



**GOVERNMENT OF CROSS RIVER STATE
CROSS RIVER STATE MINISTRY OF COMMERCE**

**APPLICATION PROCESS AND GUIDELINES FOR REGISTRATION OF
BUSINESS PREMISES**

In Accordance with the provisions of “Cross River State Law No 10 of 2017 “A Law for the collection of taxes and levies”, “Cross River State Registration of Business Premises Edict 1984” and “Cross River State Resolution No 66 of Wednesday, 12th April 2017, Pursuant to Section 6 Sub (1) and (2) of Cross River State Imposition of Fees and Charges Law No 5, year 2012”, Cross River State Resolution No.70 of Wednesday 16th September. 2020 Approving the Revised Consolidated State (Miscellaneous) Fees and Charges Regulations – 2020, all individuals and organizations seeking to open a Business must apply and obtain Business Permit”. The process for obtaining Business Permit is as follows:

1. Obtain and submit Business Permit Application form (same day if the information required are available) at Cross River State Ministry of Commerce using the physical address below:

CROSS RIVER STATE MINISTRY OF COMMERCE

2nd Floor, Professor Eyo Ita House
No 48 Ndidem Usang Iso Road
Calabar Cross River State

2. The following information is contained in the application form to be obtained:

- (i) Registered Business Name from Corporate Affairs Commission
- (ii) Tax Identification Number: applicant without Tax Identification Number can obtain such from Cross River State Internal Revenue Service (CRSIRS) via <https://www.crsirs.ng/>
- (iii) Brief proposal of your business with the following information:
 - Business Name
 - Valid Business Address
 - Branch Business Address
 - Date of Commencement of Business
 - Name and Address of Secretary, Manager/ Representative
 - Full Name and Address and National of each Director

- Name of Employees: Male. Female and Foreigner if any
 - Authorized Share Capital
 - The Paid up share capital
3. Upon submission, a payment code is provided by Ministry of Commerce to facilitate payment. The fees are contained in Table 6.43, page 37, of the Cross River Approved Revised Revenue Code – 2020 via this link: <https://www.crirs.ng/2020/01/03/crs-approved-revisedfeescharges-regulations2020/> or can also be obtained in the Ministry of Commerce.
 4. Make either online or direct payment to either Zenith Bank or First Bank within the State using the Revenue Code generated, save or print out automated e receipt. If payment is made directly in the bank, make a photocopy of the bank teller and visit Cross River State Internal Revenue Service to obtain a printout receipt at no cost.
 5. Present receipt to Trade Unit, Cross River State Ministry of Commerce
 6. Successful applicants are notified via phone call or text messages of approval for collection or can visit the Ministry of Commerce within one week.
 7. Successful applicant can visit Cross River State Ministry of Commerce to collect Business Premises Registration Permit

Timeframe:

The entire process takes maximum of one (1) week

For more information, enquiry or complaints please call +234 8036362445 or visit Director of Commercial, Cross River State Ministry of Commerce, 2nd Floor, Professor Eyo Ita, No 48 Ndidem Usang Iso Road, Calabar, Cross River State

Hon. Mrs. Abigail Duke Orok Ph.D
Commissioner
Cross River State Ministry of Commerce

SCHEDULE 1

Section 4

FORM 2

BUSINESS PARTICULARS
(For use by firm Partnership)

Particulars required to be furnished to the Registrar

- 1. The registered business name of the firm
- 2. Its head office
- 3. The general nature of the business
- 4. The principal place of business in the State
- Other places in the State where the business is carried on, giving in each place full address mentioning specifically the street number, name of street or name of compound, name of town and local government area in the State.
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
- 5. Date of commencement of business in the State
- 6. The full names and address and nationality of each individual who is a partner.
 - (i)
 - (ii)
 - (iii)
- 7. In the case of companies or firms in partnership the registered name and the registration number of each company under the Companies Act 1968 and the Registration of Business Names Act 1961, should be given.
 - (i)
 - (ii)
 - (iii)
 - (iv)
- 8. No. of employees
 - Male
 - Female
 - Foreigners
- 9. Capital invested in the business

DECLARATION

I/We hereby certify that the following particulars are to the best of my/our knowledge, information and belief correct and I/We undertake to notify the Registrar whenever any change occurs in or affects any of these particulars.

DATED at this day of 19.....

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.....

Signature(s) of person(s) required to sign under Section 5.

If the space provided is not enough please use separate paper and attach to the Form

SCHEDULE I

Section 4

FORM 3

REGISTRATION OF BUSINESS PREMISES EDICT 1984 BUSINESS PARTICULARS
(For use by individuals)

Particulars to be furnished to the Registrar

- 1. The name of the Business
- 2. Its registered office
- 3. The general nature of business
- 4. The principal place of business in the State
- 5. Other places in the State where the business is carried on, giving in each place full address mentioning specifically the street number, name of street or name of compound, name of town and local government area in the State.
(a)
(b)
(c)
- 6. No. of employees
Male
Female.....
- 7. Date of commencement of business in the State
- 8. Full names and address and nationality of the individual owning the business.
.....
- 9. The registration number of the business name under the Registration of Business Name Act, 1961.
.....
- 10. Capital invested in the business

DECLARATION

I hereby certify that the foregoing particulars are to the best of my knowledge, information and belief correct and I undertake to notify the Registrar whenever any change occurs in or affects any of these particulars.

DATED at this day of 20.....

.....
Signature of the Individual

(8) The full names, address and nationality of each Director

- (a)
- (b)
- (c)
- (d)
- (e)

Number of employees Male

 Female

 Foreigners

(10) The authorised share capital.....

(11) The paid up share capital.....

DECLARATION

I/We hereby certify that the foregoing particulars are to the best of my/our knowledge, information and belief correct, and I/We undertake to notify the registrar whenever any change occurs in or affects any of these particulars.

DATED at this day of 20

Signature(s) of person(s) required to sign under section 5

.....)

.....)

.....)

.....)

.....)

If the space provided is not enough, please use a separate sheet of paper and attach to the form.