



**GOVERNMENT OF KOGI STATE
MINISTRY OF COMMERCE AND INDUSTRY
KOGI STATE SECRETARIAT, LOKOJA, NIGERIA
TEL:08034003685**

GUIDELINES FOR STARTING BUSINESS IN KOGI STATE

In pursuant to Kogi State Revenue Harmonization Law, 2017, available online at [Harmonized-Tax-Law-Signed.pdf \(kogistate.gov.ng\)](#), all individuals and organizations seeking to start a small- to medium-sized limited liability company in Kogi State can apply through the following process and guidelines:

STEPS	PROCEDURES	TIME TO COMPLETE	ASSOCIATED COSTS
STEP1 Public Search	Reserve a unique company name with the Agency: Corporate Affairs Commission . The Corporate Affairs Commission (CAC) online system was launched on February 2, 2015. This platform enables online unique name reservation and filing of incorporation forms for the entire registration process. As of March 2022, the process of reserving the company name can only be made online at: http://services.cac.gov.ng/ and payment	Less than one day (online procedure)	NGN 500 reservation fee

STEP2	Reserve a name of your company with the CAC online at Login CAC Pre-Incorporation		
STEP 3	<p>Pre-incorporation</p> <p>Prepare the requisite incorporation and pay the stamp duty Agency: FIRS e-stamping portal at https://www.stampduty.gov.ng/</p> <p>As of 2022, the possibility of e-stamping became available. As such, companies can complete the stamping online. To prepare the requisite incorporation documents, the business founders must complete the Statutory forms, prepare, and print the memorandum</p>	Less than one day (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)

	<p>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 NGN 500 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 may access www.stampduty.gov.ng/integration/ for necessary instruction.</p>		
	<p>Sign the declaration of compliance before a Commissioner for Oaths or a Notary Public Agency: Notary Public or Commissioner of Oaths</p> <p>The declaration by the barrister or solicitor engaged in the formation of the company may be sworn to before a Notary Public for a fee of NGN 4,000 - NGN 5,000 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 NGN 500 usually chargeable by the respective courts. Entrepreneurs can also use the services of a CAC-appointed lawyer.</p>	1 day	NGN 500 at the court or NGN 4,000 - NGN 5,000 with a Notary Public
	<p>Register the company at the Corporate Affairs Commission, pay registration fees and receive the income tax and VAT registration number pay registration fees Agency: Corporate Affairs Commission as of May 2017, companies now apply for company incorporation using form CAC 1.1. This 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.</p> <p>Entrepreneurs need to submit the following documentation to register the company:</p> <p>(a) two copies of the stamped consolidated form (CAC Form 1.1);</p>	2 days	<ul style="list-style-type: none"> ✓ Registration of private company: NGN 10,000 for a company whose nominal share capital is NGN 1,000,000 or less +NGN 5,000 for each subsequent NGN 1,000,000; ✓ NGN 3,000 for a certified true copy of the memorandum and articles of association. ✓ NGN 2,000 for certified true copy of form CAC 1.1

