



## **EBONYI STATE GOVERNMENT OF NIGERIA**

### **MINISTRY OF COMMERCE & INDUSTRY**

## **PROCEDURES FOR REGISTRATION OF COOPERATIVE SOCIETY IN EBONYI STATE BY MINISTRY OF COMMERCE & INDUSTRY**

The administrative guidelines, procedures and timelines for registration of Cooperative society is as shown below

### **Cooperative Registration Guidelines, Procedures and Timelines;**

#### **1. Conditions for the Formation of Cooperative Societies**

- All primary cooperative societies must be composed of a minimum of ten (10) members.
- All secondary cooperative societies must be composed of a minimum of five (5) primary cooperative societies.
- All prospective members must not be under sixteen (16) years of age and must reside in the society's area of operation.
- Every member must have a common purpose with other members of society, and
- Every member must be in an occupation relevant to the primary society.

#### **2. Prospective applicants must present the below documents for registration:**

- Proposed name of the cooperative society.
- Proposed address of the cooperative society.
- Area of operation.
- The objective of the cooperative society.
- Number of shares and value of shares for thrift savings and share capital.
- Certified copy of the resolution passed at the first meeting of members with the cooperative officer.
- Official seal of the cooperative society.

#### **3. Procedures for the Registration of Cooperative Societies**

The current procedures for the registration of a cooperative society are as follows:

- Cooperative (applicant) visits the department of Cooperative Society of Ministry of Commerce and Industry at Block 11, 3<sup>rd</sup> Floor Centenary City, Abakaliki to get advice on the type of cooperative from Head of Cooperatives within 1 day.
- Head of Cooperative Department issues application form to the applicant to fill cooperative details and submit within 1 day.
- Applicant moves to Ebonyi State Internal Revenue Service (EBSIRS) office at Staff Development Centre, Kpirikpiri, Abakaliki to obtain payment invoice from the Information Communication Technology Department of Ebonyi State Internal Revenue Service and proceed to any of the listed Banks: Heritage Bank, First Bank, Access Bank, Polaris Bank, United Bank of Africa, Fidelity Bank and Zenith Bank or use the self-service link <https://www.irs.ebsgov.org/pay-tax> to pay registration fee within 1 day.
- Applicant proceeds to designated banks (Heritage Bank, First Bank, Access Bank, Polaris Bank, United Bank of Africa, Fidelity Bank and Zenith Bank) to make payment or use the link stated in 3 above.
- Applicant returns to EBSIRS office to convert bank payment teller to receipt or generate receipt from the self-service link <https://www.irs.ebsgov.org/get-receipt> within 1 day.
- Applicant returns to Ministry of Commerce and Industry to present payment receipt with completely filled application forms within 1 day.
- Upon approval, the Head of Cooperative Department of Ministry of Commerce and Industry issues copies of the byelaw to applicant along with a certificate of registration duly signed by the Head of Cooperative Department within 1 day.

**The table below further shows the current manual administrative procedures for registering a cooperative society with timeline**

S/N	Activity	Responsible MDA/Institution	Links where necessary	Timeline
1	Cooperative (applicant) visits the department of Cooperative Society of Ministry of Commerce and Industry at Block 11, 3 <sup>rd</sup> Floor Centenary City, Abakaliki to get advice on the type of cooperative from Head of Cooperatives.	Ministry of Commerce and Industry (Department of Cooperative)	Not Applicable	1 day
2	Head of Cooperative Department issues application form to the applicant to fill cooperative details and submit.	Head of Cooperative Department	Not Applicable	1 day
3	Applicant moves to Ebonyi State Internal Revenue Service (EBSIRS) office at Staff Development Centre, Kpirikpiri, Abakaliki to obtain payment	EBSIRS, Heritage Bank (Ogoja Road, Abakaliki), First Bank (Waterworks Road and Afikpo Road, Abakaliki, Afikpo LGA	<a href="https://www.irs.ebsgov.org/pay-tax">https://www.irs.ebsgov.org/pay-tax</a>	1 day

