

## **BUSINESS PREMISES REGISTRATION GUIDELINE**

**By the provisions of Sokoto State Business Premises Law Edict No. 16 of 1979. All businesses are required to register their business premises.**

1. Obtain and fill out the Business Premises application form at the Ministry of Commerce, Trade & Industry Head Quarters located at State Secretariat Block 2 Shehu Kango Secretariat, Eastern Bypass Road, Sokoto State, 08069447703, 08060304341.  
or fill and download the application form [here](#) for Enterprises or [here](#) for Limited Liability Companies.

*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 to the Ministry of Commerce, Trade & Industry Head Quarters along with copies of relevant company documents.

3. Site Verification Visit: The Desk Officer Ministry of Commerce (08069447703, 08060304341 or [ministryofcommercesokoto12@gmail.com](mailto:ministryofcommercesokoto12@gmail.com)) will contact the applicant via email or telephone for the site verification visit within three days of receiving the application. The site visit is expected to take place within one week.



4. Due Diligence. The Ministry of Commerce 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, the Ministry of Commerce via email or phone to make immediate payment for certification in designated banks. The fee is determined based on the location and type of business. Please check the schedule of [fee](#) for the applicable rate.

7. Collection of Business Premises Certificate: All collections of business premises certificates shall be from the desk officer at the Ministry of Commerce Office located at Head Quarters Block 2 Shehu Kangiwa Secretariat, Eastern Bypass Road, Sokoto State, within the hours of 9:00 am and 3:00 pm, Monday to Thursday, 9:00 am to 12:00 pm on Fridays (excluding public holidays).

For further information, refer to the Ministry of Commerce Business Premises Certification Help Desk located at State Secretariat Block 2 Shehu Kangiwa Secretariat, Eastern Bypass Road, Sokoto State, or you can reach us via 08069447703, 08060304341 or [ministryofcommercesokoto12@gmail.com](mailto:ministryofcommercesokoto12@gmail.com)

Signed:

The Honourable Commissioner  
Sokoto State Ministry of Commerce, Industry and Tourism  
December, 2023.