



**KOGI STATE SIGNAGE AND ADVERTISEMENT AGENCY (KOSSAA)  
1 Kabba Road, Along NYSC Secretariat Phase, Lokoja Kogi State**

**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:** 30/12/2023

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

## **1. Purpose**

The Mandatory Advance Communication Rules are established to ensure that all stakeholders, including businesses, advertisers, and the general public, are adequately informed of any upcoming changes affecting signage and advertisement regulations, policies, fees, or procedures within Kogi State. These rules are designed to promote transparency, minimize disruptions, and maintain trust between KOSSAA and its stakeholders.

## **2. Scope**

These rules apply to all departments and units within the Kogi State Signage and Advertisement Agency (KOSSAA) and cover any changes related to signage and advertisement regulations, including but not limited to:

1. **Regulatory Changes**
2. **Policy Updates**
3. **Fee Adjustments**
4. **Procedural Modifications**
5. **Operational Changes**

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

The following types of changes must be communicated in advance:

1. **Regulatory Changes:**
  - Any amendments to laws, regulations, or guidelines that affect signage and advertisement within Kogi State.
2. **Policy Updates:**
  - Changes to existing policies or the introduction of new policies governing signage and advertisements.
3. **Fee Adjustments:**
  - Modifications to fees, levies, or charges associated with the erection of signage and advertisements.
4. **Procedural Modifications:**
  - Changes to the processes for applying for permits, approvals, or renewals related to signage and advertisements.
5. **Operational Changes:**
  - Adjustments to the operational hours, contact information, or service delivery methods of KOSSAA.

## **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

KOSSAA shall use the following channels to disseminate information about upcoming changes:

1. **Official Website:**
  - Announcements will be posted on the official KOSSAA website.
2. **Email Notifications:**
  - Direct email notifications will be sent to registered stakeholders, including businesses and advertisers.
3. **Public Notices:**
  - Notices will be published in local newspapers and other relevant media outlets.
4. **Stakeholder Meetings:**
  - Meetings will be organized with key stakeholders to discuss upcoming changes and gather feedback.
5. **Social Media:**
  - Updates will be posted on KOSSAA's official social media platforms.

## 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 come into effect.
3. **Impact Assessment:**
  - An explanation of how the change will affect stakeholders and what actions they need to take.
4. **Contact Information:**
  - Details of the KOSSAA department or officer to contact for further information or clarification.
5. **Feedback Mechanism:**
  - Information on how stakeholders can provide feedback or raise concerns regarding the change.

## 7. Responsibilities

- **KOSSAA:**

- Ensure that all stakeholders are informed of upcoming changes within the specified timelines.
- Provide accurate and comprehensive information about the changes.
- **Stakeholders:**
  - Stay informed by regularly checking the communication channels and responding to notices.

## **8. Compliance and Enforcement**

Failure to comply with these communication rules by any department or unit within KOSSAA may result in administrative actions, including reviews, audits, or other disciplinary measures as deemed necessary by the Agency.

## **9. Review and Amendment**

These rules shall be reviewed annually or as necessary to ensure they remain effective and aligned with the needs of KOSSAA and its stakeholders. Amendments may be made with appropriate notice provided to all stakeholders.

These rules are established to ensure that all stakeholders are adequately informed and prepared for any changes in the signage and advertisement landscape within Kogi State.

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

**23/12/2023**