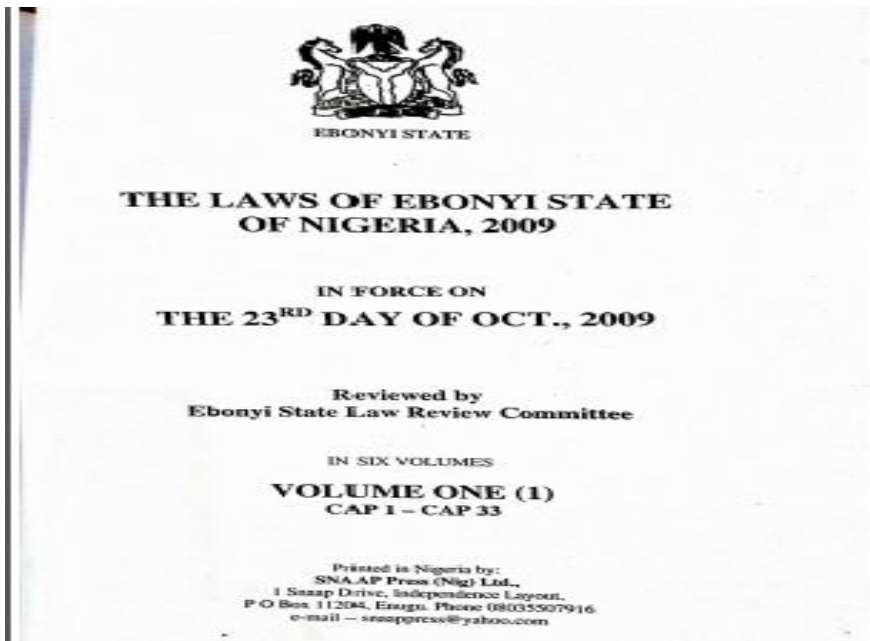
	invoice from the Information Communication Technology Department of Ebonyi State Internal Revenue Service and proceed to any of the listed Banks: Heritage Bank, First Bank, Access Bank, Polaris Bank, United Bank of Africa, Fidelity Bank and Zenith Bank or use the self-service link <a href="https://www.irs.ebsgov.org/pay-tax">https://www.irs.ebsgov.org/pay-tax</a> to pay registration fee.	and Ezzamgbo, Ohaukwu LGA of Ebonyi State), Access Bank (Ogoja Road and Afikpo Road, Abakaliki LGA of Ebonyi State), Polaris Bank (Afikpo Road, Abakaliki) United Bank of Africa (Ziks Avenue and Ogoja Road, Abakaliki and Onueke in Ezza South LGA of Ebonyi State), Fidelity Bank (Unwana Polytechnic Afikpo North LGA and Ogoja Road Abakaliki), and Zenith Bank (Waterworks Road, Ogoja road, FUNA Ikwo LGA, and Afikpo road, Abakaliki.)		
4	Applicant proceeds to designated banks (Heritage Bank, First Bank, Access Bank, Polaris Bank, United Bank of Africa, Fidelity Bank and Zenith Bank) to make payment or use the link stated in 3 above	Heritage Bank, First Bank, Access Bank, Polaris Bank, United Bank of Africa, Fidelity Bank, and Zenith Bank or <a href="https://www.irs.ebsgov.org/pay-tax">https://www.irs.ebsgov.org/pay-tax</a>	<a href="https://www.irs.ebsgov.org/pay-tax">https://www.irs.ebsgov.org/pay-tax</a>	1 day
5	Applicant returns to EBSIRS office to convert bank payment teller to receipt or generate receipt from the self-service link <a href="https://www.irs.ebsgov.org/get-receipt">https://www.irs.ebsgov.org/get-receipt</a>	EBSIRS	<a href="https://www.irs.ebsgov.org/get-receipt">https://www.irs.ebsgov.org/get-receipt</a>	1 day
6	Applicant returns to Ministry of Commerce and Industry to present payment receipt with completely filled application forms	Head of Cooperative Department, Ministry of Commerce and Industry	Not Applicable	1 day
7	Upon approval, the Head of Cooperative Department of Ministry of Commerce and Industry issues copies of the byelaw to applicant along with a certificate of registration duly signed by the Head of Cooperative Department within 1 day.	Head of Cooperative Department, Ministry of Commerce and Industry	Not Applicable	1 day

## NB:

- The link to the official website is <https://www.ebonyistate.gov.ng> Here the guidelines are accessed by the applicants for the cooperative society registration.
- The associated fees and levies are as stated in the revenue law of Ebonyi State, 2020 and is visible in the Ebonyi State official website <https://www.ebonyistate.gov.ng>
- The fees as seen in the revenue rates stated at [www.irs.ebsgov.org/revenue-rate](http://www.irs.ebsgov.org/revenue-rate) are paid online through [www.irs.ebsgov.org/pay-tax](http://www.irs.ebsgov.org/pay-tax).
- The portal <https://dashboard.ebmsmefund.ng> being developed for the registration of cooperative societies captures the registration process from the application phase to payments, certificate issuance and other procedures related to cooperative societies. The Ebonyi State Ministry of Commerce and Industry is transparently easing the process of cooperative registration for applicants through the development of a self-service portal. It is a self-service portal wherein applicants are made to apply at the comfort of their location and time.

## Legal Basis:

Cooperative Societies Law [CAP 31] Laws of Ebonyi State of Nigeria 2009 Vol. 1



## Contact Details:

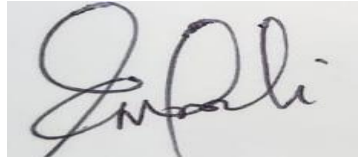
Necessary enquiries are made through the contact details as stated below;

Head Office: Ministry of Commerce & Industry, Block 11 Centenary City Abakaliki.

Phone Number: 08037984972 (Head of Department, Cooperatives)

Email: [mcommerceandindustry@gmail.com](mailto:mcommerceandindustry@gmail.com)

**Signed:**

A handwritten signature in black ink, appearing to read 'Oguzor Offia-Nwali', is centered within a light gray rectangular box.

**Hon. Oguzor Offia-Nwali**  
Honorable Commissioner  
Ministry of Commerce & Industry