



EKITI STATE INTERNAL REVENUE SERVICE, ADO-EKITI, EKITI STATE

REGULATORY PROCESS FOR REGISTRATION OF VEHICLE INSPECTION

CERTIFICATE

In pursuant of EKITI STATE BOARD OF INTERNAL REVENUE (FIRST AMENDMENT) LAW, 2020 - <https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf>, all vehicles in Ekiti State (both commercial and private) are required to obtain registration of Vehicle Inspection Certificate by following the underlisted process:

STEP 1

REGISTRATION/APPLICATION	CONCERNED MDAs	PROCESSING TIMELINE	REMARK
<p>To apply for the Certificate in person, the applicant have to visit the Vehicle Licensing Office at Ekiti State Internal Revenue Services, Revenue House, Fajuyi, Ado-Ekiti or the Ekiti State Computerized Vehicle Inspection Service Office at Adehun, Adebayo, Iworoko Road, Ado-Ekiti to obtain the registration form.</p> <p>Contact Customer service on +234 704 555 5137 or +234 704 555 5139 info@ekitistaterevenue.com</p> <p>Lists of other Vehicle Liasion Offices in Ekiti State:</p> <ul style="list-style-type: none"> ✓ BIR Office, Oke-Oriomi, Ado Ekiti ✓ BIR Office, Beside First Bank Erekeson Market, Efon-Alaaye ✓ BIR Office, Old secretariat complex, Emure-Ekiti ✓ BIR Office, Oja-oba premises, Ido-Ekiti ✓ BIR Office, Opp Oba palace, Ise-Ekiti ✓ BIR Office, Oke-Osun, Ikere Ekiti 	<p>Ekiti State Internal Revenue Service, Revenue House, Fajuyi, Ado-Ekiti</p> <p>Contact Customer service on +234 704 555 5137 or +234 704 555 5139 info@ekitistaterevenue.com</p> <p>Ekiti State Computerised Vehicle Inspection Service, Adehun, Adebayo, Iworoko Road, Ado-Ekiti</p> <p>Call Customer Service on 0705 517 8335 or ekcvisonline@gmail.com</p>	<p>Owners of business vehicle/applicants are required to apply for the vehicle inspection certificate immediately a new vehicle is purchased for business</p>	

STEP 2

DOCUMENTATIONS	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>Visit the Vehicle Licensing Office and complete the application form as required. The applicant will attach the following required documents with the completed form:</p> <ol style="list-style-type: none"> Registration Certificate of the vehicle Valid proof of Identification Valid license of the vehicle Updated insurance policy cover for the vehicle Proof of payment of fee 	<p>Vehicle Licensing Office at 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>Ekiti State Computerised Vehicle Inspection Service, Adehun, Adebayo, Iworoko Road, Ado-Ekiti Call Customer Service on 0705 517 8335 or ekcvisonline@gmail.com</p>	<p>The applicant is expected to submit all required documents not more than 24 hours (1 day) days after the application</p>	

STEP 3

PAYMENT AND SUBMISSION PROCEDURE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>Pay the required certificate fee through the bill/invoice raised using any of the available payment channels:</p> <ol style="list-style-type: none"> through REMITA on https://login.remita.net/remita/onepage/G0000141549/biller.spa <ul style="list-style-type: none"> fill in as appropriate make payment Any commercial bank in the State <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: Kindly note the fee varies and is determined by the type of vehicle as stated in first schedule (section 11) of Ekiti State Board of Internal Revenue (First Amendment) pages 22-24.</p>	<p>Vehicle Licensing Office at Ekiti State Internal Revenue Services, Revenue House, Fajuyi, Ado-Ekiti</p>	<p>not later than 2 days (48 hours) after submission.</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</p> <p>Submit the duly completed Application Form with the required documents (as stated in step 2 above) and evidence of (e-receipt) directly to the Vehicle Licensing office at Ekiti State Internal Revenue Service, Revenue House, Fajuyi, Ado-Ekiti or any of the other Vehicle Licensing offices as stated in step 1 above</p>			
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STEP 4

VERIFICATION AND INSPECTION	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>After verification of required documents attached to the submitted form and confirmation of payment of relevant fees, a slip is given to the applicant that will be presented to the Vehicle Inspection Officer (VIO) for an appointment for the vehicle inspection.</p> <p>Note:</p> <ul style="list-style-type: none"> Go with your vehicle to the Vehicle Inspection Centre on the date of appointment; the appointment for inspection is done at the vehicle inspection centre, Adehun, Iworoko Road, Ado-Ekiti <p>Contact: Ekiti State Computerised Vehicle Inspection Service, Adehun, Adebayo, Iworoko Road, Ado-Ekiti Call Customer Service on 0705 517 8335 or ekcvionline@gmail.com or Mr Wale - +234 803 657 8559 ; Owalevio@gmail.com</p>	<p>Ekiti State Computerised Vehicle Inspection Service, Adehun, Adebayo, Iworoko Road, Ado-Ekiti Call Customer Service on 0705 517 8335 or ekcvionline@gmail.com or Contact: Mr Wale +234 803 657 8559 Owalevio@gmail.com</p>	<p>Within 24 hour after submission of the application form with evidence of payment</p>	

