

MINISTRY OF COMMERCE, INDUSTRY, COOPERATIVES & EMPOWERMENT

A. PROCEDURES FOR REGISTRATION AND RENEWAL OF REGISTRATION OF BUSINESS PREMISES

The process of Registration and Renewal of Registration are as stated below:

- i. The applicant is advised of the amount payable, using the approved tariffs
- ii. The applicant makes payment online, using a Bank App, WebPay or at designated commercial banks using the appropriate agency and revenue codes.
- iii. The applicant prints or is issued an e-payment receipt
- iv. Thereafter, a Certificate of Registration is issued by the Ministry.

The Agency and Revenue Codes are as follows:

Registration of Business Premises:

Agency Code: 4210000

Revenue Code: 4030011

Renewal of Registration of Business Premises:

Agency Code: 421000

Revenue Code: 4030013

Attached is a copy of Approved Tariffs for Registration and Renewal of Registration of Business Premises

**The issuance of Certificate of Registration is achievable
within an hour of presentation of the e-payment receipt**

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DEPARTMENT OF COOPERATIVE SERVICES

B. PROCEDURE FOR REGISTRATION OF COOPERATIVE SOCIETY

- i. Collection and Completion of Cooperative Society Registration Application form “A”

Attach the following documents:

Formal Application to the Permanent Secretary, of the Ministry

Minutes of Meetings Held by Members of the proposed Society.

2 passport photograph each of Executive Officers of the Proposed Cooperative Society (President, Vice President, Secretary and Treasurer)

- ii. Recommendation for Registration by the Government Supervisory Officer from the Ministry.

- iii. Approval for Registration by the Director of Cooperative Services.

- iv. Issuance of Certificate of Registration

PAYMENTS FOR REGISTRATION OF COOPERATIVE SOCIETY: REVENUE CODE: (4210000/4030012)

- i. Primary Society – ₦8, 000.00
- ii. Secondary/Departmental Society/Unions – ₦10, 000.00

PAYMENTS FOR REGISTRATION OF COOPERATIVE SOCIETY BUSINESS PREMISES: (4030010)

- i. Primary Society – ₦2,000.00
- ii. Secondary/Departmental Society/Unions – ₦2,500.00

PAYMENT FOR COOPERATIVE SOCIETY CERTIFICATE REVALIDATION: (Revenue Code: 4020364)

- i. Renewal of Cooperative Business Premises: (Revenue Code : 4030009)
Primary Society – ₦1,000.00
Secondary/Departmental Society/Unions – ₦2,000.00
- ii. Training/Seminar for Members of Cooperative Societies - ₦100/ Participant
(Revenue Code: 4020332)
- iii. Registration Validity Fee – ₦2,500.00 (Revenue Code : 4020364)

The Process of registration of new Cooperative Society is achievable within 2 days as against 6 months interval of waiting period.

Payments are made through OIRS Portal

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INCENTIVES OFFERED BY THE STATE GOVERNMENT TO BOOST INDUSTRIAL AND COMMERCIAL ACTIVITIES IN THE STATE

Free Trade Zone

- Tax Free Operations within the Free Trade Zone
- Provision for Tax Holidays for Operators/Investors within the Industrial Estates

Provision of Free Lock-up Shops and Stall at Ayegbaju International Market

- This was undertaken to promote commercial activities in the State
- It was also designed to bring succour to those who find it difficult to afford cost of renting business premises.

Omoluabi Free Train Service:

- Free Train services offered to people living within the South-West area, from Lagos to Osogbo the State Capital, and back to Lagos.
- To boost Commercial activities and make the State an Industrial hub.
- A total number of thirty-seven thousand, eight hundred and fifteen (37,815) people benefitted from the program between 2018 and July 2022.

Three Months Rent Moratorium for new tenants in Ayegbaju International Market.

Federal Government Intervention Programmes in the State:

i. MSME Survival Fund Transport Tranche (on-going)

The MSME Survival Fund, Transport Tranche, (NURTW, NACTOMORA, RETEAN, ACOMORAN/TOAN, NARTO, OCTMA & others) a total number of Four Thousand, Eight Hundred and Fifty (4,850) people benefitted ₦30, 000 each from the programme and still counting.

