



## **APPLICATION PROCESS AND GUIDELINES FOR OBTAINING APPROVAL FOR THE INSTALLATION OF BILLBOARDS**

In pursuant of Anambra State Signage and Advertisement Agency law 2010, all individuals, organizations and practitioners seeking to install any form outdoor advertisement in Anambra State can apply for approval through the following process:

### **STEP I: APPLICATION**

- Every person wishing to put up an outdoor structure for signage and advertisement shall collect an application form at ANSAA Head office, No. 8 Ekwulobia Street Adjacent St. Thomas Aquinas Catholic Church, Behind Govt. House Awka, Anambra State, upon the payment of the sum of **Ten thousand naira (₦10,000.00)**.
- Every practitioner wishing to register with the agency shall collect an application form from the Agency's Head Office at the address above, upon the payment of **Two hundred and fifty thousand** registration fee.

### **STEP II: VERIFICATION AND PAYMENT**

- On return of the **Application form** to the Head Office at the address in step I, or via the Agency's e-mail address [ansaaenquiries@yahoo.co.uk](mailto:ansaaenquiries@yahoo.co.uk) the Agency will give 48 hours duration to verify the claims made in the form and if satisfied, will make the client pay a registration fee of **Sixty thousand naira**. A certificate is subsequently issued to the board owner which is renewable every year at an annual fee of **₦30,000.00**.



- In the case of a practitioner on the return of the application which must be accompanied with his company's CAC, OAAN and ARCON Certificates, a certificate is subsequently issued to the practitioner and the payment for his structure is renewable every year pending the size.

### **STEP III: INSPECTION**

After Registration, the Agency will order for an inspection of the Billboard site by a Technical Staff after the payment of ₦10,000 inspection fees. The inspecting officer will write a report on his findings.

### **STEP IV: APPROVAL**

If the location is found to be unencumbered, going by the report, the Agency will issue an Approval to the billboard owner with a Demand Notice bearing his Annual Rental fees.

The process of application, verification of Payment, Inspection and Approval takes 48 hours.

**For more information, enquiry or complaints please contact ANSAA customer service located at No 8 Ekwulobia street Adjacent St. Thomas Aquinas Catholic Church Behind Govt. House, Awka Anambra State, or any of our offices at the following Local Government Secretariats, Oyi, Aguata, Ihiala, Idemili North, Onitsha North, Onitsha South, Njikoka and Nnewi North between 8:00 to 4pm (Mondays – Fridays excluding public holidays) or contact us at [ansaaenquiries@yahoo.co.uk](mailto:ansaaenquiries@yahoo.co.uk) or +2349051878720**

**Signed**  
**Managing Director/CEO**  
**Anambra State Signage and Advertisement Agency (ANSAA)**  
**11<sup>th</sup> November 2022**