



NIGER STATE INVESTMENT PROMOTION AGENCY
"A ONE STOP SHOP"

GENERAL GUIDE FOR IMPROVED BUSINESS ENABLING ENVIRONMENT–GGIBEE -Info /ICR /01A

Task

- Investment Facilitation /Aftercare Service
- Investment Coordination
- Investment Promotion /Eternal Relations
- Investors Relation
- Policy Advocacy

Facilitation: A One Stop Shop

A specialized service unit with relevant government agencies brought to one location, coordinated and streamlined, to provide efficient and transparent service to investors. It shortens and simplifies administrative procedures for the issuance of business approvals, permits, authorizations and licences thereby removing bottlenecks faced by investors in establishing and running business, and ultimately, reduces the cost of doing business in Niger State.

The unit provides statistical data and information on the state investment climate, legal and regulatory framework and sector /industries specific information to guide existing and prospective investors in making informed business decisions

Ease of Doing Business: Investment Promotion Strategy

- Legal, Regulatory & Policy Reforms
- Advisory Services
- Business Development Services
- In and Outbound Missions
- Image Building
- Investment Attraction & Retention
- Public Private Dialogue
- Business Linkages & Matchmaking
- Inter-Agency Synergy & Collaboration
- Collaboration with Development Partners
- General Incentive Administration

FRONT OFFICE DESK: The front office is the first port of call for all Investors coming to NSIPA and the following frontline services are rendered at the front desk: Registration of investors, Business Registration of Businesses with foreign equity, Kick start the process of the State Stability and Consolidation Incentive (SCI), Provide Advisory Services, Provide Help, Inquiry and Complaint Management System, Provide Linkages between Investors and Participating MDAs at OSS.

Address: Niger State Investment Promotion Agency
No.1 NSDC House Bosso Road, Minna Niger State, Nigeria



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Improved Service Delivery Guidelines: ISDG-Compliance /ICR /01B

S/N	Step	SERVICE	COST
	Step 1	Request / Inquiries /registrations received at the Front Desk	Not Applicable
2	Step 2	Referred to relevant designated desk	Not Applicable
3	Step 3	Issuance of check list of requirements on area of specific interest	Not Applicable
4	Step 4	Expression of Interest (EOI), Business Proposal is being sought from the prospective investors	Not Applicable
5	Step 5	Due-Diligence to ascertain the viability and prospect of the EOI	Not Applicable
6	Step 6	Power Point Presentation by Prospective Investor (where necessary) to the Joint Relevant MDAs	Not Applicable
7	Step 7	The EOI receives the consent of Mr. Governor /State Executive Council /Head of MDAs as the case maybe applicable	Not Applicable
8	Step 8	Generation, review and signing of MOU	Vetting of MOU at Min. of Justice 50,000.00
9	Step 9	The EOI is captured in the NSIPA's Databank for tracking and further sent to the relevant MDA to Implement	Not Applicable

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IMPROVED SERVICE DELIVERY GUIDELINES: ISDG-COMPLIANCE OSS/ICR/01C

ONE STOP SHOP-PARTICIPATING MDAs

1	NIGER STATE INTERNAL REVENUE SERVICE	SERVICES: - Regulate, Administer and Implement Tax Administration - Collect revenues due to State permissible by relevant Laws and Tax Legislations	No. of days 7 days
2	NIGER STATE URBAN DEVELOPMENT BOARD	SERVICE: - Processing, Approvals and Issuance of Construction Permits - Urban Regeneration	No. of days 7 days
3	NIGER STATE GEOGRAPHIC INFORMATION SYSTEM AGENCY	SERVICES: - Processing, Approvals and Issuance of Statutory Right of Occupancy (C of O)	NO. of days 7 days
4	MINISTRY OF INVESTMENT, COMMERCE & INDUSTRY	SERVICES: - Processing/issuance of Business Premises Certificate	NO. of days 2 days
5	MINISTRY OF AGRICULTURE & RURAL DEVELOPMENT	SERVICES: - Provide up to date information and reliable data - Attend to tailored enquiries on Agriculture sector	NO. of days 1 day
6	MINISTRY OF JUSTICE	SERVICES: - Prepare and Review Memorandum of Understanding (MOU) - Alternative Dispute Resolution Services (ADR)	NO. of days 2 - 7 days as applicable
7	MINISTRY OF MINING & MINERAL RESOURCES	SERVICES: - Provide up to date information and reliable data - Attend to tailored enquiries on Mining sector	NO. of days 1 day
8	MINISTRY OF TOURISM	SERVICES: - Provide up to date information and reliable data - Attend to tailored enquiries on Tourism sector	NO. of days 1 day
9	NIGER STATE COMMODITY & EXPORT PROMOTION AGENCY	SERVICES: - Provide up to date information and reliable data on state commodities - Provide and Administer Export Legislations - Regulate Market Pricing	NO. of days 1 day
10	NIGER CHAMBER OF COMMERCE, MINES & AGRICULTURE	SERVICES: - Serve as a liaison between Investors and the government - Provide up to date information and reliable data on business environment - Ease Private Sector Participation in the State Economy	NO. of days 1 day

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CORE PRINCIPLES AND VALUES: CPV-INFO /ICR/01D

CORE PRINCIPLES:

- Convenience of Investors
- Efficiency of the system
- Simplicity and clarity of procedures and processes
- Speed of service delivery
- Transparency
- Resourcefulness
- Teamwork and Synergy

CORE VALUES

- Client focused
- Continuous Improvement
- Honesty
- Integrity
- Helpfulness
- Resourcefulness
- Trust

