

APPLICATION PROCESS AND GUIDELINES FOR COLLECTION OF RENT ON GOVERNMENT PROPERTY

All individuals and organizations who want to rent shops or space in State Government owned markets, Industrial Parks and Automat in the state are mandated to obtain government receipt through the following processes:

STAGE 1:

Applicant can obtain an application form (free of charge) at the Ministry of Commerce, Industry and Cooperative Services, 3rd Floor, Ministry of Finance Building, State Secretariat, Alagbaka, Akure. Or through market manager/facility manager in the various state government owned market/facility.

STAGE 2:

Applicant will submit the application form to the Department of Commerce in the Ministry of Commerce, Industry and Cooperative Services, 3rd Floor Ministry of Finance Building, State Secretariat, Alagbaka, Akure or at various market/facility location with passport photograph of the applicant affixed to the form between 8:00am to 4:00pm (Monday – Friday, excluding public holidays)

STAGE 3:

Applicant will be contacted and response will be made to the application within 48 hours after submission of application form, to confirm the category of shops or space required.

STAGE 4:

Within 2 days after the submission of the form, the Ministry (the Commerce Department) or the market/facility manager will issue a payment advice to the applicant in accordance with the applicable rates and category of shop (approved list of fees will be shown here) half of the fee will be paid to Government treasury.

- The applicant will be equally issued a customized government revenue teller to pay half of the fee to Ministry's maintenance account except in the case of Industrial Park, automat and mechanic village,
- The applicant can then visit any commercial bank to make payment using the payment advice and the customized teller. (the payment advice contains government Agency code **022200100100** and revenue code **12020906** the customized teller contained Ministry's maintenance account:... **1014622370**) this payment advice serves as the government account details for payment in commercial banks, hence the applicant need no account number for payment into government treasury),

- The applicant can take the evidence of payment obtained at the commercial bank to any ODIRS tax station <https://www.odirs.ng/tax-offices.php> across the 18 Local Government Areas in the State, for issuance of Government e-receipt. Upon presentation of the bank teller of payment or any evidence of payment, the receipt will be issued immediately. The bank teller of payment to maintenance account will be taken to the Ministry (Department of Commerce) or office of the market/facility manager at the market/facility as located.

STAGE 5:

Applicant to submit Agency copy of the Government e-receipt and the teller to the Commerce Department of Ministry of Commerce, Industry and Cooperative Services, 3rd Floor, Ministry of Finance Building, State Secretariat, Alagbaka, Akure. or to the respective market manager/facility manager at in the location of the shop/facility.

STAGE 6:

Applicants are allocated with shop or space within 2 working days after payment of the rent fee, between 9:00am to 4:00pm (Monday – Friday, excluding public holidays) or Call: **08034394338**, this rent is annually.

Contact the Director of Commerce (DOC) of the Ministry of Commerce, Industry and Cooperative Services, 3rd Floor, Ministry of Finance Building, State Secretariat, Alagbaka, Akure if you have not been allocated after 2 working days after all requirements have been met.

ENQUIRES:

For more information, enquiry or complaints please contact Ondo State Ministry of Commerce, Industry and Cooperative Services, 3rd Floor, Ministry of Finance Building, State Secretariat, Alagbaka, Akure between 8:00am -4:00pm (Monday – Friday, excluding public holidays) or call: **08034394338** Mr. Tope Ikuyinminu.

Signed:

The Permanent Secretary

Ondo State Ministry of Commerce, Industry &
Cooperative Services

August, 2024