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 inspection of the vehicle The Vehicle Inspection Certificate is issued to successful applicants 48 hours (2 days) after submission and payment of the required fee. <p>NOTE: The renewal of Vehicle Inspection Certificate is done annually</p> <p>WHERE AN APPLICANT HAS NOT BEEN NOTIFIED OF A SUCCESSFUL APPLICATION WITHIN 24 HOURS, HE/SHE SHOULD CONTACT Ekiti State Internal Revenue Services, Revenue House, Fajuyi, Ado-Ekiti</p> <p>Contact: Customer service on +234 704 555 5137 or +234 704 555 5139 info@ekitistaterevenue.com</p>	<p>Ekiti State Internal Revenue Services, Revenue House, Fajuyi, Ado-Ekiti</p> <p>Contact Customer service on +234 704 555 5137 or +234 704 555 5139 info@ekitistaterevenue.com</p>	1 Day after Inspection Procedure	

The end-to-end illustration of the process of obtaining the Vehicle Inspection Certificate in sequential order is as 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 application for the certificate	Vehicle Licensing Office, Ekiti State Internal Revenue Service, Revenue House Fajuyi, Ado-Ekiti State;	Application Letter/form	At no cost. The application form is free for all categories of businesses	Owners of business vehicle/applicants are required to apply for the vehicle inspection certificate immediately a new vehicle is purchased for business - as soon as possible						
II	Applicant	Submission of the required documentation for processing	<table border="1"> <tr> <td>Nigeria custom Service</td> <td>(i) Certificate and valid license of the vehicle</td> </tr> <tr> <td>Any Insurance Company in Nigeria</td> <td>(ii) Updated Insurance policy cover</td> </tr> <tr> <td>Applicants</td> <td>(iii) Other relevant documents</td> </tr> </table>	Nigeria custom Service	(i) Certificate and valid license of the vehicle	Any Insurance Company in Nigeria	(ii) Updated Insurance policy cover	Applicants	(iii) Other relevant documents		The applicable costs are determined by the MDAs	The applicant is expected to submit all required documents not more than 24 hours (1 day) days after the application
Nigeria custom Service	(i) Certificate and valid license of the vehicle											
Any Insurance Company in Nigeria	(ii) Updated Insurance policy cover											
Applicants	(iii) Other relevant documents											
III	Applicant	the Applicant would make payment	Ekiti State Internal Revenue Service, Revenue House Fajuyi, Ado-Ekiti State	<table border="1"> <tr> <td>(i) E-receipt</td> </tr> <tr> <td>(ii) Payment Teller</td> </tr> </table>	(i) E-receipt	(ii) Payment Teller	the fee varies and is determined by the type of vehicle as stated in first schedule (section 11) of Ekiti State Board of Internal Revenue (First Amendment) pages 22-24.	not later than 2 days (48 hours) after submission.				
(i) E-receipt												
(ii) Payment Teller												

					For details on charges/fees click on https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf	
IV.	Vehicle Inspection Officer - VIO (Designated)	Verification and Inspections - Inspection of the of the vehicle	Ekiti State Computerised Vehicle Inspection Service, Adehun, Adebayo, Iworoko Road, Ado-Ekiti Call Customer Service on 0705 517 8335 or ekcvionline@gmail.com or Contact: Mr Wale +234 803 657 8559 Owalevio@gmail.com Ekiti State Internal Revenue Service, Revenue House Fajuyi, Ado-Ekiti State	Evidence of payment of fees	At no cost to the applicant	Inspection is carried out within 24 hours after the submission of the application with the required documents and payment of required fees in III above.
V	Desk Officer (Vehicle Licensing Officer), attached to Ekiti State Internal Revenue Service	Issuance of the Vehicle Inspection Certificate	Ekiti State Internal Revenue Service, Revenue House Fajuyi, Ado-Ekiti State	Evidence of payment of the required fee	No cost implications	within 24 hours (1 day) after inspection procedure

For more information, inquiry or complaints please contact Ekiti State Internal Revenue Services, Revenue House, Fajuyi, Ado-Ekiti, between 8:00 am. and 4:00 pm. (Monday - Friday, excluding public holidays) or Contact Customer service at +234 704 555 5137 or +234 704 555 5139 info@ekitistaterevenue.com or visit <https://www.ekitistaterevenue.com>



**Signed:
Chairman,
Ekiti State Internal Revenue Service
20th December 2023**