



LAGOS STATE MOTOR VEHICLE ADMINISTRATION AGENCY (MVAA)

STATE ACTION ON BUSINESS ENABLING

REFORMS (SABER) PROGRAM

PRESENTATION ON DLI 5

OCTOBER 2023





INTRODUCTION

Lagos State Motor Vehicle Administration Agency (MVAA) is an agency of government established in April, 2007 through enabling Law of the Lagos State House of Assembly, the Motor Vehicle Administration Agency drives the Lagos State Governments initiative on transportation to ensure safety and security of life and property on our roads and thus promote economic growth and development.

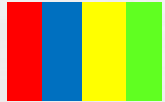
The Agency's assigned responsibilities include but not limited to formulation and implementation of Auto-Reg Vehicle Licensing, Auto-Reg Hackney Permit, Automated Temporary Vehicle Tag (TVT), Automobile Dismantling & Recycling (ADR) permit and renewals.

Through assiduous work, high initiative and study of similar operations in developed countries, the Agency has been able to achieve improved services through automation of our products and services.

MVAA has created a robust and reliable data base on vehicle owners for planning and developmental purposes. The Agency has also set the pace which is being replicated by other States in the Federation as well as in some countries in the West African sub -region.

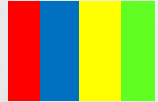


VISION



To achieve business process re-engineering through limited bureaucracy for efficient service delivery.

MISSION



To provide and maintain a robust Motor Vehicle database and enduring Private/Public sector participation toward ensuring improved vehicle Administration security, safety and improved revenue generation and collection.

STRUCTURE

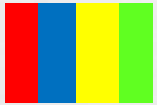
The agency is structured to effectively and efficiently implement its statutory responsibility and meet the yearning of the monitoring public in the state. the structure of agency is follows:

- a. four operational departments
- b. three service departments
- c. five statutory units

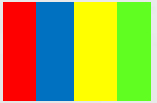
RATIONALE



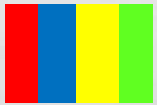
The lack of transparency on official, procedures and services delivery timelines have created bureaucratic bottleneck for businesses, thereby resulting in increased cost of doing business.



DLI 5 seeks to enable an increase transparency on official fees, procedures and service delivery timelines within the State including the FCT.



The case study example is aimed at presenting a guide to other states and relevant MDAs on the information required and what is required to be put in place to achieve prior results.



For States and relevant MDAs to know what the independent verification Agency will be working out for in carrying out the assessment.

LIST OF PRODUCTS \$ SERVICE



1	VEHICLE REGISTRATION NEW
2	VEHICLE REGISTRATION (FANCY)
3	VEHICLE REGISTRATION (FANCY MOTORCYCLE)
4	VEHICLE REGISTRATION (OUT OF SERIES)
5	CHANGE OF OWNERSHIP
6	CONVERSION OF NUMBER PLATE (STANDARD)
7	CONVERSION OF NUMBER PLATE (FANCY)
8	CONVERSION OF NUMBER PLATE(OUT OF SERIES)
9	CONVERSION OF NO PLATE (ARTICULATED)
10.	RETAINMENT OF NUMBER PLATE (STANDARD , FANCY , OUT OF SERIES)
11	REVALIDATE OF NO PLATE (LOSS OF DEFACED)
12	REPLACEMENT OF NO PLATE (LOSS OF DEFACED –FANCY)
13	REPLACEMENT OF NO PLATE (LOSS OF DEFACED – ARTICULATED)
14	RENEWAL OF VEHICLE LICENSE AND PERMIT

LIST OF PRODUCTS \$ SERVICE

CONT'D.



15	DRIVER'S LICENSE (NEW)
16	DRIVER'S LICENSE (RENEWAL)
17	RIDERS' CARD
18	AUTO /MOTOR DEALERS'SPARE PARTS DEALERS
19	AUTO /MOTOR DEALERS'SPARE PARTS DEALERS (RENEWAL)
20	AUTO /MOTOR DEALERS' PLATE

PRODUCTS / SERVICES, PROCESSES & OFFICIAL FEES

(VEHICLE REGISTRATION STANDARD NUMBER PLATE)



(NEW REGISTRATION)

PRODUCT	FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<ul style="list-style-type: none"> NUMBER PLATE FEE WEIGHING AND REGISTRATION FEE CHANGE OF OWNERSHIP CAPITAL GAIN TAX VEHICLE LICENSE PROOF OF OWNERSHIP/STAMP DUTY POLICE INSPECTION CUSTOM FEE ADMIN. FEE 	<ul style="list-style-type: none"> 30,000.00K 5,000.00K 2,500.00K 625,00K - 550,00K 1,000.00K 1,000.00K 2,500.00K 	<ul style="list-style-type: none"> Custom Card Bill of Lading Payment Schedule Purchase Receipts (where applicable) Boarded Vehicle Documents (where applicable) Means of Identification(National ID Card, Drivers License, International Passport Copy of CAC Certificate Incomplete Documents, terminate process 	<ul style="list-style-type: none"> Form MVAA01 (Registration) Form from Licensing Station Submit completed Form MVAA01 to Licensing officer along with verified documents Allocate Vehicle Number Plate (VNP) Assessment and Payment Data Entry Print Proof of Ownership Certificate (POC) Issue Vehicle License (V/L) Upload information to FRSC Release of: Proof of Ownership Certificate Vehicle Number Plate (VNP) Vehicle License (V/L) Exit 	<p>(INSTANT within 24 Hours)</p>	

