Parts Dealers, Major & Minor Tractor Dealers
- vii. Building Materials Dealers
- viii. Electronics Shops
- ix. Furniture and House Fittings
- x. Major /Small Cement Distributors
- xi. Cold Rooms
- xii. Photographic & Photo Studio
- xiii. Film & Cinema House
- xiv. Laundry Premises/Shop

- xv. Quarries
- xvi. Petrol Stations
- xvii. Hotels
- xviii. Saw Millers
- xix. Block Making Industries, Plumbing/Building Materials Shops, Steel & Iron Shop
- xx. Telecommunications
- xxi. Meat Shop, Abattoir, Poultry
- xxii. Pool Betting Shop
- xxiii. Corporate/Multinational Companies
- xxiv. Major Distributors of Fast Moving Commodity Goods (FCMG)
- xxv. Major Distributors of Brewery & Alcoholic Products, Small Beer Parlour
- xxvi. Large Textile Dealers
- xxvii. Cooking Gas/Air Condition/ Gas Refillers; Gas Plant
- xxviii. Event Centres, International Conference Centres
- xxix. Manufacturing Companies: Large Scale, Medium Scale, Small Scale
- xxx. Internet Service Providers
- xxxi. Publishing Companies/Printing Press
- xxxii. Insurance (Broker) Companies
- xxxiii. Professional Bodies/Firm
- xxxiv. Airlines Service Companies
- xxxv. Eateries/Canteens; Bakery and Confectionaries
- xxxvi. Courier Service Companies
- xxxvii. Plastic Industry
- xxxviii. Warehouse

- xxxix. Radio/Television Stations
- xl. Night Clubs
- xli. Real Estates
- xlii. Borehole Drilling Companies
- xliii. Major Distributors
- xliv. Registration of Associations/Clubs/NGOs
- xlv. Professional/Business Registration of Contractors in Oyo State

### **Payment Procedures:**

- i. Written application to Honourable Commissioner with attachment of a copy each of the following documents:
  - The Company`s Corporate Affairs Commission Certificate
  - Last 3 Years Personal Income Tax Clearance Certificate
  - Evidence of payment of Business Premises Registration fee.
- ii. **Client Within Oyo State :**
  - Proceed to the Ministry`s notice Board for information on Business Premises Registration fees.
  - Proceed to any Commercial Bank within the State.
  - Pay the appropriate fees into the Oyo State Government Account with Revenue Code **4030009**.
  - Obtain the electronic revenue receipt generated for the amount paid.
  - Produce two (2) photocopies of the revenue receipt.
  - Obtain the electronic revenue receipt of the amount paid from the Bank.
  - Produce two (2) photocopies of the revenue receipt.
    - Proceed to Treasury Office (Room 22) of the Office of the Accountant General for confirmation of the electronic receipts.
    - Proceed to the Office of the Honourable Commissioner with your application letter with e-receipt and other documents attached.
    - Submit for further processing of your organization`s Business Premises Certificate

- For further enquiries: Call **Giwa** on **08069033422**, [trade@oyostate.gov.ng](mailto:trade@oyostate.gov.ng) or visit Room 50 Ministry of Trade, Industry, Investment and Cooperatives from Monday – Friday between the hours of 8am-4pm

## **2. For client intending to use online payments:**

- Proceed to **payment.oyostatebir.com**
- Click on proceed to payment.
- Select Ministry of Trade, Industry, Investment and Cooperative on the Agency drop down.
- Select Business Premises Registration on the revenue drop down.
- Enter the amount to be paid, payment period and fill in your personal information.
- Click on review entries
- Click on proceed to payment, you will be redirected to **myxpresspay** where you will make your payment
- Print out the electronic receipt generated; produce two (2) photocopies of the receipt.
- Proceed to Treasury Office (Room 22) of the Office of the Accountant General for confirmation of the electronic receipts.
- Proceed to the Office of the Honourable Commissioner with your application letter with e-receipt and other documents attached.
- Submit for further processing of your organization`s Business Premises Certificate
- For further enquiries: Call **Giwa** on **08069033422**, [trade@oyostate.gov.ng](mailto:trade@oyostate.gov.ng) or visit Room 50 Ministry of Trade, Industry, Investment and Cooperatives from Monday – Friday between the hours of 8am-4pm.



