GOVERNMENT OF CROSS RIVER STATE
CROSS RIVER STATE MINISTRY OF COMMERCE
2nd Floor, Professor Eyo Ita House
No 48 Ndidem Usang Iso Road
Calabar Cross River State

BUSINESS PREMISES PERMIT RENEWAL PROCESS

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 whose approved permit for Business Premises is due for renewal can renew through the following process:

Step 1: Issuance of a Demand Notice

Applicant whose Business Premises Permit is due for revalidation after 12 months from date of approved permit are issue a Demand Notice by the Cross River State Ministry of Commence to renew their permit.

Contents of the Demand Notice includes the followings:
1. Client business name and business address
2. Tax Identification Number
3. Payment Reference Number
4. Yearly renewal fee, amongst others

Step 2: Payment

1. Applicant can make online payment by visiting crossriverpay.com,
    a. Click on "Pay Cross River State"
    b. Enter the "Payment Reference:" in the field provided
    c. Click on "make payment"
    d. The demand notice will display on the screen
    e. Locate the "pay now" button to right of the screen
    f. Click on "pay now"

g. Choose method of payment and follow the onscreen instructions.

2. Or approach any Commercial bank with the demand notice and the bank will process the payment.

Note:

The Renewal Permit Fees or rates are already captured in the system or contained in the Cross River Approved Revised Revenue Code – 2020 via this link: https://www.crirs.ng/2020/01/03/crs-approved-revised-feeschargesregulations2020/

Timeline: 2 days

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