



**KOGI STATE MINISTRY OF COMMERCE AND INDUSTRY  
KOGI STATE SECRETARIAT, LOKOJA, NIGERIA TEL:08034003685**

**MANDATORY ADVANCE COMMUNICATION RULES OF UPCOMING CHANGES**

**IN LINE WITH EXECUTIVE ORDER ON THE PROMOTION OF TRANSPARENCY AND  
EFFICIENCY IN THE BUSINESS ENVIRONMENT**

**December 2023**

**Effective Date:** 23/12/2023

**Reference:** Executive Order No 1, 2023, on the Promotion of Transparency and Efficiency in the Business Environment

## **1. Purpose**

By the Kogi State Governor Executive Order 1, 2023 on the Promotion of Transparency and Efficiency in the Business Environment, these Mandatory Advance Communication Rules are established to ensure that all stakeholders are adequately informed of any upcoming changes affecting business operations in Kogi State. This policy aims to enhance transparency, foster trust, and ensure smooth transitions for businesses operating within the state.

## **2. Scope**

These rules apply to all departments, agencies, and units under the Kogi State Ministry of Commerce and Industry and any contractors, partners, or service providers engaged in business activities within Kogi State. They govern the communication of any upcoming changes that may impact businesses, including, but not limited to, regulatory updates, policy changes, fee adjustments, and procedural modifications.

## **3. Types of Changes Requiring Advance Communication**

The following types of changes must be communicated in advance:

### **1. Regulatory Changes:**

- Any amendments, introductions, or repeals of laws, regulations, or guidelines that impact business operations.

### **2. Policy Updates:**

- Changes to existing policies or introducing new ones affecting the business environment.

### **3. Fee Adjustments:**

- Any increase, decrease, or introduction of new fees, levies, or taxes related to business activities.

### **4. Procedural Modifications:**

- Changes in processes, procedures, or documentation requirements for obtaining permits, licenses, or approvals.

#### 5. Operational Changes:

- Any changes in the operational hours, locations, or contact details of the Ministry or related agencies.

#### 4. Communication Timeline

- **Major Changes (e.g., Regulatory Changes, Policy Updates):**
  - Minimum of **60 days** advance notice.
- **Moderate Changes (e.g., Fee Adjustments, Procedural Modifications):**
  - Minimum of **30 days** advance notice.
- **Minor Changes (e.g., Operational Changes):**
  - Minimum of **14 days** advance notice.

#### 5. Communication Channels

The following channels shall be used to disseminate information regarding upcoming changes:

##### 1. Official Website:

- All announcements will be posted on the official website of the Kogi State Ministry of Commerce and Industry.

##### 2. Email Notifications:

- Targeted email notifications will be sent to registered businesses and relevant stakeholders.

##### 3. Public Notices:

- Notices will be published in widely read newspapers and other relevant media outlets.

##### 4. Stakeholder Meetings:

- Regular meetings will be held with key stakeholders to discuss upcoming changes and address concerns.

## 5. Social Media:

- Updates will be posted on the official social media channels of the Ministry.

## 6. Content of Communication

Each communication regarding an upcoming change must include the following information:

### 1. Summary of the Change:

- A clear and concise description of the change being implemented.

### 2. Effective Date:

- The date when the change will take effect.

### 3. Impact Assessment:

- An explanation of how the change will affect businesses and what steps they need to take to comply.

### 4. Contact Information:

- Details of the department or officer to contact for further information or clarification.

### 5. Feedback Mechanism:

- Information on how businesses can provide feedback or raise concerns regarding the change.

## 7. Responsibilities

### • Ministry of Commerce and Industry:

- Ensure timely and accurate communication of all upcoming changes.
- Monitor compliance with these communication rules.

### • Stakeholders:

- Stay informed of upcoming changes by regularly checking the communication channels.
- Provide feedback or raise concerns promptly.

## **8. Compliance and Enforcement**

Failure to comply with these communication rules may result in administrative action, including but not limited to penalties, suspension of services, or other disciplinary measures as deemed appropriate by the Ministry.

## **9. Review and Amendment**

These rules shall be reviewed annually or as necessary to ensure continued alignment with the Executive Order and the business community's needs. The Ministry of Commerce and Industry may make amendments with due notice to all stakeholders.

**Issued By:**  
**Director of Communication**

**23/12/2023**