



ANAMBRA STATE MINISTRY OF TRANSPORT

**APPLICATION PROCESS AND GUIDELINES FOR OPERATING PERMIT FOR UNPAINTED TAXI COMPANIES/SERVICES IN ANAMBRA STATE**

1. Obtain application form from Office of the Honourable Commissioner, Ministry of Transport, State Secretariat, Awka.
2. All application forms are free. Fill out the form completely and accurately. Leave NO section empty or unanswered.
3. Applicants are required to come with the following Documents for Application of Permit for Unpainted taxi:
  - Evidence of Registration with CAC ;
  - Company's ASIN No and ASIN Numbers (formally ANSID No) of the Director and Secretary of the company; Note: To get an ASIN No; you log on to <https://enumeration.services.an.gov.ng/auth/signup> to enroll by filling the form (Individual/Organization) and within 10 minutes, the ASIN number is ready. The Applicant can also visit any of the State Internal Revenue Service Office; Headquarter is located at No 1 Esther Obiakor Avenue, Agu-Awka, Awka, or call 07066727750 09053234816 or email -<https://airs.an.gov.ng/contact-us/>.
  - List of vehicles with up-to-date valid vehicle papers and valid driver's license of the drivers OR pro-forma invoice of vehicles to be procured by the company;
  - Director's tax clearance certificate;
  - List and location of proposed vehicle terminals;
  - Company's Standard Operating Procedures/Guidelines;
  - Written guarantee on compliance of their drivers to State road traffic laws and Regulations in the State;
4. The filled form is submitted to the schedule officer, office of the Director, Transport Operations Unit  

The Transport Operations unit (TOU) would ensure the following:

  - The Applicant has a VIO endorsed Inspection Report and Roadworthiness Certificate;
  - The applicant Possess valid and up-to-date vehicle papers - Vehicle license, Number plate Registration, Hackney Permit, Proof of ownership, Pre-registration Inspection Certificate, Roadworthiness Certificate, Insurance policy (minimum of Third Party Insurance policy);
  - The Applicant/driver possesses valid driver's license/verifiable cover note from VIO that the driver's license is under processing and Ministry's driving competence certificate;
  - The capacity of the vehicle must not be less than 1.3cc;
  - The applicants Vehicle's(taxicab's) interior and exterior must be kept neat and free from dirt, oil, grease and any noxious material/odour capable of inconveniencing/discomforting the passenger;
  - The applicant's vehicle is equipped with a tracking device/app for the purpose of tracking and monitoring the movement of the taxicab; and
  - The vehicle must have functional air conditioning system capable of regulating the vehicle's interior temperature.
5. Applicants whose documents have been cleared by the TOU will be instructed to make payment into any designated Government account (Ministry of Transport) via pay direct to the tune of N250,000.00. Thereafter yearly renewal of N100,000.00 subject to review by the Honorable Commissioner for Transport.  

Also the Applicant is required to pay 10% of their monthly net revenue into designated State Government IGR account (Ministry of Transport) via Paydirect to continue to operate in the State.

Applicants are also required to pay a yearly registration fee of N= 5,000 to the Ministry to cover ATMC biometric Registration, MOT's operating stickers/permit and ID card. Renewal shall be at a fee prescribed by the Honorable Commissioner for Transport.
6. Applicants whose documents aren't cleared will be issued an Incomplete Application Notice telling them of the affected document(s) to be rectified.
7. All successful Applicants will be issued operation permit to operate in the State as a licensed un/painted taxi operator after having returned the signed Acceptance Letter with evidence of payment of all fees to the schedule officer, Office of the Director Transport Operations Unit.
8. Successful Applicants will be notified by phone and or by email when their Permits are ready for collection. All collections shall be made at the schedule officer's office within the hours of 8 a.m. and 4 p.m., Monday to Friday (excluding public holidays). The licensing and processing period after all Fees and Charges are paid is twenty working days (20 working days). However contact the Director, Transport Operations Unit if you have not received your collection notification after ten (10) working days.

For further information refer to the Director Transport Operations Unit, Ministry of Transport, Awka. Tel: 07080150476

Signed: Director-Transport Operations Unit, Ministry of Transport, Awka.Tel: 07080150476

24<sup>th</sup> December, 2022