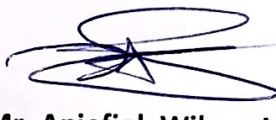


PROCEDURES FOR REGISTRATION/RENEWAL OF BUSINESS PREMISES

1. Visit the Directorate of Commerce in the Ministry of Trade and Investment, Idongesit Nkanga Secretariat, or visit Akwa Ibom State Internal Revenue Service(AKIRS) website (<http://www.akirs.ak.gov.ng/downloads/laws/business-premises-laws.pdf>) to obtain necessary information on Registration/Renewal of Business Premises.
2. Obtain and fill out the relevant Registration of Business Premises form (Sole Proprietorship or Company), attaching the required documents such as Certificate of Incorporation or Certificate of Registration.
3. Proceed to pay relevant fees as stated in the Registration of Business Premises Law (CAP 107) of 2011 in any of the banks using AK IGR as the account name (please note the purpose of payment as Registration or Renewal of Business Premises as appropriate) or online at <http://quickteller.com/akwaibom> to pay the applicable fees.
4. Submit the bank e-receipt to the Directorate of Commerce Headquarters for issuance of official receipt.
5. Submit the completed form and photocopy of official receipt to the Directorate of Commerce in the Ministry of Trade and Investment, Idongesit Nkanga Secretariat Complex, Uyo.
6. The Director of Commerce who is the Registrar of Business Premises will review the application and approve same and issue out Registration of Business Premises Certificate in compliance with regulations.
7. Collect the duly signed and sealed Registration of Business Premises Certificate from the Registrar of Business Premises/ Director of Commerce in the Ministry of Trade and Investment, Idongesit Nkanga Secretariat, Uyo.
8. The Registration of Business Premises fee is paid annually. The Renewal of Business Premises follows same procedure excluding items 6 and 7.
9. The time frame for obtaining the Registration of Business Premises Certificate is within 72 hours (3 working days).



23/12/2022

Mr. Aniefiok Wilson Idiong
Director of Commerce
For: Honourable Commissioner