



KEBBI STATE INVESTMENT PROMOTION AGENCY (KIPA)

PROCEDURE FOR OBTAINING INVESTMENT ENABLING INCENTIVES APPROVAL

Guiding Laws & Regulation

In accordance with the provisions of the Kebbi State Industrial Policy Framework 2022 &

In pursuant of the provisions of the Law establishing the Kebbi State Investment Promotion Agency Law, No. 009, 2022

All individuals and organizations seeking to benefit from the State Investment Enabling Incentives in Kebbi State can apply through the following process;

Step 1

Start your application by using any of the channels below

To benefit from any Business Enabling Incentive in the State, register your company using any of the channels below:

The Executive Secretary
Kebbi State Investment Promotion Agency (KIPA)
No. 11, Kalgo Road
GRA, Birnin Kebbi
234-8030988855; 08097591365

The Director Commerce
Ministry of Commerce, Industry, Tourism & Cooperatives
Second Floor, Old Block, Gwangwaji Secretariat Complex
Birnin Kebbi
234-08034951670; 08036530062

OR download the registration form(s) via the links below

Investment Enabling Incentive Registration

- Business Enabling Incentive Registration Form (IEIR): <https://kebbistate.gov.ng/investment-incentive-application-form> or <https://kipa.kebbistate.gov.ng/documents-and-downloads/>

Step 2

Prepare all relevant documents.

To process your application for IEI the following documents are required:

- One copy of KEBGIS Certificate of Occupancy (CofO). Visit <https://www.kebgis.gov/application-form/> & <https://www.kebgis/a-virtual-guide-to-register-your-property/> for guidelines. **Note:** where a KEBGIS CofO has not been issued, a KEBGIS acknowledgement letter may be submitted. Please note that this may however cause a delay in the processing of your application pending when the copy of the CofO is submitted.
- Feasibility/Visibility report prepared by consultants registered with KUDA (for mass housing, agricultural, petrol/gas station, commercial, industrial development) (**link to the list of registered consultants with KUDA will be inserted**) **Provide link to online application form.**
- Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (for all developments). Visit/contact <https://irs.kb.gov.ng/etax> for TCC and TIN.
- Service approvals including Fire and Police Reports (for petrol/gas stations, hotels and multi-storey

developments that exceeds four floors). Visit/contact any fire service department/police station nearest to you in Kebbi State for a fire/police report.

- Recent utility bill or bank statement (containing same address with contact address specified on form)
- Evidence of registration with KIPA
- Evidence of NIPC registration (for firms with foreign or large domestic investment)
- Host Community Social Responsibility Plan (HCSR)
- Evidence of Compliance with all State regulatory requirements

Step 3

Submit all relevant documents

Manual Submission

- Submit the duly completed Registration form directly to;

Kebbi State Investment Promotion Agency located at **No. 11, Kalgo Road GRA, Birnin Kebbi** OR the Ministry of Commerce, Industry, Cooperatives & Tourism located at 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi together with all relevant documents detailed in **Step 2** above.

Electronic Submission

- Complete registration form online and upload all relevant documents via <https://kpa.kebbistate.gov.ng/online-application/>

Confirmation of Application:

**Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter and a Service Level Agreement (SLA) that carries the file number for the application by KIPA OR the Ministry of Commerce, Industry, and Cooperatives & Tourism located at 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi.

Processing Timeline

- Timeframe for processing submitted applications **within 21 Working Days** prior to the final stage for collection described in step 4 below

Step 4

Approval of BEI Report

- Successful applicants for IEA are notified via text, call or email within **30 working days** for an approval to benefit from applied for incentive by the KIPA.

For more information, enquiry, or complaints please contact the Ministry of Commerce, Industry, Cooperatives & Tourism located at 2nd Floor Gwadangwaji Secretariat Complex Birnin Kebbi **between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact us at info@kebbistate.gov.ng or **07036887181; 08034951670****

Signed:

Permanent Secretary,

Ministry of Commerce, Industry, Cooperatives & Tourism

21st October 2022