
TARABA STATE MINISTRY OF COMMERCE, TRADE, INDUSTRY, AND INVESTMENT

COMPREHENSIVE BUSINESS REGULATORY PROCESSES & SLA GUIDE

OVERVIEW

The Ministry is responsible for facilitating trade, attracting investment, supporting industrial growth, and empowering MSMEs. Its regulatory processes are designed to streamline business operations, ensure compliance, and promote economic development.

STEP-BY-STEP PROCEDURE

1. Business Registration & Licensing

- **Action:** Submit application for business registration or operational license.
 - **Requirements:** CAC registration documents, business plan, valid ID, tax clearance.
 - **SLA:** 5 working days for review and issuance of license.
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2. Trade Facilitation & Export Support

- **Action:** Apply for export certification and market access support.
 - **Requirements:** Product samples, quality certification, export documentation.
 - **SLA:** 7 working days for certification and matchmaking with export partners.
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3. Investment Advisory & Partnership Facilitation

- **Action:** Submit investment proposal or request for partnership facilitation.
 - **Requirements:** Feasibility study, financial projections, investor profile.
 - **SLA:** 10 working days for review, matchmaking, and feedback.
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4. Industrial Development Program Enrollment

- **Action:** Apply for inclusion in industrial clusters or development zones.

- **Requirements:** Land documentation, environmental clearance, business profile.
- **SLA:** 14 working days for site inspection and approval.

5. MSME Empowerment & Capacity Building

- **Action:** Register for training, funding, or mentorship programs.
- **Requirements:** Business registration, proof of operation, application form.
- **SLA:** 3 working days for enrollment confirmation; program timelines vary.

6. Export Promotion Council Services

- **Action:** Engage with the State Council on Export Promotion (SCEP) for:
 - Export strategy guidance
 - Quality enhancement
 - Financial assistance
- **SLA:** 5–10 working days depending on service type

7. Regulatory Compliance & Monitoring

- **Action:** Submit periodic compliance reports or respond to audit requests.
- **Requirements:** Financial records, operational updates, tax filings.
- **SLA:** 7 working days for review and feedback.

SERVICE LEVEL AGREEMENT (SLA) SUMMARY

Process	SLA (Working Days)
Business Registration & Licensing	5 days
Export Certification & Trade Support	7 days
Investment Advisory & Partnership	10 days
Industrial Development Approval	14 days

Process	SLA (Working Days)
MSME Program Enrollment	3 days
Export Promotion Council Services	5–10 days
Regulatory Compliance Review	7 days

CONTACT & SUPPORT

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