

A LAW TO HARMONIZE, INTEGRATE, AND CONSOLIDATE ALL REVENUES COLLECTIBLE BY MINISTRIES, DEPARTMENTS, AGENCIES AND LOCAL GOVERNMENTS IN BAUCHI STATE AND FOR CONNECTED PURPOSES THEREON

ENACTED by the Bauchi State House of Assembly as follows:

Enactment

1. Bauchi State Tax (Collection, Harmonization and Consolidation) Law 2020. *Short Title*
2. This Law shall come into operation on the / / 2020. *Commencement*
3. (1) There is hereby established the Bauchi State Internal Revenue Service (in this Law Referred to as "*the Service*"). *Establishment of the Bauchi State Internal Revenue Service*
(2) The Service:
 - a shall be a body corporate with perpetual succession and a Common Seal;
 - b may sue or be sued in its corporate name; and
 - c may acquire or hold any property, moveable or immovable, for the purpose of carrying out any of its functions under this Law.
4. The object of the Service shall be to collect, control and administer the various taxes, non-tax revenues as specified in the First Schedule or other laws made or to be made from time to time by the House of Assembly of Bauchi State or other regulations made thereunder by it or the Government of the State and to account for all such taxes and non-tax revenues collected in the State. *Object of the Service*
5. (1) There is established for the Service a Governing Board (in this Law referred to as the "Board"). *Establishment of the Board and its Membership*
(2) The Board shall comprise of:
 - (a) The Executive Chairman of the Service;
 - (b) Five Directors or Heads of departments who shall be from within the Service;
 - (c) Attorney General of the State or his representative;
 - (d) The Secretary/Legal Adviser;

(e) Three persons with relevant qualifications in taxation, Accounting, Economics or Business Administration with expertise on taxation, each of whom shall represent the three Senatorial Districts;

(f) One person to represent the private sector.

(3) The members of the Board other than the Executive Chairman, and ex-officio members shall function in a purely non-executive and part-time capacity.

(4) The Executive Chairman and other members other than directors shall be appointed by the Governor.

(5) The Executive Chairman shall be appointed by the Governor subject to confirmation by the House of Assembly.

6 The supplementary provisions set out in the Second Schedule to this Law shall have effect with respect to the proceedings of the Board and other matters mentioned therein. *Proceedings of the Board*

7 The Executive Chairman and other members of the Board, other than ex-officio members, shall each hold office: *Tenure of the Board*

a) for a period of five (5) years in the first instance renewable for another four years and no more; and

b) On such terms and conditions as may be specified by the Governor in their letters of appointment.

8. (1) Notwithstanding the provisions of **Section 7** of this Law, a member of the Board shall cease to hold office as a member of the Board if: *Cessation of Membership of the Board*

(a) he resigns his appointment as a member of the Board by notice, under his hand addressed to the Governor;

(b) he becomes of unsound mind;

(c) he becomes bankrupt or makes a compromise with his creditors;

(d) he is convicted of a felony or any offence involving dishonesty or corruption;

(e) he becomes incapable of carrying on the functions of his office arising from an infirmity in mind or body;

(f) he has been found, upon facts available to the Board, to have committed acts of gross misconduct in relation to his duties as a member of the Board and the Governor certifies his removal therefrom;

- (g) in the case of a person possessing a professional qualification, he is disqualified by a competent authority; or
- (h) in the case of a person who becomes a member by virtue of the office he occupies, he ceases to hold such office.

(2) If any member of the Board ceases to hold office under this Law, before the expiration of the term for which he is appointed, another person shall be appointed to the Board in the place of such person and the new member of the Board shall thereupon complete the remaining term.

- 9. The Chairman and members of the Board shall be paid such emoluments, allowances and benefits as may be approved by the Governor. *Emoluments of the Board*
- 10. (1) The Board shall:
 - (a) provide the general policy guidelines and superintend the Service in relation to the execution of the functions; *Functions of the Board*
 - (b) ensure the effective and optimum collection of all revenues, including levies and penalties due to the state Government;
 - (c) review and approve the strategic plans of the Service;
 - (d) appoint, promote, transfer and discipline of employees of the service;
 - (e) make recommendations to the Governor regarding the terms and conditions of employment and remunerations of staff of the service.
 - (f) make recommendations where appropriate to the Joint Tax Board on tax policy, tax reform, tax registration and exemptions as may be required from time to time;
 - (g) do such other things, which, in its opinion, are necessary to ensure the efficient performance of the functions of the Service.
- 11. (1) The Board shall be autonomous in the day to day running of the affairs of the service. *Powers of the Board*
 - (2) Shall have power to:
 - (a) appoint and employ practicing tax practitioners or chartered accountants as well as professional firms for such purposes as the Board deems necessary for the effective execution of its functions and for carrying into effect the purposes of this Law, except for the assessment and collection of any taxes or revenues of the State.

- (b) assess all persons chargeable with any tax payable within the State;
- (c) collect, recover and pay to the designated account any tax, levy or other revenue howsoever established due to the State under this Law or any other enactment;
- (d) account for and enforce the payment of any taxes, levy or other revenue due to the State;
- (e) in collaboration with the relevant agencies, review the revenue regime and promote the application of revenues to stimulate economic activities and development;
- (f) issue a Tax Payer Identification Number to every person taxable in the State;
- (g) collate and keep under review all policies of the State relating to taxation and revenue generation and undertake a systematic and progressive implementation of such policies;
- (h) maintain a database of statistics, records and reports on persons, organizations, proceeds, properties, documents or other items of assets relating to tax waivers, fraud or evasion;
- (i) establish and maintain a system for monitoring dynamics of taxation in order to identify suspicious transactions and the persons involved;
- (j) collaborate and facilitate a rapid exchange of scientific and technical information with relevant national or international agencies or bodies on tax matters;
- (k) provide and maintain access to up-to-date adequate data and information on all taxable persons, corporations and real property for the purpose of efficient, effective and correct tax administration which will prevent tax evasion or fraud;
- (l) undertake and support research on similar measures with a view to stimulating economic development and determining the manifestation, extent, magnitude and effects of tax fraud, evasion and other matters that affect effective tax administration and make recommendations to the government on appropriate intervention and preventive measures;
- (m) carryout and sustain public awareness and enlightenment campaigns on the benefits of tax compliance within the State;

- (n) in collaboration with the relevant law enforcement agencies, carry out the examination and investigation with a view to enforcing compliance with the provisions of this Law;
- (o) carry out such other activities as are necessary or expedient for the full discharge of all or any of the functions prescribed under this Law;
- (3) The Service may from time to time, specify the form of returns, claims, statements and notices necessary for the due administration of the powers conferred on it by this Law.
- (4) Except with the approval of the State House of Assembly upon application by the Board made through the Governor, no tax, levy or revenue established by any Law of the State shall be waived.

12. There shall be a Senior Management Committee of the Board (in this Law referred to as the Technical Committee), which shall comprise:

*Establishment of
Technical
Committee of the Boa*

- (a) the Executive Chairman who shall be the Chairman;
- (b) the Directors of the Service;
- (c) the Secretary/Legal Adviser.
- (d) Secretary who shall be nominated by the legal adviser.

13. (1) There shall be an Executive Chairman for the Service, who shall be:

Executive Chairman

- (a) the Chief Executive and Accounting Officer of the Service;
- (b) a person possessing cognate experience and highly skilled in any of the fields of accountancy, taxation, economics and business management.
- (c) Shall be a member of the Chartered Institute of Taxation of Nigeria (CITN) and has been so qualified for not less than 5 years ;
- (d) Shall be a member of either the Institute of Chartered Accountants of Nigeria (ICAN) OR Association of National Accountants of Nigeria (ANAN).

14. The Function of the Technical Committee shall include:

*Functions of the Technica
Committee*

- (a) consider all matters that require professional and technical expertise and make recommendations to the State Board;

- (b) consider all tax or revenue matters that require professional and technical expertise and make recommendations thereon to the Board; and
- (c) advise the State Board on all its powers and duties mentioned in this law;
- (d) powers to co-opt additional staff from within the State Service in the discharge of their duties;
- (e) attend to such other matters as may, be referred to it by the Board from time to time.

15.(1) There shall be a Secretary/Legal Adviser for the Board to be appointed by the Governor who shall:

*Secretary to th
Board*

- (a) have not less than ten years post-call experience;
- (b) issue notices of meetings of the Board;
- (c) keep the records of the proceedings of the Board;
- (d) be a member and Secretary to the Board; and
- (e) carry out such duties as the Chairman or the Board may direct.

(2) The Secretary shall on the instructions of the Executive Chairman summons meetings of the Board or on the request of one third (1/3) of members of the Board to do so, provided that no meeting shall be called without a written notice and agenda of such meeting being duly given.

*Power to issue Staff
Regulations*

16. (1) Subject to the provisions of this Law, the Board may by order in the Gazette, issue regulations relating generally to the conditions of service of the staff and in particular, such regulations may provide for:

- (a) The appointment, promotion, termination, dismissal and disciplinary control of staff or employees of the Service and appeals by staff or employees against dismissal or other disciplinary measures; and
 - (b) Until such regulations are made, any instrument relating to conditions of Service in the Civil Service of the State shall be applicable, with such modifications as may be necessary to the employees of the Service.
- (2) The staff regulations made under **Sub-Section (1)** of this section shall not have effect until approved by the Governor and published in the Gazette.

- (3) The Service shall cause a notice of the staff regulations to be issued to all affected staff in such manner as the service may determine.
- (4) The Board may, on the recommendation of the Service, consider it expedient that a vacancy in the Service should be filled by a person holding office in the Civil Service of the State by way of secondment or transfer.
- (5) Employment into the Internal Revenue Service is pensionable.

*Remuneration and
Pension of Employment*

17. Remuneration of all officers employed in the service shall be as in the state public service.

18. The Service shall establish and maintain a fund which shall consist of and to which shall be credited: *Funds of the Serv*

(a) an amount not less than fifteen percent (15%) to be retained from all revenue collected by the Internal Revenue Service as may be appropriated by the State House of Assembly as administrative charge or cost of collection;

(b) all other monies which may from time to time, accrue to the Board from other services;

(c) any subvention or other budgetary allocation from the State; and

(d) all monies accruing to the Service by way of gifts, grants-in-aid, testamentary dispositions, endowments and contributions from any source.

19. The Service may from time to time, apply the proceeds of the funds established under Section 18 of this Law to: *Proceeds of the
Fund*

(a) the cost of administration of the Service;

(b) paying the emoluments, allowances and benefits of members of the Board and for reimbursing members of the Board or of any committee of the Board for such expenses as may be expressly authorized by the Board;

(c) the payment of the salaries, fees or other remuneration or allowances, and legacy gratuities, pensions and other benefits that may have accrued before the commencement of this Law, and payable to the officers and other employees of the Service;

(d) the development of any property vested in or owned by the Service; and

(e) such other functions under this Law as may be approved by the Board.

20. (1) The Service shall, not later than 30th September in each year submit to the Governor an estimate of its expenditure and income - for the next succeeding year for the purpose of submission to the State House of Assembly for appropriation.

*Annual Estimate
and Accounts*

(2) The Service shall keep proper books of accounts in respect of each year and proper records in relation to those accounts and shall cause a comprehensive audit of all its accounts to be undertaken and completed within three months after the end of each financial year, auditors appointed from the list provided, and in accordance with guidelines supplied, by the Auditor-General for the State.

21. The Service shall prepare and submit to the Governor, not later than four months after the end of each financial year, a report in such form as he may direct on the activities of the Service during the immediate preceding year, and shall include in such report a copy of the duly executed audited accounts of the Board for the said financial year and the auditor's report on the said accounts.

Annual Repo.

22. (1) The Service may accept any gift of land, monetary or other property on such terms and conditions, if any as may be specified by the person or organization making the gift and agreed to by the Board.

Power to Accept

(2) The Service shall not accept any gift if the conditions attached by the person or organization offering the gift are inconsistent with any law in force or with the functions of the Service or of the State.

23. (1) The Service may, subject to the agreement of and conditions set by the Governor, from time to time borrow by overdraft or otherwise such sums as it may require for the performance of its functions under this Law.

Power to borrow

(2) Notwithstanding the provisions of **Sub-Section (1)** of this section, the Service shall not borrow any sum in foreign currency, except with the consent and appropriation of the State House of Assembly, upon application made to it by the Governor on behalf of the Service.

24. The Board may, subject to the provisions of this Law and the conditions of any trust created in respect of any property, invest all or any of its funds in any security or any other fund as may, from time to time, be approved by the Governor-in-Council.

Investment

25. (1) The Service shall have power to administer any Law on taxation as may be applicable in the State.

*Power to Enfo
Laws*

(2) Notwithstanding the provision of any other Law in the State, the Service shall have exclusive powers to control, administer, impose and collect the different taxes, levies and any other revenue within the State as provided in this Law.

26. (1) Subject to the provision of this Law, a taxable person shall be chargeable to tax: *Persons Chargeable to Tax*

(a) in his name; or

(b) in the name of any receiver, trustee, guardian, guarantor or committee who has the control or management of any property or concern on his behalf.

(2) Any person who is chargeable to tax shall be answerable for all matters within his competence which are required to be done by virtue of this Law for the assessment of the income of such taxable person and payment of any charge thereon.

(3) Where two or more persons act in the capacity of trustees, they may be charged jointly or severally with the tax with which they are chargeable in that capacity and shall be jointly and severally liable for payment of the same.

27. (1) A taxable person shall, during each year of assessment, prepare and submit to the Service in such form as the Service may from time to time prescribe, a true statement of his tax status in writing and without prejudice to the generality of the following, the statement shall contain: *Statement and Returns of Tax Person*

(a) the amount of his income for the year of assessment;

(b) the source of such income;

(c) allowance, reliefs and deduction; and

(d) such other particulars as may be required by the Service.

(2) The Service may, by notice in writing addressed and delivered to any person, request that person or group of taxable persons to submit their tax returns in such form and within the duration that the Service may, from time to time, determine.

(3) For the purpose of **Sub-Section (1)** of this section, the Service shall, time to time by notice, prescribe the forms or formats in which the statement shall be submitted.

(4) The form for the return of taxable statements shall contain a declaration which shall be signed by or on behalf of any taxable person to whom a notice has been given under **Sub-Section (2)** of this section, stating that the form contains a true statement of his income computed in accordance with the provision of this

Law, or that any particulars given in the return is in accordance with all other requirements of such notice, are true and complete.

(5) Any taxable person who has not been required to prepare and deliver a statement under the provisions of **Sub-Section (2)** of this section for any year shall do so whether or not any tax is chargeable on him for that year.

28. (1) The Service may give notice in writing to any person as it may deem necessary requiring him to submit within a reasonable time such information or further returns as the Service may require for the purpose of proper tax assessment. *Notice to Taxable Person*
- (2) The Service may by notice in writing, require any person to keep such records, books and accounts in such form and language as specified in such notice as the person to whom such notice was issued shall keep such records or books or accounts. *Assessment of Income Taxable Person*
29. (1) After the expiration of the time allowed to any person under Section 28 of this law and the person has not submitted the statement or returns, the Board may assess such taxable person chargeable with income tax in such manner as the Board may determine.
- (2) Where a taxable person has submitted a statement or a return, the Service:
- (a) shall accept the statement or return and make an assessment accordingly;
- (b) may refuse to accept the statement or return and to the best of its judgment, determine the total or chargeable income of such person and make a tax assessment accordingly.
- (3) Where a taxable person has not delivered a statement of returns within the time allowed under this Law or pursuant to a notice given by the Service and the Service is of the opinion that tax is chargeable upon such person, it may determine the amount of tax assessable on such person and make such assessment, Provided that such assessment shall not affect any liability otherwise incurred by such person by reason of his failure to deliver a return or statement under the provisions of the Law.
- (4) Notwithstanding the provisions of **Sub-Section (1)** of this section, no assessment to income tax for a year of assessment shall be made by the Service upon a staff or employee with respect to his emoluments or other income if that tax is recoverable by deduction under the PAYE provisions of this Law unless, within six years after the end of such year, he applies to the Service for a refund of tax paid. *List of Persons Assessed*
30. (1) The Service shall, from time to time, prepare a list of taxable persons assessed to income tax.

(2) The list of taxable persons assessed under subsection (1) of this section shall contain:

- (a) the name and address of the taxable persons assessed to income tax;
- (b) the nature of the income assessed;
- (c) the amount of income, the assessable income and the chargeable income on which the tax is computed as the case may be;
- (d) the amount of the income tax charged; and
- (e) such other particulars as may from time to time be prescribed by the Service.

(3) Where completed copies of all notices of assessment and all notices amending the assessment are filed in the offices of the Service, they shall constitute a preliminary assessment list for the purpose of this Law.

*Records of Tax under
Pay As You Earn
(PAYE) etc.*

31. In the case of any employee from whom tax is recoverable by deduction from his emoluments under PAYE provisions of this Law, the Service may, from time to time prescribe:

- (a) the form in which a record of his chargeable income and assessed tax and of the tax so recovered from him, shall be maintained in the offices of the Service;
- (b) the form in which his employer shall maintain a record; and
- (c) the form in which his employer shall account to the Service for the tax so deducted, and the employer shall produce the record maintained by him for examination by the Service within 21 days from the date of notice given by the Service thereto.

32. The Service may serve upon any taxable person or a person whose income may be charged a notice stating the person's name, his total or chargeable income, the tax assessed upon him and the place at which payment shall be made of the assessed tax.

*Service of notice
assessment*

33. (1) If any person is not satisfied with any assessment he may apply to the Service by notice of objection in writing, for a review and revision of the assessment.

*Objection at or to
Assessment*

(2) A notice of objection referred to under **Sub-Section (1)** of this section shall state precisely the grounds of objection to the assessment and shall be made within 30 days from the date of service of the notice of assessment.

(3) The Service may, upon receipt of the objection, request for any information or such books or documents as may deem necessary, and may summon any person who may be able to give information which is material to the determination of the objection.

(4) Where an objection to review or revise any assessment has been considered by the Service and the correct amount chargeable has been determined by the

Service, the assessment shall be amended accordingly and a new revised notice of assessment shall be served on such person.

34. (1) The Service may issue a tax clearance certificate to anyone within two weeks of receipt of an application if:

*Tax Clearance
Certificate*

(a) The Service is of the opinion that:

- (i) taxes or levies assessed on the person or his income or property for the three years immediately preceding the current year of the assessment and collectible by the Service has been fully paid,
- (ii) no such tax or levy is due on the person or on his income or property; or
- (iii) the person is not liable to tax for any of those three years:

(b) the person is able to produce evidence that he was subjected to withholding tax deduction at source and that the assessment year to which the tax relates falls within the period covered by the tax clearance, and that he has fully paid any balance of the tax after credit has been given for the tax so deducted; provided that payment of income tax for the current year shall not be made a condition for the issuance of the certificate unless the applicant is leaving the State finally.

(2) The tax clearance certificate may be issued in paper form or stored in electronic format on a machine-readable smart card (in this Law referred to as "***Electronic Tax Clearance Certificate***") which holds tax information peculiar to that applicant and which shall be presented by the holder whenever his tax compliance status is required.

(3) Where a person who has applied for a tax clearance has discharged his own tax liability but has failed to remit withholding tax or pay as you earn deductions collected by him on behalf of the state, no tax clearance may be issued to that person.

(4) The Service may decline to issue a tax clearance certificate but it shall within two weeks of receipt of the application give reasons for the denial.

(5) A department, agency or official of the State, any Local Government official, any corporate body, statutory authority or person empowered in that regard by this Law or any other law shall demand a tax clearance certificate for the three years immediately preceding the current year of assessment and shall verify the genuineness by referring same to the issuing tax authority as a pre-condition to transacting any business, including but not limited to:

(a) application for Governor's consent to any real property transaction;

- (b) application for right of occupancy, certificate of occupancy, grant and re-grant of titles to, and the regularization or recertification of titles to real property;
 - (c) application for registration as a contractor;
 - (d) application for award of contracts by government, its agencies and registered companies;
 - (e) application for approval of building plans;
 - (f) application for any government license or permit;
 - (g) any application relating to the establishment or conduct of business;
 - (h) application for any government loan or guarantee or acquisition of assets for housing, agriculture, business or any other purpose;
 - (i) registration of vehicles and change of ownership thereof;
 - (j) registration for distributorship;
 - (k) confirmation of appointment by the Governor as Chairman or Member of any statutory board, institution, commission, company or to any other similar position in the government;
 - (l) application for allocation of market stalls, shops and the like;
 - (m) appointment or election into public office; and
 - (n) any other transaction, application or process as may be determine from time to time;
- (6) Without prejudice to the provisions of the Stamp Duties Act and any applicable Act of the National Assembly, the appropriate authority shall demand tax clearance when checking documents of property transaction before accepting such documents for stamping or registration as the case may be.
- (7) The Service is empowered to prescribe, by notice in the Gazette, other purposes for which a Tax Clearance Certificate may be required.
- (8) A Tax Clearance Certificate shall contain the following information relating to each of the three years immediately preceding the current year of assessment:
- (a) Chargeable income of holder;
 - (b) tax payable;
 - (c) tax paid: and
 - (d) tax outstanding; and where no tax is due from the holder or from his income or property, the certificate shall contain a statement to that effect.

(9) The Service shall be the sole authority to issue a Tax Clearance Certificate under this Law but it may exercise its powers by employing the services of any person or company, provided that:

- (a) the information which the Board requires the tax payer to provide (the data) shall not be excessive in relation to the purpose for which the Tax Clearance Certificate is to be issued;
- (b) the Board shall request from the taxable person all details that are necessary to keep the data accurate and up to date;
- (c) the Service shall make available to the taxable person, a smart card with the taxable person's identity number, names, signature and photograph embossed on the front side;
- (d) the card shall hold data in respect of a particular taxable person in a secure format that can be accessed for authentication;
- (e) the data shall be made accessible to third parties only in a form which permits identification of the taxable person and access to information on him for no longer than is necessary for the purpose of verifying his tax;
- (e) the Service shall provide terminals free of charge to all persons or authorities empowered by this or any other legislation to demand tax clearance certificate from any person;
- (f) the Service shall ensure that the taxable person's data on the card are kept confidential to the same extent as their ordinary tax records;
- (g) every person having any official duty or being employed in the administration of this Law shall regard and deal with all documents, returns, assessment or other information as secret and confidential; and
- (h) the Service shall not be liable for damages or any loss incurred by the cardholder as a result of inaccuracies in data supplied by him.

