

GOMBE STATE OF NIGERIA



GUIDELINE FOR STARTING BUSINESS IN GOMBE STATE

**DEVELOPED BY THE
GOMBE STATE MINISTRY OF TRADE, INDUSTRY & TOURISM**

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MINISTRY OF TRADE, INDUSTRY & TOURISM

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GUIDELINE FOR STARTING BUSINESS IN GOMBE STATE

OVERVIEW:

In pursuant to Gombe State Revenue (Codification and Consolidation) Law 2021, Individuals and Organizations seeking to start a small or medium scale limited liability company can apply through the following process and guidelines:

| SN | PROCEDURE | TIME FRAME | COST |
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| 1 | <p>Selection of Unique Company Name</p> <ul style="list-style-type: none"> ➤ The applicant shall apply through the online platform of Corporate Affairs Commission (CAC) launched on February 2nd, 2015. ➤ The applicant shall fill the online incorporation form and follow the entire registration process. ➤ From March 2022, the process of reserving the company name can only be made online vide: http://services.cac.gov.ng/ | Within 24 Hours (Online procedure) | N500 reservation fee |
| 2 | <p>Preparation of the requisite incorporation documents and payment of the stamp duty</p> <ul style="list-style-type: none"> ➤ The applicant can pay Stamp duty through the online plat form of (FIRS e-stamping portal) vide https://www.stampduty.gov.ng/ ➤ To prepare the requisite incorporation documents: the applicant must complete the statutory forms, prepare, and print the memorandum and articles of association, and have them stamped by the Federal Inland Revenue Service (FIRS) or online. ➤ The stamp duty payable on share capital (ad valorem) is 0.75% and N500 for each additional copy of Memorandum and Articles of Association stamped. ➤ Corporate bodies including Banks, MDAs or Other persons needing an Application Programming Interface (API) integration | Within 24 Hours (Online procedure) | 0.75% stamp duty paid on share capital + NGN 500 for each additional copy of Memorandum and Articles of Association stamped (2 copies) |

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| | may access www.stampduty.gov.ng/integration/ for necessary instruction. | | |
| 3 | <p>Signing of the declaration of compliance before the Commissioner for Oaths or a Public Notary:</p> <ul style="list-style-type: none"> ➤ The declaration by the barrister or solicitor engaged in the formation of the company may be sworn to before a Public Notary for a fee of N4,000 - N5,000 OR ➤ At any of the recognized courts in the country (Magistrate Court, the State High Court, or the Federal High Court) before a Commissioner for Oaths for a small fee of N500 usually chargeable by the respective courts. ➤ Entrepreneurs can also use the services of a CAC appointed lawyer. | 1 day | N500 at the court or N4,000 - N5,000 with a Notary Public |
| 4 | <p>Registration of the company with the Corporate Affairs Commission,</p> <p>Payment registration fees and collection of income tax and VAT registration number</p> <ul style="list-style-type: none"> ➤ As of May 2017, companies apply for company incorporation using form CAC 1.1. ➤ The new form replaced form CAC 4: Declaration of compliance, form CAC 2: Statement of share capital and return of allotment of shares, form CAC 7: Particulars of directors, and form CAC 2.1: Particulars of the company secretary. The registration is now done entirely online. ➤ Entrepreneurs need to submit the following documentation to register the company: <ul style="list-style-type: none"> a. two copies of the stamped consolidated form (CAC Form 1.1); b. two copies of the stamped memorandum and articles of association of the company; c. form of identification of the directors and shareholders (driver's license or national ID or data page of international passport); d. Form of identification of the company secretary; e. Copy of name reservation of the company. ➤ The documents are uploaded via the platform www.docupload.cac.gov.ng <p>- Incorporation fees comprise of:</p> | 2 days | <ul style="list-style-type: none"> ➤ Registration of private company: N10,000 for a company whose nominal share capital is N1,000,000 or less + N5,000 for each subsequent N1,000,000; ➤ N3,000 for certified true copy of memorandum and articles of association. ➤ N2,000 for certified true copy of form CAC 1.1 |

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| | <ul style="list-style-type: none"> ➤ Registration of private company: N10,000 for a company whose nominal share capital is N1,000,000 or less + N5,000 for each subsequent N1,000,000; ➤ N3,000 for certified true copy of memorandum and articles of association. ➤ N2,000 for certified true copy of form CAC 1.1 <p>Lawyers are usually hired to undertake the administrative incorporation procedures. On average, a lawyer will charge N50,000 to handle the entire incorporation process in Gombe state.</p> <p>Once the registration process is completed, a TIN is automatically generated and sent to the applicant by email. This number is the same for Income Tax and VAT.</p> <p>The payment of statutory filing fees can now be processed online through Remita, an electronic payment platform.</p> | | |
| 5 | <p>Making company seal</p> <p>Section 74 of the Companies and Allied Matters Act (CAMA) requires every company to have a common seal</p> | 1 day | N4,000 - N6,000 |
| 6 | <p>Registration for personal income tax PAYE</p> <ul style="list-style-type: none"> ➤ All employers shall register with the State tax authority for income tax withholding. ➤ The PAYE Regulations of 2021 made pursuant to the Personal Income Tax Act provides that all employers are to register with the Gombe State Internal Revenue Service (GIRS) for the purpose of remitting income tax deducted from their employees. ➤ The employer must within 6 months of commencing a business deduct tax from emoluments of employees and remit the amount deducted to the GIRS (TSA Account) using Remita. ➤ The registration requirements are as follows: <ol style="list-style-type: none"> 1. A copy of certificate of incorporation. 2. List of staff and their annual salaries. 3. Letter of application for registration. 4. Corporate income tax and VAT tax reference number. ➤ Upon completion of registration, an Employer's Identification Number will be issued. ➤ An employer who fails or refuses to register commits an offence and is liable on conviction to pay N15,000 fine in addition to the payment of arrears of the tax due. | 2 days | Free |

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| 7 | <p>Registration of Business Premises</p> <ul style="list-style-type: none"> ➤ The applicant shall register with the Gombe State Government and pay the business premises levy; ➤ To register the company premises with the Gombe State Government, the entrepreneur shall visit commercial bank with evidence of the business premises (utility bills, etc.) and pays the business premise levy to the account of the Gombe State TSA or Using Remita. ➤ The bank then issues a receipt bearing the Gombe State Government logo. ➤ Business premises in an urban area of Nigeria are required to be registered on the payment of a N15,000 registration fee in the first year of registration (N5,000 per annum as renewal registration fees in the subsequent years) ➤ For rural areas, the business premises registration fees is N2,000 for the first year of registration (N1,000 per annum as registration renewal fees for the subsequently years). | 1 day (simultaneous with previous procedure) | N15,000 in Urban and N5,000 for Rural |
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For more information, enquiry, or complaints please contact Gombe State Ministry of Trade, Industry & Tourism Customer Service located at Old Secretariat Federal Low-cost Gombe, Gombe State. Tel No. 08036477317 between 10AM to 4PM (Monday – Friday, excluding public holidays)

Signed:
Permanent Secretary,
Gombe State Ministry of Trade, Industry & Tourism
22nd December 2022