



OUTDOOR ADVERTISING PRACTITIONERS REGISTRATION GUIDELINES TO PRACTICE IN LAGOS STATE

- Obtain an application of “Expression of Interest to practice Outdoor Advertisement in Lagos State” fee is five hundred thousand Naira only (₦500,000.00) which is non-refundable.
- Provide evidence of financial standing to underscore competence and capacity to finance proposed structures.
- Evidence of good source of finance of minimum twenty-five million Naira (₦25 million) e.g. stocks and shares
- Present a three (3) year audited account of the company or audited statement of affairs.
- Present three (3) year tax clearance of the Principal Director of the Company.
- Present bank statement of the Principal Director of the Company (certified by the bank).
- Clear and workable business plan (include financial plan, management plan and technical plan)
- Present two (2) letters of reference from a financial institution and other corporate organisations.
- Show evidence of technical competence.
- Show evidence of partnership with a COREN registered Engineer, provide a certified true copy of the COREN certificate and other relevant professional registrations.
- Show evidence of registration with ARCON.
- Show evidence of registration with OAAAN (optional).
- Show evidence of Memorandum of Association/Evidence of Registration with CAC.
- Show evidence of registration with Lagos State Residents Registration Agency’s (LASRRA).
- Supply list of projects undertaken, not necessarily in Lagos.
- Provide a Maintenance Schedule for proposed structures.
- Supply a corporate address with legible signage and employee details with relevant information such as: the contact details of personnel i.e. phone number, email address and a valid photocopy of their Identification Card (ID) for the company of at least two personnel.
- There will be an interview process for shortlisted companies.
- A point-based system will be used for the continuous assessment of practitioners once successful with the application.
- Successful companies will be expected to pay an annual registration fee of Three Hundred Thousand Naira only (₦300,000.00).

ALL THESE DOCUMENTS SHOULD BE SUBMITTED IN THREE COPIES

Following approval of the outdoor company by the Agency, the practitioner is required to pay a registration fee of three million Naira only (₦3,000,000.00) which is non-refundable and if found inactive for two (2) years, will be delisted.

CERTIFICATE

Newly issued: three hundred thousand Naira (₦300,000.00)

Renewal: three hundred thousand Naira (₦300,000.00)

PLEASE NOTE:

- **ALL PAYMENT SHOULD BE BANK DRAFTS MADE IN FAVOUR OF “LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY”.**
- **WE DO NOT ACCEPT CASH OR CHEQUE PAYMENTS.**
- **THE AGENCY WILL NOT DEAL WITH AGENT(S) IN THE COURSE OF DOING BUSINESS EXPECT YOUR ORGANISATION’S FULL STAFF.**