



# Business Premises Registration Guideline

In accordance with the provisions of Kano State Trade Premises Law 2014 all businesses are required to register their business premises.

1. Obtain and fill out the Business Premises application form at the Ministry of Investment, Commerce, Industry and Cooperatives Head Quarters located at No. 2 Post Office Road, Kano, Kano state, +2348055061500, +2347036945009 or visit any of the divisional commercial offices within the 44 LGAs of the State.

Or fill and download the Application Form from our website, as applicable, on:

Applications: <https://commerce.kn.gov.ng/>  
<https://kmoc.kanogov.ng/wp/>

*All application forms are free. Fill out the form completely and accurately. Leave NO section empty or unanswered.*

2. Your application can be filled out in one day. Therefore, you are advised to have the following information readily available as they would be required to fill out your application:

- Relevant business documents – including certificate of incorporation or business name.
- Registered Business Name
- Location (address of the business)
- Nature of the business
- Proposed project/business commencement date
- Type of company (sole proprietorship, partnership or limited liability)
- Name and address of the company's directors, where applicable
- Name and address of the company secretary, where applicable

Submit your filled form at the Ministry of Investment, Commerce, Industry and Cooperatives Head Quarters or any of the zonal offices along with copies of relevant company documents.

3. Site Verification Visit: The Desk Officer Ministry of Investment, Commerce, Industry and Cooperatives (+2348055061500, +2347036945009 or [kanocommerce@gmail.com](mailto:kanocommerce@gmail.com) or [kanocommerce4@gmail.com](mailto:kanocommerce4@gmail.com)) will contact the applicant via email or telephone for the site verification

visit within two days of receiving the application. The site visit is expected to take place within one week.

4. Due Diligence. The Ministry of Investment, Commerce, Industry and Cooperatives will review the application and perform legal, regulatory and compliance checks. This exercise is expected to take not more than three days.

5. Successful Applicants will be notified by the desk officer, Ministry of Investment, Commerce, Industry and Cooperatives via email or phone call to make immediate payment for certification in designated banks. The fee is determined based on the location and type of business. Please check the [fee schedule](#) for the applicable rate. The applicable fee for business premises permit is as specified in the fee schedule gazetted in K.S. Law No. 4 by the Ministry of Investment, Commerce, Industry and Cooperatives and empowered by the business Premises Registration Law Kano State Trade Registration Law of 2014.

6. Applicant to make payment to Zenith Bank account no. 1130009390 and the evidence of payment (bank teller) will be presented to receive the Business Premises certificate.

7. Collection of Business Premises Certificate: All collections of business premises certificates shall be from the desk officer at the Ministry of Investment, Commerce, Industry and Cooperatives Office located at No. 2 Post Office Road, Kano or any of the divisional offices in the state, within the hours of 8 a.m. and 4 p.m., Monday to Thursday, 8 a.m. to 1:00 p.m. Friday (excluding public holidays).

**Businesses eligible for a waiver under the Investment Incentives <https://kaninvest.kn.gov.ng> are exempted from payments. With proof of incentive eligibility, applicants will receive their certificates at the Ministry of Investment, Commerce, Industry and Cooperatives Headquarters. Contact the help desk for proof of eligibility at +2348055061500, +2347036945009 or [info@mcict.kn.gov.ng](mailto:info@mcict.kn.gov.ng).**

For further information refer to the Ministry of Investment, Commerce, Industry and Cooperatives Business Premises Certification Help Desk located at No. 2 Post Office Road, Kano, Kano state or you can reach us via 2348055061500, +2347036945009 or [info@mcict.kn.gov.ng](mailto:info@mcict.kn.gov.ng)

Signed:

**Honourable Commissioner  
Kano State Ministry of Investment, Commerce, Industry and Cooperatives  
22<sup>nd</sup> October 2022.**

November 14, 2022

11/14/2022 8:57:51 PM