

GOVERNMENT OF AKWA IBOM STATE OF NIGERIA

(All Correspondence Addressed
To The Hon. Commissioner)




MINISTRY OF TRADE & INVESTMENT
Block 5, Idongesit Nkanga Secretariat,
P.M.B. 1177, Uyo, Akwa Ibom State

PROCEDURES FOR REGISTRATION OF BUSINESS PREMISES

Pursuant to Registration of Business Premises Law (CAP 107) of 2011, the Directorate of Commerce, Ministry of Trade and Investment have been empowered to register all business premises operating in the State.

The procedures for the Registration of Business Premises are as follows:

1. Visit the Directorate of Commerce in the Ministry of Trade and Investment Block 5, Idongesit Nkanga Secretariat, Uyo or Akwa Ibom State Internal Revenue Service (AKIRS) website (www.akirs.ak.gov.ng/download/laws/business-premises-laws.pdf) to obtain necessary information on Registration of Business Premises.
2. Obtain and fill out the relevant form as either a Sole Proprietorship or Limited Liability Company.
3. The documents to be attached are:
 - i. Photocopy of Certificate of Name Business Registration (if Sole Proprietorship)
 - ii. Photocopy of Certificate of Incorporation (if Limited Liability Company)
4. Proceed to pay relevant fees as stipulated in the Registration of Business Premises Law (CAP 107) of 2011. (Visit www.akirs.ak.gov.ng/download/laws/business-premises-laws.pdf) in any of the commercial banks indicating AK IGR as the account name, state the purpose of payment as Registration of Business Premises or online at <http://quickteller.com/akwaibom> to pay the applicable fees
5. Submit the bank e-receipt to the Registration of Business Premises unit at Directorate of Commerce, Headquarters for issuance of official receipt.
6. Submit the completed form and photocopy of official receipt to the Registration of Business Premises Unit, Directorate of Commerce Headquarters.
7. The Director of Commerce who is the Registrar of Business Premises will review submitted Registration of Business Premises form, approve same and issue out Registration of Business Premises Certificate in compliance with regulations.
8. 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; Block 5, IdongesitNkanga Secretariat Complex, Uyo.
9. The Registration of Business Premises is done once but Renewal is required yearly after the 31st December of the year of Registration. Renewal fee is the same with registration fees. (Visit www.akirs.ak.gov.ng/download/laws/business-premises-laws.pdf)
9. The time frame for obtaining the Registration of Business Premises Certificate is within 5 working days.


Signed: Permanent Secretary

18/12/2023