



NASARAWA STATE OF NIGERIA
MINISTRY OF TRADE, INDUSTRY, AND INVESTMENT
Lafia Nasarawa State. Email: mtii@nasarawastate.gov.ng

Office Hours: 8:00am - 4:00pm (Mondays – Fridays)

Procedure for Obtaining Business Premises Permit in Nasarawa State

The Ministry of Trade, Industry, and Investment located along Jos Road adjacent to St. William's Catholic Cathedral, Lafia is mandated to approve business premises registration. Application for approval is done via the Ministry's portal and the certificate is generated upon approval of the Admin.

Below are the six steps for obtaining a business premises registration permit

Step one

Sign up or login to mtiinasarawastate.com.ng

Click the registration button in the menu to sign up then click on start registration and fill out the registration form as a first-time user or login to your account if you already have a username and a link will be forwarded to your email address

Step two

Begin Registration

check your email and click on the link sent to reset your password and begin registration by filling out the application form, then select the preferred category and submit

Step three

Generate invoice for payment

From the sidebar on the left side of your dashboard, click Generate Invoice and select the category from the dropdown. Fill out the form to generate an invoice and carefully select payment type while filling out the form and submit.

Step four

Make Payment for registration

Click the 'Proceed to payment' button and choose your method of payment. To pay online, enter your invoice number and submit, and a new tab will be opened to enable you to make a payment. Then download the receipt after successful payment.

The state's approved rates for business premises registration can be accessed at <https://mtiinasarawastate.com.ng/registration>

Step five

Upload Documents

Click the 'upload documents' button and upload signed documents while waiting for admin approval

Requirements/Documentation

The requirements for obtaining approval for business premises registration include:

- i. Business name
- ii. Business Owner's name,
- iii. Business annual turnover
- iv. Categorization of business
- v. Local Government Area where the business is located
- vi. Payment of the required fee
- vii. Contact details

Timeframe

Approval of business premises registration is granted within forty-eight (48) hours upon the completion of the registration process and payment of the required fee.

Legal Backing

The Nasarawa State Registration of Business Premises Law 2009 empowers the Ministry of Trade, Industry, and Investment to register business premises in Nasarawa State

Inquiries and Complaints

All inquiries and complaints can be directed to 08060721155

Signed:

**Honourable Commissioner,
Ministry of Trade, Industry and Investment**