	<p>(c) two copies of the stamped memorandum and articles of association of the company; (d) form of identification of the directors and shareholders (driver’s license or national ID or data page of international passport); (e) Form of identification of the company secretary; (f) Copy of name reservation of the company.</p> <p>The documents are uploaded via the platform docupload.cac.gov.ng.</p> <p>Incorporation fees are:</p> <ul style="list-style-type: none"> ✓ Registration of private company: NGN 10,000 for a company whose nominal share capital is NGN 1,000,000 or less + NGN 5,000 for each subsequent NGN 1,000,000; ✓ NGN 3,000 for certified true copy of memorandum and articles of association. ✓ NGN 2,000 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 NGN 60,000 to handle the entire incorporation process in this state.</p> <p>Once the registration process is completed, a TIN is automatically generated and sent to one of the business founders 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 CAC Remita, an electronic payment platform at https://login.remita.net/remita/onepage/CAC/biller.spa</p>		
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	<p>Make a company seal Agency: Sealmaker. Section 74 of the Companies and Allied Matters Act (CAMA) requires every company to have a common seal.</p> <p>Step 4 Register for personal income tax PAYE Agency: Kogi State Internal Revenue Services at our office 1 <i>Beach/Marine Road, Lokoja, Kogi State, Nigeria.</i></p> <p>shall register with the KOGI State Internal Revenue Service for income tax withholding. The PAYE Regulations of 2021, made under the Personal Income Tax Act, provide that all employers register with the KOGI State Board of Internal Revenue Tax Office nearest the registered company address to remit income tax deducted from their employees. Within 6 months of commencing a business, the employer must deduct tax from the emoluments of employees and remit the amount deducted to any of the designated collecting banks. The registration requirements are as follows:</p> <ol style="list-style-type: none"> 1. A copy of the 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 a NGN 15,000 fine in addition to the payment of arrears of the tax due. 	1 day	NGN 4,000 - NGN 6,000
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<p>Step 4</p>	<p>Register for personal income tax PAYE Agency: Kogi State Internal Revenue Service's <i>1 Beach/Marine Road, Lokoja, Kogi State, Nigeria.</i></p> <p>All employers shall register with the re-state tax authority for income tax withholding. The PAYE Regulations of 2021, made under the Personal Income Tax Act, provide that all employers register with the Kogi State Board of Internal Revenue Tax Office nearest the registered company address to remit income tax deducted from their employees. Within 6 months of commencing a business, the employer must deduct tax from the emoluments of employees and remit the amount deducted to any of the designated collecting banks. The registration requirements are as follows:</p> <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 a NGN 15,000 fine in addition to the payment of arrears of the tax due. 	<p>2 days</p>	<p>no charge</p>
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<p>Step 5</p>	<p>Register business premises with the Kogi State Government and pay at our business portalKogi IRS Kogi State Internal Revenue Service (kg.gov.ng) or any commercial Bank to the Kogi State Internal Revenue Services. To register the company premises with the Kogi State Government, the entrepreneur heads to any nationalized commercial bank with some evidence of the business premises (utility bills, etc.) and pays the business premise levy to the Kogi State Internal Revenue Services account.</p> <p>The bank then issues a receipt bearing the Kogi State Government logo.</p> <p>Business premises in an urban area of Nigeria must be registered on the payment of an NGN 15,000 registration fee in the first year of registration (NGN 5,000 per annum as renewal registration fees in the subsequent years). For rural areas, the business premises registration fee is NGN2,000 for the first year of registration (NGN 1,000 per annum as registration renewal fees for the subsequent years).</p>	<p>1 day (simultaneous with previous procedure)</p>	<p>NGN 15,000</p>
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Step 6	<p>Collection of Permit to Operate Business</p> <p>Successful applicants are notified via text, call, or email within 2 days upon submission of the listed documents above and evidence of payment pays the business premise levy and to collect the permit to operate business successful applicants should visit the Kogi State Internal Revenue Service's 1 Beach/Marine Road, Lokoja, Kogi State, Nigeria contact +2348033237451,08083427276 info@kirs.kg.gov.ng to collect the business operating license certificate in person or issue an authorization letter duly signed by the applicant, attaching KIRs acknowledgment letter, passport of the applicant, and valid identity card of the representative authorized to collect permit. Where an applicant has not been notified of a successful application within 30 days, he/she should please get in touch with the Kogi State customer service phone number above or visit our office below.</p>		
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FOR ENQUIRIES, PLEASE VISIT
THE KOGI STATE
MINISTRY OF COMMERCE AND INDUSTRY
KOGI STATE SECRETARIAT, LOKOJA, NIGERIA, OR CALL US AT 08034003685

SIGNED



**PERMANENT SECRETARY
FOR COMMISSIONER FOR MINISTRY OF COMMERCE AND INDUSTRY**

27th November 2022