**MINISTRY OF TRADE, INDUSTRY, INVESTMENT AND COOPERATIVES**  
**BUSINESS PREMISES REGISTRATION/RENEWAL RATES**

S/N	CLASSIFICATIONS  BUSINESS SECTOR & NATURE OF BUSINESS	CATEGORIZATION					
		ZONE A		ZONE B		ZONE C	
		IBADAN		OYO/OGBOMOSO		IBARAPA/OKE- OGUN	
		REGISTRATION	RENEWAL	REGISTRATION	RENEWAL	REGISTRATION	RENEWAL
1	COMMERCIAL BANKS	100,000.00	50,000.00	100,000.00	50,000.00	100,000.00	50,000.00
2	MICRO-FINANCE BANKS/MONEY LENDERS	100,000.00	50,000.00	80,000.00	40,000.00	60,000.00	30,000.00
3	PROFESSIONAL FIRMS	100,000.00	50,000.00	80,000.00	40,000.00	60,000.00	30,000.00
4	ARTISANS/PETTY TRADERS	2,000.00	1,000.00	1,500.00	750.00	1,000.00	500.00
5	SCHOOLS: PRIVATE TERTIARY INSTITUTIONS	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
6	PRIVATE SECONDARY SCHOOLS:						
(i)	1 - 50 STUDENTS	50,000.00	25,000.00	30,000.00	15,000.00	20,000.00	10,000.00
(ii)	51 STUDENTS & ABOVE	100,000.00	50,000.00	50,000.00	25,000.00	30,000.00	15,000.00

7	<b>PRIVATE NURSERY &amp; PRY. SCHOOLS</b>						
(i)	<b>1 - 50 STUDENTS</b>	30,000.00	20,000.00	20,000.00	10,000.00	10,000.00	5,000.00
(ii)	<b>51 STUDENTS &amp; ABOVE</b>	50,000.00	30,000.00	30,000.00	15,000.00	15,000.00	10,000.00
8	<b>HEALTH SECTOR</b>						
(i)	<b>HOSPITALS &amp; CLINICS</b>	20,000.00	10,000.00	15,000.00	7,500.00	10,000.00	5,000.00
(ii)	<b>DENTAL CLINICS</b>	10,000.00	5,000.00	10,000.00	5,000.00	10,000.00	5,000.00

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		IBADAN		OYO/OGBOMOSO		IBARAPA/OKE-OGUN	
		REGISTRATION	RENEWAL	REGISTRATION	RENEWAL	REGISTRATION	RENEWAL
8(iii)	<b>EYE &amp; OPTICAL CLINIC</b>	20,000.00	10,000.00	15,000.00	7,500.00	10,000.00	5,000.00
9	<b>DEPARTMENTRAL STORES</b>	250,000.00	200,000.00	150,000.00	75,000.00	50,000.00	25,000.00
10	<b>SUPER MARKETS (MAJOR)</b>	100,000.00	50,000.00	50,000.00	25,000.00	30,000.00	15,000.00
11	<b>AUTOMOBILE DEALERS</b>	50,000.00	30,000.00	50,000.00	30,000.00	50,000.00	30,000.00
12	<b>SPARE PARTS DEALERS</b>	10,000.00	5,000.00	10,000.00	5,000.00	10,000.00	5,000.00
13	<b>MAJOR TRACTOR DEALER</b>	100,000.00	50,000.00	50,000.00	30,000.00	20,000.00	10,000.00
14	<b>MINOR TRACTOR DEALERS</b>	75,000.00	50,000.00	50,000.00	30,000.00	30,000.00	20,000.00



15	<b>BUILDING MATERIALS DEALERS</b>	100,000.00	50,000.00	75,000.00	40,000.00	40,000.00	20,000.00
16	<b>ELECTRONICS SHOPS</b>	100,000.00	50,000.00	50,000.00	30,000.00	20,000.00	10,000.00
17	<b>FURNITURE &amp; HOUSE FITTING</b>	100,000.00	75,000.00	75,000.00	50,000.00	50,000.00	30,000.00
18	<b>MAJOR CEMENT DISTRIBUTORS</b>	100,000.00	50,000.00	50,000.00	25,000.00	20,000.00	10,000.00
19	<b>SMALL CEMENT DISTRIBUTORS</b>	20,000.00	10,000.00	15,000.00	7,500.00	10,000.00	5,000.00
20	<b>COLD ROOMS</b>	100,000.00	50,000.00	50,000.00	25,000.00	30,000.00	15,000.00

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		IBADAN		OYO/OGBOMOSO		IBARAPA/OKE-OGUN	
		REGISTRATION	RENEWAL	REGISTRATION	RENEWAL	REGISTRATION	RENEWAL
21	<b>PHOTOGRAPHIC &amp; PHOTO STUDIO</b>	20,000.00	10,000.00	15,000.00	7,500.00	10,000.00	5,000.00
22	<b>FILM &amp; CINEMA HOUSE</b>	50,000.00	25,000.00	30,000.00	15,000.00	20,000.00	10,000.00
23	<b>LAUDRY PREMISES/SHOP</b>	10,000.00	5,000.00	10,000.00	5,000.00	10,000.00	5,000.00
24	<b>QUARRIES</b>	200,000.00	100,000.00	100,000.00	50,000.00	100,000.00	50,000.00
25	<b><u>PETROL STATIONS:</u></b>						

