YOBE STATE GOVERNMENT OF NIGERIA

MINISTRY OF COMMERCE, INDUSTRY, TOURISM AND SOLID MINERALS
OFFICE ADDRESS: IBB STATE SECRETARIAT, P.M.B. 1094, DAMATURU, YOBE STATE
E-MAIL: info@mcits.yb.gov.ng | PHONE: 07068263500

Our Ref: _____ Your Ref: _____ **Date: January 6th, 2026**

UPDATED VERSION 2026

1. Guiding Laws and Regulations (as domesticated)

In pursuant of the mandate of the Yobe State Revenue (Codification) Law 2021

2. Application for Cooperative Society Registration

Any group of individuals seeking to register a cooperative society in Yobe State can visit the Yobe State Ministry of Commerce, Industry and Tourism, either at one of its four (4) Zonal Offices across the State or at its Headquarters in Damaturu, to state their intention. They will then be advised on the right category of registration:

Category	Level of Operation	Registration Requirement	Registration Fee
Primary Society	Ward level	Minimum of 10 and maximum of 25 persons	₦15,000.00
Union	Local Government level	Minimum of 6 Primary Societies	₦36,000.00
State Apex	State level	Formed by Unions across the State	₦63,000.00

The applicants will then be issued the relevant registration forms (copy attached) to complete. **(1 day)**

3. Confirmation of Membership Eligibility

Registration Officers will confirm that every prospective member meets the following conditions:

- Must be at least 18 years old;
- Must be of good conduct;
- Must pay an entrance fee and share capital;
- Must reside within the area where the society operates; and
- Must share a common objective with the other members.

4. Payment of Registration Fee

The Registration Officers will then ask the applicants to pay the registration fee for their category, as specified by the Yobe State MDA Revenue Harmonization Law 2018 (copy of rate attached). Payment is made electronically via POS and goes directly into the Single Treasury Account (TSA).

5. Submission of Registration Forms and Supporting Documents

The applicants will submit the completed registration forms to the Director of Cooperatives, together with evidence of payment and the following supporting documents:

1. Economic Survey Report;
2. Minutes of the First Meeting;
3. Minutes of the Second Meeting;
4. Minutes of the Third Meeting; and
5. Records/documentation relating to the election of officials.

6. Issuance of Certificate

The Director of Cooperatives will process the application and issue and sign the **Certificate of Cooperative**. The whole process above will be completed within 24 hours or less.

7. Renewal of Registration

The certificate is subject to renewal every year. Registered societies will be served a **Demand Notice** at their place of operation, and officers will attend to them there to make payment.

8. Enquiries and Complaints

For more information, enquiries or complaints, please contact the Office of the Director of Cooperatives, Ministry of Commerce, Industry, Tourism and Solid Minerals, IBB State Secretariat, Damaturu, between 8:00 AM and 4:00 PM, Monday to Friday. Email: info@mcits.yb.gov.ng | Phone: **07068263500**

AUDU ABUBAKAR DAYA
Director Commerce,
For: Honourable Commissioner

Updated Version 2026 supersedes the version dated 16 December 2023