



KWARA STATE SIGNAGE AND ADVERTISEMENT AGENCY

The Agreement describes the key Services provided by the KWARA STATE SIGNAGE AND ADVERTISEMENT AGENCY (CRISSAA) and the standards we have committed to in terms of service delivery to our end users.

1. GOAL AND OBJECTIVES: The Objective and Goals of the Service Level Agreement (SLA) are:-

To ensure strict compliance to the provisions of the “Kwara State Structures for Signage & Advertisement Agency Law, 2010 and Kwara State Codification and Revenue Regulated Codes and Rate Regulation, 2021.” which designates the Agency to:

- a) Issue permit for billboard and outdoor advertisement
- b) Renewal of permit for billboard and outdoor advertisement

2. STAKEHOLDERS: KWARA STATE SIGNAGE AND ADVERTISEMENT AGENCY and beneficiaries as captured in the table following.

3. PERIODIC REVIEW: Once a year as the need arises.

4. When there is default, the remedy is through our Grievance Redress Mechanism.

KWARA STATE SIGNAGE AND ADVERTISEMENT AGENCY (CRISSAA) SCOPE OVERVIEW

S/ N	DEPARTMENT RESPONSIBLE	SERVICE	COST (NGN)	BENEFICIARIES	REQUIREMENTS / STEPS/PROCEDURES	RESPONSE TIMELINES	VALIDITY
1.	Commercial Department	Permit for billboard and outdoor advertisement	<p>1. Cost of application form for outdoor operators – Ten Thousand Naira (N10,000)</p> <p>2. Cost of registration of Certificate for any billboard owner – Fifty Thousand Naira (N50,000)</p> <p>(Applicant can verify other approved rates chart from Appendix 1 below)</p>	All individuals, businesses and government	<p>Step 1: Applicant will submit letter of application addressed to: DIRECTOR – GENERAL KWARA STATE SIGNAGE AND ADVERTISEMENT AGENCY Information Division, Offa Rd, GRA, Ilorin 240101, Kwara, Nigeria</p> <p>The following information should be on your letter of application:</p> <p>a.. Proof of Tax Identification Number (TIN) b. Address of where you want to erect the signage c. Design of the Signage and dimension</p> <p>Step 2: Site Inspection, Payment and approval of application</p> <p>Upon the Director – General approval, Site inspection will be conducted by a Commercial officer from KWARA STATE SIGNAGE AND ADVERTISEMENT AGENCY In to ascertain the standard dimension and location of outdoor structures for</p>	1 day	Kwara State Structures for Signage & Advertisement Agency Law, 2010 and Kwara State Codification and Revenue Regulated Codes and Rate Regulation, 2021.

					<p>assessment in accordance with the approved rate. (Applicant can verify approved rate chart from Appendix 1 below)</p> <p>Upon approval by the Director – General, applicant will be given an assessment form for due process at KWARA STATE SIGNAGE AND ADVERTISEMENT AGENCY Information Division, Offa Rd, GRA, Ilorin 240101, Kwara, Nigeria</p>		
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					<p>Applicant can proceed to make payment into the Kwara Consolidated Revenue account using the code provided in the demand notice. The payment can be made via online banking or at any commercial bank.</p> <p>Applicant can make payment in 1 day, simultaneously with step 2</p> <p>Step 3: Collection of approval</p> <p>Successful applicants are notified via phone call or text messages to visit the office of for collection of approval to display advertisement structure.</p> <p>Notification of approval takes less than 2 days after step 2</p> <p>Please note the following:</p> <ol style="list-style-type: none">1. The approval is valid for 12 months upon which it is subject to revalidation.		
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2.	Commercial Department	Renewal of permit for billboard and outdoor advertisement	<p>Fee for renewal of Certificate – Forty Thousand Naira (N40,000)</p> <p>(Applicant can verify other approved rates chart from Appendix 1 below)</p>	All individuals, businesses and government	<p>Step 1: Clients will be issued a demand notice for renewal of Permit by Commercial Officer</p> <p>Or can visit our office to obtain a Demand notice at:</p> <p>Kwara State Structures for Signage & Advertisement Agency Law, 2010 and Kwara State Codification and Revenue Regulated Codes and Rate Regulation, 2021</p>	1 day	<p>“Kwara State Structures for Signage & Advertisement Agency Law, 2010 and Kwara State Codification and Revenue Regulated Codes and Rate Regulation, 2021</p>
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					<p>Applicant can proceed to make payment into the Kwara Consolidated Revenue account using the code provided in the demand notice. The payment can be made via online banking or at any commercial bank.</p> <p>Step 3: Collection of approval</p> <p>Successful applicants are notified via phone call or text messages to visit the office of Kwara State Structures for Signage & Advertisement</p> <p>Agency Law, 2010 and Kwara State Codification and Revenue Regulated Codes and Rate Regulation, 2021 for collection of renewal permit.</p>		
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(E) Special Advertising/Branding

Special Advertisements/Branding	Process Fee	Sit/Each
Parasols	1000 each	5000
Flags	1000 each	5000(Nigerian Flag Free)
Feather Banners	2000each	5000
i-shirts (Promoters)	5000 (up to 10)	1000 Per day
Road Show Vehicles	5000 each	20,000 per day

MOBILE BRANDING-NON PROMOTIONAL

Fully branded trailer or truck	5000 each	40,000 per year
Fully branded bus or pick up	5000 each	40,000 per year
Fully branded cars	5000 each	30,000 per year
Tricycles	3000 each	10,000 per year

All semi branded vehicles as above- full process fees and 70% of fully branded vehicle cost.