



**EKITI STATE SIGNAGE AND ADVERTISING AGENCY (EKSAA),
OLD GOVERNO'S OFFICE, OKE-ORIOMI, ADO-EKITI, EKITI STATE
REGULATORY PROCESS FOR SIGNAGE AND ADVERTISEMENT PERMIT**

Ekiti State Signage and Advertisement (EKSAA) Law cap 10 of 2007 and EKITI STATE BOARD OF INTERNAL REVENUE (FIRST AMENDMENT) LAW, 2020 - <https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf>, regulate the practice, erection and usage of signage, advert structures and billboards by all businesses in Ekiti State. They are required to following regulatory process:

STEP 1

REGISTRATION/APPLICATION	CONCERNED MDAs	PROCESSING TIMELINE	REMARK
<ul style="list-style-type: none"> • Write an application letter to the Director General, Ekiti State Signage and Advertisement Agency (EKSAA), Old Governor's Office, Oke-oriomi, Ado-Ekiti. • Obtain the application form at the Administration Department of Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti. 	<p>Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti.</p> <p>Contact Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksaa@ekitistate.gov.ng</p>	<p>(i) All businesses that want to cite outdoor advertisements and display signage are required to obtain permits within 24 hours (1day)</p> <p>(ii) The processing of the application is expected to start within 24 hours (1</p>	

		day) of receiving the letter of application	
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STEP 2

DOCUMENTATIONS AND SUSMISSION	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>(i) Visit the Administration Department of Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti with the completed applications form and the following documents:</p> <ul style="list-style-type: none"> • Name of Business • Type of business • Site plan • Building Elevation (if required) • Electronic Details (where applicable) • Property owner's consent • Business Tax Clearance Certificate • Any supporting document (as required) <p>(ii) Submit the Application form with the required documents (as stated above)</p>	<p>Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti.</p> <p>Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksaa@ekitistate.gov.ng</p>	<p>The applicant is expected to submit all required documents not more than 2 days after the application letter</p>	

STEP 3

VERIFICATION AND INSPECTION	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>After verification of submitted application form and required documents, Ekiti State Signage and Advertisement Agency shall carry out an inspection/assessment of the business and location of the advisement structure</p> <p>NOTE: Assessment is carried out depending on the category of the business and size of the sing display proposed.</p>	<p>Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti.</p> <p>Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksaa@ekitistate.gov.ng</p>	<p>Within 24 hours after submission of the application with relevant documents</p>	

STEP 4

PAYMENT AND SUBMISSION PROCEDURE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>Where the EKSAA is satisfied with the inspection, the applicant would pay the required permit fee through the bill/invoice raised using any of the available payment channels:</p> <p>a) through REMITA on https://login.remita.net/remita/onepage/G0000141549/biller.spa</p> <ul style="list-style-type: none"> • fill in as appropriate • make payment <p>b) Any commercial Bank in the State</p> <ul style="list-style-type: none"> • request for a specialized/customized teller with the State’s designated IGR Account number • fill the teller • make payment • proceed to the Ekiti State Internal Revenue Service with the filled teller to obtain e-receipt <p>Note: <i>Kindly note the fee varies and is determined by the type of business as stated in first schedule (section 11) of Ekiti State Board of Internal Revenue (First Amendment) pages 19 - 22.</i></p> <p>For details on charges/fees click on https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf</p> <p>Obtain revenue e-receipt from the e-Receipt section of Ekiti State Internal Revenue Service and submit</p>	<p>Ekiti State Internal Revenue Services, Revenue House, Fajuyi, Ado-Ekiti Contact Customer service on +234 704 555 5137 or +234 704 555 5139 info@ekitistaterevenue.com</p>	<p>not later than 4 days after successful inspection.</p>	

<p>directly to the Administration Department of Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti. Contact</p> <p>Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksaa@ekitistate.gov.ng</p>			
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STEP 5

ISSUANCE OF CERTIFICATE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<ul style="list-style-type: none"> Successful applicants are notified through text or call within 24 hours (1 day) after payment of the required fee The Signage and Advertisement Permit is issued to successful applicants 24 hours (1 days) and payment of the required fee. <p>NOTE: The renewal of relevant signage Permit is done annually.</p> <p>WHERE AN APPLICANT HAS NOT BEEN NOTIFIED OF A SUCCESSFUL APPLICATION WITHIN 24 HOURS AFTER THE INSPECTION, HE/SHE SHOULD CONTACT Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti.</p> <p>Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksaa@ekitistate.gov.ng</p>	<p>Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti.</p> <p>Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksaa@ekitistate.gov.ng</p>	<p>Within 24 hours after payment of the required fee stated in step 4 above</p>	

The end-to-end illustration of the process of obtaining the Signage and Advertisement Permit in sequential order is highlighted in the table below:

SN	ACTIVITY BY	TASKS	RELEVANT MDAS TO INTERACT WITH	REQUIRED DOCUMENTATIONS	OFFICIAL COSTS	TIME FRAME (DAY)
I.	Applicant	Registration and applications for the Permit	Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti. Contact Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksa@ekitistate.gov.ng	Application Letter/form	At no cost	The processing of the application is expected to start within 24 hours (1 day) of receiving the letter of application
II	Applicant	Submission of the required documentations for processing	Ekiti State Internal Revenue Services Corporate Affairs Commission Ekiti State Internal Revenue Service, Revenue House, Fajuyi, Ado-Ekiti Office of the State Surveyor-General	(i) Business Tax Clearance Certificate (ii) CAC Registration Number (iii) Proof of payment of fees (e-receipt) (iv) Site Plan	At no cost	The applicant is expected to submit all required documents not more than 2 days after the application letter
III.	Inspection/desk Officer (Designated)	Verification and Inspections - Inspection of the site of the outdoor advertisement and signage	Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti. Contact Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksa@ekitistate.gov.ng	Not Applicable	At no cost to the applicant	Inspection is carried out within 24 hours after the submission of the application with the required documents
IV	Applicant	Following a successful inspection of the site, the Applicant would make payment for the issuance of the Permit	Ekiti State Internal Revenue Service, Revenue House Fajuyi, Ado-Ekiti State	(i) E-receipt (ii) Payment Teller	See page 19 - 22 of first schedule (section II) of Ekiti State Board of Internal Revenue (first amendment) by clicking on https://ekitistate.gov.ng/wp-	not later than 4 days after successful inspection.

					content/uploads/2020/irsLaw2020.pdf	
V	Director of Administration, EKSAA	Issuance of the Signage and Advertisement Permit	Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti. Contact: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksaa@ekitistate.gov.ng	Evidence of payment of the required fee for issuance of the Permit	No cost implications	within 24 hours (1 day) after payment of required fee

For more information, enquiry or complaints please Ekiti State Signage and Advertisement Agency, Old Governor's Office, Oke-oriomi, Ado-Ekiti.

Contact

Call: Desk officer (Ajidara Olatunbosun) on 08067948503 or send email to eksaa@ekitistate.gov.ng between 8:00 am. and 4:00 pm. (Monday - Friday, excluding public holidays)



**Signed: Director-General,
Ekiti State Signage and Advertisement Agency
20th December, 2023**