(10) A person issued with a Tax Clearance Certificate or electronic smart card shall, upon application, be advised as to:

- (a) confidentiality of the information supplied;
- (b) fees or charges for reissuing a lost card;
- (c) complaint handling procedure; and
- (d) Procedure for review of personal data.

(11) The Service shall have power, from time to time, by an order in the Gazette to make such other regulations as it may consider necessary for effective implementation of the Electronic Tax Clearance Certificate Scheme in the State.

35. (1) An authorized officer of the Service shall, between the hours of 9 a.m. and 4 p.m. have free access to all lands, buildings and places and to all books and documents, whether in the custody or under the control of a public officer, institution or any other person whatsoever, for the purpose of inspecting any book, or document including those stored or maintained on computers, or on digital, magnetic, optical or electronic media, and any property, process or matter which the officer considers necessary or relevant for the purpose of collecting any tax under any law or enactment he is empowered to administer or for the purpose of carrying out any other function lawfully conferred on the Service, or considered likely to provide any information otherwise required for the purpose of any of those enactments or any of those functions and may, without fee or reward, make any extract from or copies of such books or documents.

*Access to Proprietary
and Records*

(2) Where the hard copies of any of the books or documents mentioned in **Sub-Section (1)** of this section are not immediately available because they are stored on a computer, or on digital, magnetic, optical or electronic media, the Service may take immediate possession of such removable media and the related removable equipment or computer used to access the stored documents on the media in order to prevent the accidental or intentional destruction, removal or alteration of evidence in the investigation of criminal proceedings.

(3) Where the Service is able to obtain, in place of taking physical possession of such equipment, computer or storage media under **Sub-Section (2)** of this section and the Service possesses the ability, equipment and computer software to make exact duplicate copies of all information stored on the computer hard drive and preserve all the information exactly as it is on the original computer, the Service shall make such a copy and use it as digital evidence during any investigation or criminal proceedings.

(4) The occupier of a land or building or place that is entered or proposed to be entered by an authorized officer shall:

(a) provide the officer with all reasonable assistance for the effective exercise of powers conferred by this Law; and

(b) answer questions relating to the effective exercise of the powers orally or, if required by the officer, in writing or by statutory declaration.

(5) Notwithstanding **Sub-Section (1)** of this section, the authorized officer or a person accompanying the officer shall not enter any private dwelling except with the

consent of an occupier or pursuant to an authorization issued under **Sub-Section (6)** of this section.

(6) If the Chairman of the Service, on written application, is satisfied that the exercise by an authorized officer of his functions under this section requires physical access to a private dwelling, he may issue to the officer a written authorization to enter that private dwelling.

(7) Every authorization issued under **Sub-Section (6)** of this section shall:

- (a) be in the form prescribed by the Service as specified in the Third Schedule to this Law;
- (b) be directed to a named officer of the Service;
- (c) be valid for a period of 3 months from the date of its issue or such lesser period as the Chairman considers appropriate; and
- (d) notwithstanding paragraphs (b) and (c) of this section, be renewable by the Chairman on application.

(8) Every officer exercising the power of entry conferred by an authorization issued under subsection (6) of this section shall produce the written authorization and evidence of identity:

- (a) On first entering the private dwelling; and
- (b) subsequently when he is reasonably required to do so.

36. (1) An officer of the Service authorized by the Chairman may remove records, books or documents accessed under **Section 35** of this Law to make copies.

*Reproduction of
Books, Documents
and Records*

(2) After copies have been made, the books and documents so removed shall be returned as soon as practicable.

(3) A copy of a book or document or digital evidence certified by or on behalf of the Chairman is admissible in evidence in courts as if it were the original.

(4) The owner of a book or document that is removed under this section may at his expense inspect and obtain a copy of the book or document at the time the book is being moved or at a reasonable time thereafter.

37. (1) The Service may, by notice in writing, appoint a person to be the agent of another person and the person so declared as agent shall be the agent of that person for the purpose of this Law, and may be required to pay tax which is or will be payable by the person from any money which may be held by him for or due by or

*Appointment of
Agent*

to become due by him to the person whose agent he has been declared to be, and in default of that payment the tax shall be recoverable from him.

(2) For the purpose of this Law, the Service may require any person to give information as to any money, fund or other asset which may be held by him or any money due from him to any person.

(3) For the purpose of this Law, if any tax is not paid within the period prescribed, a sum equal to 10 per cent of the amount of the tax payable shall be added and the provisions of this Law relating to the collection and recovery of such and further that:

(a) tax due shall carry interest at the prevailing monetary policy rate of the Central Bank of Nigeria from the date when the tax becomes payable until it is paid, and the provisions of the law relating to collecting and recovery of tax shall apply to the collection and recovery of the interest;

(b) the Service shall serve a demand notice upon the company or person in whose name the tax is chargeable and if payment is not made within one month from the date of the service of such demand notice, the Service may proceed to enforce payment under this Law; and

(c) an addition imposed under this Section shall not be deemed to be part of the tax paid for the purpose of claiming relief under any of the provisions of this Law.

(4) Any person who, without lawful justification or excuse (the proof of which shall lie on the person), fails to pay any tax imposed within the prescribed period commits an offence under this Law.

(5) The Board shall have the power to remit any part or the whole of the addition due under **Sub-Section (1)** of this section.

38. (1) Notwithstanding the power conferred on any revenue authority for the enforcement of payment of revenue if payment has become due and a demand notice has, in accordance with the provisions of the relevant law, been served on the chargeable person or his agent, and payment is not made within the time limited by the demand notice, the Service or other relevant revenue authority may for the purpose of enforcing payment of the amount due, distrain:

(a) upon the goods, chattels or other properties movable, the person liable to pay tile tax outstanding; and

*Failure to Com
with Notices o
Enforcement*

- (b) upon all machinery, plant, tools, vehicles, and animals and effects in the possession, use or found on the premise or on the land of the person.
- (2) The authority to distrain under this section shall be in such form as the relevant revenue authority may direct and that authority shall be sufficient warrant and authority to levy by distrain the amount of revenue due.
- (3) For the purpose of levying any distrain under this section, an officer duly authorized by the Chairman of the Service may apply to a Judge of competent jurisdiction sitting in Chambers under oath for the issue of a warrant under this section.
- (4) A Judge of competent jurisdiction sitting in Chambers may authorize such officer, referred to in **Sub-Section (3)** of this section, in writing to execute any warrant of distrain and, if necessary, break open any building or place in the daytime for the purpose of levying such distrain and he may call to his assistance any police officer and it shall be the duty of any police officer when so required to aid and assist in the execution of an warrant of distrain and in levying the distrain.
- (5) Things distrained under this section may, at the expense of the defaulter, be kept for 14 days and if at the end of this period the amount due in respect of the revenue, cost and charges of and incidental to the distrain are not paid, they may, subject to **Sub-Section (6)** of this section be sold at any time.
- (6) Out of the proceeds of a sale under this section, the cost of charges of and incidental to the sale and keeping of the distrain and disposal thereunder, shall be paid, thereafter the revenue due and the balance (if any) shall be paid to the defaulter on demand being made by him or on his behalf within one year of the date of the sale or shall be forfeited.
- (7) Nothing in this section shall be construed as to authorize the sale of an immovable property without an order of a High Court, made upon application in such form as may be prescribed by the rules of court.
- (8) In exercise of the power of distrain conferred by this section, the person to whom the authority is granted under **Sub-Section (4)** of this section may distrain upon all goods chattels and effects belonging to the debtor wherever the same may be found in Nigeria.
39. (1) Notwithstanding the provisions of this Law or any other relevant law, any amount due by way of tax shall constitute a debt due to the State and may be recovered by a civil action brought by the Services.

(2) Where any tax has been short-levied or erroneously repaid, the person to whom the repayment has erroneously been made shall, on demand by the proper officer, pay the amount short-levied or erroneously repaid, as the case may be, and any such amount may be recovered as if it were tax to which a person to whom the amount was so short-levied or erroneously repaid were liable.

40. (1) The Service shall take all necessary measures to assist any relevant law enforcement agency in the investigation of any offence under this Law.

*Investigation
Offences*

(2) The Service shall have the power to investigate or cause investigation to be conducted to ascertain the violation of any tax law, whether or not such violation has been reported to the Service.

(3) In conducting any investigation under **Sub-Section (2)** of this section, the Service may cause investigation to be conducted into the property of any person if it appears to the Service that the lifestyle of the person and extent of his properties are not justified by his declared source of income.

(4) Where any investigation under this section reveals the commission of any offence or an attempt to commit any offence, the Service shall submit its findings to the relevant law enforcement agency and the Attorney-General of the State for the purpose of further investigation.

41. (1) The Service may co-opt the assistance and co-operation of any law enforcement agency in the discharge of its duties under this Law.

*Inter-agency
Cooperation in
Enforcement of
Laws*

(2) The law enforcement officers shall aid and assist an authorized officer in the execution of any warrant of distrain and the levying of distrain.

42. Any Tax Officer armed with the warrant issued by a Court of competent jurisdiction and accompanied by a number of law enforcement officers as shall be determined by the Chairman may:

*Power to Ente
Premises and
Search*

(a) enter any premises covered by such warrant and search for, seize and take possession of any book, document or other article used or suspected to have been used in the commission of an offence;

(b) inspect, make copies of, or take extracts including digital copies from any book, record, document or computer regardless of the medium used for their storage or maintenance;

(c) search any person who is in or on such premises;

(d) open, examine and search any article, container or receptacle;

(e) open any outer or inner door or window of any premises and enter same or otherwise forcibly enter the premises;

(f) remove by reasonable force any obstruction to such entry, search, seizure or removal as he is empowered to effect; and

(g) not be bodily searched under this section except by a person of the same gender.

43. (1) The Service may, with approval of the Board, reward any person, not employed in the Service, in respect of any information that may be of assistance to the Service in the performance of its duties under this Law upon meeting such conditions as may be determined by the Board and the amount of such reward shall also be at the discretion of the Board.

*Reward and
Privileges of
Employee inform*

(2) The identity of the person who gave information to the Service or Board shall be dealt with in accordance with the provisions of Section 44 of this Law with regard to confidential information.

44. An officer of the Service or of any other authority in the State shall not be liable in any civil action or proceedings for any act or omission done by him in good faith in the performance of his duties or exercise of the powers conferred upon him under this law or any other law.

*Immunity of th
Officers of the
Service*

45. (1) All information and documents supplied or produced in pursuant to any requirement of this Law or any other legislation being implemented by the Service shall be treated as confidential.

*Confidentiality
the Document*

(2) Except as otherwise provided under this Law or as otherwise authorized by the Governor or Executive Chairman of the Service, any member or former member of the Board or any employee or former employee of the Service or of the State who communicates or attempts to communicate any confidential information other

content of any such document to any person, commits an offence and is liable on conviction to a fine of ₦200,000.00 or to imprisonment for 3 years or both.

46. (1) There is established for each Local Government Council of the State the Local Government Council Revenue Committee (referred to in this Law as the "Revenue Committee").

*Local Govern.
Councils Reve
Committee*

(2) The Revenue Committee shall consist of:

(a) a person experienced in Public Service to be appointed by the Service from the Local Government Area as the Chairman;

(b) three heads of departments of the Local Government Council with responsibility for revenue and finance matters;

(c) a member of the public not being a member of the Council who is experienced in revenue matters to be nominated by the Chairman-in-Council;

(d) a Councilor in charge of Revenue;

(e) Area Revenue Officer in the Local Government to serve as Secretary.

47. (1) The Revenue Committee shall carry out the assessment of all taxes, fines, rates, charges or other revenue under its jurisdiction.

*Functions of the
Local Governme
Revenue Commi*

(2) The Revenue Committee shall attend and present a report at the State Joint Revenue Committee.

(3) The Revenue Committee shall be autonomous of the Council Treasury and shall be responsible for the day-to-day administration of the Department or personnel which form its assessment team and liaison with the Service.

48. There is established for the State, a Joint Revenue Committee which shall comprise:

*State Joint Revenu
Committee*

(a) the Executive Chairman of the Service as the Chairman;

(b) the Chairman of each Local Government Revenue Committee established by under this Law;

(c) a representative of the following Ministries, Departments or Agencies of the State whose rank is not below a Director responsible for;

(i) Local Governments and Chieftaincy Affairs;

(ii) Finance;

(iii) Land Matters;

(iv) Budget and Planning;

(v) Health;

(vi) Education;

(vii) Commerce, Industry and Tourism;

(d) the Secretary/Legal Adviser of the Service;

(e) the secretary of the committee, who shall be a staff of the service

(f) the sector commandant of Federal Road Safety Commission as an observer;

(g) the state Director of roads as an observer.

49. The functions of the State Joint Revenue Committee (in this Law referred to as the "SJRC") shall be to: *Functions of the S
Joint Revenue
Committee*

(a) harmonize tax administration within the State;

(b) deal with revenue matters within the State and Local Government Councils;

(c) enlighten members of the public generally on revenue matters;

(d) consider relevant resolutions of the Joint Tax Board for implementation in the State;

(e) advise the Joint Tax Committee in the State on revenue matters.

50. The Chief Judge of the State shall designate in each Local Government a Court of competent jurisdiction which shall give priority to matters relating to the revenue of the State. *Designation of
Magistrate for
Adjudication of Tax
Matter*

51. (1) For the purpose of this Law, a revenue collector means a duly authorized officer of the Service or any of the Revenue Committees.
- (2) The production by a revenue collector of an identity card and certificate or warrant:
- (a) issued by and having printed thereon the office of the relevant revenue authority, and
- (b) setting out his full names and stating that it is authorized to exercise the functions of a Revenue Collector, shall be sufficient evidence that the revenue collector is duly authorized for the purpose of this Law.
52. All revenues due to any authority in the State shall be paid into an approved bank account in a manner to be determined by the Service. *Mode of Payment.*
53. (1) There is hereby established by notice in the Gazette a body of Appeal Commissioners called the Tax Appeal Committee (in this Law referred to as the "*Committee*" or "*TAC*"). *Establishment of Tax Appeal Committee*
- (2) The Committee shall consist of a Chairman and such other members to be appointed by the Governor on part-time basis.
- (3) The members of the Committee shall:
- (a) be persons of repute and good standing in their professional careers or in society generally with such experience and knowledge in revenue and tax matters, accountancy, management or Law as deemed appropriate by the Governor; and
- (b) not include any member of the Board;
- (c) may be appointed to sit in such zones of the State as the Governor may establish;
- (d) may hold office for a period of 3 years and may be reappointed for another term of three years;
- (e) may at any time resign his appointment by notice in writing addressed to the Governor; and
- (f) Shall cease to be an Appeal Commissioner if the Governor determines that his office is vacant and notice of the vacancy is published.

- (4) Subject to any terms of reference given by the Governor, the Committee shall regulate its proceedings and shall submit its decisions in any matter brought before it to the Service for implementation.
- (5) The Service shall upon the receipt of the report of the Committee take such steps as shall be necessary for the implementation of the recommendation of the TAC.
- (6) The Service may appoint from within the Service a Registrar for the Committee.
54. A taxable person being aggrieved by an assessment made on him may appeal to the Committee within 30 days after the date of service of notice of the refusal of the Service to amend the assessment. *Appeals to the Tax Appeal Committee e*
55. The presumptive tax regime shall be administered by the Service using Tax Registration Form in the Third Schedule and Tax Returns Form in the Fourth Schedule of this Law on respective persons on annual basis. *Presumptive Tax Registration*
56. The categories of persons to be administered under Sections 55 of this Law shall include persons, where for all practical purposes their income cannot be ascertained or financial records are not kept in such manner as would enable proper assessment of income, and according to the following bands; Micro, Small, and Medium scale Businesses based on their nature, location and level of activities. *Persons under Presumptive Tax Regime*
57. Persons operating under the Presumptive Tax Regime are to file returns on or before 90 days from the commencement of every year. *Presumptive Tax Returns*
58. (1) The tax payable shall be in accordance with the category of Trade, Businesses, Vocation and Professions as contained in the administrative tax table in the Fifth Schedule to be administered by the Service and approved by the State House of Assembly on application by the Governor on the recommendations of the Board. *Tax Payment*
- (2) The mode and the procedures for payment of the tax shall be in the manner prescribed by the Service by an order in the Gazette.

- (3) Upon payment of all tax assessments, the taxable person shall be issued a Tax Clearance Certificate as in **Section 34** of this Law.
59. (1) It shall be the duty of the taxable person to file his returns annually, but the Service shall engage the person with a view to obtaining relevant information on the nature and level of business carried out. *Administration Presumptive Tax*
- (2) Pursuant to the outcome of **Sub-Section (1)**, the Service shall determine the band the taxable person should belong to.
- (3) Taxable persons shall be encouraged by the Service to keep records of their transactions.
60. Any taxable person that contends the band or assessment arrived at may file an objection to the Service stating clearly the grounds within 15 days of the receipt of the assessment. *Administrative Settlement*
61. Where the taxable person is not satisfied with the decision of the Service, such person may appeal to the Tax Appeal Committee. *Appeal to (Tax Committee) T.*
62. A taxable person who keeps up to date records and files a return within the specified period shall be granted a rebate of 1% of the tax payable. *Rebate for Prompt Filing*
63. (1) Except where it is almost impossible, taxable persons are to be encouraged to keep some form of records in order to exit from the Presumptive Tax regime and be assessed on Pay-As-You-Earn or Direct Assessment Principle. *Exit Rule*
- (2) A taxable person under **Sections 54 – 58** of this Law may voluntarily exit and file the requisite tax returns and be assessed accordingly.
- (3) Where the Service discovers, based on available record or any other valid record or information that the taxable person ought to be assessed under this Law, such taxable person shall be assessed as appropriate.
64. A taxable person under **Sections 55 – 58** of this Law who fails or neglects to make payment of the tax due shall be liable to pay the tax due and a penalty equal to 5% per annum. *Sanctions and Penalties*
65. (1) A tax is imposed on any person (referred to in this Law as “the Consumer”) who: *Imposition of consumption tax on hotels, restaurants and allied services*

- (a) pays for the use or possession or for the right to the use or possession of any hotel, hotel facility or events Centre; or
 - (b) purchases consumable goods or services in any restaurant whether or not located within a hotel in Bauchi State.
- (2) The amount to which this tax applies shall be the total cost of facilities, consumable or personal services supplied to a consumer in, by or on behalf of the hotel, restaurant or events Centre.
66. The rate of tax imposed by **Section 65** of this Law shall be five per cent (5%) of the total Law issued to the consumer, excluding Value Added Tax. *Rate of Tax*
67. A person owning, managing or controlling any business or supplying any goods or services chargeable under **Section 75** of this Law (referred to in this Law as the "**Collecting Agent**") shall collect for and on behalf of the State, the tax imposed by this Law based on the total amount charged or payable by the consumer in accordance with the provisions of **Section 76** of this Law. *Collection Agent*
68. (1) Any Hotel, Restaurant, Event Centre or other business affected by this Law shall, within thirty (30) days of the commencement of this Law or upon commencement of business, whichever is earlier, register with the Service for the purpose of this Law. *Registration of Hotels, etc.*
- (2) Every Collecting Agent shall produce evidence of registration with the Service as a condition precedent to any contractual relationship with the State Government or any of its Ministries, Departments, Parastatals or Local Government Authorities.
69. (1) Every Collecting Agent shall: *Report and Remittance*
- (a) keep, maintain and preserve such records, books and accounts in respect of all transactions chargeable under **Section 81** of this Law as the Service may prescribe and shall enter regular accounts of the tax collected from day to day;
 - (b) subject to the provisions of **Sub-Section (3)** of this section, pay to the designated account of the State Government, the tax collected during the preceding reporting period and at the same time, file with the Service, a report stating:

- (i) the total amount of payments made for all chargeable during the preceding reporting period;
- (ii) the amount of tax collected by the agent during the reporting period; and
- (iii) any other information required by the Service to be included in the report.

(2) For the purpose of these provisions, each calendar month is a reporting period and the taxes imposed and collected under this Law are due and payable on or before the 20th day of each calendar month.

(3) The tax collected shall be a debt due to the State and recoverable by the Service from the supplier of chargeable facilities, goods and services.

70. An officer of the Service:

(1) may enter without warrant, any premises on which he reasonably believes that a person is carrying on business in order to ascertain whether this Law is being complied with by the occupier of the premises or any other person.

*Access to Reports,
Books*

(2) shall at any reasonable time of the day be given access to all books and records of any hotel, restaurant or other establishment offering chargeable goods and services for the purpose of verifying facts necessary to determine the amount due and payable to the Government under this Law.

71. Where a Collecting Agent fails to make a return or remittance as required by the provisions of this Law or where his returns are not substantiated by records, the Service may make an estimate of the total amount of tax due and may order him in writing to pay the estimated amount to the State Government within 21 days of the date of service of the order.

*Payment of Estimated
Amount*

72. The Service may from time to time by Order published in the Gazette issue rules and regulations in collaboration with relevant Ministries, Departments and Agencies for the determination, collection, and remittance of taxes due and for the proper administration of this Law.

Regulations

73. All taxes that are not remitted to the designated account of the Government within the time allowed, shall in addition to other penalties prescribed by this Law, bear interest at Central Bank of Nigeria Monetary Policy Rate as determined at the time of actual remittance.

