



ENUGU STATE GOVERNMENT
ENUGU STATE MINISTRY OF COMMERCE AND INDUSTRY

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUSINESS PERMIT IN ENUGU STATE

Pursuant to the provisions of "The Revised Law of Enugu State 2004 CAP 134 vol. 5
https://drive.google.com/file/d/1rMK0G7jIFK46TFaOgUyzWx_RuqkbbgYD/view?usp=sharing

Step 1: Collection of Application Form

- ⇒ Application form is collected at the Ministry of Commerce and Industry Office Block A1 first floor New State Secretariat Complex GRA, Enugu.
- ⇒ The Applicant should also indicate his/her name, telephone number, email on the application form.

Step 2: Submission of completed Application Form

After filling the application form, the applicant is required to submit the form at the Ministry of Commerce Zonal office close to his proposed business site or any other commerce office for further processing

Step 3: Verification of business premises claims and approval of application

- ⇒ The business premises for which the application is made will then verified to determine the correctness of the claims on form match the physical site, size and nature of business
- ⇒ The location, nature of the property and business are considered for classification purposes
- ⇒ Upon successful verification of the business type, size and other claims, demand notice is issued to the applicant for payment

Step 4: Payment

Upon successful verification of the property , business type, and size, the applicant makes payment based on the schedule of fees as indicated in the link below online or through any commercial bank into the State IGR account
https://drive.google.com/file/d/1JZvrScf4ENOJPXBXH8uo3st_u19IfUZO/view?usp=sharing .

Step 5: Verification of Payment, upload of applicant's detail on database and issuance of certificate of business permit

⇒ Once the payment notification is received at the data room of the Registrar of Business Premises, the applicant's data is recorded in the database and certificate issued.

Timeframe:

The timeframe for the entire process is 1 day

For more information, enquiry or complaints please visit the Ministry of Commerce and Industry Office Block A1 first floor New State Secretariat Complex GRA Enugu
Contact: +234 837751351

Signed
Honourable Commissioner
Ministry of Commerce and Industry