SHOULD WE DISSATIFY YOU:

Complaints about any failure on our part or standard of service received from us in respect of our service delivery should be addressed to:

The Executive Secretary

Niger State Investment Promotion Agency
No.1 NSDC House Bosso Road, Minna Niger State
Tel: +234 8097111607

E-mail: amina.sanusi@outlook.com

OUR WEB SERVICE: www.thensipa.com.ng

OUR WEB E-mail Address: info@nsipa.gov.ng

OUR DEDICATED TEL LINES: +234 8035904866, +234 7031849147

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STRATEGIES FOR AFTERCARE SERVICE

System of Service to Existing Investors (SCI):

- Tax holiday for 3 years to allow new investors stabilize
- Troubleshooting on problems of investors
- Access to ADR Mechanism



Keeping Regular Contact with Existing Investors:

- Regular assessment on the well-being of companies
- Responding to Enquiries



Public Private Dialogue (PPD):

- Serve as a channel for resolving problems of investors
- Window to share knowledge and experience



Annual Business and investment Roundtable(BRT):

- To discuss particular concern of businesses and investors
- Develop a sustained policy advocacy function within the state business environment through appropriate channel



Periodic investment conferences and workshops:

- Platform for matchmaking, sharing of ideas and experiences
- Platform for showcasing products and services

STABILITY AND CONSOLIDATED INCENTIVE (TAX WAVERS)

S/No	Name/Description	Eligibility	Guidelines/Procedures	Implementing Agencies
1	STABILIZATION INCENTIVE Exemption from payment of State imposed levies/ charges for the first three (3) years of entry, namely: - Signage Levy - Business Premises - Tenement Rates - Ground Rent - Intent/Processing Fee for C of O.	- Evidence of Registration with CAC; - Evidence of Registration with NIPC, for Companies with foreign interest; - Registration with NSIPA - Quantum of Investment: - Foreign/Large Domestic Investments with a minimum of 2 billion Naira - Agribusiness Value Chain components: - Pre-production, Production and Post- production & marketing qualifying activities:- fertilizer blending/ production, seed multiplication/distribution, large-scale production of inputs for livestock, poultry and fishery, - Large-scale farming/ plantations, medium and large-scale processing, development of medium/ large-scale modern storage facilities, dev. of commodity futures market and export - Submission of host community CSR Plan. (Applicable to foreign/large domestic investments only). - Evidence of compliance with State regulatory requirements	- Application to NSIPA; - Submission of business plan/feasibility report; - Power Point Presentation to the Approval Committee. (Representatives of MDAs at the NSIPA) - Letter of Approval to be issued by the Niger State Government within 24 hours of approval; - Time frame from application to approval to be completed within 21 working days subject to the fulfilment of all the requirements on the part of the investor. - Certificate signed by the Hon. Commissioner responsible for Investment and issued by the NSIPA. Approval to be copied to: Ministry of Commerce & Investment, State Internal Revenue Board, Host Local Governments, SSG's office and MDAs relevant to the sector. NSIPA to provide monthly returns on all incentives granted to the above mentioned stakeholders for records.	- Ministry of Commerce and Investment; - NSIPA/One Stop Shop
2	CONSOLIDATION INCENTIVE For Medium Enterprises This offers investor's full exemption for 2 years from State-based imposed levies and charges.	- Evidence of Registration with CAC; - Evidence of Registration with NIPC, for Companies with foreign interest; - Registration with NSIPA - Quantum of investment of minimum of 200 million Naira but below 2 billion Naira - Minimum employment of 10 semi-skilled/skilled State indigenes. - Agribusiness Value Chain components: - Pre-production, Production and Post- production & marketing qualifying activities:- fertilizer blending/ production, seed multiplication/distribution, medium-scale production of inputs for livestock, poultry and fishery, - Medium-scale farming/ plantations, medium -scale processing, development of medium scale modern storage facilities, development of commodity e-commerce platform and export - Submission of CSR plan.	- Application to NSIPA; - Submission of business plan/feasibility report; - Power Point Presentation to the Approval Committee. (Representatives of MDAs at the OSS) - Letter of Approval to be issued within 24 hours of approval; - Time frame from application to approval to be completed within 21 working days subject to the fulfilment of all the requirements on the part of the investor. - Certificate signed by the Honourable Commissioner responsible for Investment and issued by the NSIPA	- Min. of Commerce and Investment; - NSIPA/One Stop Shop
3	MICRO BUSINESSES CONSOLIDATION INCENTIVE This offers micro and small businesses full exemption for one year from payment of State-based imposed levies and charges.	- This incentive is available to businesses of below 200 million Naira - Registration with Niger State Small, Medium and Micro-Finance Agency (SMMFA) - Evidence of Registration with the Commercial Department of Ministry of Commerce and Investment. - National Identification Number - Qualifying Activities: all businesses operating in the agribusiness value chain are eligible. - Quantum of investment not required.	Min. of Comm. and Investment/SMMFA to use LGA MSME Centres as registration points Provision for online registration and issuance of e-certificate. Issuance of Registration Certificate by the Ministry of Commerce and Investment through the SMMFA.	Ministry of Commerce and Investment SMMFA

4 ,	• MSMES SERVICE CHARGES SUBSIDY This offers MSMEs 50% discount for business development services through Government initiatives, namely: • Bankable business plan; cost of entrepreneurship training; training on quality assurance and packaging for export. • This offers a single digit interest charge of not more than 5%	All registered MSMEs are eligible.	Evidence of registration to be presented	Ministry of Commerce and Investment SMMFA Ministry of Agriculture and Rural Development
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