*Interest on
Remittance*

74. (1) If a Collecting Agent fails to file a report and remit taxes (the goods and services tax) collected within the time allowed by **Section 69 (2)** of this Law, that Agent shall, in addition to interest payable under **Section 73** of this Law, pay a penalty of ten per cent (10%) of the amount of tax due. *Penalties*
- (2) Any Director, Manager, Officer, Agent or Employee of the Collecting Agent who fails to comply with the provisions of this Law, shall be guilty of an offence and liable on conviction to a penalty of six months imprisonment or a fine of Two Million Naira (₦2,000,000.00) or both.
75. (1) When a hotel, restaurant, event center or other facility covered by this Law is sold or otherwise disposed of, the transferee shall withhold such amount of the purchase price or other consideration as is sufficient to offset all payments already due to the Government under the provisions of this Law, unless the transferor has first provided a receipt issued by the Service showing that the amount due at the date of transfer had been paid or that no amount was due. *Tax Collection on Determination or Transfer of Business*
- (2) A transferee of a chargeable facility who fails to comply with the provisions of **Sub-Section (1)** of this section shall be liable to pay the amount due to the designated Government account and the provisions of **Sections 73 and 74** of this law shall apply as if he was operating the hotel business at the time the payments were due.
- (3) The transferee of a chargeable facility may request from the Service, a certificate stating that no tax is due or stating the amount of tax due from the facility at the date of transfer.
- (4) In the case of a request made under **Sub-Section (3)** of this section, the Service shall issue the certificate within thirty (30) days of receiving the request or within thirty (30) days after the day on which the relevant record of the business are made available for audit, whichever is later, but in either event, the Service shall issue the certificate within sixty (60) days after the date of request.
- (5) In the absence of willful concealment or fraud, the period of limitation during which the Service may assess tax against a transferor under this section is four (4) years from the date when the transferor dispose the chargeable facility or when a determination is made against the transferor, whichever event occurs later.
76. (1) From the commencement of this Law, no rate or levies shall be payable to the State except those contained in the Schedule hereto. *Rates or levies Payable*

- (2) Each Ministry, Department or Agency shall display at a conspicuous place in all the revenue offices, a chart showing the approved collectable rates, levies and their expected time of payment.
- (3) Each Ministry, department or agency shall establish a complaint and information office to provide relevant information to taxable persons and listen to their complaint.
77. (1) All Taxes, Levies, Fees, Charges or Rates shall be assessed by the relevant Ministry, Department or Agency of the State. *Responsibility for Assessment*
- (2) No person including a Ministry, Department or Agency shall mount a roadblock in any part of the State for the purpose of collecting any Tax, Levy, Fee, Charge or Rate.
78. (1) In the case of Taxes, Levies, Fees, Charges or Rent that require assessments, the relevant Ministry, Department or Agency shall serve notices of assessment by hand at the relevant address or sent by registered post or e-mail to each person whose name the assessment is made. *Service of Notice of Assessment*
- (2) The relevant Ministry, Department or Agency shall allow until the 31st of January for taxable persons to pay voluntarily. The relevant Ministry, Department or Agency shall proceed to assess every other person chargeable with payment of any levy after 31st January. Notwithstanding the provisions of this section, the relevant Ministry, Department or Agency may assess and serve notice of assessment before 31st of January if the relevant Ministry, Department or Agency considers the assessment to be necessary.
79. The relevant Ministry, Department or Agency shall prepare a list of taxable persons assessed and served with notices. The notice shall contain the name and address of the taxable person, type and amount of levy assessed, date of service and any other relevant information. *List of taxable persons*
80. Each Ministry, Department and Agency shall issue notice(s) in respect of Taxes, Levies, Fees, Charges and Rates as listed in the first Schedule to this law. Where a person is liable to two or more of the scheduled Taxes, Levies, Fees, Charges or rates in any year of assessment, the relevant Ministry, Department and Agency shall serve a single demand notice indicating the amount due on each of the revenue items. *Single demand notice*

Objection to assessments

81. (1) If any person disputes an assessment, he may apply to the relevant Ministry, Department or Agency, by notice of objection in writing to review and revise the assessment and such application shall state the grounds of objection to the assessment and shall be made within thirty days from the date of service of the notice of the assessment.
- (2) On receipt of a notice of objection, the relevant Ministry, Department or Agency may require the person giving the notice to furnish such particulars and to produce such books or other documents as the relevant Ministry, Department or Agency may deem necessary, and may summon any person who may be able to give information which is material to determination of the objection, to attend an examination.
- (3) In the event of any person who has objected to an assessment agreeing with the relevant Ministry, Department or Agency as to the correct amount of the tax chargeable, the assessment shall be amended accordingly and notice of the tax chargeable shall be served upon such person, provided that, if an application for revision under the provisions of the Section fails to agree with the relevant Ministry, Department or Agency on the amount of the tax chargeable, the relevant Ministry, Department or Agency shall give notice of refusal to amend the assessment to such amount as the Board may determine and give notice of the revised assessment of the tax payable together with notice of refusal to amend the revised assessment and wherever requisite, any reference in this Law to an assessment or to an additional assessment or to an individual assessment as revised under the provisions of this Law.
82. The relevant Ministry, Department or Agency shall, in within thirty days of receipt of notice of object, revise the assessment and issue notice of amended assessment or refuse to do so and issue notice of refusal to amend the assessment. *Revision of assessment*
83. The Service shall be the sole authority to collect and account for all Taxes, Levies, Fees, Charges and Rates in the State as listed in the First Schedule to this Law. *Sole authority to collect taxes, levies, etc*
84. (1) Unless payment due dates are specified in another Law, all persons whom this Law applies shall pay to Revenue Collectors all taxes, levies, fees, charges and rates as prescribed in the First Schedule to this Law: *Time for payment of assessment of taxes*
- (a) Within thirty (30) days after the service of an assessment/demand notice on him, in respect of amounts due to be paid annually;

(b) Within five (5) days from the beginning of every month, in respect of amounts due to be paid monthly; (c) Immediately, in any other case.

(2) Except as otherwise provided in any Law, revenue due to any authority in the State shall be payable by cash, bank draft, electronic debit, or credit card or money transfer into any of the bank designated by the Board.

85. (1) The Governor may, subject to the prior approval of the House of Assembly *Power of Governor review rates* review revenue rates in the Schedule to this Law and may receive advice, inputs from Ministries, Departments and Agencies in the State in that regard.

(2) The rates of court fees and fines shall however, be reviewed in accordance with the provisions of the relevant High Court Rules of Bauchi State.

86. No assessment, warrant, notice or other proceedings made in accordance with the provisions of this Law or any other Revenue Law in force in the State shall be *Errors and Defects assessment* quashed or deemed to be void or voidable by want of form, mistake, defect or omission if the same is in substantial conformity with this Law or other applicable Law and if the person is charged or intended to be charged or affected by its designated therein to common intent and understanding.

(2) The refund shall be made within sixty (60) days of the decision to make the refund, with the option of setting off the amount due against future tax.

87. (1) A taxable person shall, during each year of assessment, prepare and submit to the Service in such form as the Service may from time to time, a true statement of his tax status in writing and without prejudice to the generality of the following, *Statement and Return of Taxable Persons* the statement shall contain:

- (a) the amount of his income for the year of assessment;
- (b) the source of such income;
- (c) allowance, reliefs and deduction; and
- (d) such other particulars as may be required by the Service.

(2) The Service may, by notice in writing addressed and delivered to any person, request that person or group of taxable persons to submit their tax returns in such form and within the duration that the Service may, from time to time, determine.

(3) For the purpose of **Sub-Section (1)** of this section, the Service shall, from time to time by notice, prescribe the forms or formats in which the statement shall be submitted.

(4) The form for the return of taxable statements shall contain a declaration which shall be signed by or on behalf of any taxable person to whom a notice has been given under **Sub-Section (2)** of this section, stating that the form contains a true statement of his income computed in accordance with the provision of this Law, or that any particulars given in the return is in accordance with of all other requirements of such notice, are true and complete.

(5) Any taxable person who has not been required to prepare and to deliver a statement under the provisions of **Sub-Section (2)** of this section for any year shall do so whether or not any tax is chargeable on him for that year.

(6) Every employer shall be required to file a return with the relevant tax authority of all emoluments paid to its employees, not later than 31st January of every year in respect of all employees in its employment in the preceding year.

(7) Any employer who contravenes the provisions of this section shall be liable on conviction to a penalty of ₦500,000 in the case of a body corporate, and ₦50,000 in the case of an individual.

88. (1) For the purpose of obtaining full information in respect of the profits or income of any person, body corporate or organization, the Board may give notice to that person, body corporate or organization requiring him or it, within the time specified by the notice to:

*Call for Returns,
Books, Documents
and Information*

(a) complete and deliver to the Board any return specified in such notice;

(b) appear personally before an officer of the Internal Revenue Service for examination with respect to any matter relating profits or income;

(c) produce or cause to be produced for examination, books documents, and any other information at the place and time stated in the notice, which may be from day-to-day for such period as the Internal Revenue Service may deem necessary; or

(d) give orally or in writing any other information including a name and address specified in such notice.

(2) For the purpose of paragraph (a) to (d) of **Sub-Section (1)** the time specified by such notice shall not be less than seven (7) days from the date of service of such notice except that an officer of the Board not below the rank of a Chief Inspector of Taxes or its equivalent may act in any of the

cases stipulated in paragraphs (a) to (d) of **Sub-Section (1)**, without giving any of the required notices set out in this Section.

- (3) A person who contravenes the provision of this Section is in respect of each offence, liable on conviction to a fine equivalent to 100% of his actual tax liability.
- (4) The provisions of this Section or any other provisions of this Law, shall not be constructed as precluding the Board from verifying by audit or investigating any matter relating to returns or entries in any book, documents or accounts including those stored in a computer, or digital or magnetic or optical electronic media as ay be specified by the Board.
- (5) Any person may apply in writing to the Board for extension of the time within which to comply with the provisions of this Section, provided that the persons:
 - (a) Makes the application before the expiration of the time stipulated in the Section for making the returns; and
 - (b) Shows good cause for his inability to comply with this provision.
- (6) If the Board is satisfied with the cause shown in the application under paragraph (b) of **Sub-Section (5)** of **Section 88** it may in writing grant the extension of the time or limit the time as it may consider appropriate.

89. (1) Without prejudice to **Section 88** of this Law, every person engaged in bankin, *Information by Bankers* shall prepare and deliver to the Board quarterly returns specifying:

- (a) In the case of an individual, all transactions involving the sum of One Million Naira and above, or
 - (b) In the case of partnership or business names, all transactions involving the sum of three million Naira and above; and
 - (c) The names and addresses of all customers of the bank connected with the transaction.
- (2) Subject to **Sub-Section (1)** of this Section, for the purpose of obtaining information relating to taxation, the Board may give notice to any person including person engaged in banking business in Nigeria to provide within the time stipulated in the notice, information including the name and address of any person specified in the notice.

(3) A person engaged in banking business in Nigeria shall not be required to disclose any additional information about his customer or his bank under this Section unless such additional disclosure is required by a notice signed by the Chairman of the Board on the advice of the Technical Committee of the Board.

(4) Any person who, having been engaged in banking in Nigeria, contravenes the provision of this Section, commits an offence and shall, in respect of each contravention be liable to a fine of Five Hundred Thousand Naira (₦500,000.00) in the case of body corporate and in the case of an individual a fine of Fifty Thousand Naira (₦50,000.00) or imprisonment for a term of five years or both.

90. (1) A person who contravenes any of the provision of this Law or any regulation made thereunder commits an offence and, where no specific penalty is provided shall be liable on conviction to a fine not less than ₦50,000 (fifty thousand Naira) or more than ₦10,000,000 (ten million Naira) or imprisonment for a term not less than 6 months or exceeding 3 years or to both such fine and imprisonment. *Penalty for General Officer*

(2) Where an offence under this Law is committed by a body corporate or firm or other incorporated trustees or other similar association of individuals,

(a) every director, manager, secretary or other similar officer of the body corporate; or

(b) every partner of the firm; or

(c) every trustee and person concerned in the management of the registered trustee; or

(d) every person purporting to act in any management capacity in such body corporate or firm or incorporated trustee or similar association of individuals, commits an offence and is liable to be proceeded against and punished for the offence under **Sub-Section (1)** hereof in like manner as if he had himself committed the offence, unless he proves that the act or omission constituting the offence took place without his knowledge, consent or connivance.

91. A person who:

Failure to attend to Notice etc.

(a) fails to comply with a requirement or notice served on him by the Service under this Law, or

- (b) without sufficient cause fails to comply with any notice or summons served on him in respect of any proceeding of the Service or that of the Tax Appeals Committee for considering a notice of objection or an appeal by that person, as the case may be, commits an offence and is liable on conviction to a fine of N50,000 or to a term of imprisonment not exceeding 3 months or to both such fine and imprisonment.

92. A person who:

Penalty for making Incorrect Returns etc

(1) does, makes or gives, as applicable:

(c) an incorrect return or statement by omitting or understating any income chargeable to tax under this Law, or

(d) any incorrect information in relation to any matter or thing affecting the liability to tax of any taxable person, commits an offence and is liable on conviction to a fine of N200,000 and twice the amount of the tax which has been undercharged in consequence of such incorrect return or information, or would have been so undercharged if the return or information, had been accepted as correct;

(3) No person shall be held liable under the provisions of **Sub-Section (1)** of this section unless the complaint concerning such offence was made in the year of assessment in respect of or during which the offence was committed or within 3 years after the expiration thereof.

93. A person who:

False Statements and Retu

(a) for the purpose of obtaining any deduction, set-off, relief or repayment in respect of tax for himself or any other person, or who in any statement or returns, account or particulars made or furnished with reference to tax, knowingly makes any false statement or false representation, or

(b) aids, abets, assists, counsels, incites or induces any other person to:

(i) make or deliver any false statement or returns under this Law,

- (ii) keep or prepare any false accounts or particulars concerning any income on which tax is payable under this Law, and thereby
- (iii) unlawfully refuse or neglect to pay tax, commits an offence and is liable on conviction to a fine of ₦200,000; and 100% of the amount of tax unpaid or to imprisonment for a term not exceeding 5 years or to both such fine and imprisonment.

94. A person who:

Collection Offences

(a) being a person appointed for the due administration of this Law or employed in connection with assessment or collection of the tax who:

- (i) demands from any person an amount in excess of the authorized assessment of the tax,
- (ii) withholds, for his own use or otherwise, any portion of the amount of tax collected or received or any money accruable to the Service,
- (iii) renders a false return, whether orally or in writing, of the amount of tax collected or received by him;
- (iv) Defrauds any person, embezzles any money, or otherwise uses his position to deal wrongly with any money accruable to the Service;

(b) Collects or attempts to collect tax without being authorized under this Law;

(c) Steals or misuses the Service's documents;

(d) Compromises on the assessment or collection of any tax, commits an offence and is liable on conviction to a fine equivalent to 200 percent of the sum in question or to imprisonment for a term of 3 years or both.

95. If a person obliged to deduct any tax under this Law or any other applicable law fails to deduct or having deducted fails to pay or remit to the Service within 31 days from the date the amount was deducted or the time the duty to deduct arose, such a person commits an offence and shall on conviction be liable to pay the tax withheld or not remitted in addition to a penalty of 10 per cent of the tax withheld or not remitted per annum and interest at Central Bank of Nigeria Monetary Policy Rate.

*Failure to Deduct c
Tax*

96. Unless otherwise provided in this Law, a person who fails to pay in full any tax, *Failure to Pay Full* levy, rate charge or other revenue due to the State or a Local Government Council *Rate of Assessed* commits an offence and is liable upon conviction to a fine of 50% of the total *tax or Levy* amount of revenue which was due and payable; or to imprisonment for 18 months or to both such fine and imprisonment.

97. A person who:

Falsification of Document

(a) counterfeits or falsifies any document which is required by or for the transaction of any business under this law or any law being administered by the Service;

(b) knowingly accepts, receives or uses any document so counterfeited or falsified;

(c) alters any such document after it is officially issued;

(d) counterfeits any seal, signature, initial or other mark, or used by any officer for the verification of such a purpose relating to tax;

(e) being an employee of the Service, initiates, connives or participates in the commission of any of the offences in paragraphs (a) to (c) of this section commits an offence and is liable on conviction to a fine of ₦500,000 or to imprisonment for a term of 3 years or both.

98. A person who:

Obstruction of the Staff of the service i the Performance of their Duty

(a) obstructs, hinders, molests or assaults any person or authorized officer in the function or the exercise of any power under this Law,

(b) does anything which impedes or is intended to prevent the carrying out of any search, seizure, removal or distraint,

(c) rescues, damages or destroys anything so liable to seizure, removal or distraint or does anything intended to prevent the procuring or giving of evidence as to whether or not anything is liable to seizure, removal or distraint,

(d) prevents the arrest of any person by a person duly engaged or acting as aforesaid or rescues any person so arrested, commits an offence

and is liable on conviction to a fine not exceeding N200,000 or imprisonment for a term not exceeding 3 years or both.

99. A person appointed for the due administration of this Law or employed in connection with the assessment and collection of a tax who: *Abuse of Power and Corruption by the Officer*
- (a) demands from any individual, corporate entity or any other taxable person, an amount in excess of the authorized assessment of tax or
 - (b) withholds, for his own use or otherwise, any portion of the amount of tax collected,
 - (c) renders a false returns, whether orally or in writing, of the amount of tax collected or received by him,
 - (d) defrauds any person, embezzles any money, or otherwise uses his position to deal wrongfully with the Service,
 - (e) steal or misuses the Service's documents;
 - (f) compromises on the assessment or collection of any tax, commits an offence and shall be liable on conviction to a fine equivalent to 200 per cent of the sum in question or imprisonment for a term of 3 years or both.
100. (1) A person who, while committing any offence under this Law, is armed with any offensive weapon commits an offence and is liable on conviction to imprisonment for a term of 5 years. *Use of Weapon to cause Injury to Staff of the Service*
- (2) A person who, while armed with an offensive weapon, causes injury to any officer or authorized officer of the Service in the performance of his function under this Law, commits an offence and is liable in conviction to imprisonment for a term of 5 years.
101. A person who connives with one or more persons for the purpose of contravening any of the provisions of this Law commits an offence and is liable on conviction to imprisonment for a term of 1 year. *Contravention of Tax Law*
102. (1) A person who, not being a revenue collector in the employment of the Service, holds himself out as a tax officer or revenue collector and attempts to collect or collects any revenue due to the State or a Local Government Council commits an offence and is liable on conviction to a fine of N250,000 or
- Impersonation of Tax Officer*

imprisonment for 3 years or both and any amount collected by him shall be forfeited to the State or the relevant Local Government Council.

- (2) If for the purpose of obtaining admission to any building or other place or for doing or procuring to be done any act which he would not be entitled to do or procure to be done of his own authority, or for any other unlawful purpose, any person, not being an authorized officer, assumes 'the name or designation or impersonates the character of an authorized officer, he shall, in addition to any other punishment to which he may be liable, be liable on conviction to a fine of ₦100,000 or to imprisonment for a term of 2 years.

103. The Legal Adviser or any other Legal Officer of the Service or State Counsel may appear for and represent the Board or the Service in his professional capacity in any proceeding in which the Board or the Service is a party. *Legal Officers of the Service may represent the Service in Proceedings*

104. (1) The Service may, with the approval of the Attorney-General compound any offence under this Law by accepting a sum of money not exceeding the maximum fine specified for the offence. *Power to Compound Offences*

- (2) The Service shall issue a treasury receipt for any money received under **Sub-section (1)** of this section.

105. The institution of proceedings for or the imposition of a penalty, fine or term of imprisonment under this law shall not relieve any person from liability to payment of any tax for which he is or may become liable or chargeable. *Liability to Payment*

106. (1) Notwithstanding the provisions of this Law, the relevant provisions of all laws to be administered by the Service shall be read with such modifications as to bring them into conformity with the provisions of the Personal Income Tax Act, Capital Gains Tax Act and Stamp Duties Act. *Conformity with Other Laws*

- (2) Any Ministry, Department or Agency which immediately before the commencement of this Law, is vested with the power by virtue of any Law or instrument to administer or collect any tax, non-tax revenue or levies imposed by and accruable to the State Government or any Local Government, shall cease to exercise such power and the power to administer and collect the taxes, non-tax revenue and levies shall vest exclusively in the Service.

- (3) The relevant provisions of all existing enactments including but not limited to the laws and bye laws in Schedules to this Law shall be read with such modifications as to bring them into conformity with the provisions of this law.
- (4) If the provisions of any other State law including the ones in the Schedules for the charging and collection of revenue are inconsistent with the provisions of this Law, the provisions of this Law shall prevail and the provisions of that law shall, to the extent of its inconsistency, be void.
- (5) The provisions of the Schedules hereto are an integral part of this Law and, subject to **Sub-Sections (1) and (2)** hereinabove, shall be read, construed and enforced accordingly.

107. (1) The Governor may issue directives of general or specific nature to the Board or the Service as may be deemed necessary for the proper implementation of this Law and the Board or Service, as the case may be, shall comply therewith provided the said directives do not conflict with any of the provisions of this Law. *Compliance with Governor's Direct*

(2) The Governor shall not give any directive, order or instruction in respect of any particular person which would have the effect of requiring the Board to increase or decrease any assessment of tax made or to be made or any relief given or to be given or to defer the collection of any tax or judgment debt due, or which would have the effect of initiating, forbidding the initiation of, withdrawing or altering the normal course of any proceeding whether civil or criminal relating either to the recovery of any tax or to any offence under this Law or any other tax legislation.

(3) In any proceeding, whether civil or criminal under this Law or any of laws administered by the Service, any act, matter or thing done by the Service or the Board in pursuance of the said laws shall not be subject to challenge on the ground that such act, matter or thing was not or was not proved to be in accordance with any directive given by the Governor.

108. (1) Every person having any official duty or being employed in the administration of this Law shall regard and deal with all documents, information, returns, assessment list and copies of such list relating to the income, profits or items of profits, tax matters, assessments and liabilities of any individual or company, as secret and treat them with the utmost confidentiality and good faith. *Confidentiality*

- (2) Every person having possession of or control over any document, information, returns of assessment, lists or copies of such relating to the tax matters, assessments and liabilities, income and profits or losses of any person who at any time communicates or attempts to communicate such information or anything contained in such documents, returns, lists or copies to any other person:
- (a) Other than a person to whom he is authorized by the Executive Chairman to communicate it;
 - (b) otherwise than for the purpose of this Law or of any other enactment, commits an offence under this Law.
- (3) No person appointed or employed under this Law shall be required to produce any return, document or assessment, or to divulge or communicate any information that comes into his possession in the performance of his duties except as maybe necessary in order to institute a prosecution, or in the course of a prosecution for any offence committed in relation to any tax in Nigeria.
- (4) Where under any law in force in respect of any double taxation treaty with any country, provision is made for the allowance of relief from income tax in respect of the payment of income tax in Nigeria, the obligation as to secrecy imposed by this Section shall not prevent the disclosure to the authorized officers of the Government of that county of such facts as may be necessary to enable the proper relief to be given in cases where such is claimed from tax in Nigeria or from income tax in that country.
- (5) Where an agreement or arrangement with any other country with respect to relief for double taxation of income or profits includes provisions for the exchange of information or avoidance of tax, the obligation as to secrecy imposed by this section shall not prevent the disclosure of such information to the authorized officers of the Government of such country.

