



JIGAWA STATE DUE PROCESS & PROJECT MONITORING BUREAU

MANDATE A,

CONTRACTORS BUSINESS REGISTRION

Based on Due Process and Project Monitoring Bureau Law No.13 of Jigawa State, 2019, Section 5 sub section (e) to register and maintain a database of contractors and service providers to the exclusion of all procuring entities. In view of the above the Bureau classified its mandates in doing business as follows:

Registration Process/Procedure

- *Payments by contractor to any bank nationwide in respect of Jigawa state Revenue account (Contractors Registration).*
- *The Bank to notify the Ministry of Finance on any amount that goes into the account*
- *Ministry of Finance to communicate to Due Process through its Desk officer on payments made by contractors*

- *The Contractor will collect or receive username and password via sms.*
- *The contractor to visit Bureau's portal (www.jsdueprocessportal.com) to fill all necessary information needed and upload the following documents:*

- 1. Evidence of incorporation/Business Name Registration*
- 2. Evidence of Annual Returns for the last one year*
- 3. Memorandum & Article of Association*
- 4. Company Audited Account for at least three years*
- 5. Evidence of tax clearance for the last three years*
- 6. VAT Registration / Evidence of Remittance*
- 7. Evidence of Valid Business Premises Licenses In Jigawa State*
- 8. One Passport size photograph of company's (CEO/Director/Secretary)*
- 9. Registration with professional Body as Consultants (If Applicable)*

- The Bureau will download all the uploaded documents and open file for further necessary action.*
- The Director General will crosscheck the documents before signing the Certificate.*
- The Contractor will then collect his/her certificate copy from the Bureau through his/her Email Address & Whatsapp e.t.c*

Number of days for registration

- *For registration it will require 2 working days (48hrs) if all steps were followed accordingly.*
- **Registration Fee**

The sum of N 15,000.00 only is required