



MINISTRY OF CULTURE AND TOURISM

PROCEDURE FOR REGISTRATION / CERTIFICATION OF TOURISM PROMOTERS

In pursuance of the Law of Akwa Ibom State of Nigeria Laws of Akwa Ibom State of Nigeria 2000 (revised) Volume II, Chapter 54, Section 18, the Basic Requirements for the registration/certification of tourism promoters are as follows:

A) REGISTRATION/CERTIFICATION OF TOURISM PROMOTERS

- Applicants must submit proof of business registration (CAC certificate, business name or incorporation)..
- They must provide Valid identification (e.g. Driver's Licence, National ID, International Passport) for owners/principals.
- They must provide proof of business address (lease, utility bill, etc.)
- They must provide a Tax Identification Number (TIN) and a tax compliance certificate.
- They must provide a Profile of the business: what services are promoted, past experience, and client references.
- They must provide Insurance / Liability coverage (if applicable).
- They must provide Information on promotional materials (website, brochures, etc.).
- The intending tourism promoter will apply to the Chairman, Akwa Ibom State Hotels & Management Board, Ministry of Culture & Tourism, Uyo, through the Director, Ministry of Culture & Tourism, Uyo for approval.

B) PROCEDURES FOR REGISTRATION OF TOURISM PROMOTERS

1. Visit the Directorate of Tourism, Ministry of Culture & Tourism, Uyo, Idongesit Nkanga Secretariat, or visit Akwa Ibom State Internal Revenue Service (AKIRS) website (<https://www.akirs.ak.gov.ng/downloads/laws/state-government-rev-codes-and-rates-amendment-law.pdf>) to obtain necessary information on the fees for registration/certification of tourism promoters.
2. Proceed to pay the registration fees prescribed by the Ministry for Registration of tourism promoters in the Akwa Ibom State Revenue Administration (2nd Amendment) Law 2021 (Visit: <https://www.akirs.ak.gov.ng/downloads/laws/state-government-rev-codes-and-rates-amendment-law.pdf>) at any government IGR designated bank using AKSG Pay Direct or online at <http://quickteller.com/akwaibom> to pay the applicable fees and present the printout to the Ministry to obtain an official receipt.
3. Complete the application form accurately, providing all the necessary information and attaching the required documents, then submit to the Directorate of Tourism, Ministry of Culture & Tourism, Uyo
4. The Ministry officials will review the application and visit your premises (if physical premises exist) or verify online/offline submissions to ensure compliance with regulations. Inspection criteria may include safety, hygiene, standard of service, authenticity of advertised amenities, etc.

5. Upon successful verification, the Ministry will issue a certification. The certificate must be displayed visibly at the reception/office premises. You may also be listed publicly (in the state tourism directory, state's Information Desk, website, etc.).
6. The application form must be submitted within three (3) months, after which it lapses if the applicant fails to comply with the regulations.
7. Ensure ongoing compliance with all applicable regulations, including consumer protection, environmental, health and safety and guidelines to maintain the validity of your Certification. This will involve periodic inspections, yearly renewals, and reporting requirements.

C. TIMEFRAME FOR THE PROCESS

The timeframe for registering tourism promoters in Akwa Ibom State, from the purchase of the form to the issuance of the Certification, is between 1 and 3 months.

For further information, please contact us at: Ministry of Culture & Tourism, Idongesit Nkanga Secretariat, Uyo; Phone number- 07013502352.

Signed:

Directorate of Tourism, Ministry of Culture & Tourism,
Idongesit Nkanga Secretariat, Uyo
December 2023