

ONDO STATE GOVERNMENT
MINISTRY OF COMMERCE, INDUSTRY AND COOPERATIVE SERVICES

APPLICATION PROCESS AND GUIDELINES FOR REGISTRATION OF BUSINESS PREMISES

Processing of business premises is statutorily guided by provisions of relevant laws such as Registration of Business Premises (Ondo State Laws, 2006) and Ondo State Revenue Administration law 2018. All individuals and organization operating in Ondo State are mandated to register for business premise permit through the following process:

RELEVANT MDAs TO INTERACT WITH:

- I. Ministry of Commerce, Industry and Cooperatives Services
- II. Ondo State Internal Revenue Service (ODIRS)

STAGE 1:

Applicant can obtain an application form (free of charge) at the Ministry of Commerce, Industry and Cooperatives Services, 3rd floor, Ministry of Finance building, State Secretariat, Alagbaka, Akure or [download or print the application form here](#).

STAGE 2:

Applicant will submit the application form to the Department of Commerce in the Ministry of Commerce, Industry and Cooperatives Services, 3rd floor, Ministry of Finance building, State Secretariat, Alagbaka, Akure with passport photograph of the business owner affixed to the form between 8:00am to 4:00pm (Monday – Friday, excluding public holidays)

STAGE 3:

Applicant will be contacted for Inspection by official of the Commerce Department of Ministry of Commerce, Industry and Cooperatives Services, State Secretariat, Alagbaka, Akure, within 48 hours after submission of application form, to confirm the category of the business

STAGE 4:

- Within 2 days after the inspection exercise, the Ministry (the Commerce Department) will raise an assessment and issue a payment advice to the applicant in accordance with the applicable rates and category of Business [see the approved list of fees here](#)
- The applicant can then visit any Commercial bank to make the payment using the payment advice. *(The payment advice contains government Agency Code 022200100100 and Revenue Code 12020449. This payment advices serves as the government account details for payment in*

commercial banks, hence, the applicant need no account number for payment).

- The applicant can take the evidence of payment/teller obtained at the Commercial Bank to any ODIRS tax Station https://www.odirs.ng/tax_offices.php across the 18 Local Government Areas in the State, for issuance of Government e- receipt. Upon presentation of the bank teller of payment or any evidence of payment, the receipt will be issued within 24 hours.

Please note that there is no other procedure required to convert the evidence of payment to Government e-receipt. The process is simple, applicant is just to take the evidence of payment to any ODIRS tax station for the issuance of Government e-receipt.

STAGE 5:

Applicant to submit Agency copy of the Government e-receipt to the Commerce Department of Ministry of Commerce, Industry and Cooperatives Services, 3rd floor, Ministry of Finance building, State Secretariat, Alagbaka, Akure.

STAGE 6:

- Applicant are notified via call within 14 working days after payment, for the collection of their Business Premises Certificate at the Department of Commerce, Ministry of Commerce, Industry and Cooperatives Services, 3rd floor, Ministry of Finance building, State Secretariat Alagbaka, Akure between 9:00 am to 4:00pm (Monday – Friday, excluding public holidays) or call 08107099180
- This certificate is subject to annual renewal.

Contact the Director of Commerce (DOC) of the Ministry of Commerce, Industry and Cooperatives Services, 3rd floor, Ministry of Finance building, State Secretariat, Alagbaka, Akure if you have not received your collection notification after 14 working days after all requirements have been met.

ENQUIRES

For more information, enquiry, or complaints please contact Ondo State Ministry of Commerce, Industry and Cooperatives Services, 3rd floor, Ministry of Finance building, State Secretariat, Alagbaka, Akure between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays) or call 08107099180