PRODUCTS /SERVICES, PROCESSES & OFFICIAL FEES

VEHICLE REGISTRATION (FANCY NUMBER PLATE)



NEW REGISTRATION

PRODUCT	FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<ul style="list-style-type: none"> NUMBER PLATE FEE WEIGHING AND REGISTRATION FEE CHANGE OF OWNERSHIP CAPITAL GAIN TAX VEHICLE LICENSE PROOF OF OWNERSHIP/STAMP DUTY POLICE INSPECTION CUSTOM FEE ADMIN. FEE 	<ul style="list-style-type: none"> 400,000.00K 5,000.00K 2,500.00K 625,00K - 550,00K 1,000.00K 1,000.00K 2,500.00K 	<ul style="list-style-type: none"> Custom Card Bill of Lading Payment Schedule Purchase Receipts (where applicable) Boarded Vehicle Documents (where applicable) Means of Identification(National ID Card, Drivers License, International Passport) Copy of CAC Certificate Incomplete Documents, terminate process 	<ul style="list-style-type: none"> Form MVAA01 (Registration) Form from Licensing Station Submit completed Form MVAA01 to Licensing officer along with verified documents Allocate Vehicle Number Plate (VNP) Assessment and Payment Data Entry Print Proof of Ownership Certificate (POC) Issue Vehicle License (V/L) Upload information to FRSC Release of: Proof of Ownership Certificate Vehicle Number Plate (VNP) Vehicle License (V/L) <p>Exit</p>	<p>3 WORKING DAYS DUE TO PRODUCTION OF FANCYNUMBER PLATE</p>	

PRODUCTS /SERVICES, PROCESSES & OFFICIAL FEES

VEHICLE REGISTRATION (FANCY NUMBER PLATE) – MOTOR CYCLE

NEW REGISTRATION



PRODUCT	FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<ul style="list-style-type: none"> NUMBER PLATE FEE WEIGHING AND REGISTRATION FEE CHANGE OF OWNERSHIP CAPITAL GAIN TAX VEHICLE LICENSE PROOF OF OWNERSHIP/STAMP DUTY POLICE INSPECTION CUSTOM FEE ADMIN. FEE (LSNPPA) 	120,,000.00K 5,000.00K 2,500.00K 625.00K -----K 550.00K - 1,000.00 1,000.00 5,000.00K	<ul style="list-style-type: none"> Payment Schedule Purchase Receipts (where applicable) Boarded Vehicle Documents (where applicable) Means of Identification(National ID Card, Drivers License, International Passport Copy of CAC Certificate Incomplete Documents, terminate process 	<ul style="list-style-type: none"> Form MVAA01 (Registration) Form from Licensing Station Submit completed Form MVAA01 to Licensing officer along with verified documents Allocate Vehicle Number Plate (VNP) Assessment and Payment Data Entry Print Proof of Ownership Certificate (POC) Issue Vehicle License (V/L) Upload information to FRSC Release of: Proof of Ownership Certificate Vehicle Number Plate (VNP) Vehicle License (V/L) <p>Exit</p>	3 WORKING DAYS DUE TO PRODUCTION OF FANCYNUMBER PLATE	

PRODUCTS /SERVICES, PROCESSESS & OFFICIAL FEES

REVALIDATION OF NUMBER PLATE (OLD TO NEW SCHEME)



PRODUCT		FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<div><div>▪</div>NUMBER PLATE FEE</div> <div><div>▪</div>WEIGHING AND REGISTRATION FEE</div> <div><div>▪</div>CHANGE OF OWNERSHIP</div> <div><div>▪</div>CAPITAL GAIN TAX</div> <div><div>▪</div>VEHICLE LICENSE</div> <div><div>▪</div>PROOF OF OWNERSHIP/STAMP DUTY</div> <div><div>▪</div>POLICE INSPECTION</div> <div><div>▪</div>CUSTOM FEE</div> <div><div>▪</div>ADMIN. FEE</div>		<div>30,000.00</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>550,00K</div> <div>-</div> <div>-</div> <div>-</div>	<div>Means of Identification</div> <div><div>•</div>Old Registration Form MVAA01</div> <div><div>•</div>Proof of Ownership</div> <div><div>•</div>Expired/Existing Vehicle License</div> <div><div>•</div>Old Number Plate</div> <div><div>•</div>Means of Identification</div> <div><div>•</div>1 passport of Owner</div> <div><div>•</div>1 passport of representative (where applicable)</div>			
				<div><div>•</div>Transaction terminate if Information is not available on the platform</div> <div><div>•</div>Verification Of Document</div> <div><div>•</div>Filling of required registration Forms by Licensee</div> <div><div>•</div>Form MVAA 01 (Registration Form)</div> <div><div>•</div>Affirmation of Ownership</div> <div><div>•</div>Allocate Vehicle Number Plate</div> <div><div>•</div>Assessment and Payment</div> <div><div>•</div>Upload Of Information To FRSC Platform</div> <div><div>•</div>Release of Number Plate</div>	<div>3 WORKING DAYS</div>	
<div><div>▪</div>SUB TOTAL</div>		<div>30,550.00</div>				<div>ABOVE EXCLUDE THE UNDERLISTED ;</div> <div>CMR,</div> <div>ROAD WORTHINESS, I</div> <div>NSURANCE</div> <div>AND</div> <div>PRE REGISTRATION INSPECTION .,</div>
VEHICLE LICENSE FEE						