109. (1) A power conferred and any duty imposed upon the Board or Service may be exercised or performed by the Board or Service or by an officer authorized generally or specifically in that behalf by the Board or by the Executive Chairman. *Delegation of Power*

- (2) Notwithstanding the provision of **Sub-Section (1)** of this section, the Service may, at any time and at its discretion, reverse or otherwise modify the decision of any officer, affecting any tax or taxation income, whether or

not the discretion to make the decision was conferred on the officer by any tax law or whether or not the officer was authorized by the Service to make the decision, and the reversal or modification of the decision by the Board shall have effect as if it were the original decision made in respect of the manner concerned.

- (3) An order, ruling or directive made or given by an approved Committee of the Board pursuant to this section shall not be treated as an order, ruling or directive of the Board, until the order, ruling or directive has been ratified by the Board pursuant to the power vested on the Board under this Law.

110. Anything done or required to be done by the Service or the Board in pursuance of any of its power or duties under this Law or any other law may be signed under the hand of the Chairman or an officer who has been authorized by the Board to do so. *Signature of the Executive Chairman*

111.(1) If any officer or former officer of the Service who: *Imposition of Surcharge*

(a) is or was responsible for any improper payment of money from the fund of the Service or for any payment of such money which is not duly documented,

(b) is or was responsible for any deficiency in, or for the destruction of, any money, security, store or other property of the Service,

(c) fails or has failed to keep proper accounts or records;

(d) fails to make any payment, or is responsible for any delay in the payment of money of the Service to any person to whom such payment is due under any contract, agreement or arrangement entered into between that person and the Service; or

(e) without a satisfactory explanation given to the Service within a period specified by the Service, with regard to the failure to collect, improper payment not duly documented, deficiency or destruction, or failure to keep proper accounts of records, or failure to make payment or delay in making payment; the Service may surcharge the said officer such sum as it deems fit.

(2) Any action taken under **Sub-Section (1)** of this Section shall be subject to the approval of the Board and when such approval is obtained, the Executive Chairman shall notify the person surcharged under this Section.

(3) The Board may at any time withdraw any surcharge in respect of which a satisfactory explanation has been received from the person concerned or if it

otherwise appears that no surcharge should have been made the Board shall at once inform the Chairman of such withdrawal.

(4) The amount of any surcharge imposed under **Sub-Section (1)** of this section and not withdrawn under **Sub-Section (3)** of this section shall be a debt due to the Service from the person against whom the surcharge is imposed and may be sued for and recovered in any court by a suit initiated by the Service

for its recovery and may also be recovered by deduction from the salary or other emoluments of the person surcharged if the Board so directs.

112. (1) Subject to the provisions of this Law, the provisions of the Public Officer *Limitation of Action* Protection Law shall apply in relation to any suit instituted against any member, officer or employee of the Service or member of the Board for anything done under the lawful authority of this Law.

(2) No suit against the Executive Chairman or a member of the Board or any employee of the Service for any act done in pursuance or execution of this Law or any other law or enactment, or of any public duty or authority in respect of any alleged neglect or default in the execution of this law or any other law or enactment, duty or authority, shall lie or be instituted in any court of competent jurisdiction unless it is commenced:

(a) Within 3 months after the act, neglect or default complained;

(b) in the case of a continuation of damage or injury, within 6 months next after the ceasing thereof.

113. A notice, summons or other document required or authorized to be served on the *Service of Documents* Service under the provisions of this Law or any other law may be served by delivering it to the Chairman at the principal office of the Service.

114. (1) In any action or suit against the Service, no execution or attachment of process *Attachment of Process* in the nature thereof shall be issued against the Service unless not less than 3 months, notice of the intention to execute or attach has been given to the Service.

(2) Any sum of money which by the judgment of any court has been awarded against the Service shall be, subject to any direction given by the court, where no notice of appeal against the judgment has been given, be paid from the funds of the Service.

115. A member of the Board, the Executive Chairman or any officer of the Service shall be indemnified out of the assets of the Service against any liability incurred by him in defending any proceeding, whether civil or criminal, if the proceeding is brought against him in his capacity as a Chairman or member of the Board or officer or other employee of the Service. *Indemnity*
116. The Board may, on the advice of the Service, make regulations by notice in the Gazette for carrying into effect the provisions of the Law and for the due administration of its provisions and may in particular *Power of Service to make Regulations*
- :
- (a) make regulations prescribing the forms for returns and other information required under this Law or any other law;
 - (b) make regulation prescribing the procedure for obtaining any information required under this Law or any other law;
 - (c) review the rates of taxes, amounts of levies and other charges in this Law and the Schedules to this Law, upon approval by the Governor as Regulation pursuant to this Law;
 - (d) on the general procedure for assessment and collection of any tax or levy in the State and other incidental matters.
117. The Bauchi State Revenue Administration Law 2009, the Local Government Revenue Harmonization Law, 2016 and any Provision as relates to revenue in the State to the extent that they affect the rates and amounts of taxes and levies, and the powers conferred on any Ministry, Department or Agency to collect other than Bauchi State Internal Revenue Services are repealed. *Repeals*

118. INTERPRETATION

In this Law, unless the context otherwise requires:

“Assessable Income” means chargeable income on which tax is computed;

“Appraise” means to determine the market value of real property either by entry thereon and inspection thereof or by use of an adjustment multiplier;

“Authorized Officer” means any person employed in the Service or, for the time being, performing duties in relation to tax who has been specifically authorized by the Board or the Chairman to perform or carry out specific function under this Law;

“Board” means the Bauchi State Internal Revenue Board established under **Section 5 (1)** of this Law;

“Book” includes any register, document or other record of information and any account or accounting record however compiled, recorded or stored, whether in written or printed form or micro-film, digital, magnetic or electronic form or otherwise and all types of information stored on computers and any other similar equipment;

“Executive Chairman” means the Chairman of the Board appointed pursuant to **Section 5 (5) (a)** of this Law;

“Chargeable Income” includes the total income of any person or body corporate on which tax is charged;

“Consultants” includes tax practitioners, accountants, legal practitioners or any other recognized professionals that have been certified by their relevant professional bodies in Nigeria;

“Court” means the High Court of Bauchi State or such other Court designated by the Chief Judge of the State to adjudicate on any matter within the ambit of this Law;

“Demand Notice” means a tax demand notice for any tax collectible by the Bauchi State Internal Revenue Service;

“Delegation” means power and authority given to the Service by any organ or agency of Government in Bauchi State;

“Document” includes any record of information supporting accounts and accounting records including reports or correspondence or memoranda or minutes of meeting, however compiled, recorded or stored, whether in written or printed form or microfilm, digital, magnetic, electronic or optical form or otherwise and all types of information stored in computer and any other similar equipment;

“Gazette” means the Bauchi State Government Official Gazette;

“Governor” means the Governor of Bauchi State;

“Government” means the Government of Bauchi State and includes the 20 Local Government Councils;

“Land use Charge” includes all property taxes, tenement and other rates (other than ground rent) payable on land throughout the State;

“Member” means a member of the Board appointed under this Law and includes the Chairman;

“Non-Profit Organization” means a corporate or unincorporated body carrying on an activity the main purpose of which is a purpose other than the making of a profit;

“Officer” means any person employed in the Service;

“State” means Bauchi State of Nigeria;

“Person” includes a company or body corporate, partnership, firm and unincorporated body of person;

“Private Dwelling” means any building or part of a building occupied as residential accommodation (including any garage, shed and other building used in connection therewith);

“Regulation” means regulations issued by the Board pursuant to this Law;

“Residence” means any building or part of a building occupied as residential accommodation (including any garage shed and other building used in connection therewith);

“Service” means the Bauchi State Internal Revenue Service established under **Section 4** of this Law;

“Special Purpose Tax Officer” refers to designated Tax Officers for the purpose of tax investigation and tax enforcement;

“Tangible Personal Property” means personal property that can be seen, weighed, measured, felt, or otherwise perceived by the senses, but does not include a document or other perceptible object that constitutes evidence of a valuable interest, claim, or right and has negligible or no intrinsic value;

“Tax” includes any duty, levy or revenue accruable to the Government;

“Taxable Person” includes an individual or body of individuals, firm, partnership, family, corporations, sole trustee or executor or a person who carries out an economic activity in a place, a person exploiting tangible or intangible property for the purpose of obtaining income by way of trade or business or person or agency of government acting in the capacity;

“Year of Assessment” means a period between January and December of the year or such other period for which tax is computed.

FIRST SCHEDULE

Taxes, Levies, Fees, Charges and Rates (Administered and Collected by the Service) Order

(1) Personal Income Tax

(a) Direct Assessment (Self-Employed)

Payable annually on chargeable income (total income less allowable deductions) at the rates listed in the Sixth Schedule, Personal Income Tax Act 1993 as amended.

(b) PAYE (Pay-As-You-Earn)

Payable by employers in respect of deductions from emoluments paid to employees at rates specified by the Service that are designed to ensure that the aggregate amount of such deductions during a year equates with the annual amount payable using the rates specified in (a) above as per Section 81 of the Personal Income Tax Act 1993 and the Operation of the Pay As You Earn (PAYE) Scheme Regulations.

(2) Withholding Tax (Individuals Only)

(a) Withholding Tax on Rents

Payable by organizations paying rent to individuals at the rate specified in Section 69 (2) of the Personal Income Tax Act 1993

(b) Withholding Tax on Interest

Payable by organizations paying interest to individuals at the rate specified in Section 70 (2) of the Personal Income Tax Act 1993, this being the final liability for personal income tax on that income.

(c) Withholding Tax on Royalties

Payable by organizations paying royalties to individuals at the rate specified in Section 70 (2) of the Personal Income Tax Act 1993, this being the final liability for personal income tax on that income.

(d) Withholding Tax on Dividends

Payable by companies paying dividends to individuals at the rate specified in Section 71 (2) of the Personal Income Tax Act 1993, this being the final liability for personal income tax on that income.

(e) Withholding Tax on Director's Fees

Payable by payers of director's fees at the rate specified in Section 72 (2) of the Personal Income Tax Act 1993 (f) Withholding Tax on Payments in Relation to Selected Activities, Services and Commissions payable on certain payments under the Personal Income Tax (Rate, etc. of Tax Deducted at Source (Withholding Tax) Regulations 1997

(3) Capital Gains Tax (Individuals Only)

Payable on individuals making chargeable gains (after allowable deductions) at the rate specified in Section 2 (1) of the Capital Gains Tax Act 1967 as amended.

(4) Stamp Duties on Instruments Executed by Individuals

Payable on selected instruments listed, and using the rates shown, in the Schedule to the Stamp Duties Act 1939 as amended.

NOTE: The rates for the above four revenue types are contained in the Federal laws and Regulations noted above. If those Federal Laws and Regulations are amended, the authority for the Service to collect such revenues under this Law will also be similarly amended.

(5) Hotel Occupancy and Restaurant Consumption Tax

Imposed on goods and services consumed in hotel and events centers within Bauchi State, which shall be imposed on any person who pays for the use or possession or for the right to the use or possession of any hotel, hotel facility or event centre or purchase consumable goods or services in any restaurant whether or not located within a hotel in Bauchi State.

(6) Presumptive Tax

There shall apply to taxable persons where for all practical purposes their income cannot be ascertained or records are not kept in such manner as would enable proper assessment of income.

(7) Road Taxes

PRIVATE VEHICLE

Category	Capacity of vehicle	Cost of Plate number (₦)	Vehicle Registration (₦)	Vehicle License(₦)	Cost of Regit. Book (₦)	Amount (₦)
A	Above 3.00 cc	15,000.00	6,250.00	3,125.00	1,250.00	25,625.00
B	Between 2.1 – 3.00cc	15,000.00	6,250.00	2,500.00	1,250.00	25,000.00
C	Vehicle up to 1.7 – 2.00cc	15,000.00	3,125.00	1,875.00	1,250.00	21,250.00
D	Other Vehicle 1.2cc – 1,6cc	15,000.00	3,125.00	1,250.00	1,250.00	20,625.00

OUT-OF-SERIES NUMBER PLATES

Category	Capacity of Vehicle	Cost of Plate number (₹)	Vehicle Registration (₹)	Vehicle License (₹)	Cost of Regt. Book (₹)	Amount (₹)
A	3.00cc	40,000.00	6,250.00	3,125.00	1,250.00	50,625.00
B	2.00cc	40,000.00	6,250.00	1,875.00	1,250.00	49,365.00
C	1.6cc	40,000.00	3,125.00	1,125.00	1,250.00	45,625.00

FANCY NUMBER PLATES

Category	Capacity of Vehicle	Cost of Plate Number (₹)	Vehicle Registration (₹)	Vehicle License (₹)	Cost of Regt. Book (₹)	Amount (₹)
A	Above 3.00cc	80,000.00	6,250.00	3,125.00	1,250.00	90,625.00
B	Between 2.1 – 3.00cc	80,000.00	6,250.00	2,500.00	1,250.00	90,000.00
C	Vehicle up to 1.7cc – 2.00cc	80,000.00	3,125.00	1,875.00	1,250.00	86,220.00
D	Other Vehicle 1.2cc – 1.6cc	80,000.00	3,125.00	1,250.00	1,250.00	85,625.00

REVALIDATION OF OLD NUMBER PLATES (PRIVATE VEHICLE)

Category	Capacity of Vehicle	Cost of Plate Number (₹)	Vehicle Registration (₹)	Vehicle License (₹)	Cost of Regt. Book (₹)	Amount (₹)
A	Above 3.00cc	10,000.00	6,250.00	3,125.00	1,250.00	20,625.00
B	Between 2.1 – 3.00cc	10,000.00	6,250.00	2,500.00	1,250.00	20,000.00
C	Vehicle	10,000.00	3,125.00	1,875.00	1,250.00	16,250.00

	up to 1.7cc – 2.00cc					
D	Other Vehicle 1.2cc – 1.6cc	10,000.00	3,125.00	1,250.00	1,250.00	16,625.00

COMMERCIAL VEHICLE

Category	Capacity of Range	Cost of Plate Number (₱)	Vehicle Registration (₱)	Vehicle License (₱)	Cost of Regt. Book (₱)	Cost of Sticker (₱)	Amount (₱)
A	Trailer	10,000.00	6,250.00	8,750.00	1,250.00	1,500.00	32,750.00
B	Tanker and Truck	10,000.00	6,250.00	6,250.00	1,250.00	1,500.00	30,250.00
C	Tipper and Lorry	10,000.00	6,250.00	3,750.00	1,250.00	1,000.00	27,250.00
D	Canter, Bus & Pick Up	10,000.00	6,250.00	3,125.00	1,250.00	1,000.00	26,265.00
E	Taxi	10,000.00	3,125.00	1,250.00	1,250.00	500.00	21,125.00

COMMERCIAL VEHICLE NUMBER PLATES REVALIDATION

Category	Capacity of Range	Cost of Plate Number (₱)	Vehicle Registration (₱)	Vehicle License (₱)	Cost of Regt. Book (₱)	Cost of Sticker (₱)	Amount (₱)
A	Trailer	10,000.00	6,250.00	8,750.00	1,250.00	1,500.00	27,750.00
B	Tanker and Truck	15,000.00	6,250.00	6,250.00	1,250.00	1,500.00	22,250.00
C	Tipper and Lorry	15,000.00	6,250.00	3,750.00	1,250.00	1,000.00	22,250.00
D	Canter, Bus & Pick Up	15,000.00	6,250.00	3,125.00	1,250.00	1,000.00	21,625.00
E	Taxi	15,000.00	3,125.00	1,250.00	1,250.00	500.00	16,125.00

GOVERNMENT/OFFICIAL NUMBER PLATES

Category	Cost of Plate Number (₦)	Vehicle Registration (₦)	Vehicle License (₦)	Cost of Regt. Book (₦)	Amount (₦)
A	15,000.00	6,250.00	NIL	1,250.00	22,500.00
B	15,000.00	3,125.00	NIL	1,250.00	19,375.00
Bus	15,000.00	6,250.00	NIL	1,250.00	22,500.00
Motorcycle	3,000.00	1,250	NIL	1,250.00	5,500.00

GOVERNMENT FANCY NUMBER PLATES

Category	Cost of Plate Number (₦)	Vehicle Registration (₦)	Vehicle License (₦)	Cost of Regt. Book (₦)	Amount (₦)
Bus	40,000.00	6,250.00	NIL	1,250.00	48,750.00
Car A	40,000.00	6,250.00	NIL	1,250.00	47,500.00
Car B	40,000.00	3,125.00	NIL	1,250.00	44,375.00

MOTORCYCLE

Category	Cost of Plate Number (₦)	Vehicle Registration (₦)	Vehicle License (₦)	Cost of Regt. Book (₦)	Sticker (₦)	Learner's Permit (₦)	Reflective Jacket (₦)	Amount (₦)
Private/Commercial	3,000.00	1,250.00	635.00	1,250.00	100.00	250.00	750.00	7,225.00

MOTOR DEALERS NUMBER PLATES

Cost of Plate Number (₦)	Vehicle Registration (₦)	Vehicle License (₦)	Cost of Regt. Book (₦)	Amount (₦)
30,000.00	5,000.00	12,000.00	NIL	47,000.00

REPLACEMENT OF MISSING NUMBER PLATES

Category (₦)	Cost of Replacement of Plate Number (₦)

A	Fancy	80,000.00
B	Out-of-Series	40,000.00
C	Private	15,000.00
D	Commercial	15,000.00
E	Motorcycle	3,000.00

CHANGE OF OWNERSHIP

Type of Vehicle	Amount (₱)
Motor Vehicle	2,500.00
Motorcycle	625.00
Learner's Permit	250.00

DRIVER'S LICENCES

Type of Vehicle	Amount (₱)
Motor Vehicle	6,350.00
Motorcycle	3,000.00

ROADSIDE PARKING FEES

	Urban (₱)	Semi-Urban (₱)	Rural (₱)
1 st Hour	50.00	20.00	Free
2 - 4 Hours	100.00	50.00	20.00
More than 4 Hours	200.00	100.00	50.00

8. **ANNUAL REGISTRATION OF CONTRACTORS**

(To be assessed by the Office of the Secretary to the State Government)

S/N	CONTRACT VALUE	RATES
1	N001 – N500,000.00	N10,000.00
2	N500,001– N1,000,000	N15,000.00
3	N1,000,001 – N3,000,000	N25,000.00
4	N3,000,001 – N10,000,000	N50,000.00
5	N10,000,001 – N25,000,000	N70,000.00
6	N25,000,001 – N50,000,000	N100,000.00
7	N50,000,000 – N100,000,000	N150,000.00
8	N101,000,000 – N300,000,000	N200,000.00
9	N301,000,000 – N500,000,000	N250,000.00
10	N501,000,000 – N1000,000,000	N500,000.00
11	1,000,000,000 Above	N1,000,000.00

9. LEGAL DRAFTING FEES

(To be assessed by Ministry of Justice)

S/N	LEGAL DRAFTING AND VETTING FEES	RATES
1	Drafting and Vetting Fees	0.5% of Contract Sum subject to a minimum of ₦20,000.00

10. COURT FEES PAYABLE

(To be assessed by Bauchi State Sharia Court of Appeal)

S/N	COURT FEES PAYABLE	RATES
1	All Matrimonial causes and Matters not containing monetary claim or its worth and does not include claim of HADANA	N500.00
2	All inheritance causes and or claims against the estate to be distributed	N1,000.00
3	Monetary Claim or Property claimed worth the amount specified below: i. N1.00 to N5,000.00 ii. N5,001.00 to N20,000.00 iii. N20,001.00 to N50,000.00 iv. N50,001.00 to N200,000.00 v. N200,001.00 to N500,000.00 vi. N500,001.00 to N1,000,000.00 vii. N1,000,000.00 and Above	N500.00 N1,000.00 N2,000.00 N3,000.00 N5,000.00 N10,000.00 N20,000.00
4	Certificate of Divorce, judgment orders of ownership of	N500.00

	movable property	
5	Certificate of ownership or possession of any type of immovable property etc	N1,000.00
6	Appeals	N500.00
7	Any Application, Motion on notice or expert	N200.00
8	Inspection of Records	N200.00
9	Fees for obtaining records	N200.00
10	Claim of hadana	N200.00

11. APPLICATION/ REGISTRATION AND ANNUAL RENEWAL FEES OF PRIVATE SCHOOLS

(To be assessed by Ministry of Education)

S/N	DESCRIPTION OF REVENUE	RATES	
		BAUCHI METRPOLIS	OTHER LOCATIONS
1	Application Forms for Permission to Operate Private Schools	N10,000.00	N10,000.00
2	Application Form for Permission to Operate Private Tertiary Institutions	N50,000.00	N50,000.00
3	Registration of Tutorial Classes	N10,000	N5,000
4	Renewal Tutorial Classes	N5,000	N2,500
5	Registration of Daycare Centre	N30,000	N20,000
6	Renewal of Daycare Centre	N5,000.00	N2,000.00
7	Registration of Nursery to Primary School (HC recommends separation)	N50,000.00	N25,000.00
8	Renewal of Nursery to Primary School	N25,000.00	N15,000.00
9	Registration of Nursery to Junior Secondary School (Reg.)	N100,000.00	N50,000.00
10	Renewal of Nursery to Junior Secondary School	N50,000.00	N25,000.00
11	Registration of Nursery to Senior Secondary School (Reg.)	N150,000.00	N75,000.00
12	Renewal of Nursery to Senior Secondary School	N75,000.00	N35,000.00
13	Registration of Tertiary Institution	N500,000	N500,000

14	Renewal of Registration of Tertiary Institutions	N150,000.00	N75,000.00
17	Registration of Online Tertiary Institutions	N500,000	N500,000
18	Renewal of Online Tertiary Institutions	N250,000	N250,000

12. APPLICATION, REGISTRATION AND ANNUAL RENEWAL OF HEALTH INSTITUTIONS

(To be assessed by Ministry of Health)

