



Kano State Investment and Trade Centre

One Stop Service Centre

APPLICATION FOR INVESTMENT CERTIFICATE

An application fee of **US \$200 (non-refundable)** will be paid upon submission of a complete application. If successful, an issuance fee of **US \$ 800** will be payable. Investors will be issued with a quotation to facilitate payment and a deposit slip should be presented to the KITC. Bank details are provided **section E** of the form.

SECTION A: COMPANY DETAILS

1. **Company Name**

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2. **Contact name of Director/Shareholder**

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3. **Tel. Number for directors/shareholders**

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4. Email Address.....
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5. Postal Address
.....
6. Physical Address
.....
7. Identification number of Director/Shareholder
¹.....
8. Tax Identification Number (TIN)

SECTION B: PARTICULARS OF THE PROJECT SHAREHOLDERS

Please List Shareholder/Ownership Information in table below.....

Tick in the appropriate box

Shareholder Trustee

No.	Name	Nationality	Percentage Shareholding/Contribution
1.			
2.			
3.			
4.			

List of Local Directors in table below

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No.	Name	Contacts	Identification Number
1.			
2.			

¹ For local directors/shareholders provide national identification number whilst for foreign directors/shareholders provide passport numbers

SECTION C: PARTICULARS OF THE PROJECT

1. **Type of Investment-** Tick in the appropriate box

New Expansion Existing²

PPP³ Merger Acquisition

2. **Main Sector of Operations** ⁴(Refer to footnote 4)

3. **Product (s) / Service(s)**.....

4. **Project Location:**.....
 ...

5. **General Investment Details** (please complete the table that follows).....

	New Ventures	Existing Ventures (Please provide actuals as at date of application)
Investment Level (US \$)		
Employment Level		

6. **Specific Employment Details**⁵ (please complete the table that follows)

Kano(Nigerian) Employees	Total Number
Management	
Skilled (Professional)	
Skilled (Technical)	

² Existing entails a company that is already operational (i.e. already producing and/or providing a service).

³ PPP entails Public Private Partnership

⁴ Ensure that all sectoral licenses, permits and requirements have been acquired and satisfied

⁵ **Management Employees** entail those in supervisory and decision-making positions;
Skilled Employees entail those with formal training in their area of work and capable of exercising considerable independent judgement and discharging duties with responsibility. They possess a thorough knowledge of their trade. Examples of **Skilled Professional** labor include accountants, Human Resources and Administration, physicians, attorneys, engineers, scientists, architects, and professors. Examples of **Skilled Technical** labour include plumbers, electricians, secretaries, drivers, builders
Unskilled Employees entail those who carry out operations that involve the performance of simple duties, which require little or no independent judgement or previous experience although familiarity with the occupational environment is necessary. Their work may thus require in addition to physical exertion, familiarity with variety of articles or goods. The work requires no specific education or experience and takes 30 days to learn.

Unskilled	
Total Kano Indigenes (Nigerian Employees)	

Expatriate Employees	Total Number	Actual Positions to be held
Management		
Skilled (Professional)		
Skilled (Technical)		
Total Expatriate Employees		

7. Project Investment Costs in US\$ -

	Amount (US\$)
Land and Land Development	
Plant and Machinery	
Motor Vehicles	
Furniture and Fittings	
Working Capital	
Others (Specify)	
Total (US\$)	

8. Project Financing Plan

Source	Amount (US\$) Foreign	Amount (US\$) Local	Total (US\$)
Equity			
Loan			
Profit/Retained Earnings (For Existing/Expansions)			
Donations/Contributions			
Total (US\$)			

9. Project Implementation Schedule

Implementation Stages (in weeks)	Estimated Period
Land or Site acquired	
Land/Site Preparation Completed	
Recruitment of labour initiated	

Building Construction /Rehabilitation/Maintenance of Site Started	
Building Construction /Rehabilitation/Maintenance of Site Completed	
Machinery / Operational Equipment Installation Started	
Machinery / Operational Equipment Installation Completed	
Trial Production Started (not applicable to services)	
Commercial Production/Operations started or service commenced	

10. Project Requirements (Please tick (✓) in the boxes, indicate number of permits, size of land required and location, type of utilities and capacity where appropriate)

	Tick	Number/Size
Business Residence permit		
Employment permit		
Tax Incentives		
Industrial plots (Land)		
Utilities (power, telephone, water)		

SECTION D: SUBMISSION

1. Project Application Enclosures (please indicate the application enclosures).....

- Detailed Business Plan
- Certificate of Incorporation (CAC)
- Memorandum and Articles of Association
- Scanned/Photocopied Passport Personal Information pages of Shareholders
- If the shareholder is another company, provide the certificate of incorporation
- Brief description of positions to be held by expatriates
- Project Brief (3-5 Paged Summary of the Project Which will be sent to the Environmental Affairs Department to determine whether project requires Environmental Impact Assessment Study)**

2. Applicant/Entity Disclosure

Have you or any of the directors or the entity been convicted of any crime Yes No

If yes briefly explain

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(Failure to disclose may lead to revocation of certificate)

3. Declaration

I/we hereby declare that the particulars given in this application are true to the best of my/our knowledge and all financial estimates have been made in good faith. Any false information may render this application ineligible for investment approvals/investment incentives

Dated this day of20.....

Signature.....

Name.....

(BLOCK LETTERS)

Designation:

2. To be submitted to:

The Director General, Kano Investment and Trade Centre, , Kano. Tel: +
Email: info@kaninvest.kn.gov.ng Website: <https://kaninvest.kn.gov.ng/>

3. For Official Use only

		Name of officer/signature
Date Application is Received		
Date Application Fee is Paid		
Date Application is Tabled		
Date Recommendations are submitted to Board for Approval		
Date Board Communicates Determination of Submissions		
Date Issuance Fee is Paid		
Date of Issuance of the Investment Certificate		
Approved/not Approved		(Circle as appropriate)

Investment Certificate Number									
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SECTION E: PAYMENT DETAILS