PRODUCTS /SERVICES, PROCESSESS & OFFICIAL FEES

REPLACEMENT OF NUMBER PLATE (LOSS OR DEFACED)



PRODUCT		FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<div><div>▪</div>NUMBER PLATE FEE</div> <div><div>▪</div>WEIGHING AND REGISTRATION FEE</div> <div><div>▪</div>CHANGE OF OWNERSHIP</div> <div><div>▪</div>CAPITAL GAIN TAX</div> <div><div>▪</div>VEHICLE LICENSE</div> <div><div>▪</div>PROOF OF OWNERSHIP/STAMP DUTY</div> <div><div>▪</div>POLICE INSPECTION</div> <div><div>▪</div>CUSTOM FEE</div> <div><div>▪</div>ADMIN. FEE</div>		30,000.00 - - - - - - - 2,500.00K	Means of Identification <ul style="list-style-type: none">• Old Registration Form MVAA01• Proof of Ownership• Expired/Existing Vehicle License• Old Number Plate• Means of Identification• 1 passport of Owner• 1 passport of representative (where applicable)	<ul style="list-style-type: none">• Onward approval of the CSLO• Head of Out-Of-Series• To NPPS for production• NPPS returned the produce plate to out of series• Documentation and released of Number Plate o Owner / Company	3 WORKING DAYS	
<div><div>▪</div>SUB TOTAL</div>		32,500.00k				VEHICLE LICENSE DEPEND ON ENGINE CAPACITY ,

PRODUCTS /SERVICES, PROCESSESS & OFFICIAL FEES

REPLACEMENT OF NUMBER PLATE (LOSS OR DEFACED - FANCY)



PRODUCT		FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<div><div>▪</div>NUMBER PLATE FEE</div> <div><div>▪</div>WEIGHING AND REGISTRATION FEE</div> <div><div>▪</div>CHANGE OF OWNERSHIP</div> <div><div>▪</div>CAPITAL GAIN TAX</div> <div><div>▪</div>VEHICLE LICENSE</div> <div><div>▪</div>PROOF OF OWNERSHIP/STAMP DUTY</div> <div><div>▪</div>POLICE INSPECTION</div> <div><div>▪</div>CUSTOM FEE</div> <div><div>▪</div>ADMIN. FEE (9LSNPAA)</div>		200,,000.00K - - - - - - - 2,500.00K	Means of Identification <ul style="list-style-type: none">• Old Registration Form MVAA01• Proof of Ownership• Expired/Existing Vehicle License• Old Number Plate• Means of Identification• 1 passport of Owner• 1 passport of representative (where applicable)	<div><div>•</div>Onward approval of the CSLO</div> <div>Head of Out-Of-Series</div> <div>To NPPS for production</div> <div>NPPS returned the produce plate to out of series</div> <div>Documentation and released of Number Plate o Owner / Company</div>	3 WORKING DAYS	
<div><div>▪</div>SUB TOTAL</div>		202,500.00k				VEHICLE LICENSE DEPEND ON ENGINE CAPACITY ,
VEHICLE LICENSE FEE (DEPEND ON VEHICLE CAPACITY)						

PRODUCTS /SERVICES, PROCESSESS & OFFICIAL FEES

REPLACEMENT OF NUMBER PLATE (LOSS OR DEFACED – ARTICULATED)



PRODUCT	FEES	REQUISITES	PROCEDURE	T IME LINE	REMARKS
<div><div>▪</div><div>NUMBER PLATE FEE</div></div> <div><div>▪</div><div>WEIGHING AND REGISTRATION FEE</div></div> <div><div>▪</div><div>CHANGE OF OWNERSHIP</div></div> <div><div>▪</div><div>CAPITAL GAIN TAX</div></div> <div><div>▪</div><div>VEHICLE LICENSE</div></div> <div><div>▪</div><div>PROOF OF OWNERSHIP/STAMP DUTY</div></div> <div><div>▪</div><div>POLICE INSPECTION</div></div> <div><div>▪</div><div>CUSTOM FEE</div></div> <div><div>▪</div><div>ADMIN. FEE</div></div>	<div>40,000.00K</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>2,500.00K</div>	<div>Means of Identification</div> <div><div>•</div><div>Old Registration Form MVAA01</div></div> <div><div>•</div><div>Proof of Ownership</div></div> <div><div>•</div><div>Expired/Existing Vehicle License</div></div> <div><div>•</div><div>Old Number Plate</div></div> <div><div>•</div><div>Means of Identification</div></div> <div><div>•</div><div>1 passport of Owner</div></div> <div><div>•</div><div>1 passport of representative (where applicable)</div></div>	<div><div>•</div><div>Onward approval of the CSLO</div></div> <div><div>Head of Out-Of-Series</div></div> <div><div>To NPPS for production</div></div> <div><div>NPPS returned the produce plate to out of series</div></div> <div><div>Documentation and released of Number Plate o Owner / Company</div></div>	<div>5 WORKING DAYS</div>	
<div><div>▪</div><div>SUB TOTAL</div></div>	<div>42,500.00k</div>				<div>VEHICLE LICENSE DEPEND ON ENGINE CAPACITY ,</div>