S/N	PARTICULARS	RATES
1	Application Form	N10,000.00
2	Registration of Private Hospital	N100,000
3	Renewal of Private Hospital	N50,000
4	Registration of Clinic and Maternity Hospital	N75,000.00
5	Renewal of Clinic and Maternity Hospital	N40,000.00
6	Registration of Maternity Home	N50,000.00
7	Renewal of Maternity Home	N25,000
8	Registration of Nursing Home	N50,000.00
9	Renewal of Nursing Home	N25,000
10	Registration of Optical centers	N 50,000
11	Renewal of Registration of Optical centers	N 25,000
12	Registration of Diagnostic center with ultra sound , x-ray	N 50,000
13	Renewal Registration of Diagnostic center with ultra sound , x-ray	N 30,000
14	Registration of Laboratory	N 50,000
15	Renewal of Registration of Laboratory	N 25,000
16	Registration of clinic for OPD	N 75,000

17	Renewal for Registration of clinic for OPD	₦40,000
18	Registration of Dental clinic	₦50,000
19	Renewal of registration of dental clinic	₦25,000
20	Registration and renewal of pharmacy	₦50,000/N30,000.00
21	Herbal Medicine Reg./Renewal (Shop)	₦30,000/N15,000
22	Herbal Medicine Reg./Renewal (Traditional)	₦20,000/N10,000
23	Registration of Patent Medicine Store	₦30,000.00
24	Renewal of Patent Medicine Store	₦15,000.00

13. FEES AND CHARGES

(To be Assessed By Ministry Of Lands and Survey)

S/N	Description of Revenue	RATES
1	1. Application Form For Certificate of Occupancy	
	a. Residential	₦1,000:00
	b. Commercial	₦5,000
	c. Industrial	₦10,000
	d. Agriculture (Large Scale)	₦10,000:00
	e. Grazing	₦1,000:00
	f. Religion	₦1,000:00
	g. Education	₦1,000:00
	h. Mining/Quarrying	₦20,000
	i. Telecom mast	₦300,000
	j. Agriculture (Small Scale)	₦1,000:00
	k. Makama Project	₦1,000:00
2	Processing Application Fee (Non Refundable Deposit) in the State Capital and All Other L.G.A HQTS/Urban Centre of State.	
	a. Residential (State Capital Bauchi).	₦20,000
	✓ Residential (Other L.G. A's)	₦10,000
	b. COMMERCIAL	
	✓ Category A (Petro Station).	₦100,000
	✓ Category B (Bank/FIN Inst).	₦100,000
	✓ Category C (Ware House, Hotels, Cinemas, Dept Stores & Event Centre).	₦50,000
	✓ Category D (Retail Shops, Pharmaceutical Stores, Private Hospitals, Restaurant, e.t.c).	₦50,000
	c. Industrial	₦ 200,000
	d. Agricultural (Excluding Grazing)	₦20,000.00
	e. Grazing	₦ 50,000

	f. Religious	₦ 10,000.00
	g. Educational	
	✓ Category A (Tertiary)	₦100,000
	✓ Category B (Secondary)	₦50,000
	✓ Category C (Primary/Nursery)	₦20,000
	h. Mining/Quarrying	₦ 200,000
3	Application FEE (Non. Refundable Deposit) in all Other L.G.A's/Urban Centers.	
	a. Residential.	₦10,000
	b. Commercial.	
	✓ Category A (Petrol Filing Station).	₦50,000
	✓ Category B (Bank/Financial Institution).	₦50,000
	✓ Category C (Warehouse, Cinemas, Hotels, Departmental Store, & Stores Centers).	₦10,000:00
	✓ Category D (Retail Shops, Pharmaceutical Stores, Private Hospitals, Restaurant etc).	₦10,000:00
	c. Industrial	₦ 50,000
	d. Agricultural (excluding Grazing)	₦ 15,000.00
	e. Grazing	₦ 50,000
	f. Religious	₦ 10,000.00
	g. Education	
	✓ Category A (Tertiary)	₦20,000
	✓ Category B (Secondary)	₦10,000
	✓ Category C (Primary/Nursery)	₦5,000:00
	h. Mining/Quarring	₦ 50,000
4	Premium on special grant (to C. of O. Holders).	
	i. Commercial	₦50,000
	ii. Industrial	₦20,000
	iii. Petrol Station	₦10,000:00
	iv. Agriculture/Grazing	₦10,000

	v. Educational/Charitable & Other Non-Profits Organization.	₦3,000:00
	vi. Mining	₦25,000
5	CONSENT FEE a. Urban Area b. Rural Area	₦10,000:00 ₦5,000:00
6	SEARCH FEE	₦5,000:00
7	VALUATION OF PROPERTIES FEE 2. VALUATION OF PROPERTIES FEE 1 st 1,000,000:00 Next 3,000,000:00 Next 6,000,000:00 Next 10,000,000:00 Next 30,000,000:00 Next 50,000,000:00 Next 100,000,000:00 BALANCE OVER 200,000,000:00	1.0% 0.5% 0.25% 0.20% 0.15% 0.10% 0.05% 0.03%

14. APPLICATION FORM FEES DIRECT ALLOCATION

(To be assessed by Ministry of Lands and Survey)

S/N	DESCRIPTION OF REVENUE	RATES
1	Residential	₦10,000
2	Commercial	₦30,000
	I. Filing Station	100,000
	II. Hotels	100,000
	III. Others	50,000
3	Industrial (Light)	40,000

	Industrial (Heavy)	50,000
B.		
4	Recreational	20,000
5	Educational	20,000
6	Agricultural Commercial	10,000
7	Agricultural subsistence	5,000
	Model Shops	5,000
C.		
i.	Voluntary Organization	6,000
ii.	Agric Large Scale	30,000
iii.	Agric Small Scale	10,000
iv.	Mining Quarry (Machine)	10,000
D.	OTHER ANNUAL-GROUND RENTS	
i.	Agricultures	600/Ha
ii.	Arable	660/Ha
iii.	Poultry	300/Ha
iv.	Mining	50,000/Ha
v.	Vol. Organization/Missions	50,000/Ha
4.	REGISTRATION OF DOCUMENTS	
a.	Application for Consent	
	i. Mortgage	20,000
	ii. Assignment	20,000
b.	Registration of Deeds	
	i. Deed of Legal Mortgage	5%
	ii. Deed of Release	15,000
	iii. Deed of Assignment	5%
	iv. Assignment by Way of Gift	3%

5.	OTHER FEES:	
a.	Search Fees	5,000
b.	Devolution Order	10,000
c.	Change of Name C of O	10,000
d.	Application for Land Extension (Excluding Sur. Fee)	20,000
e.	Penalty for Late Submission of 10day for Reg. after Expiration for 4 Months	6,000
6.	REPLACEMENT OF LOST TITLES	
a.	Misplacement of Right of Occupancy	10,000
b.	Misplacement of C of O	30,000
c.	Execution/Registration of C of O	5,000
d.	Reg. of an Instrument for Assignment (C of O, Deeds etc), Mortgage, Sub-Lease, etc	5% of Value
7.	ALIENATION OF RIGHT C/O of BY SUBLEASE	
a.	Consent	10,000
b.	Registration	5%
c.	Quarry Lease	20,000
d.	Merger of Titles	30,000
e.	Part Surrender Fees in Lieu of Registration and Stamp Duty	3%
8.	RE-CERTIFICATION FEE	30,000
9.	SURVEY FEES	
a.	Up to 0.05 Ha	10,000
b.	0.05Ha – 0.10Ha	16,000
c.	0.10Ha – 0.20Ha	20,000
d.	0.20Ha – 0.30Ha	30,000
e.	0.30Ha – 0.40Ha	20,000
f.	0.40Ha – 0.50Ha	50,000
g.	0.50Ha – 1.00Ha	70,000
h.	1.00Ha - 5.0Ha	80,000

i.	Cutting plus TDP production and Legal Enforcement	10,000
	For any Additional Hectares above 5.00Ha	-N50,000
	Processing of Survey Plan Lodge by Registered Surveyors	-N5,000
10.	PRINTING	
i.	A set of TDP (Prints) A4	N2,000
ii.	A set of large TDP (A3)	N3,500
iii.	A set of Large TDP (A0)	N20,000
11.	INTELLIGENT SHEET INSPECTION FEES	
a.	Map Sales:	
i.	Topographical Map Scale 1:50,000	4,000
ii.	Administrative	6,000
iii.	1:2,000	2,000
TEMPORARY RIGHT OF OCCUPANCY (Renewable every January of the year)		
	i. Metropolis (Bauchi)	N50,000 per annum
	ii. Other areas LGAs	N30,000 per annum
PRIVATE LAY-OUT APPROVAL FEES		
	Residential	5,000
	Industrial	20,000
	Commercial	10,000
	Private Institution	15,000
	Voluntary Organization	2,000
12.	CHANGE OF PURPOSE CLAUSE	
i.	Metropolis	15,000
ii.	Outside Metropolis	10,000
13.	Shops	
i.	Metropolis	100,000

	ii. Outside Metropolis	50,000
14.	OFFICES	
	i. Metropolis	14,000
	ii. Outside Metropolis	10,000
15.	COMMERCIAL BANKS	
	i. Metropolis	500,000
	ii. Outside Metropolis	300,000
	iii Microfinance Banks:	
	j. Metropolis	N200K
	k. Outside Metropolis	N100K
16.	POULTRY	
	i. Metropolis	30,000
	ii. Outside Metropolis	20,000
17.	HOTEL	
	i. Metropolis	200,000
	ii. Outside Metropolis	100,000
18.	Voluntary Organization/ Religious Bodies	
	i. Metropolis	N5,000
	ii. Outside Metropolis	N3,000
19.	COTTAGE INDUSTRIES/TINSHEDS, BAKERIES ETC	
	i. Metropolis	100,000
	ii. Outside Metropolis	40,000/50k
	iii Rural	20k
20.	EDUCATION AND HEALTH INSTITUTION	
	i. Metropolis	100,000
	ii. Outside Metropolis	40,000
21.	SUPER MARKET	
	i. Metropolis - State Capital	N200,000

	ii. Outside Metropolis- Urban	N100,000
	Iii Urban – Rural	N50,000
22.	BLOCK INDUSTRIES	
	i. Metropolis	100,000
	ii. Outside Metropolis	30,000
23.	PETROL/FILLING STATIONS	
	i. Metropolis	400,000
	ii. Outside Metropolis	150,000
	Rural	100k
24.	SITE INSPECTION FOR COMPLAINTS etc	5,000
25.	WITHDRAW OF INTEREST	20,000
26.	SURRENDER OF INTEREST	20,000
27.	VERIFICATION OF DOCUMENTS	5,000
28.	ADMINISTRATIVE CHARGES	2000/Transaction

15. PETROL STATION SUB LEASE FEE

(To be Assessed By Ministry Of Lands and Survey)

S/N	Description of Revenue Item	RATES
1.	i. At the State Capital (Bauchi)	₦100,000
	ii. Other L.G.A	₦50,000
2.	CERTIFICATE OF OCCUPANCY (C.OF.O)	₦5,000
	a.) Preparation Fee	₦5,000
	b.) Registration	₦5,000
3.	MINING TITLE	
	a) Preparation Fee	₦25,000
	b) Registration	₦15,000

16. ANNUAL GROUND RENT ON RIGHT OF OCCUPANCY FOR BAUCHI METROPOLIS, (STATE CAPITAL)

(To be Assessed By Ministry Of Lands and Survey)

S/N	Description of Revenue (Planned Area)	RATES
1.	a) Residential b) Commercial c) Filling Station/Warehouse d) Industrial	₦25,000/Ha ₦30,000/Ha ₦40,000/Ha ₦40,000/Ha
2.	i. OTHER L.G HEAD QUARTERS	
	a) Residential b) Commercial c) Filling Station/Warehouse d) Industrial	Urban - ₦25,000/Ha Rural - ₦5,000/Ha ₦25,000/Ha ₦35,000/Ha ₦40,000/Ha
	ii. MINING AREAS & ROAD CAMPS	₦35,000/Ha
3.	PENAL RENTS ON C. OF O. HOLDERS	
	a.) 1 st Quarter: 1 st January – 31 st Mar. b.) 2 nd Quarter: 1 st April – 31 st June. c.) 3 rd Quarter: 1 st July -31 st September. d.) 4 th Quarter: 1 st October – 31 st December.	NONE 30% 50% 100%
4.	REGISTRATION FEE FOR THE ALIENATION OF RIGHT OF	
	a.) Sale/Agreement b.) Mortgage c.) Sub-Lease d.) Gift e.) Surrender f.) Release	5% 3% 3% 3% ₦15,000.00 ₦15,000.00
5.	POWER OF ATTORNEY	
	a.) Registration	₦100,000.00

	b.) Revocation	₦5,000.00
6.	APPOINTMENT OF TRUSTEE & GUARANTORS	₦10,000.00
7.	RELIEVE/REVOCATION OF TRUST	₦10,000.00
8.	SURVEY FEES	
	a.) Survey Bill	₦20,000.00 (Minimum)

17. MINING AND QUARRY FEES

(To be Assessed By Ministry Of Lands and Survey)

S/N	Description of Revenue	RATES
	Registration of Mining Title	50,000.00
	Execution of Mining Title	100,000.00
	Assignment, Surrender and Revocation of Mining Title	50,000.00
	Quarry Fee with Machine	20,000.00
	Quarry Fee (Manual)	10,000.00

18. APPLICATION FEES FOR MERGER/SEPARATION OF TITLES

(To be Assessed By Ministry Of Lands and Survey)

S/N	Description of Revenue	RATES
1	Residential	
	I. Low Density	30,000
	II. Medium Density	20,000
	III. High Density	10,000
2	Commercial	40,000
3	Industrial	60,000
4	Agricultural	5,000

19. RE-INSTATEMENT FEE OF REVOKED LAND

(To be Assessed By Ministry Of Lands and Survey)

S/N	Description of Revenue	RATES
1	Residential I. Low Density II. Medium Density III. High Density	100,000 25,000 10,000
2	Commercial	150,000
3	Industrial	175,000
4	Agricultural	5,000
5	Right of way charges	N145 per meter

20. BUILDING PLAN CLEARANCE

(To be Assessed By Ministry Of Lands and Survey)

S/N	Description of Revenue	RATES
1	I. Building plan Clearance	N5,000.00

21. GSM MAST REGISTRATION AND RENEWAL

(To be Assessed By Ministry Of Lands and Survey)

S/N	Description of Revenue	RATES
1	GSM Mast Renewal Permit (Large Mast)	N1,000,000.00
2	GSM Mast Renewal Permit (Small Mast)	N500,000.00

22. PAYMENT OF SURFACE RATE

(To be assessed by the Ministry of Land & Survey)

S/N	COMPANIES	ANNUALLY
1	All mining/Quarry Companies	Mining N3,000 Per M2 Quarry N3,000 PER M2

23. REGISTRATION OF OCCUPATION AND BUSINESS PREMISES

(To be Assessed by the Ministry of Commerce and Industry)

S/N	CATEGORY(IES)	FEES	
		NEW REG.(N)	50% RENEWAL(N)
A.	With a Capital Base of N10Million & above	100,000	50,000
B.	With a Capital Base of N5Million - N10Million	50,000	25,000
C.	With a Capital Base of N3Million – N5Million	30,000	15,000
D.	With a Capital Base of N1Million – N3Million	20,000	10,000
E.	With a Capital Base of N100,000 - N1Million	10,000	5,000
F.	With a Capital Base of N50,000 - N100,000	5,000	2,500

BRIEF CLASSIFICATIONS:

<p>CATEGORY “A”</p> <ol style="list-style-type: none"> 1. University 2. High Duty Materials 3. Exploration Companies (Solid Minerals) 4. Civil, Building, Road Construction Companies 5. Multinational Construction Companies 6. Telecommunications (Main Office) 	<p>CATEGORY “B”</p> <ol style="list-style-type: none"> 1. All Petrol Filling Stations in the State Capital 2. Other Tertiary Institutions (Schools) 3. Water Processing Companies (Bottled) 4. All Commercial Banks in the state capital 5. Shopping Malls (eg Jifatu etc) 6. Distribution Trade Companies 7. Registered Agents (Exploration of solid minerals) 8. Mortgage Banks Located in the State Capital 9. 5-Star Hotels 10. Major Printing and Publishing Companies (Ramadan, Azzahra, A&A etc)
<p>CATEGORY “C”</p> <ol style="list-style-type: none"> 1. All Commercial Banks and Mortgage Institutions located in the Rural Areas 2. Microfinance Banks located in the State Capital 3. Durable Goods 4. Chain Departmental Stores (eg City Store etc) 5. Insurance Companies 6. Surface Tanks (Petrol) Authorized 	<p>CATEGORY “D”</p> <ol style="list-style-type: none"> 1. Motor Companies and Dealers 2. Import and Export Companies 3. Forwarding and Clearing Agents 4. Pharmaceutical Companies, Agents and Distributors 5. Bread Bakeries (Standard) 6. 1 to 3-Stars Hotels

<ul style="list-style-type: none"> 7. Gas Outlets located in the State Capital 8. Health Maintenance Organizations 	<ul style="list-style-type: none"> 7. Transport Companies and Travelling Agencies 8. Major Contractors 9. Accounting Machines, Systems and Suppliers 10. Steel Structures 11. Computer Companies 12. Foam Manufacturers 13. GSM Main Dealers 14. Service Providers (AIR) GSM 15. Secondary Schools 16. Hospitals/Private Schools 17. Mining and Quarrying Service 18. Gas Outlets Located in the Rural Areas
<p>CATEGORY "E"</p> <ul style="list-style-type: none"> 1. Business Service Centers/Cafes 2. Bookshops and Gift Shops 3. General Contractor and Suppliers 4. General Merchants and Enterprises 5. Printing Press (Small) 6. Suppliers of Agricultural Equipments 7. Electrical Materials Suppliers and Contractors 8. Hotel Providing Accommodation/Meal Service 9. Restaurants Providing Full Meal 10. Aluminum Doors and Windows Manufacturers 11. Metal Fabrication 12. Air-Condition/Refrigerator Repairs 13. Motor Cycle Dealers 14. Communication Office Equipment/Stationery Suppliers 15. Video Rentals and Clubs 16. Tobacco Companies, Distributors and Dealers 17. Insurance Brokers 18. Cosmetics Dealers 19. Fire Protection Equipment Suppliers 20. Hair Saloon and Beauty Clinics 21. Laundry and Dry-cleaning Services 22. Radio Communication, Electronics Sales/Service 	<p>CATEGORY "F"</p> <ul style="list-style-type: none"> 1. Provision Stores 2. Petty Trading 3. Welding Works (Small) 4. Tailoring Services 5. Photography 6. Engine Oil (Small) 7. Shoe Makers/Repairs 8. Wheel Balancing 9. Battery Charging 10. Vulcanizing Works 11. Garage Workshop (Small) 12. Restaurants/Food Canteen (Small) 13. Car Wash Stations 14. Agro Input Dealers 15. Millers 16. Grinders

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| <ol style="list-style-type: none">23. Photo Colour Processing Companies24. All Shops in General Markets25. Plumbing Materials Suppliers26. Kerosine/Engine Oil Dealers27. Estate Agents and Surveyors28. Solicitors and Advocates(Private Chambers)29. Insurance Brokers30. Architectural Firms31. Facility Management Firms32. Chartered Accountants33. Stock Brokers34. Table Water Production (Pure Water)35. Medicine Store (Patent)36. Block Industries37. Foam Dealers and Distributors38. Auto Spare Parts Dealers39. Standard Workshops (Garage)40. Bread Bakeries (Small)41. Training Centers (Skill Acquisition)42. Diagnostic Laboratories (Private)43. Poultry Farms44. Livestock Farms45. Fish Farms | |
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24. CHARGES FOR BUILDING PLAN APPROVAL

(To be assessed by the Bauchi State Urban Planning and Development Board)

S/N	TYPE OF DEVELOPMENT	A BAUCHI	B AZARE	C OTHERS
1. RESIDENTIAL				
a	LOW DENSITY			
i.	One Bed Room	₦6000.00	₦4000.00	₦3000.00
ii.	Two Bed Room	₦8000.00	₦6000.00	₦5000.00
iii.	Three Bedroom	₦10,000.00	₦8,000.00	₦7,000.00
iv.	Four Bedroom	₦12,000.00	₦10,000.00	₦9,000.00
b	<u>Medium Density</u>			
i.	One Bed Room	₦4,000.00	₦3,000.00	₦2,000.00
ii.	Two Bed Room	₦6,000.00	₦5,000.00	₦3,000.00
iii.	Three Bedroom	₦8,000.00	₦7,000.00	₦4,000.00
iv.	Four Bedroom	₦10,000.00	₦9,000.00	₦5,000.00
c	High Density			
i.	One Bed Room	₦3,000.00	₦2,000.00	₦1,000.00
ii.	Two Bed Room	₦5,000.00	₦4,000.00	₦2,000.00
iii.	Three Bedroom	₦7,000.00	₦6,000.00	₦3,000.00
iv.	Four Bedroom	₦9,000.00	₦8,000.00	₦5,000.00
v.	ROOMY TYPE	₦2,000.00 (Per Room)	₦2,000.00	₦2,000.00
NOTE: PLOT HIERACHY;				

Less than 500M² - High Density
 501 – 1000M² - Medium Density
 Above 1000M² - Low Density