(i)	<b>1-2 PUMPS</b>	20,000.00	10,000.00	15,000.00	7,500.00	10,000.00	5,000.00
(ii)	<b>3-4 PUMPS</b>	30,000.00	15,000.00	20,000.00	10,000.00	15,000.00	7,500.00
(iii)	<b>5 PUMPS &amp; ABOVE</b>	50,000.00	30,000.00	30,000.00	20,000.00	20,000.00	10,000.00
26	<b>HOTELS :</b>						
(i)	<b>51 ROOMS &amp; ABOVE</b>	100,000.00	50,000.00	50,000.00	30,000.00	30,000.00	15,000.00
(ii)	<b>21-50 ROOMS</b>	75,000.00	40,000.00	50,000.00	25,000.00	25,000.00	10,000.00
(iii)	<b>11-20 ROOMS</b>	30,000.00	15,000.00	20,000.00	15,000.00	15,000.00	7,500.00
(iv)	<b>LESS THAN ROOMS</b>	10,000.00	5,000.00	7,500.00	5,000.00	5,000.00	3,000.00
27	<b>SAW MILLERS</b>	50,000.00	30,000.00	30,000.00	20,000.00	10,000.00	5,000.00
28	<b>BLOCKING MAKING INDUSTRIES</b>	30,000.00	20,000.00	20,000.00	10,000.00	10,000.00	5,000.00
29	<b>PLUMBING/BUILDING MATERIAL SHOPS</b>	30,000.00	25,000.00	20,000.00	15,000.00	10,000.00	10,000.00
30	<b>STEEL &amp; IRON DEALERS</b>	50,000.00	25,000.00	30,000.00	15,000.00	20,000.00	10,000.00
31	<b>TELECOMS (ALL BRANCHES)</b>	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00

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53	<b>PLASTIC INDUSTRY</b>	500,000.00	250,000.00	100,000.00	50,000.00	100,000.00	50,000.00
54	<b>WAREHOUSE</b>	500,000.00	125,000.00	250,000.00	125,000.00	150,000.00	75,000.00
55	<b>RADIO/TELEVISION STATIONS</b>	100,000.00	50,000.00	50,000.00	25,000.00	50,000.00	25,000.00
56	<b>NIGHT CLUB</b>	100,000.00	50,000.00	60,000.00	30,000.00	15,000.00	10,000.00
57	<b>REAL ESTATE</b>	100,000.00	50,000.00	50,000.00	30,000.00	25,000.00	15,000.00
58	<b>BOREHOLE DRILLING COMPANY</b>	50,000.00	25,000.00	30,000.00	20,000.00	15,000.00	10,000.00

S/N	CLASSIFICATIONS BUSINESS SECTOR & NATURE OF BUSINESS	CATEGORIZATION					
		ZONE A		ZONE B		ZONE C	
		IBADAN		OYO/OGBOMOSO		IBARAPA/OKE- OGUN	
		REGISTRATION	RENEWAL	REGISTRATION	RENEWAL	REGISTRATION	RENEWAL
59	<b>MAJOR DISTRIBUTOR</b>	100,000.00	50,000.00	50,000.00	30,000.00	25,000.00	150,000.00
60	<b>WAREHOUSE:</b>						
(i)	<b>LARGE</b>	500,000.00	250,000.00	200,000.00	150,000.00	150,000.00	100,000.00
(ii)	<b>MEDIUM</b>	250,000.00	200,000.00	150,000.00	100,000.00	100,000.00	70,000.00
(iii)	<b>SMALL</b>	150,000.00	100,000.00	100,000.00	70,000.00	70,000.00	50,000.00

60	REGISTRATION OF ASSOCIATION OF ARTISANS/TRADERS	100,000.00	50,000.00	100,000.00	50,000.00	100,000.00	50,000.00
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**PROFESSIONAL/ BUSINESS PREMISES REGISTRATION WITH OYO STATE BUREAU OF PROCUREMENT AS CONTRACTOR**

**A. (i) Works Contractor (Limited Company)**

<u>Registration</u>	<u>Renewal</u>
₦100,000	₦50,000

**Enterprises/Ventures Company/ Works Contractor**

**(ii)**

**Works Contractor (Business Enterprises/Ventures)**

<u>Registration</u>	<u>Renewal</u>
₦50,000	₦25,000

**PROFESSIONAL/ BUSINESS PREMISES REGISTRATION WITH OYO STATE BUREAU OF PROCUREMENT AS CONTRACTOR**

**Supplier's Contractor**

Registration  
₱50,000

Renewal  
₱25,000

**Services Provider Contractor**

**(Limited  
Company)**

Registration  
₱50,000

Renewal  
₱25,000