PRODUCTS /SERVICES, PROCESSESS & OFFICIAL FEES

REVALIDATION OF NUMBER PLATE (OLD TO NEW SCHEME)

WITH OWNERSHIP



PRODUCT	FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<ul style="list-style-type: none"> NUMBER PLATE FEE WEIGHING AND REGISTRATION FEE CHANGE OF OWNERSHIP CAPITAL GAIN TAX VEHICLE LICENSE PROOF OF OWNERSHIP/STAMP DUTY POLICE INSPECTION CUSTOM FEE ADMIN. FEE (LSNPPA) PROCESSING FEE 	30,000.00 - 2,500.00k 625.00k - 550,00K - - 2,500.00k 2,500.00k	Means of Identification <ul style="list-style-type: none"> Old Registration Form MVAA01 Proof of Ownership Expired/Existing Vehicle License Old Number Plate Means of Identification 1 passport of Owner 1 passport of representative (where applicable) Transfer Documents Copy of Valid Means of Identification of the new owner Police Report/ Sworn Affidavit for Change of Ownership Transaction terminate if Information is not available on the platform	<ul style="list-style-type: none"> Verification Of Documents Payment for Change of Ownership and Capital Gains Tax Issuance of receipts Filling of required registration Forms by Licensee Form MVAA 01 (Registration Form) Affirmation of Ownership Allocate Vehicle Number Plate Assessment and Payment Issuance of Automated Print Out Upload Of Information To FRSC Platform Release of Number Plate Proceed to Courteville Business Solutions Plc for Vehicle License 	3 WORKING DAYS	
<ul style="list-style-type: none"> SUB TOTAL 	38,675.00k				ABOVE EXCLUDE THE UNDERLISTED ; CMR, ROAD WORTHINESS, INSURANCE CERTIFICATE AND PRE REGISTRATION INSPECTION .

PRODUCTS /SERVICES, PROCESSES & OFFICIAL FEES

RETAINMENT OF EXISTING NUMBER PLATE (STANDARD , FANCY, OUT OF SERIES



PRODUCT	FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<ul style="list-style-type: none"> NUMBER PLATE FEE WEIGHING AND REGISTRATION FEE (FOR TOKUNBO VEHICLES ONLY) CHANGE OF OWNERSHIP (FOR NIGERIAN USED VEHICLES ONLY) CAPITAL GAIN TAX (FOR NIGERIAN USED VEHICLES ONLY) VEHICLE LICENSE / HACKNEY BPERMIT (BASED ON VEHICLE CAPACITY) PROCESSING . FEE 	<p>N/AK</p> <p>5,000.00K</p> <p>2,500.000K</p> <p>625.00K</p> <p>-</p> <p>-----</p> <p>2,000.00</p>	<ul style="list-style-type: none"> Custom Card (Applicable to Tokunbo Vehicles only) Bill of Lading (Applicable to Tokunbo Vehicles only) Payment Schedule (applicable to brand new vehicles) Purchase Receipts (where applicable)- Nigerian Used Vehicles Letter of Authority (where applicable - Nigerian Used Vehicles Boarded Vehicle Documents (where applicable) Means of Identification(National ID Card, Drivers License, International Passport Copy of CAC Certificate Licensing Officers peruse and certify documents submitted for registration Incomplete Documents, terminate process 	<ul style="list-style-type: none"> Filling of required form Submit completed Form MVAA01 to Licensing officer along with verified documents Allocate Vehicle Number Plate (VNP) Assessment and Payment Data Entry Issuance of Automated Print Out Proceed to Cbs for Vehicle License Issuance of Existing Certificate Upload of information unto the NVIS Portal <p>Exit</p>	<p>3 WORKING DAYS</p>	<p>INCONCLUSIVE TRANSACTIONS ARE REFERRED TO THE H/Q</p>

PRODUCTS /SERVICES, PROCESSESS & OFFICIAL FEES

VEHICLE REGISTRATION (OUT OF SERIES NUMBER PLATE)

NEW REGISTRATION



PRODUCT	FEES	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<ul style="list-style-type: none"> NUMBER PLATE FEE WEIGHING AND REGISTRATION FEE CHANGE OF OWNERSHIP CAPITAL GAIN TAX VEHICLE LICENSE PROOF OF OWNERSHIP/STAMP DUTY POLICE INSPECTION CUSTOM FEE ADMIN. FEE 	<ul style="list-style-type: none"> 150,000.00K 10,000.00K 4,000.00K 1,000, 00K - 550,00K 1,000.00K 1,000.00K 2,500.00K 	<ul style="list-style-type: none"> Custom Card Bill of Lading Payment Schedule Purchase Receipts (where applicable) Letter of Authority (where applicable) Boarded Vehicle Documents (where applicable) Means of Identification(National ID Card, Drivers License, International Passport Copy of CAC Certificate Incomplete Documents, terminate process 	<ul style="list-style-type: none"> Form MVAA01 (Registration) Form from Licensing Station Submit completed Form MVAA01 to Licensing officer along with verified documents Filling of required registration Forms by Licensee Form MVAA01 (Registration) Form from Licensing Station Submit completed Form MVAA01 to Licensing officer along with verified documents Allocate Vehicle Number Plate (VNP) Assessment and Payment Data Entry Print Proof of Ownership Certificate (POC) Issue Vehicle License (V/L) Upload information to FRSC Release of: Proof of Ownership Certificate Vehicle Number Plate (VNP) Vehicle License (V/L) 	<ul style="list-style-type: none"> 3 WORKING DAYS DUE TO PODUCTION OF OUT OF SERIES NUMBER PLATE 	