2.	COMMERCIAL	BAUCHI	OTHERS
a.i	Shop Less than 10M ²	N5,000	N3,000
ii	Shop above 10M ²	N8,000	N5,000
b.	Warehouse	N300.00/M ²	N200.00/M ²
c.	Mechanical Workshops	N300.00/M ²	N200.00/M ²
d.	Offices	N300.00/M ²	N200.00/M ²
e.	Motels/Hotels of International Standard	N300.00/M ²	N300.00/M ²
f.	Local Hotels	N150.00/M ²	N100.00/M ²
g.	Banks/Financial Institutions	N250,000.00	N250,000.00
h.	Holiday Resort	N250,000.00	N250,000.00
i.	Community/Conference Hall	N75,000.00	N50,000.00
j.	Restaurants	N50,000.00	N30,000.00
k.	Cinema House	N100,000.00	N50,000.00
l.	Petrol Filling Stations	N150,000.00	N100,000.00
m.	Mega Filling Stations	N500,000.00	N350,000.00
3.	MEDICAL ESTABLISHMENT		
a.	Pharmaceutical Chemist	N50,000.00	N30,000.00
b.	Dispensary/Patent Medicine Store	N30,000.00	N20,000.00
c.	Health Center/Clinic Maximum of 10 Beds	N150,000.00	N100,000.00
d.	Hospitals	N250,000.00	N150,000.00
4.	INDUSTRIAL	SAME RATE ALL OVER THE STATE	
a.	Light (eg Bakery, Corn Mill etc)	N40,000.00	

b.	Medium	N100,000.00
c.	Heavy	N250,000.00
5.	INSTITUTIONS	
a.	Nursery/Primary & Nursery School	N80,000.00
b.	Primary School	N60,000.00
c.	Post Primary	N100,000.00
d.	Tertiary	N200,000.00
e.	Mosque and Churches	N30,000.00
f.	Other Public Buildings	N100,000.00
g.	G.S.M. Mast	N100,000.00
h.	Annual Renewal at 50% per annum	Per One

NOTE:

1. Defaulters shall be charged ½ the approved rate
2. Extra copies shall be charged at the rate of N1,000.00 per copy
3. Resubmission shall be charged 50% of the approved chargeable fees

CHARGES FOR CONDITIONAL PERMITS FOR TEMPORARY PERMITS

S/N	TYPE	RATE(N)
a.	Car Wash	₦15,000.00
b.	Kiosks/Stalls	₦5,000.00
c.	Commercial	
	A4 and foolscap size	₦20.00
	A3	₦30.00
	A2	₦200.00
	A1	₦300.00
	Large Size A1	₦500.00
d.	Fencing Approval	
	High Density	100 Per Meter

Medium Density	150 Per Meter
Low Density	250 Per Meter
Recreational	200 Per Meter
Commercial	300 Per Meter
Industrials	400 Per Meter
e. Suya Joint	
Bauchi	15,000
Other Areas	12,000

25. URBAN MARKET RENT BAUCHI RATE:

S/N	DESCRIPTION	RATE
1	GSS Stall	500
2	VO	150
3	All Temporary Sheds (Building)	150
4	All Temporary Sheds (Zinc)	100
5	Fish and Meat	150
6	Food Unit	500
7	Toilet	3000
8	Fish Cold Store	500
9	Permanent Sheds (Building) Double	500
10	Permanent Sheds (Building) Single	300
11	Mechanics Shop	1000
12	Open Space (Alh Saidu)	1000

13	Rice Processing Shops	1000
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26. ANNUAL ENVIRONMENTAL SANITATION LEVY

(To be assessed by the Bauchi State Environmental Protection Agency (BASEPA))

I. Registration/Permit Fees for Environmental Consultancy and Service Providers

S/N	DESCRIPTION OF REVENUE	RATES	
		Bauchi Metropolis	Other Locations
1.	Application Forms for Permission to Operate Environmental Consultancy and services in Bauchi State.	₦1000	₦1000
2.	Permit to conduct EIA, ESA, CBA, etc.	₦20,000	₦20,000
3.	Renewal of Permit for EIA, ESA, CBA, etc.	₦10,000	₦10,000
4.	Permit to Operate Waste Collection Services	₦20,000	₦20,000
5.	Renewal of Permit for Waste Collection Services	₦10,000	₦10,000
6.	Permit to Operate Solid Waste Recycling Services	₦20,000	₦20,000
7.	Renewal of Permit for Solid Waste Recycling Services	₦10,000	₦10,000
8.	Permit to Operate Cleaning Services	₦20,000	₦20,000
9.	Renewal of Permit for Cleaning Services	₦10,000	₦10,000
10.	Permit to Operate Fumigation Services	₦20,000	₦20,000

11.	Renewal of Permit for Fumigation Services	₱10,000	₱10,000
12.	Permit to Operate Septic Tank Services	₱10,000	₱5000
13.	Renewal of Permit for Septic Tank Services	₱5,000	₱2500
14.	Permit to Operate Public Toilet Services	₱10,000	₱5000
15.	Renewal of Permit for Public Toilet Services	₱5000	₱2500
16.	Permit for Gardening and Landscaping Services	₱10,000	₱5000
17.	Renewal of Permit for Gardening and Landscaping Services	₱5000	₱2500
18.	Permit for Organized Scrap Metal Vendors	₱10,000	₱5000
19.	Renewal of Permit for Organized Scrap Metal Vendors	₱5000	₱2500
20.	Permit for Clinical Waste Vendors	₱20,000	₱20,000
21.	Renewal of Permit for Clinical Waste Vendors	₱10,000	₱10,000
22.	Registration to Operate Bottle Water Companies	₱20,000	₱20,000

23.	Renewal of Registration for Bottle Water Companies	₦10,000	₦10,000
24.	Registration to Operate Package Water Companies	₦10,000	₦10,000
25.	Renewal of Registration for Package Water Companies	₦5,000	₦5000
26.	Permit to Operate Gas Shop	₦10,000	₦10,000
27.	Renewal of Permit for Gas Shop	₦5000	₦5000
28.	Permit to Operate Food Vending Services	₦2000	₦1000
29.	Renewal of Permit for Food Vending Services	₦1000	₦500
30.	Permit to Operate Renewable Energy Services	₦20,000	₦20,000
31.	Renewal of Permit for Renewable Energy Services	₦10,000	₦10,000
32.	Permit to Operate Community Woodlot and Agroforestry Services	₦20,000	₦20,000
33.	Renewal of Permit for Community Woodlot and Agroforestry Services	₦10,000	₦10,000
34.	Permit to Operate Green Businesses: <ul style="list-style-type: none"> • Ink Refill Business 	₦5000	₦3,000

	<ul style="list-style-type: none"> • Environmental Publications • Environmental Journalism • Green Finance • Eco-friendly Retail • Sustainable Construction Materials • Organic Catering • Eco-friendly Beauty Saloon • Eco-friendly Landscaping • Sustainable Event Planning • Bicycle Repair and Refurbishing • Handmade All-natural/Organic Products • Eco-consulting • Farmers Market Vendor • Green Housekeeping Services • Upcycled' Furniture • Green Franchises • Second-hand Store • Green Consulting • Solar Panel Installation • Eco-friendly Cleaning • Reusable Plastic Bottles • Environmental Impact and Carbon Emission Lessons • Local Eco-friendly Recycling Business • Etc. 		
35.	Renewal of Permit for Green Businesses	₦2500	₦1500

II. ANNUAL ENVIRONMENTAL LEVY

(To be assessed by Bauchi State Environmental Protection Agency (BASEPA))

S/N	DESCRIPTION OF REVENUE	RANGE OF RATES	
		From	To
	CATEGORY A		
1.	Rubber/Tyre Manufacturing Companies	₦100,000	₦200,000
2.	Detergent and Soap Manufacturing Companies	₦100,000	₦200,000
3.	Big Textiles Manufacturing Companies	₦100,000	₦200,000
4.	Cement and Asbestos Manufacturing Company	₦100,000	₦200,000
5.	Petroleum Prospecting, Exploring and Producing Companies	₦100,000	₦200,000
6.	Fertilizer/Ammonia/Urea Manufacturing Companies	₦100,000	₦200,000
7.	Petroleum Products Manufacturing Companies	₦100,000	₦200,000
	CATEGORY B		
1.	Soft Drinks Manufacturing Companies	₦100,000	₦200,000
2.	Gas Producing Companies	₦100,000	₦200,000
3.	Aluminium Producing Companies	₦100,000	₦200,000
4.	Food Processing/Food Canning Companies	₦100,000	₦200,000
5.	Dairy Products Producing Company	₦100,000	₦200,000
6.	Pharmaceutical Manufacturing Companies	₦100,000	₦200,000
7.	Asphalt and Bitumen Producing Companies	₦100,000	₦200,000
8.	Leather Manufacturing and Tanning Companies	₦100,000	₦200,000
	CATEGORY C		

1.	Iron/Steel and Other Metal Fabricating Companies	₦25,000	₦75,000
2.	Bottle Water Company	₦25,000	₦75,000
3.	Hotels with 100 Rooms and Above	₦25,000	₦75,000
4.	Vegetable/Palm Oil Producing Companies	₦25,000	₦75,000
5.	Fish Marketing, Preserving and Processing Companies	₦25,000	₦75,000
6.	Pulp/Paper Producing Companies	₦25,000	₦75,000
	CATEGORY D		
1.	Cables, electrical and Electronic Companies	₦25,000	₦50,000
2.	Gas Stations	₦25,000	₦50,000
3.	Marble, Terrazzo Manufacturing Companies	₦25,000	₦50,000
4.	Hotels with 71-100 Rooms	₦25,000	₦50,000
5.	Banks Cooperate Headquarters	₦25,000	₦50,000
6.	Shoes Manufacturing Companies	₦25,000	₦50,000
7.	Packaging Companies	₦25,000	₦50,000
8.	Printing and Publishing Companies	₦25,000	₦50,000
	CATEGORY E		
1.	Vegetable/Palm Oil Marketing Companies	₦20,000	₦30,000
2.	Chemical Marketing Companies	₦20,000	₦30,000
3.	Hotels with 41 – 70 Rooms	₦20,000	₦30,000
4.	First Class Hospitals and Clinics	₦20,000	₦30,000
	CATEGORY F		
1.	Bank Branches	₦10,000	₦15,000

2.	Mechanized dry Cleaning/Laundries	₦10,000	₦15,000
3.	Hospitals/Clinics with more than 25 Beds	₦10,000	₦15,000
4.	Motor Dealers	₦10,000	₦15,000
5.	Wood Furnishing and Allied Companies	₦10,000	₦15,000
6.	Hotels with 20 – 40 Rooms	₦10,000	₦15,000
7.	Hospitals/Clinics with 20 – 40 Rooms	₦10,000	₦15,000
8.	Machine Tools Marketing or Servicing and Assembling Companies	₦10,000	₦15,000
9.	Mechanical Workshops	₦10,000	₦15,000
10.	Restaurants with a sitting capacity for not less than 30 persons	₦10,000	₦15,000
11.	Abattoirs and Leverages	₦10,000	₦15,000
12.	Package (Pure) Water Company	₦10,000	₦15,000
13.	Candle and Other Wax Producing Companies	₦10,000	₦15,000
14.	Dyes and Inks and Bell-pen Manufacturing Companies	₦10,000	₦15,000
15.	Animal Feed Mills	₦10,000	₦15,000
16.	Petrol Filling Stations	₦10,000	₦15,000
17.	Bakeries	₦10,000	₦15,000
18.	Hotels with less than 20 Rooms	₦10,000	₦15,000
	CATEGORY G		
1.	Sewage Treatment Companies	₦5,000	₦5,000
2.	Laboratories (Medical or Photographic, Where Chemicals and Water are used in Considerable Quantities)	₦5,000	₦5,000
3.	Poultry Farms with 2000 or more Birds	₦5,000	₦5,000

4.	Bank Rural Branches	₦5,000	₦5,000
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III. Services Offered by Bauchi State Environmental Protection Agency (BASEPA)

S/N	DESCRIPTION OF REVENUE	RATES	
		Bauchi Metropolis	Other Locations
1.	Lease of Parks	Negotiable and time bound	Negotiable and time bound
2.	Lease of Bus Stops	₦12,000	-----
3.	Dividends from Public Private Partnership (PPP) with Environmental Service Providers	10%	10%
4.	Stamp for Environmental Provision in Building Designs	₦2000	₦1000
5.	Exit Permits for Environmental Sanitation Exercise	₦1000	₦500
6.	Clinical Waste Management Services	₦5000	₦3000
7.	Municipal Solid Waste Management (MSWM) Services	₦5000	₦3000
8.	Septic Tank Services	₦6000	₦6000
9.	Fumigation Services	₦5000	₦3000
10.	Gardening and Landscaping Services	₦5000	₦3000

11.	Nursery Development and Sales of Seedlings	₦200	₦200
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IV. Penalties for Violation of Environmental Regulations in Bauchi State

S/N	DESCRIPTION OF REVENUE	RATES	
		Bauchi Metropolis	Other Locations
1.	Non-compliance to Monthly Environmental Sanitation Exercise	₦1000	₦500
2.	Poor Sanitation in Regulated Premises (Restaurants, Filling Stations, Hotels, Shopping Malls/Stores etc.)	₦5000	₦3000
3.	Non-compliance to Municipal Solid Waste Management (MSWM) Policies	₦1000	₦500
4.	Poor Sanitation in Households	₦1000	₦500
5.	Stray Animals	₦1000	₦500
6.	Slaughter/Processing of Animals in unauthorized Locations	₦2000	₦1000
7.	Indiscriminate Cutting of Trees	₦50,000	₦20,000
8.	Poor Food Hygiene Practices	₦1000	₦500
9.	Operation of Any Environmental Consultancy and Services in the State without Permit	₦50,000	₦20,000
10.	Defaulting of Renewal of Permit at Due Time	Increment of	Increment of

		10% of the Renewal Fee Every Month	5% of the Renewal Fee Every Month
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27. DEVELOPMENT LEVY

(To be Assessed By the Internal Revenue Service)

A. Individuals (Employed and Self Employed)

- To be paid Annually in the First Quarter of every year
- To be deducted and remitted by employers in respect of their employees
- Self Employed individuals to pay directly to the Internal Revenue Service

S/N	Description of Revenue Item	RATES
1	Annual Development Levy	₦500.00

B. Development Levy on all Contracts awarded by Bauchi State Government or any of its agencies

- Payable by the Contractor to be deducted at source

S/N	DESCRIPTION OF REVENUE ITEM	RATES
1	Development Levy on Contracts	1% of Contract sum

C. Revenue from Tertiary Institutions

To be remitted within 30 days of collection.

S/N	REVENUE FROM:	RATE
1	(a) Registration fee (b) Tuition fee (c) Acceptance fee (d) Accommodation/Hostel fee (e) Sales of Application form	30% of revenue (a – e)

28. RENTS AND ANNUAL RENEWAL OF RECREATIONAL CENTERS

(To Be Assessed By Youths and Sports Development)

S/N	DESCRIPTION OF REVENUE ITEM	RATES
A. SPORT COUNCIL		
1	Rent of Government Building: i. Shops	₦50,000.00
2	Use of Government Halls: i. Multi-Purpose	₦30,000.00
B. YOUTHS DEVELOPMENT		
1	Association fees Club/Association: i. Fresh Registration ii. Renewal	₦10,000.00 ₦5,000.00
2	Games Village Room Hire	₦15,000 Per Annum

29. AIRPORT FEES

To Be Assessed By Ministry Of Works

S/No	Description of Revenue	RATES
1	Airport Landing Fee	10,000
2	Airport Parking Fee	1,000.00 > 4hrs
3	Passenger Service Charge	1,000.00
4	Airport Entrance Gate Fee	200.00
5	Airport VIP Services Fee	1,500.00

30. FIRE SERVICE DEPARTMENT (ANNUAL FEES)

(To Be Assessed By Ministry Of Works)

S/N	DESCRIPTION OF REVENUE ITEM	RATES
1.	Major marketers per petrol station	10,000.00
2.	Independent marketer's petrol station	5,000.00
3.	Gas depots	5,000.00
4.	Kerosene depots	5,000.00
5.	Standard hotel	10,000.00
6.	Other hotel	5,000.00
7.	Hospitals	5,000.00
8.	Clinics	5,000.00
9	i. Medium ware houses	5,000.00
	ii. Large ware houses	3,000.00

	iii. Small ware houses	2,000.00
10.	Super markets	5,000.00
11.	Restaurant	5,000.00
12.	Business center	2,000.00
13.	Mechanic station	1,000.00
14.	Welder station	1,000.00
15.	Insurance companies	3,000.00
16.	Bank	10,000.00
17.	Microfinance banks/other financial institutions	5,000.00
18.	Flour mills	5,000.00
19.	Bakeries	3,000.00
20.	Private schools	5,000.00
21.	Furniture companies	3,000.00

31. SCHEDULE OF REVENUE AND FEES

(To Be Assessed By Ministry of Agriculture and Rural Development)

S/No	DESCRIPTION OF REVENUE ITEM	RATES (N)
AGRIC DIRECTORATE		
1	Tractor Hiring Service Fees	20,000.00 per Day
2	Grading Fees	100.00 per Bag
3	Fumigation Fees	3,000.00 per Exercise
4	Produce Buyer License: i. Large Scale Buyer ii. Small Scale Buyer	20,000.00 per Annum 10,000.00 per Annum
5	Renewal of License: i. Large Scale Buyer ii. Small Scale Buyer	10,000.00 per Annum 5,000.00 per Annum
LIVESTOCK SERVICES FEES DIRECTORATE		
1	License fees for Livestock/Poultry feed mill operators	10,000.00 per Annum
2	License fees for Livestock/Poultry feed Sellers	10,000.00 per Annum
VETERINARY SERVICES DIRECTORATE		
1	Cattle Trade Fees rates per head	300.00 per day
2	Sheep and Goat fee rate per head	150.00 per day
3	Cattle Trade Buyers License	1,000.00 per Annum
4	Sheep/Goat Buyer License	500.00 per Annum
5	Cattle loading permit Trailer	5,000.00 per day
6	Cattle loading permit Lorry	2,500.00 per day
7	Sheep/Goat loading permit Lorry	3,000.00 per day
8	Hides and Skin Buyer License Dealers per annum	30,000.00 per annum
9	Hides and Skin Buyer License Individual per annum	1,000.00 per annum

10	Hides and Skin Premises License per annum	30,000.00 per annum
ANNUAL POULTRY FARMS LICENSE AND FEES		
1	Total No. of 201 – 499	2,000.00
2	Total No. of 500 – 1999	2,500.00
3	Total No. of 2001 – 5000	3,000.00
4	Total No. of 5001 – 10000	5,000.00
5	Total No. of 10001 – 19999	10,000.00
6	Total No. of 20000 – Above	20,000.00
7	Hatchery – Medium Scale Capacity	30,000.00
8	Hatchery - Large Scale Capacity	50,000.00
9	Meat Inspection fees – Cattle	200.00
	Meat Inspection fees Sheep/Goat	100.00
VETERINARY PRACTICING PREMISES		
1	Veterinary Animal Hospital	20,000.00
2	Veterinary Animal Clinic	15,000.00
3	Ambulatory service house call	10,000.00
4	Animal Hotel of Animal security outfit	10,000.00
5	Veterinary Medical/Veterinary Pharmacy	20,000.00
6	Abattoirs including slaughter house and poultry abattoirs	10,000.00
7	Veterinary Hospital Card of the Governemnt Veterinary Clinics	100.00
FISHERIES DIRECTORATE LICENSE FEES		
1	Sport Fishing	2,000.00 per annum
2	Indigenous Commercial Fishermen	5,000.00
3	Non-Indigenous Commercial Fishermen	10,000.00 per annum
4	Mechanized Boats	4,000.00 per annum
5	Non-Mechanized Boats	3,000.00 per annum
6	Other Floating Objects	1,000.00 per annum
7	Fish Farmers, Processors or Marketers	1,000.00 per annum

8	Fish feed producers or sellers	5,000.00 per annum
FISHERIES GEARS		
1	Rod and Line	100.00 per annum
2	Long Line with hooks	200.00 per annum
3	Drift Frame/Gill Net	300.00 per annum
4	Traps 9-Assorted	200.00 per annum
5	Fish Cages	200.00 per annum
6	Fish pens/enclosures	200.00 per annum
7	Assorted seine nets	5,000.00 per annum
8	Fish Fence/Banners	10,000.00 per annum
9	Below 5 Metric Tons fish	2,000.00 per annum
10	5 – 10 metric tons fish	2,500.00 per annum
11	11 – 20 metric tons fish	2,800.00 per annum
12	21 – 30 metric tons fish	3,100.00 per annum
13	31 – 40 metric tons fish	3,400.00 per annum
14	41 – 50 metric tons fish	3,700.00 per annum
15	51 and above metric tons fish	5,000.00 per annum

32. APPLICATION FORMS FOR EMPLOYMENT INTO THE CIVIL SERVICE

To be sold by:

- i. Civil Service Commission (CSC)
- ii. Judicial Service Commission (JSC)
- iii. Teachers Service Commission (TSC)
- iv. Local Government Service Commission (LGSC)

S/No	Description of Revenue	RATES
1	Application forms for employment	N 500.00

33. FEES

(To Be Assessed By Judiciary/High Court)

S/N	FEES/FINES	RATES
1.	Write of Summon	5% of the amount claiming
2.	Motion on Notice	300
3.	Motion Expert	300
4.	Affidavit	200
5.	Statement of Claim	200
6.	Annexure	₦20/Copy
7.	Filing Notice of Appeal Against Financial Judgment or Decision	₦3,000
8.	Respondents Notice to Contest that Decision	₦3,000
9.	Filing Notice of Appeal Against Interlocutory Order or Decision	₦3,000
9.	Motion for Leave to Appeal	₦3,000
10.	Notice to Appeal where Leave is Granted	₦3,000
11.	Motion for Extension of Time: i. If the time has not yet expired ii. If the time has expired	₦2,500 ₦3,000
12.	Any Motion not Otherwise provided For	₦2,000
13.	Motion for Stay of Execution	₦3,000
	Filing Amendment or Additional Ground Appeal: i. If filled at least three weeks before the date fixed for the commencement of the sitting for which the appeal is set. ii. If less than three (3) weeks but at least two (2) clear days before such date iii. If filled later, but before the hearing of the appeal	₦1,000 ₦1,500 ₦2,000
14.	On amendment or adding to ground of appeal by	₦2,000

	leave or direction of the court at the hearing	
15.	On every certificate of the order of the court made on the final determination	₦1,000
16.	For swearing an affidavit or making a declaration per deponent	₦300
17.	For making any paper annexed to an affidavit or declaration per deponent	₦100
18.	On filing Affidavit	₦200
19.	For filing any other document exhibit	₦100
20.	For drawing up any order or judgment	₦500
21.	For every subpoena	₦200
22.	On warrant for prisoner to give evidence	₦500
23.	On inspection of any document	₦500
24.	For preparing a copy where authorized per folio of 72 words	₦5000
25.	General Fees Services	
	i. Affidavit General	200.00
	ii. Declaration of Age	200.00
	iii. Declaration of Lost of Items	200.00
	iv. Declaration of Ownership of Property	2% of value of the property
26.	Magistrate Court:	
	i. General form of Affidavit	₦200.00
	ii. Declaration of Age	₦200.00
	iii. Means of Affidavit	₦200.00
	iv. Power of Attorney	2% of Involve or the total amount of the property involve
	v. Tenancy Agreement	2% of Rent
	vi. Filling Fees Civil/Direct Criminal Complain	2% /₦500
	vii. Annexures	₦100/Copy

viii.	Any Motion	₦500
ix.	Statement of Defense	₦500
x.	Counter Affidavit	₦200
xi.	Declaration of Next of Kin	₦200.00
xii.	Marriage Affidavit	₦500
xiii.	Any Oath	₦100.00
xiv.	CSC/JSC Form	₦100.00
xv.	Guarantor's Form	₦200.00
xvi.	INEC Form	₦3,000
xvii.	Counter Claim	₦500
xviii.	Fees In respect of Inspection and copying of record of civil proceeding and documents and other matters relating to such records.	₦500
xix.	Fees in respect of visit to locus in quo	₦1,000

