



Process guidelines of obtaining Hotels, Apartments, Events Halls, Eateries, Club Houses, Lounge, Restaurants Licence

In accordance with the Kwara State Hospitality and Tourism Development Board (Amendment) law No.4 of 2017, Kwara State Codification and Revenue Regulated Codes and Rate Regulation, 2021, and Kwara State Administration law (2015) as amended.

1. The applicant filled application form on Kwara State Internal Revenue self-service portal. <https://selfservice.kwirs.com/>
Submission of Certificate of Incorporation.
<https://irs.kw.gov.ng/wp-content/uploads/2022/12/Business-Registration-Fee.pdf>
2. The applicant is further advised to make payment online using any of our payment method: Transfer or Card payment.
3. Bank Payment receipt or evidence of payment shall be presented immediately at Kwara State Internal Revenue Service as evidence of payment.
4. Payment is verified and confirmed immediately by Revenue Officer, Kwara State Internal Revenue Service from the Account and Finance Department of the Service. However, if payment could not be confirmed, the applicant shall be communicated immediately.
5. Inspection on the business will be done by staff of KWIRS, Tourism and Hospitality. (Tourism and Hospitality are directorates under Ministry of Communication), within 2 days. This is to verify information submitted and to ascertain whether the amount paid is in full.
6. If inspection report presented to Kwara State Internal Revenue is not favorable, i.e. the applicant has under-declared information on his application form:

- i) The applicant shall be communicated immediately on why he/she need to pay additional fee within 24 hours.
7. After due payment has been effected and confirmed immediately, full payment receipt will be issued to the applicant and certification issued within 24 hours.
8. The turnaround time for the whole process is 5 working days, considering the confirmation and inspection period.

For further information, kindly refer to Kwara State Internal Revenue Service, 27 Ahmadu Bello Way, GRA, Ilorin, or call 07006959477, or email: Helpdesk@kw-irs.com, or visit Ministry of Communication, located at New state secretariat phase 1, beside police headquarter Ahmadu Bello Way GRA Ilorin, Kwara State..

Opening Hours: Monday – Friday (8.00 am- 4.00 pm), except on Public Holidays.

SIGNED:

Executive Chairman

Kwara State Internal Revenue Service

November, 2022.