Exit

CHANGE OF OWNERSHIP

PRODUCTS	FEE	REQUISITES	PROCEDURE	TIME LINE	REMARKS
▪ NUMBER PLATE	30,000.00K	Old Registration Form MVA01			
▪ CHANGE OF OWNERSHIP	2,500.00K	<ul style="list-style-type: none">Proof Of OwnershipValid Vehicle LicenseReceipt Of PurchaseLetter Of Authority to effect Change of Ownership processSworn Affidavit by the new OwnerPolice Report to support Change of OwnershipCMR information for Change of Ownership	<ul style="list-style-type: none">Assessment Of DocumentPayment of change of OwnershipPayment of capital gains taxPayment for Number plate		
▪ CAPITAL GAINS TAX	625.00K				
▪ ADMIN. CHARGE	2,500.00K	<ul style="list-style-type: none">Issuance of Change of ownership ReceiptIncomplete Documentation Terminates	Issuance of receipt Release of Re registration Number plate Issuance of Automated Print out Proceed to Courteville Business Solution PLS for V/L		V/L : DEPEND ON THE VEHICLE CAPACITY
VEHICLE LICENSE	-----			3 WORKING DAYS {IF APPLICATION IS VOID OF IRREGULARITY }	Inconclusive Transactions are forwarded to the H/Q for futrther official purposes.
▪ PROOF OF OWNERSHIP/STAMP DUTY	550,00K				
OWNERSHIP CERTIFICATE	500..00K				
PROCESSING FEE	2,000.00K				
TOTAL	38,675.00K				PAYMENT EXCLUDES THE UNDERLISTED ; CMR, ROAD WORTHINESS, I NSURANCE AND PRE REGISTRATION INSPECTION .,

CONVERSION NUMBER PLATE (STANDARD)

PRODUCTS	FEE	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<div><div>▪</div>NUMBER PLATE</div> <div><div>▪</div>CHANGE OF OWNERSHIP</div> <div><div>▪</div>CAPITAL GAINS TAX</div>	30,000.00K -----	<div><div>•</div>Old registration form</div> <div><div>•</div>Old Vehicle license</div> <div><div>•</div>Old Proof of Ownership (POC)</div> <div><div>•</div>Old Number Plate</div> <div><div>•</div>Receipted sworn Affidavit and Police Report changing form private to Commercial and vis versa</div> <div><div>•</div>2 passport photographs</div> <div><div>•</div>Means of Identification of the Owner</div> <div>Note: if Mr. & Mrs. photographs of both are needed</div>	<div>Verification of Documents</div> <div><div>•</div>Attestation form duly signed and stamped by Station manager where it was previously registered</div> <div><div>•</div>Name of the Station Manager or DSM</div> <div><div>•</div>Photographs of the Vehicle</div> <div><div>•</div>Front view</div> <div><div>•</div>Back view</div>	3 WORKING DAYS {IF APPLICATION IS VOID OF IRREGULARITY }	V/L : DEPEND ON THE VEHICLE CAPACITY
<div><div>▪</div>ADMIN. CHARGE (LSNPPA)</div> <					

CONVERSION NUMBER PLATE (FANCY)

PRODUCTS		FEE	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<div><div>▪</div>NUMBER PLATE</div> <div><div>▪</div>CHANGE OF OWNERSHIP</div> <div><div>▪</div>CAPITAL GAINS TAX</div> <div><div>▪</div>ADMIN. CHARGE (LSNPPA)</div> <div>VEHICLE LICENSE</div> <div><div>▪</div>PROOF OF OWNERSHIP/STAMP DUTY</div> <div>OWNERSHIP CERTIFICATE</div> <div>PROCESSING FEE</div>		<div>200,000.00K</div> <div>-----</div> <div>-----</div> <div>2,500.00K</div> <div>-</div> <div>550,00K</div> <div>500.00K</div> <div>2,000.00K</div>	<div><div><div>•</div>Old registration form</div><div><div>•</div>Old Vehicle license</div><div><div>•</div>Old Proof of Ownership (POC)</div><div><div>•</div>Old Number Plate</div><div><div>•</div>Receipted sworn Affidavit and Police Report changing form private to Commercial and vis versa</div><div><div>•</div>2 passport photographs</div><div><div>•</div>Means of Identification of the Owner</div><div>Note: if Mr. & Mrs. photographs of both are needed</div></div> <div><div>•</div>Incomplete Documentation Terminates the process</div>	<div>Verification of Documents</div> <div><div>•</div>Attestation form duly signed and stamped by Station manager where it was previously registered</div> <div><div>•</div>Name of the Station Manager or DSM</div> <div><div>•</div>Photographs of the Vehicle</div> <div><div>•</div>Front view</div> <div><div>•</div>Back view</div> <div><div>•</div>Due Authorization of the Unit Head</div> <div><div>•</div>Ledger Input and Computer</div> <div><div>•</div>Approval of Chief State Licensing officer</div> <div><div>•</div>Release of Number Plate</div>	<div>3 WORKING DAYS</div> <div>{IF APPLICATION IS VOID OF IRREGULARITY }</div>	<div>V/L : DEPEND ON THE VEHICLE CAPACITY</div>
TOTAL		205,550.00K				PAYMENT EXCLUDES THE UNDERLISTED ; CMR, ROAD WORTHINESS, I NSURANCE AND PRE REGISTRATION INSPECTION .,