34. MINING OF INDUSTRIAL MINERALS

(To be assessed by the Ministry of Natural Resources)

S/N	LOADING FEES	CLASS OF VEHICLE (less than 30 Tones)	30 TONES AND ABOVE
1	Limestone	2,000	2,500
2	Gypsum	2,000	2,500
3	Kaolin	2,000	2,500
4	Phosphate	2,000	2,500
5	Iron Ore	2,000	2,500
6	Granite	2,000	2,500
7	Truck Sand Mining	2,000	2,500

35. ANNUAL ADVERTISEMENT FEES

(To be Assessed Jointly by State and Local Governments)

S/N	DESCRIPTION OF REVENUE ITEM	Bauchi Metropolis	Other Towns
1	Mobile Sales Promotion Fee	5,000.00	1,500.00
2	Directional Signboard Fee	7,000.00	3,000.00
3	Electric Design Advert Per Face Fee	10,000.00	5,000.00
4	Wall Print Advertisement Per Side Fee	5,000.00	3,000.00
5	Billboards	100,000.00	50,000.00
6	Unipoles	150,000.00	100,000.00
7	Digitalized Boards	20,000.00	10,000.00
8	Free Standing Posters	2,000.00	2,000.00 (per poster)

36. TRAFFIC OFFENCES AND PENALTIES

To be assessed and enforced by the Vehicle Inspection Office (VIO)

S/N	VIOLATION	CODE	PENALTY		
			Point	Fine (₦)	Additional
	License Conditions (General)				
1	Driving without a Driver's License	LGC-01	2	10,000.00	Impound vehicle
2	Driving of any vehicle by person under 18	LGC-02	2	10,000.00	Impound vehicle
3	Learner driving without Learner's Permit	LGC-03	2	10,000.00	Dislodge driver
4	Learner driving on major highway	LGC-04	3	10,000.00	Dislodge driver
5	Learner driving and unaccompanied by a licensed driver	LGC-05	3	10,000.00	Impound vehicle
6	Driving an unlicensed vehicle	LGC-06	3	10,000.00	Impound vehicle
7	Driving with fake number plates	LGC-07	4	100,000.00	Impound vehicle
8	Driving a vehicle with unauthorised or defective reflective number plates	LGC-08	2	20,000.00	Impound vehicle
	License Conditions (Commercial)				
9	Not painting a commercial vehicle in approved colours	LCC-01	4	50,000.00	Enforce painting
10	Violation of route by commercial vehicles	LCC-02	2	50,000.00	

11	Non-display of route and route number on vehicle	LCC-03	2	50,000.00	
	Traffic Signs and Markings				
12	Disobeying traffic signs	TSM-01	1	10,000.00	
13	Disobeying traffic lights	TSM-02	4	10,000.00	
14	Parking on yellow line on any public highway	TSM-03	2	10,000.00	
15	Vehicle crossing double yellow line	TSM-04	3	10,000.00	
16	Staying within the yellow junction box (off-side rule)	TSM-05	2	10,000.00	
17	Failure to yield to right of way of pedestrians at a Zebra Crossing	TSM-06	4	5,000.00	
18	Failure to give way to traffic on the left as a roundabout	TSM-07	2	5,000.00	
	Vehicle Defect				
19	Driving motorcycles/3-wheelers with nonfunctional lamps	VDF-01	1	5,000.00	Effect repairs
20	Driving private motor vehicles with non-functional lamps	VDF-02		5,000.00	Effect repairs
21	Driving commercial vehicles with non-functional lamps	VDF-03		10,000.00	Effect repairs
22	Driving trailers, tankers and tippers with non-functional lamps	VDF-04		50,000.00	Effect repairs
	Alcohol and Drugs				

23	Driving under the influence of alcohol and/or drugs	ALD-01		10,000.00	Impound vehicle
24	Smoking while driving	ALD-02		10,000.00	
	Motorcycle Riders				
25	Riding of motorcycle without crash helmet for rider	MCL-01	1	5,000.00	Impound vehicle
26	Riding a motorcycle without a driving permit	MCL-02	2	2,000.00	Impound vehicle
27	Riding a motorcycle against traffic through road median	MCL-03	4	10,000.00	Impound vehicle
28	Conveying more than one passenger at any given time (where the carrying of passenger is allowed)	MCL-04	3	2,000.00	Dislodge extra
29	Installation of musical gadgets on a motorcycle	MCL-05	3	5,000.00	Impound the set
30	Alteration of manufacturer's specification on motorcycle (e.g. handlebar/seat/horn/leg rest etc)	MCL-05	3	5,000.00	
31	Motorcyclist resisting arrest	MCL-06	4	10,000.00	
	Speed Violation				
32	Exceeding prescribed speed limit	SPV-01	2	10,000.00	
33	Tailing an emergency vehicle	SPV-01	2	5,000.00	
34	Failure of slow moving vehicle to keep to the right lane	SPV-02	2	5,000.00	
	Miscellaneous Traffic Fines				

35	Assault on a Traffic Officer	MTF-01	4	50,000.00	Prosecute in Court
36	Driving in a direction prohibited by the Road Traffic Law	MTF-02	4	25,000.00	Prosecute in Court
37	Illegal U-turns	MTF-03	2	10,000.00	
38	Wrong overtaking of other vehicles	MTF-04	2	10,000.00	
39	Driving on the highway/walkway or kerbs	MTF-06	4	10,000.00	Move away
40	Parking on the highway/walkway or kerbs	MTF-07	2	10,000.00	Move away
41	Overloading of a commercial vehicle or trailer	MTF-08	2	20,000.00	
42	Parking or stopping to pick passengers by a commercial vehicle other than at designated bus stop	MTF-06	2	20,000.00	Driver Training
43	Bullion vehicle driving in a direction prohibited by the Road Traffic Law	MTF-09	4	200,000.00	Impound vehicle
44	Abandoned vehicle on highway	MTF-10	4	5,000.00	Impound vehicle
45	Causing obstruction on highway	MTF-11	3	5,000.00	Impound vehicle
46	Commuter hanging on tailboard of moving vehicle	MTF-12	3	5,000.00	Dislodge
47	Driving vehicles with doors left open	MTF-13	2	5,000.00	
48	Making or receiving phone calls while driving	MTF-14	2	50,000.00	Prosecute in court
49	Driving without a strapped seat belt for both driver and front seat passengers	MTF-15	1	1,000.00	Strap on seat belt

50	Failure to display reflective warning triangle				
51	Motorist resisting arrest	MTF-17	4	10,000.00	Storage and Custody Charges
Storage and Custody Charges					
1	Storage charges for impounded cars, jeeps and mini buses per day			10,000.00	
2	Storage charges for impounded motorcycles and 3-wheelers per day			1,000.00	
3	Storage charges for all other impounded vehicles			20,000.00	
4	Towing an impounded car, jeep and mini-buses			5,000.00	
5	Towing a trailer or tanker (empty)			50,000.00	
Violation					
1	Towing a trailer or tanker (loaded)			100,000.00	
2	Towing tippers and lorries			100,000.00	
3	Towing high capacity buses			50,00.00	or negotiable
4	Hire of heavy duty recovery equipment				At hire cost

37. REGISTRATION OF DRIVING SCHOOLS

(To be assessed by the Ministry of Works)

S/N	Description of Revenue Item	Rate (N)
1	Driving School Registration (Regular)	35,500.00
2	Driving School Registration (Part Time)	25,500.00
3	Accident Inspection Fee	10,000.00
4	Testing Fee	500.00

38. HARMONISED LOCAL GOVERNMENT TAXES

	Description of Revenue Item	Rate (₦)		
		Urban Ward	Semi-Urban Ward	Rural Ward
-1	Shops and Kiosk Rates			
	Large (10sqm and above)	20,000.00	15,000.00	10,000.00
	Medium (6sqm – 9.99sqm)	10,000.00	5,000.00	3,000.00
	Small (5.99sqm and below)	5,000.00	3,000.00	2,000.00
	Containerised Shop (Big)	10,000.00	5,000.00	3,000.00
	Containerised Shop (Small)	5,000.00	3,000.00	2,000.00
	Distributor Outlets	50,000.00	30,000.00	20,000.00
	Workshop Permits for Artisans (Carpenters, Mechanics, Vulcanisers etc.)	5,000.00	25,000.00	1,500.00
-2	Tenement Rates (Private and Commercial Property) Based on value of the property			
	(a) Commercial Rate:	0.05% of the value of the property.		
	(b) Private/Residential:	0.025% of the value of the property.		
	(c) Telecommunication Mast:	N100,000.00 per mast.		
-3	On and Off Liquor Fees			
	On Licence	25,000.00	20,000.00	15,000.00
	Off Licence	10,000.00	5,000.00	5,000.00
	Liquor Fees (Native/Liquor Palm Wine)	1,000.00	1,000.00	1,000.00
-4	Slaughter Slab Fees			
	Abattoir Licence Fees	3,000.00	2,000.00	2,000.00
	Cow/Camel Slaughter Per Head	500	300	200
	Goat/Sheep/Pig Slaughter Per Head	200	150	
-5	Merriment and Road Closure Levies			

	Entertainment Fees: Festivals and Durbars, Entertainment Shows	5,000.00	3,000.00	2,000.00
	Hotel/Food Permit (for restaurants, bakeries and other places where food is sold)	5,000.00	2,000.00	1,000.00
-6	Radio and TV License Fees (Other than radio and TV fees)			
	Residential Radio and TV Fees	500	500	500
	Vehicle Radio Fees (Where the vehicle is registered)	500	500	500
-7	Marriage, Birth and Registration Fees			
	Marriage Registration (Act) Fee	1,000.00	1,000.00	1,000.00
	Marriage Certificate Fees	1,500	1,500	1,500
	Birth registration Fees	0	0	0
	Indigene Certificate	2,000.00	2,000.00	2,000.00
-8	Naming of Street Registration Fee (Excluding any street in the State Capital)	150,000.00	100,000.00	50,000.00
-9	Right of Occupancy in Local Government Areas	25,000.00	15,000.00	10,000.00
-10	Market and Roadside Stalls Levies			
	Permanent Stalls (per annum)	12,000.00	8,000.00	5,000.00
	Block Stalls (per annum)	8,000.00	5,000.00	4,000.00
	Seasonal Produce Markets (per bag/heap)	100	100	100
	Market Hawkers (daily)	40	30	20
	Market Hawkers (weekly)	100	50	50
-11	Motor Park Levies			
	Entrance Fees (Gate): Trucks-, Lorries, Tankers, Buses, Pick up vans, Canters	300	200	100
	Loading fees (per trip) (Need to be specific eg truck-2k, Lorry-1k, Bus-500 etc)	2,000.00	1,000.00	500
	Motorcycle Parking Fees (per day)	50	30	20
-12	Domestic Animal Fee			
	Dog License	1,000.00	700	500
-13	Bicycle, truck, Canoe, Wheelbarrow and Cart Fees			
	Bicycle License Fee	500	500	500

	Canoe License Fee	500	500	500
	Wheelbarrow/Cart Fee	500	300	300
-14	Cattle Tax			
	Goat/Sheep	100	100	100
	Other Livestock	1,000.00	1,000.00	1,000.00
-15	Public Convenience, Sewage and Refuse Disposal Fee			
	Dislodgement of Septic Tanks	5,000.00	3,000.00	2,000.00
	Sanitation Fees (Residential)	3,000.00	2,000.00	2,000.00
-16	Wrong Parking Charges			
	Towing of Vehicles Fee	3,000.00	2,000.00	1,000.00

39. BAUCHI STATE HOTELS AND LODGINGS LICENSE FEES

(To be assessed by the Ministry of Tourism and Culture)

S/N	DESCRIPTION OF REVENUE ITEM	RATE (N)
"A" – HOTELS:		
1	Data Form Fees	1,000.00
2	International Registration Fees	150,000.00
	Renewal Fees	75,000.00
3	National Registration Fees	100,000.00
	Renewal Fees	50,000.00
4	Urban Registration Fees	60,000.00
	Renewal Fees	30,000.00
5	Sub-Urban Registration Fees	30,000.00
	Renewal Fees	15,000.00
6	Rural Registration Fees	20,000.00
	Renewal Fees	10,000.00
"B" – RESTAURANTS AND FAST FOODS OUTLETS:		
1	Data Form Fees	1,000.00
2	Urban Registration Fees	25,000.00
	Renewal Fees	12,000.00
3	Rural Registration Fees	5,000.00
	Renewal Fees	2,000.00
"C" – TOURISM ENTERPRISE:		

1	Data Form Fees	1,000.00
2	Travelling Agents and Tour Operation Fees	20,000.00
	Renewal Fees	10,000.00
3	Amusement Park and Garden Registration Fees	10,000.00
	Renewal Fees	5,000.00
4	Night Clubs, Leisure, Entertainment and Event Registration Fees	10,000.00
	Renewal Fees	5,000.00
5	Car Hire Service Registration Fees	5,000.00
	Renewal Fees	2,000.00
6	Handcrafts and Souvenir Registration Fees	2,000.00
	Renewal Fees	1,000.00

40. TOURISM DEVELOPMENT LEVY

(To be assessed by the Ministry of Tourism and Culture)

- Payable by the Hotel monthly from charges paid for services

S/N	Description of Revenue Item	RATES
1	Tourism Development Levy (Penalty for non-compliance)	3% of Total Value Services Enjoyed N50,000.00 and closure until such fine and levy are settled

41. PRE-QUALIFICATION AND TENDER FEES

(To be assessed by the State Universal Basic Education Board, Bauchi)

S/N	Description of Revenue Item	RATES
1	Pre-Qualification Fee	N20,000.00
2	Tender Fees:	
	i. 1Kobo to N8Million	N10,000.00
	ii. N8.1Million to 12Million	N20,000.00
	iii. 12.1Million to N30Million	N30,000.00
	iv. N31Million and above	N50,000.00

SUPPLEMENTARY PROVISIONS RELATING TO THE BOARD, ETC

Proceedings of the Board

1. Subject to this Law and **Section 27** of the Interpretation Act (which provides for decisions of a statutory body to be taken by a majority of its members and for the person presiding at any meeting, when a vote is ordered, to have a second or casting vote), the Board may make standing orders regulating its proceedings or any of its committees.
2. At every meeting of the Board, the Chairman shall preside and in his absence the members present at the meeting shall appoint one of them to preside at the meeting other than the Secretary.
3. (1) The quorum at a meeting of the Board shall be not less than one-half (rounded up to the nearest whole number) of the total number of members of the Board at the date of the meeting and the quorum of a committee of the Board shall be as determined by the Board.
(2) A majority decision of the members on any matter obtained by the majority in written correspondence shall be treated in all respects as though it was a decision of the Board in meeting.
4. The Board shall for the purpose of this Law, meet not less 4 times in each year. The Board shall also meet whenever it is summoned by the Executive Chairman, and if required to do so, by notice given to him by not less than 1/3 of the members, he shall summon a meeting of the Board to be held within 14 days from the date on which the notice is given.
5. Where the Board desires to obtain the advice of any person on a particular matter, the Board may co-opt such person to the Board for such period as it thinks fit, but a person who is a member by virtue of this paragraph shall not be entitled to vote at any meeting of the Board and shall not count towards a quorum.
6. A member of the Board who is directly or indirectly interested in any matter being deliberated on the Board, or is interested in any contract made or proposed to be made by the Board shall, as soon as possible after the relevant facts have come to his knowledge, disclose the nature of his interest at a meeting of the Board.
7. A disclosure under this paragraph shall be recorded in the minutes of meetings of the Board and the member concerned shall:

- (a) not, after the disclosure, take part in any deliberation or decision of the Board; and
- (b) be excluded for the purpose of constituting a quorum of any meeting of the Board for any deliberation or decision, with regards to the subject matter in respect of which his interest is so disclosed.

Committees

- 8. (1) Subject to its standing orders, the Board may appoint such number of standing and ad-hoc committee as it thinks fit to consider any report on any matter with which the Board is concerned.
- (2) A committee appointed under this paragraph shall consist of such number of persons (not necessarily members of the Board as may be determined by the Board), and a person, other than a member of the Board, shall hold office on the committee in accordance with the terms of his appointment and the committee shall be presided over a member of the Board.
- (3) The quorum of any committee set up by the Board shall be as determined by the Board.
- (4) A decision of a committee of the Board shall be of no effect until it is confirmed by the Board.

Miscellaneous

- 9. The fixing of the seal of the Board shall be authenticated by the signature of the Chairman or any other person generally or specifically authorized by the Board to act for that purpose and that of the Secretary.
- 10. Any contract or instrument which, if made by a person not being a body corporate, would not be required to be under seal may be made or executed on behalf of the Board by the Secretary or by the person generally or specially authorized by the Board or by other person generally or specially authorized by the Board to act for that purpose.
- 11. Any document purporting to be a contract, instrument or other document duly signed or sealed on behalf of the Board shall be received in evidence and shall, unless the contrary is proved, be presumed without further proof to have been so signed or sealed.

12. The validity of any proceeding of the Board, or any of its committees shall not be affected by:
 - (a) any vacancy in the membership of the Board or committee;
 - (b) any defect in the appointment of a member of the Board or committee; or
 - (c) reason that any person not entitled to do so took part in the proceedings of the Board or committee.
13. A member of a committee who has a personal interest in any contract or arrangement entered into or proposed to be considered by the committee shall disclose his interest to the committee and not vote on any question relating to the contract or arrangement.
14. No member of the Board shall be personally liable for any act or omission done or made in good faith while engaged in the business of the Board.

FEDERAL REPUBLIC OF NIGERIA
BAUCHI STATE INTERNAL REVENUE SERVICE

PRESUMPTIVE TAX REGISTRATION FORM

Made Pursuant to Section 6 of the Personal Income Tax (Amendment) Act, 2011
Instructions: All information should be filled in ink and capital letters, no abbreviation is allowed. Entries should not spill to neighbouring block.

- (1) Name of Taxpayer/Registered Name _____
- (2) Nationality _____
- (3) Residential Address _____
- (4) GSM Number _____
- (5) Business Type _____
- (6) Business Name _____
- (7) Registered Business Name _____
- (8) Commencement Date _____
- (9) Means of Identification _____
- (10) Business Registration No. _____
- (11) Taxpayer Identification No. (TIN) _____

Signature/Thumbprint

Date of Registration

**FEDERAL REPUBLIC OF NIGERIA
BAUCHI STATE INTERNAL REVENUE SERVICE**

PRESUMPTIVE TAX RETURNS FORM

Made Pursuant to Section 7 of the Personal Income Tax (Amendment) Act, 2011

- (1) Name of Taxpayer/Registered Name _____
- (2) Nationality _____
- (3) Residential Address _____
- (4) GSM Number _____
- (5) Assessment Year _____
- (6) Presumptive Tax Payable _____
- (7) Presumptive Tax Paid _____
- (8) Taxpayer Identification Number (TIN) _____
- (9) Nature of Business _____

Signature/Thumbprint

Date

Period of Filing

Due Date

Date Filled

Remarks

Signature _____

Date _____

FEDERAL REPUBLIC OF NIGERIA
 BAUCHI STATE INTERNAL REVENUE SERVICE

ADMINISTRATIVE DOCUMENT FOR THE GUIDANCE
 OF PRESUMPTIVE TAX PAYERS

DAILY INCOME CARD GUIDE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
₦	₦	₦	₦	₦	₦	₦
8	9	10	11	12	13	14
₦	₦	₦	₦	₦	₦	₦
15	16	17	18	19	20	21
₦	₦	₦	₦	₦	₦	₦
22	23	24	25	26	27	28
₦	₦	₦	₦	₦	₦	₦
29	30					
₦	₦					

PRESUMPTIVE TAX PAYABLE

S/N	Trade/Business	Micro Business	Small Business	Medium Business
1	Tailoring, Interior Decoration, Fashion Designers and Garment Makers, Curtain Makers, Seamstress	2,500.00	15,000.00	30,000.00
2	Fabricating, Welding, Bench Milling, Black Smith, Gold Smith	2,400.00	4,800.00	8,400.00
3	Confectioneries and Bakeries	5,400.00	12,000.00	15,000.00
4	Barbers and Hair Dressing Saloon	2,400.00	4,500.00	8,000.00
5	Service Providers - Business Centres and Typing Studio, Printers, Thrift Collector	3,000.00	12,000.00	25,000.00
6	Video Clubs, Car Wash and Owners, Casino Operators, Cyber Cafe Operators	5,000.00	10,000.00	25,000.00
7	Drama Group, Laundries, Dry Cleaners, Commercial Mobile Calls	2,500.00	10,000.00	20,000.00
8	Photographers/Photo Developers, Recreational Centre, Refuse, Rentals, Travel Agency	2,500.00	5,400.00	15,000.00
9	Artisans - Masons, Vulcanizers, Iron Benders, Carpenters, Cobblers, Painters and Decorators, Plumbers	2,400.00	4,800.00	7,800.00
10	Petrol, Kerosene and Lubricant Sellers	2,500.00	15,000.00	30,000.00
11	Mechanics, Technicians, Electricians, Panel Beaters, Motorcycle, Bicycle, Keke NAPEP, Clock and Watch Repairers, and other Machine Repairers, Re-wires, Battery Chargers.	2,400.00	4,800.00	8,400.00
12	Transport Workers - Taxi, Bus, lorry, etc.	2,000.00	10,000.00	20,000.00
13	General Trading/Enterprises - Retail and Wholesale, Raw Food	2,500.00	10,000.00	5,000.00
14	Bookshops/Stationery Stores, Building Materials, Cement, Cooking Gas, Air-conditioners, Mattress/Foams, Doors, Electrical Parts and Fittings,	2,500.00	15,000.00	30,000.00
15	Spare Parts, Patent Medicine, Photographic Materials, Plank, Plastic Rubbers	2,500.00	10,000.00	20,000.00
16	Plumbing Materials, Poultry Feeds, Raw Food, Rugs and Carpets, Sewing Machine,	2,500.00	10,000.00	20,000.00
17	Timber Dealers, Tire, Wine and Beer License Operators, Yoghurt.	2,500.00	15,000.00	30,000.00
18	Financial Services - Bureau De Change, Pool Agents	5,400.00	20,000.00	40,000.00

and Promoters, Money Lenders.

