



## **KOGI STATE SIGNAGE AND ADVERTISEMENT AGENCY (KOSSAA)**

1 Kabba Road, Along NYSC Secretariat Phase, Lokoja Kogi State

Tel: +234 803 435 9405, 0806 518 6884

### **Responsible Agency: Kogi State Signage and Advertisement Agency.**

Further to Kogi State Signage and Advertisement Law, 2022, and Under Kogi State Revenue Harmonization Law, 2017, available online at <https://kogistate.gov.ng/wp-content/uploads/Harmonized-Tax-Law-Signed.pdf>, all individuals and organizations seeking to advertise in Kogi State can apply at our office, 1 Kabba Road, Along NYSC Secretariat Phase, Lokoja Kogi State, or inquire about our Customer Service through phone number Tel: +234 803 435 9405, 0806 518 6884 and by the following process and guidelines:

STEPS	GUIDELINES	DURATION	ASSOCIATED COST
STEP 1: <b>Start your application</b>	<ul style="list-style-type: none"><li>Obtain an application from the Office of the Kogi State Signage and Advertisement Agency situated at 1 Kabba Road, Along NYSC Secretariat Phase, Lokoja Kogi State</li></ul>	1 day	No charges


<p><b>Step 2</b> Prepare Relevant Documents</p>	<ul style="list-style-type: none"> <li>• Fill out the form completely and accurately and Leave NO section empty or unanswered.</li> <li>• List sizes and numbers of signage, locations, and placements.</li> <li>• Submit the completed form, list location, and number of signages.</li> <li>• Undertakes site inspection and other evaluations of signage and follows up on the captured sign with a site.</li> </ul>	<p>2 days</p>	<p>No charges</p>
<p><b>Step 3</b> Site inspection and other evaluations</p>	<ul style="list-style-type: none"> <li>✓ Billing prepares invoices/demand notices based on evaluations and bills sent to signage owners via email or SMS. Note: Bills for a</li> </ul>		<p>No charges</p>

	<p>particular year are prepared and sent to signage owner in the last two months of the preceding year.</p> <ul style="list-style-type: none"> <li>✓ Client service and Compliance serve signage owner with demand notice. Agency runs up enormous costs in serving bills to signage owners.</li> </ul>		
<p><b>Step 4 Payment of Signage Fees</b></p>	<p>Make a payment on the Kogi State Internal Revenue Service portal by signing in at Kogi IRS   Kogi State <i>Internal Revenue Service (kg.gov.ng)</i> under any of the following headings:</p> <ul style="list-style-type: none"> <li>✓ Kogi SIGNAGE AND ADVERTISEMENT AGENCY - 1st Party/Corporations Signage Rates</li> <li>✓ Kogi SIGNAGE AND ADVERTISEMENT AGENCY – 1st Party/Hotels &amp; Filling Stations Rates</li> <li>✓ Kogi SIGNAGE AND ADVERTISEMENT AGENCY - 3rd Party Outdoor Campaign collateral for political candidates</li> </ul>	<p>18 days</p>	<p>No additional cost. All cost is based on the size and duration of signage, advertisement, and location for location, placement, and fee schedule. See applicable cost at <a href="#">Harmonized-Tax-Law-Signed.pdf (kogistate.gov.ng)</a> Pg52-54</p>

<b>Step 5 Collection of Signage Permit</b>	<ul style="list-style-type: none"><li>✓ Successful Applicants will be notified by phone and or by email when their Permits are ready for collection</li> <li>✓ Applicants whose documents are not cleared will be issued an Incomplete Application Notice stating the affected document(s) to be rectified.</li> <li>✓ All successful Applicants will be issued an operation permit to operate signage and advertisement in the State as a licensed signage and advertisement operator after having returned the signed Acceptance Letter with evidence of payment of all fees to the schedule officer at the Signage office</li></ul>	5 days	
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For further information and inquiries, contact Kogi State Signage and Advertisement Agency, 1 Kabba Road, Along NYSC Secretariat Phase, Lokoja Kogi State **Tel: +234 803 435 9405, 0806 518 6884** from 9 am to 5 pm daily, Mon-Friday except holiday phone number +234 0703 450 7564;08093542028

SIGNED:

A handwritten signature in black ink, appearing to read 'S. O. Oluwalana', is written over a faint, illegible stamp.

**Signed: General Manager,  
Kogi State Signage and Advertisement Agency (KOSSAA).**

30th November, 2023