CONVERSION NUMBER PLATE (OUT OF SERIES)

PRODUCTS	FEE	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<div><div>▪ NUMBER PLATE</div><div>▪ CHANGE OF OWNERSHIP</div><div>▪ CAPITAL GAINS TAX</div><div>▪ ADMIN. CHARGE (LSNPPA)</div><div>VEHICLE LICENSE</div><div>▪ PROOF OF OWNERSHIP/STAMP DUTY</div><div>OWNERSHIP CERTIFICATE</div><div>PROCESSING FEE</div></div>	<div>150,000.00K</div> <div>-----</div> <div>-----</div> <div>2,500.00K</div> <div>-----</div> <div>-</div> <div>550,00K</div> <div>500.00K</div> <div>2,000.00K</div>	<div><div><div>• Old registration form</div><div>• Old Vehicle license</div><div>• Old Proof of Ownership (POC)</div><div>• Old Number Plate</div><div>• Receipted sworn Affidavit and Police Report changing form private to Commercial and vis versa</div><div>• 2 passport photographs</div><div>• Means of Identification of the Owner</div><div>Note: if Mr. & Mrs. photographs of both are needed</div></div><div><div>• Incomplete Documentation Terminates the process</div></div></div>	<div>Verification of Documents</div> <div><div>• Attestation form duly signed and stamped by Station manager where it was previously registered</div><div>• Name of the Station Manager or DSM</div><div>• Photographs of the Vehicle</div><div>• Front view</div><div>• Back view</div><div>• Due Authorization of the Unit Head</div><div>• Ledger Input and Computer</div><div>• Approval of Chief State Licensing officer</div><div>• Release of Number Plate</div></div>	<div></div> <div>3 WORKING DAYS</div> <div>{IF APPLICATION IS VOID OF IRREGULARITY }</div>	<div></div> <div>V/L : DEPEND ON THE VEHICLE CAPACITY</div> <div>PAYMENT EXCLUDES THE UNDERLISTED ; CMR, ROAD WORTHINESS, I NSURANCE AND PRE REGISTRATION INSPECTION .,</div>
TOTAL	155,5500K				

CONVERSION NUMBER PLATE (ARTICULATED)

PRODUCTS	FEE	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<div><div>▪</div>NUMBER PLATE</div> <div><div>▪</div>CHANGE OF OWNERSHIP</div> <div><div>▪</div>CAPITAL GAINS TAX</div> <div><div>▪</div>ADMIN. CHARGE (LSNPPA)</div> <div>VEHICLE LICENSE</div> <div><div>▪</div>PROOF OF OWNERSHIP/STAMP DUTY</div> <div>OWNERSHIP CERTIFICATE</div> <div>PROCESSING FEE</div>	90,000K ----- ----- 2,500.00K - 550,00K 2,500.00K 2,000.00K	<div><div>•</div>Old registration form</div> <div><div>•</div>Old Vehicle license</div> <div><div>•</div>Old Proof of Ownership (POC)</div> <div><div>•</div>Old Number Plate</div> <div><div>•</div>Receipted sworn Affidavit and Police Report changing form private to Commercial and vis versa</div> <div><div>•</div>2 passport photographs</div> <div><div>•</div>Means of Identification of the Owner</div> <div>Note: if Mr. & Mrs. photographs of both are needed</div> <div><div>•</div>Incomplete Documentation Terminates the process</div>	<div>Verification of Documents</div> <div><div>•</div>Attestation form duly signed and stamped by Station manager where it was previously registered</div> <div><div>•</div>Name of the Station Manager or DSM</div> <div><div>•</div>Photographs of the Vehicle</div> <div><div>•</div>Front view</div> <div><div>•</div>Back view</div> <div><div>•</div>Due Authorization of the Unit Head</div> <div><div>•</div>Ledger Input and Computer</div> <div><div>•</div>Approval of Chief State Licensing officer</div> <div><div>•</div>Release of Number Plate</div>	<div>3 WORKING DAYS</div> <div>{IF APPLICATION IS VOID OF IRREGULARITIES}</div>	<div>V/L : DEPEND ON THE VEHICLE CAPACITY</div>
TOTAL	97,550.00				PAYMENT EXCLUDES THE UNDERLISTED ; CMR, ROAD WORTHINESS, I NSURANCE AND PRE REGISTRATION INSPECTION .,
VEHICLE LICENSE FEE (DEPEND ON VEHICLE CAPACITY)					

CONVERSION NUMBER PLATE (ARTICULATED)