19	Furniture and Cabinet Makers	2,500.00	15,000.00	30,000.00
20	Transport Owners	15,000.00	20,000.00	40,000.00
21	Restaurant and Food Sellers	2,500.00	15,000.00	25,000.00
22	Property - Guest House, Lodging, Face to Face Building with not more than ten (10) rooms.	2,000.00	15,000.00	30,000.00
23	Artisans, Design and Sign Writers, Hand Craft Makers Graphic Arts.	2,400.00	4,800.00	8,400.00
24	Boutiques and other cloth sellers - Adult and Children wear	2,400.00	12,000.00	25,000.00
25	Entertainment Service, Musicians	2,400.00	5,400.00	10,000.00
26	Agriculture, Forestry, Fishing, Hunting, Butchers/Meat Sellers, Horticulture/Florist, Farm Settlers, Poultry, Piggery	2,400.00	10,000.00	15,000.00
27	Aluminium Fabrication and Products	2,400.00	25,000.00	35,000.00
28	Processors, Producers and Manufacturers - Blocks, Culvert. Well Ring, Pure Water, Welders, Shoe Makers, Cold Rooms, Palm Oil Miller, Grind Mills, Sawmill Proprietors.	2,400.00	5,000.00	10,000.00
29	Processors, Pure water, Shoe Makers	2,400.00	5,000.00	10,000.00
30	Professional Services - Opticians, Photo lab, Auctioneers. Draughtsman, Maternity Owners, Patent Medicine Store.	2,500.00	20,000.00	30,000.00
31	Furniture/Furnishing Material, Gas Refilling, General Contractor, General Merchants and Distributors. Gift Shop, Entrepreneurs, Imitation Jewel, Jewel, Leather Carpets, Licensed Merchants, Mobile Phone, Motor Cycle,	2,500.00	6,500.00	8,500.00
32	Tea and Bread	2,000.00	3,000.00	3,500.00
33	Motor `Dealers	10,000.00	12,000.00	15,000.00
34	Cements Dealers	3,500.00	2,500.00	4,500.00
35	All other trades/services covered by the Law but not listed above.	2,400.00	20,000.00	50,000.00

SIXTH SCHEDULE

FORM OF AUTHORIZATION TO ACCESS LANDS & BUILDINGS

Books and Documents

To _____

The Bauchi State Internal Revenue Service, by virtue of the powers vested in it by **Section 35** of the Bauchi State Tax (Codification and Consolidation) Law of 2020, hereby authorized you to enter the premises, office, place of management or residence of any person, the principal officer, agent factor or representative or any person who has been suspected by the service of fraud, evasion, wilful default etc., in connection with a tax due to Government; and whose premises, office, place of management or residence of the Principal Officer, agent, factor or representative is at _____ and for carrying out your assignment there.

We further authorize you, with the aid of any police officer (if necessary), which assistance he is hereby required to give, search and remove (if necessary) such records, books and documents whenever they may be found either in possession of any Person in respect of who the tax remains unpaid.

And for the purpose of this assignment you are hereby authorized, if necessary, with such assistance as aforesaid to break open any building or place in the day time.

2. The particulars of the said arrears of tax are as follows:

Years of assessment

- (i) Year _____ Tax Due _____
- (ii) Year _____ Tax Due _____
- (iii) Year _____ Tax Due _____

SIGNED and issued under the hand of the Chairman, Bauchi State Internal Revenue Service at this..... day of 20

Executive Chairman
Bauchi State Internal Revenue Service

**ESTABLISHMENT, JURISDICTION, AUTHORITY AND PROCEDURE OF
THE TAX APPEAL COMMITTEE**

Establishment of the Tax Appeal Committee

1. There shall be established the Tax Appeal Committee (hereinafter referred to as "the Committee) to exercise the jurisdiction, powers and authority conferred on it by or under this Schedule.

Composition of the Committee

2. The Chairman of the Committee shall be a legal practitioner who has been so qualified to practise for a period of not less than 15 years with cognate experience in tax legislation and tax matters.
 - (i) The Chairman shall preside at every sitting of the Committee and in his absence the members shall appoint one of them to be the Chairman.
 - (ii) The quorum at any sitting or hearing of the Committee shall be 3 members.

Qualifications for appointment as a Tax Appeal Commissioner

3. A person shall not be qualified for appointment as a Tax Appeal Commissioner unless he is knowledgeable about the laws, regulations norms, practices and operations of taxation in Nigeria as well as persons that have shown capacity in the management of trade or business or a retired public servant in tax administration.

Term of Office

4. A Tax Appeal Commissioner shall hold office for a term of 3 years, renewable for a second and third term of 3 years only and no more, from the date on which he assumes his office or until he attains the age of 65 year whichever is earlier.

Resignation and Removal

5. If for reason other than temporary absence, any vacancy occurs in the office of a Tax Appeal Commissioner then the Governor shall appoint another person in accordance with the provisions of this Law to fill the vacancy.

Order constituting a Committee to be Final

6. The question as to the validity of the appointment of any person as a Tax Appeal Commissioner shall not be the cause of any litigation in any court or Committee and no act or proceedings before the Committee shall be called into question in any manner on the ground merely of any defect in the constitution of the Committee.

Registrar of the Committee

7. (1) The Governor shall appoint for the Committee a Registrar who shall be:
- (a) subject to the general control of the Tax Appeal Commissioners, be responsible for keeping records of the proceedings of the Committee; and
 - (b) be the head of the secretariat and responsible for:
 - (i) the day -to-day administration, and
 - (ii) the direction and control of all other employees of the Committee.
- (2) The official address of the Committee appointed for each zone shall be published in the State Gazette.

Other Staff of the Committee

8. (1) The Government shall appoint such other employees as he may deem necessary, or may delegate their appointment to the State Civil Service Commission, for the efficient performance of the functions of the Committee and the remuneration of performance of the functions of the Committee and the remuneration of persons so employed shall be determined by the Governor or as he may delegate.

Jurisdiction of the Committee, etc

9. (1) The Committee shall have power to adjudicate on any disputes or matter arising from such tax or revenue legislation applicable in the State (hereinafter referred to as the revenue law and any other law contained in or specified in the First Schedule to this Law or other laws made or to be made from time to time by the National Assembly or the State House of Assembly.

- (2) The Committee shall apply such provisions of the revenue laws as may be applicable in the determination or resolution of any dispute or controversy before it.

Criminal Prosecution

10. Where in the course of its adjudication, the Committee discovers evidence of possible criminality, the Committee shall be obliged to pass such information to the Service, the Chambers of the Attorney-General of the State or any other relevant law enforcement agency.

Appeals from Decisions of the Service

11. If the Service is aggrieved by the non-compliance by a person in respect of any provision of the tax laws, it may appeal to the Committee where the person is resident giving notice in writing through the Registrar of the Committee.

12. (1) A notice of appeal to be given under the provisions of this Section shall be given in writing to the Service and shall set out: *Notice of appeal*

- (a) the name and address of the Appellant;
 - (b) the official number and the date of the relevant notice of assessment;
 - (c) the amount of the assessed tax in dispute;
 - (d) the precise grounds of appeal against the assessment;
 - (e) the address for service of any notice or other documents to be given to the appellant; and
 - (f) the date on which Appellant was served with notice of refusal by the Service to amend the assessment as desired.
- (2) As soon as may be after receipt of a notice of appeal, the Registrar of the TAC (in this Law referred to as "the Registrar") shall, having regard to the grounds of appeal and to any relevant provisions of this Law, disclose and deliver a copy to the Service and the appeal shall be listed by the Secretary for hearing.
- (3) A notice or other documents to be delivered to or served on the TAC shall be addressed to the Registrar and be delivered at, or sent by registered post, to the Committee's official address.

- (4) An appellant may discontinue an appeal by him under this section upon giving notice to the Registrar in writing any time before or during the hearing of the appeal.
- (5) Notwithstanding that a notice of appeal against an assessment has been given by an appellant under this section, the Service may revise the assessment in agreement with the taxable person, and on notice of the agreement being given in writing by the Service to the Registrar at any time before the hearing the appeal shall be treated as being discontinued.
- (6) On the discontinuance of an appeal under this section, the amount or revised amount of the assessment, as the Service may determine, shall be deemed to have been agreed upon between the tax authority and the appellant under **Section 58 (3)** of the Personal Income Tax Act.
13. (1) The Committee shall as often as may be necessary, meet to hear appeals *Consideration of Appeal* in any town where an office of the Service is situated and at any such meeting:
- (a) any three or more Appeal Commissioners may hear and decide an appeal: and
- (b) the Appeal Commissioners present shall elect one of them to be the Chairman for the meeting in the absence of the substantive Chairman of the TAC.
- (2) An Appeal Commissioner who has a direct or indirect financial interest in a taxable person or being a relative of a person having such an interest, and having knowledge thereof, shall, when any appeal by such taxable person is pending before the TAC, declare such interest to the other Appeal Commissioners and give notice to the Service in writing of such interest or relationship, and he shall not sit at any meeting or the hearing of that Appeal.
- (3) The provisions of subsection (2) of this section shall also apply where an Appeal Commissioner is a legal practitioner or an accountant, and the taxable person is or has been a client of that Appeal Commissioner five years before the date fixed for the hearing.
- (4) The Registrar of the Committee shall give seven clear working days' notice to the Service and to the applicant of the date and place fixed for the hearing of an appeal except in respect of an adjourned hearing for which the TAC has fixed a date at the hearing.

- (5) All notices, receipts and documents, other than decisions of the TAC may be signed under the hand of the Registrar.
- (6) All appeals before the Committee shall be held in public.
- (7) A taxable person who appeals against an assessment shall be entitled to be represented at the hearing of the appeal but if the person intended by the taxable person to be his representative in an appeal is unable for good cause to attend the hearing, the Committee may adjourn the hearing to such reasonable time as it thinks fit, or admit the appeal to be made by some other person or by way of written statement.
- (8) The onus of proving that the assessment complained of is excessive shall be on the appellant.
- (9) At the hearing of an appeal, if the representative of the Service proves to the satisfaction of the Committee or the court hearing the appeal in the first instance that:
 - (a) the appellant has, contravene **Section 47 (1)** of the Personal Income Tax Act, for the year of assessment concerned, failed to prepare and deliver to the Service the statement mentioned in that subsection;
 - (b) the appeal is frivolous or vexatious or is an abuse of the appeal process; or
 - (c) it is expedient to require the appellant to pay an amount as security for processing the appeal, the Committee or, as the case may be, the Committee may adjourn the hearing of the appeal to any subsequent day and order the appellant to deposit with the Service before the day of the adjourned hearing an amount, on - account of the tax charged by the assessment under appeal, equal to the tax charged on the appellant for the preceding year of assessment under appeal, whichever is the lesser.
- (10) If the appellant fails to comply with an order under **Sub-Section (9) (c)** of this Section, the assessment against which he appealed shall be confirmed and the appellant shall have no further right of appeal whatsoever with respect to the assessment.
- (11) The Committee may confirm, reduce, increase or annul the assessment or make such order thereon as it deems fit.
- (12) The decision of the Committee shall be recorded in writing by the Chairman and a certified copy of the decision shall be supplied to the

appellant and the Service by the Registrar, on a request within two weeks of the decision.

(13) Where, on the hearing of an appeal:

- (a) no accounts, books or records relating to income or profits were produced by or on behalf of the appellant;
- (b) those accounts books or records were so produced but the Committee rejected the same on the ground that it has been shown to its satisfaction that they were incomplete or unsatisfactory;
- (c) the appellant or his representative, at the hearing of the appeal has neglected or refused to comply with a precept delivered or sent to him by the Secretary without showing reasonable cause;
- (d) the appellant or a person employed, whether confidentially or otherwise, by the appellant or his agent, has refused to answer any question put to him by the Committee, without showing any reasonable cause, the Chairman of the Committee shall record particulars of the same in his written decision.

(14) The Chief Judge of the State may, make rules prescribing the procedure to be followed in the conduct of appeals before the Committee.

14. (1) Notice of the amount of the tax chargeable under the assessment as determined by the Committee shall be served by the Service on the appellant or on the person in whose name the appellant is chargeable. *Service of Notice to the Appellant*

(2) Notwithstanding that a further appeal may be pending, tax shall be paid in accordance with the decision of the Committee within one month of notification of the amount of the tax payable pursuant to **Sub-Section (1)** of this section, and proceedings may be taken for its recovery in accordance with the provisions of this Law.

15. (1) Subject to the provisions of **Section 55** of this Law, a taxable person who decides to appeal against an assessment made on him by the decision to the Committee shall give notice of further appeal to the High Court of the State in writing to the Service within 30 days after the date on which the decision was given. *Period for Appeal*

(2) Where a Committee has not been constituted under this Law or the number of Commissioners available is inadequate for a proper hearing of an appeal against an assessment made on a taxable person, the taxable person who is aggrieved by the assessment and has been unable

to agree with the Service in the manner provided in **Section 33 (4)** of this Law and **Section 58 (3)** of the Personal Income Tax Act, may appeal against the assessment to the High Court of the State as a tribunal of first instance upon giving notice in writing to the Service within thirty days after the date of service of notice of the refusal by the Service to amend the assessment as desired.

- (3) If the Service is dissatisfied with a decision of the Committee it may appeal against that decision to the High Court upon giving notice in writing to the other party to the appeal within 30 days of the decision, which it is appealing.
- (4) All parties to an appeal shall be given seven clear working days' notice of the date fixed for the hearing of the appeal unless rules made hereunder otherwise provide.
- (5) If on the hearing of an appeal from the decision of the Committee a certified copy of that decision is produced before the High Court and the decision contains a record by reference to:
 - (a) Rule 13 Sub-Rule (13) (a) of Schedule Seven to this Law, the High Court shall dismiss the appeal;
 - (b) Rule 13 Sub-Rule (13) (b) of Schedule Seven to this Law, the High Court may dismiss the appeal on prima facie evidence, with respect to the accounts, books or records having being incomplete or unsatisfactory, as the Court may deem sufficient;
 - (c) Rule 13 Sub-Rule (13) (c) and (d) of Schedule Seven to this Law, the High Court shall dismiss the appeal unless it considers that the cause of the neglect or refusal was reasonable.
- (6) If in a particular case the Judge, from information given at the hearing of the appeal is of the opinion that tax is not recovered, he may, on application being made by or on behalf of the Service, require the appellant to furnish within such time as may be specified the tax assessed, which shall immediately become payable and recoverable.
- (7) The cost of the appeal shall be at the discretion of the Judge hearing the appeal and there shall be a sum fixed by the Judge.
- (8) The Chief Judge of the High Court may make rules providing for the method of tendering evidence before a Judge on appeal, the conduct of the appeals and the procedure to be followed by a Judge.

- (9) An appeal against the decision of a Judge shall lie to the Court of Appeal within 30 (thirty) days of the decision of the Judge and thereafter to the Supreme Court.

16. (1) Where no valid appeal against a tax assessment has been lodged within the time limited by **Section 54** of this Law or where due notice has not been given of a further appeal against a decision of the Appeal Commissioners or a Judge, as the case may be, an assessment made by the Service or agreed to under the provisions of this Law as the case may be, shall be final and conclusive for all purposes of this Law as regards the amounts of the assessable, total or chargeable income and the tax payable thereon.

*Assessment to be
Final and Conclusive*

- (2) If the full amount of the tax charged by a final and conclusive assessment is not paid within the appropriate period prescribed by the provisions of this Law, the provisions thereof relating to the recovering of tax, and to any penalty under this Law, shall apply to the collection and recovery of the tax or penalty subject only to the set-off of the amount of any tax payable under any claim made under a provision of this Law or of which has been agreed to by the Service or determined on an appeal against a refusal to admit that claim.

PROVIDED that, where an assessment has become final and conclusive, any tax overpaid, including any amount deposited with the Service on account of the tax charged by the assessment, shall be paid; and nothing in **Section 58** of the Personal Income Tax Act shall prevent the Board from making an assessment or additional assessment for any year which does not involve re-opening any issue, on the same fact, which has been determined for that year of assessment under **Sub-Section (3)** of that section or an appeal.

Procedure Before Tax Appeal Committee

17. (1) Tax Appeal Commissioners shall meet to hear appeals as often as is necessary.
- (2) Where a Tax Appeal Commissioner has a direct or indirect financial interest in any appeal pending before the Committee or where the taxable person is or was a client of that Tax Appeal Commissioner in his professional capacity, he shall declare such interest to the other Tax Appeal Commissioners and refrain from sitting in any meeting for the hearing of the tax appeal.
- (3) The Registrar to the Committee shall give 7 clear days' notice to the Service and to the appellant of the date and place fixed for the hearing

of each appeal except in respect of any adjourned hearing for which the Tax Appeal Commissioners have fixed a date at their previous hearing.

- (4) All notices, documents, other than decisions of the Committee, shall be signified under the hand of the Secretary.
 - (5) All appeals before the Tax Appeal Commissioners shall be held in public.
 - (6) The onus of proving that the assessment complained of is excessive shall be on the appellant
 - (7) The Committee may, after giving the parties an opportunity of being heard, confirm, reduce, increase or annul the assessment or make any such order as it deems fit.
 - (8) Every decision of the Committee shall be recorded in writing by the Chairman and a certified copy of such decision shall be supplied to the appellant or the Service by the Secretary, upon a request made within 30 days of such decision.
18. (1) Notice of the amount of the tax chargeable under the assessment as determined by the Committee shall be served by the Service upon the taxable person or upon the person in whose name such taxable person is chargeable.
- (2) An award or judgment of the Committee shall be enforced as if it were a judgment of the High Court upon registration of a copy by the party seeking to enforce the award or judgment with the Chief Registrar of the High Court by the part seeking to enforce the award or judgment.

Appeal to the High Court of Bauchi State

19. (1) Any person dissatisfied with a decision of the Committee constituted under this Schedule may appeal against such decision to the High Court of Bauchi State ("the High Court") upon giving notice in writing to the Secretary to the Committee within 30 days after the date on which such decision was given.
- (2) A notice of appeal filed pursuant to Sub-Rule (1) of this Rule shall set out all the grounds of fact, law or mixed law and fact upon which the appeal is based.
- (3) Upon receipt of a notice of appeal under Sub-Rule (1) or (2) of this Rule, the Registrar of the Committee shall cause the notice to be given to the Chief Registrar of the High Court along with all the exhibits

tendered at the hearing before the Committee to the Secretary within 30 days after the date on which such decision was given.

- (4) The Chief Judge of the High Court may make rules providing for the procedure in respect of appeals made under this Law and until such rules are made, the High Court Rules relating to hearing of appeals shall apply to the hearing of an appeal under this Law.

Right to Legal Representation

20. (1) A complainant or appellant, as the case may be, may either appear in person or authorize one or more legal practitioners or any of its officers to represent him or its case before the Committee.
- (2) Every individual or company in a case before the Committee shall be entitled to be represented at the hearing of an appeal by a solicitor or chartered accountant or adviser provided that, if the person appointed by the taxable person to be representative in any matter before the Committee is unable for good cause to attend hearing thereof, the Committee may adjourn the hearing for such reasonable time as it deems fit, or admit the appeal made by some other person or by way of a written address.

Application of Statute limitation

21. No statute of limitation shall apply to any matter brought before the Committee or High Court.

Powers and Procedures of the Committee

22. (1) The committee may make rules regulating its procedures.
- (2) The Committee shall, for the purposes of discharging its functions under this Law, have power to:
 - (i) summon and enforce the attendance of any person via the process of the High Court of the State and examine him on oath;
 - (ii) require the discovery and production of documents;
 - (iii) receive evidence on affidavits;
 - (iv) call for the examination of witnesses or documents;
 - (v) review its decisions;

- (vi) dismiss an application for default or deciding matters ex-parte;
 - (vii) set aside any order of dismissal of any application for default or any order passed by it ex parte; and
 - (viii) do anything, which in the opinion of the Committee, is ancillary to its functions under this Schedule.
- (3) Proceedings before the Committee shall be deemed to be a judicial proceeding and the Committee shall be deemed to be a civil court for the purposes of this Law.

Costs

23. Each party to an appeal shall bear its own cost.

Further Appeals

An appeal against the decision of the High Court at the instance of either party shall lie to the Court of Appeal.

EXPLANATORY NOTE

(This note does not form part of this Law and has no legal effect)

This Law is to codify and consolidate various laws relating to taxes, levies and revenues in the State and establish the Bauchi State Internal Revenue Service.

I assented this 17th day of June, 2020

SEN. BALA A. MOHAMMED, CON.
Governor of Bauchi State



I withheld assent this day of 2020

SEN. BALA A. MOHAMMED, CON
Governor of Bauchi State

I, ***Umar Yusuf Gital Esq.*** Clerk to the Legislature of Bauchi State hereby certify that this Law has been passed in accordance with **Sub-Section 3** of **Section 100** of the Constitution of the Federal Republic of Nigeria 1999. This printed impression has been carefully compared by me with the Bill, which has been passed by the Legislature and found by me to be a true and correctly printed copy of the said Bill.

A handwritten signature in blue ink is written above a horizontal line.

Clerk to the Legislature