



**EKITI STATE ENVIRONMENTAL PROTECTION AGENCY  
(EKSEPA),  
STATE SECRETARIAT, NEW IYIN ROAD, ADO-EKITI, EKITI STATE  
REGULATORY PROCESS FOR OBTAINING ENVIRONMENTAL IMPACT  
ASSESSMENT REPORT APPROVAL IN EKITI STATE**

Ekiti State Environmental Protection Agency Law of 2009 which was enacted in tandem with the Environmental Impact Assessment Act CAP E12 LFN 2004 and Ekiti State Board of Internal Revenue (First Amendment) Law, 2020 <https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf>, stipulated that Environmental Impact Assessment should be performed before siting of any business buildings and other land uses in Ekiti State. The businesses are required to pay fees for the issuance of Environmental Impact Assessment approval through the following regulatory process:

**STEP 1**

REGISTRATION/APPLICATION	CONCERNED MDAs	PROCESSING TIMELINE	REMARK
<ul style="list-style-type: none"> <li>• Write an application letter to the Executive Secretary, Ekiti State Environmental Protection Agency, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti.</li> <li>• Obtain an application form at the Administration Department Ekiti State Environmental Protection Agency, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti.</li> </ul>	<p><b>Ekiti State Environmental Protection Agency (EKSEPA)</b>, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti.</p> <p>Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a></p>	<p>The processing of the application commences within 48 hours (2 days) of the receipt of the letter of application.</p>	

## STEP 2

DOCUMENTATION AND SUBMISSION	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>(i) Visit the Administration Department Ekiti State Environmental Protection Agency, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti with the completed applications form and the following documents:</p> <ul style="list-style-type: none"> <li>Name and address of the applicant</li> <li>VAT Registration number and TIN</li> <li>Corporate Affairs Commission registration number</li> <li>Name of owner of business/</li> <li>Names of directors of the company (if is it corporate)</li> <li>Type of business</li> <li>Site plan</li> <li>Details of projects (comprehensive project proposal)</li> <li>Business Tax Clearance Certificate</li> <li>Any supporting document (as required)</li> </ul> <p>(ii) Submit the Application form with the required documents (as stated above)</p>	<p><b>Ekiti State Environmental Protection Agency</b>, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti. Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a></p>	<p>Applicant is to submit all the required documentation not later than four (4) days after submission of application</p>	<p>Scanned copies of the required documents can be submitted to <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a></p>

## STEP 3

VERIFICATION AND INSPECTION	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>After verification of submitted application form and required documents, Ekiti State Environmental Protection Agency, shall carry out an inspection/assessment of the business and siting of the business land. NOTE: Assessment is carried out depending on the category of the business.</p>	<p><b>Ekiti State Environmental Protection Agency</b>, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti. Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a></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 Ekiti State Environmental Protection Agency 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 <a href="https://login.remita.net/remita/onepage/G0000141549/biller.spa">https://login.remita.net/remita/onepage/G0000141549/biller.spa</a></p> <ul style="list-style-type: none"> <li>• fill in as appropriate</li> <li>• make payment</li> </ul> <p>b) Any commercial Bank in the State</p> <ul style="list-style-type: none"> <li>• request for a specialized/customized teller with the State's designated IGR Account number</li> <li>• fill the teller</li> <li>• make payment</li> <li>• proceed to the Ekiti State Internal Revenue Service with the filled teller to obtain e-receipt</li> </ul> <p>Obtain revenue e-receipt from the e-Receipt section of Ekiti State Internal Revenue Service and submit directly to the Administration Department of Ekiti State Environmental Protection Agency.</p>	<p><b>Ekiti State Internal Revenue Services</b>, Revenue House, Fajuyi, Ado-Ekiti</p> <p>Contact Customer service on +234 704 555 5137 or +234 704 555 5139</p> <p><a href="mailto:info@ekitistaterevenue.com">info@ekitistaterevenue.com</a></p> <p><b>Ekiti State Environmental Protection Agency</b>, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti.</p> <p>Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a></p>	<p>Not later than 4 days after successful Inspection</p>	<p><b>Note:</b> <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 58 – 60. For details on charges/fees click on <a href="https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf">https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf</a></i></p>

## STEP 5

ISSUANCE OF CERTIFICATE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<ul style="list-style-type: none"> <li>Successful applicants are notified through text or call within 24 hours (1 day) after payment of the required fee</li> <li>The EIA Approval is issued to successful applicants 24 hours (1 days) after payment of the required fee.</li> </ul>	<b>Ekiti State Environmental Protection Agency</b> , Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti. Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a>	Within 24 hours after payment of the required fee	WHERE AN APPLICANT HAS NOT BEEN NOTIFIED OF A SUCCESSFUL APPLICATION WITHIN 24 HOURS AFTER THE INSPECTION OF THE LAND, HE/SHE SHOULD CONTACT <b>Ekiti State Environmental Protection Agency, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti.</b> <b>Contact</b> <b>Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a></b>

The end-to-end illustration of the process of obtaining the Environmental Impact Assessment Report Approval 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 Environmental Impact Assessment Approval	Ekiti State Environmental Protection Agency, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti. Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a>	Application Letter/form	At no cost	The processing of the application is expected to start within 2 days of receiving the letter of application
II	Applicant	Submission of the required documentations on for	Ekiti State Internal Revenue Services Corporate Affairs Commission	(i) VAT Registration/TIN (ii) Business Tax Clearance Certificate (iii) CAC Registration Number	At no cost	The applicant is expected to submit all required
		processing	Ekiti State Internal Revenue Service, Revenue House, Fajuyi, Ado-Ekiti	(iv) Proof of payment of fees (e-receipt) (v) Other relevant documents		documents not more than 4 days after the application letter
III.	Inspection/desk Officer (Designated)	Verification and Inspections - Inspection of the site of the business	Ekiti State Environmental Protection Agency, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti. Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a>	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 and building, the Applicant would make payment for the issuance of the Certificate	Ekiti State Internal Revenue Service, Revenue House Fajuyi, Ado-Ekiti State	(i) E-receipt (ii) Payment Teller	See page 58-60 of first schedule (section II) of Ekiti State Board of Internal Revenue (first amendment) by clicking on <a href="https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf">https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf</a>	not later than 4 days after successful inspection.
V	Secretary, EKSEPA	Issuance of the Environmental Impact Assessment Report Approval	Ekiti State Environmental Protection Agency, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti. Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a>	Evidence of payment of the required fee for issuance of Certificate	No cost implications	within 24 hours (1 day) after payment

For more information, enquiry or complaints please Ekiti State Environmental Protection Agency, Phase IV,

State Secretariat Complex, Ado-Ekiti.

**Contact**

Call: Mr. Adunmo, The Executive Secretary on 08147919586/08038851149 or [sepa@ekitistate.gov.ng](mailto:sepa@ekitistate.gov.ng)

between 8:00 am. and 4:00 pm. (Monday - Friday, excluding public holidays)



**Signed:**

**Director-General,**

**Ekiti State Environmental Protection Agency**

**20th December, 2023**