PRODUCTS	FEE	REQUISITES	PROCEDURE	TIME LINE	REMARKS
<div><div>▪</div>NUMBER PLATE</div> <div><div>▪</div>CHANGE OF OWNERSHIP</div> <div><div>▪</div>CAPITAL GAINS TAX</div> <div><div>▪</div>ADMIN. CHARGE (LSNPPA)</div> <div>VEHICLE LICENSE</div> <div><div>▪</div>PROOF OF OWNERSHIP/STAMP DUTY</div> <div>OWNERSHIP CERTIFICATE</div> <div>PROCESSING FEE</div>	90,000K ----- ----- 2,500.00K - 550,00K 2,500.00K 2,000.00K	<div><div>•</div>Old registration form</div> <div><div>•</div>Old Vehicle license</div> <div><div>•</div>Old Proof of Ownership (POC)</div> <div><div>•</div>Old Number Plate</div> <div><div>•</div>Receipted sworn Affidavit and Police Report changing form private to Commercial and vis versa</div> <div><div>•</div>2 passport photographs</div> <div><div>•</div>Means of Identification of the Owner</div> <div>Note: if Mr. & Mrs. photographs of both are needed</div> <div><div>•</div>Incomplete Documentation Terminates the process</div>	<div>Verification of Documents</div> <div><div>•</div>Attestation form duly signed and stamped by Station manager where it was previously registered</div> <div><div>•</div>Name of the Station Manager or DSM</div> <div><div>•</div>Photographs of the Vehicle</div> <div><div>•</div>Front view</div> <div><div>•</div>Back view</div> <div><div>•</div>Due Authorization of the Unit Head</div> <div><div>•</div>Ledger Input and Computer</div> <div><div>•</div>Approval of Chief State Licensing officer</div> <div><div>•</div>Release of Number Plate</div>	<div></div> <div>3 WORKING DAYS {IF APPLICATION IS VOID OF IRREGULARITIES}</div>	<div></div> <div>V/L : DEPEND ON THE VEHICLE CAPACITY</div>
TOTAL	97,550.00				PAYMENT EXCLUDES THE UNDERLISTED ; CMR, ROAD WORTHINESS, I NSURANCE AND PRE REGISTRATION INSPECTION .,
VEHICLE LICENSE FEE (DEPEND ON VEHICLE CAPACITY)					

PRODUCTS / SERVICES, PROCESSES & OFFICIAL FEES OF DRIVER'S LICENSES WALKING APPLICANTS (FRESH/RENEWAL)



PRODUCTS	FEE	REQUISITE	TIME LINE;	REMAKS
Driver's License (Fresh/Renewal) 3 Years	15,000.00K	<ul style="list-style-type: none"> Applicant are to visit a Government approved driving school, there he/she will be train for a specific period of time (26 working Days) , the Candidate will be issued Certification for successful completion of the training , in which will be used to apply for Drivers Licenses. 		
Bank Charges	350.00k			
Driver's License (Fresh/Renewal) 5 years	21,000.00k	<ul style="list-style-type: none"> Certificate Issued from drivers institute will be presented at any of the MVA Driver's Licenses Station 	24 Hours for Collection of Temporary Drivers Licenses; Valid for 60 Day (Sixty) and	Applicant are to collect their permanent Driver's License at MVA Station where Capturing Centre was made
Bank Charges	450.00k	<ul style="list-style-type: none"> Obtain application form 		
		Duly complete the application form and submit for information uploading	before the expiration of Temporary Drivers	
		Payment / Confirmation		
		Refer applicants proceed to the Vehicle Inspection services (VIS) CBT Test		
		Proceed to the FRSC for Capturing and issuance of temporary driver's license		
		Visit MVA Driver's Licenses Stations for collection of the permanent driver's license.	collection of permanent Driver's license before 60 Days expiration of the Temporary Drivers Licenses	

PRODUCTS / SERVICES, PROCESSES & OFFICIAL FEES RIDERS' CARD



PRODUCTS	FEE	REQUISITE	TIME LINE	REMARKS
RIDER'S CARD FEE	1,000.00k	<ul style="list-style-type: none"> Application form from the Front Desk of any of the MVAA Rider's Card Station Duly complete the application form and for submission The form will be refers for Vehicle Inspection Services (VIS) for Driving Test and endorsement of the Application 	24 hours	
Total	1,000.00k	<ul style="list-style-type: none"> Confirmation of Payment 		
		The form will return to the riders card process station for capturing of applicants and the printing of Rider's card		
		The Card is release to the Rider		

PRODUCTS / SERVICES, PROCESSES & OFFICIAL FEES
MOTOR VEHICLE/MOTOR SPARE PARTS DEALERS' LICENSE



PRODUCTS	FEE	PROCEDURES	TIME LINE	REMARKS
<ul style="list-style-type: none">Limited Company Dealers' & LicenseEnterprises Dealers' & LicenseRegistration Fee (Motor Vehicle)Registration Fee (Spareparts)	<div>150,000.00K</div> <div>100,000.00K</div> <div>5,000.00K</div> <div>2,500.00K</div>	Obtain application form for Motor Vehicle/Motor Spare Parts Dealers' License Form from MVAA HQ or any of the 23 Dealers' License Zonal Offices		
<ul style="list-style-type: none">Annual Renewal of Certificate (Limited)Annual Renewal of Certificate (Enterprises)	<div>150,000.00K</div> <div>100,000.00K</div>	Fully filled application form is returned with two (2) passport photographs of owner, Means of ID and copy of certificate of business incorporation/registration of business name (where applicable)	5 Working Days	
<div>SPAREPART LICENSE</div> <div>Limited Company</div> <div>Individual Company</div>	<div>70,000.00K</div> <div>50,000.00K</div>	Inspection of premises/shops of prospective Auto and Spare Parts Dealers' to ensure compliance with the required standard designated	24 Hours	
Ordinary) for Motor Vehicle Dealers	50,000.00K	Proof of payment of prescribed fees upon issuance of payment advise i.e. Bank deposit slips & ABC receipts are submitted at the nearest Zonal Offices		



LAGOS STATE CURRENT PROCEDURE AND GUIDLINE FOR VEHICLE LICENSE



<https://portal.autoreg.ng>

<https://www.verify.autoreg.ng>

Vehicle License can be renewed at any of our 140 Licensing Stations across the State and designated banks ; Below are the list of Vehicle License Fees renewal based on their engine capacities.



