



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 APCON
- 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’s 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 WITH 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**