TEMPORARY VEHICLE TAG

TVT-1043



Vehicle Make: Toyota

Vehicle Model

: Corola

Vehicle Year: 2018

VIN: 08033

EXP: 13-sep.20

VEHICLE LICENSE

VEHICLE TYPES	TARIFF RATE	TIME LINE
Vehicle Below 1.6 'cc'	N1,250	INSTANT/24 HR MAX
Vehicle Between 1.6 -2.0 "cc"	N1,875	INSTANT/24 HR MAX
Vehicle Between 2.1 -3.0 "cc"	N2,500	INSTANT/24 HR MAX
Vehicle Above 3.0 "cc"	N3,125	INSTANT/24 HR MAX
Motorcycle - Private	N625	INSTANT/24 HR MAX
Motorcycle -Commercial	N1,250	INSTANT/24 HR MAX
Buses	N3,125	INSTANT/24 HR MAX
Mini Bus\Pickup	N2,500	INSTANT/24 HR MAX
Coaster Buses	N3,750	INSTANT/24 HR MAX
Tipper and Lorries	N3,750	INSTANT/24 HR MAX
Tanker and Truck\Luxurious Buses	N6,250	INSTANT/24 HR MAX
16 Tyre -Trailers	N8,750	INSTANT/24 HR MAX



LAGOS STATE CURRENT PROCEDURE AND GUIDLINE FOR HACKNEY PERMIT



<https://portal.autoreg.ng>

<https://www.verify.autoreg.ng>



TEMPORARY VEHICLE TAG

TVT-1043

Vehicle Make: Toyota

Vehicle Model

: Corola

Vehicle Year: 2018

VIN: 08033

EXP: 13-sep.20

HACKNEY PERMIT

VEHICLE TYPES	TARIFF RATE	TIME LINE
Taxi Cab	N3,525	24 hours
Car Hire Service	N3,725	24 hours
Commercial Car	N3,725	24hours
Kabukabu	N3,925	24 hours
Vehicle with 1-21 Passengers (LSM)	N4,475	24hours
Vehicle between 21 – 40 P (LUB) 1	N5,475	24 hours
Vehicle between 40 – 50 (LUB)	N6,475	24 hours
Vehicle between 50 and above (LUB) 2	N8,475	24 hours
Vehicle _ Goods only below 3 ton (LAG 1)	N3,950	24 hours
Vehicle –Goods only below 3 ton (LAG2)	N4,725	24 hours
Tankers LHV	N6,475	24 hours
Tippers LHV	N6,475	24 hours
Trailer LHV	N6,475	24hours
Truck LHV	N6,225	24 hours
Interstrate I.S	N3,225	24 hours
Staff Bus S/B	N4,425	24 hours
Okada	N1,475	24 hours
Tricycle	N2,075	24 hours

OFFICIAL PROCEDURE AND GUIDLINE FOR ONLINE APPLICATION DRIVER'S LICENCE (FRESH/RENEWAL)



PROCEDURE	PRODUCTS	FEES	TIME LINE	REMARKS
<p>Complete the driver's license application form online</p> <p>Visit VIO for driving test with the printed Application form</p> <p>Pay the License fee online or at the designated banks</p> <p>Payment confirm within 24hours upon submission of application form</p> <p>Proceed to the FRSC Office at DLC for Biometric Data Capture</p> <p>visit your nearest DIC/MLA/VIO and present your application form to pick up your original License card .</p>	<p>Driver's License (Fresh/Renewal) 3 Years</p> <p>Driver's License (Fresh/Renewal) 5 years</p>	<p>10,350.00K</p> <p>15,450.00k</p>	<p>10 minutes</p> <p>24 Hours</p> <p>Applicants to be informed via SMS/Call .</p>	

<https://www.nigeriadriverslicence.org>

LAGOS STATE CURRENT PROCEDURE AND GUIDLINES FOR AUTO DEALER NUMBER PLATE



Products	FEES	REQUISITE	TIME LINE	REMARKS
Dealers Plate	120,000.00K	Copy of Motor Vehicle/Motor Spare Parts Dealers' License Certificate from MVAA HQ or any of the 23 Dealers' License Zonal Offices	24 HOURS	
		2, passport photograph	15 WORKING DAYS	
		A copy of CAC/BUSINESS REGISTRATION		
		APPLICATION LETTER ADDRESS TO PS MVAA ON LETTER HEAD OF COMPANY		
		PROCESING OF APPLICATION/CONFIRMATION OF PAYMENT		
		FORWARDED TO NPPA FOR PRODUCTION OF NUMBER PLATE		
		NPPA will forward Number plate to MVAAA		
		MVAA HQ will release number plate to Dealer		
		Dealer to duly before release of number		

<https://mvaa.ebs-rcm.com>



CONCLUSION

In conclusion, Motor Vehicle Administration Agency as a critical stakeholder in the achievement of a successful business enabling reform in the State and the Country at large pledges her utmost commitment and support towards the success of the SABER Project.



QUESTIONS & ANSWERS



THANK YOU!



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Motor Vehicle Administration Agency



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