



## Imo State Ministry of Transport

F2J7+5QR, Port Harcourt Rd, New Owerri 460281, Owerri, Imo, Nigeria

### APPLICATION PROCESS AND GUIDELINES FOR OPERATING PERMIT FOR UNPAINTED TAXI COMPANIES/SERVICES IN IMO STATE

In pursuant of Imo State Citation and Revenue Administration Law, 2021 (see [https://imostate.gov.ng/IMSG/Common/Services/SFTAS\\_4](https://imostate.gov.ng/IMSG/Common/Services/SFTAS_4) pg54-141) , all individuals and organizations seeking to load and offloading in Imo State can apply through the following process and guidelines:

STEPS	GUIDELINES	DURATION	ASSOCIATED COST
Step 1 Start your application	<ul style="list-style-type: none"> <li>✓ Obtain application from Office of the Honourable Commissioner, Ministry of Transport, State Secretariat, F2J7+5QR, Port Harcourt Rd, New Owerri 460281, Owerri, Imo, Nigeria</li> <li>✓ Fill out the form completely and accurately and Leave NO section empty or unanswered</li> </ul>	1 day	No charges
Step 2 Prepare Relevant Documents	<ul style="list-style-type: none"> <li>✓ Evidence of Registration with CAC</li> <li>✓ Obtain Tax Clearance Certificate (TCC) and Imo State Social Identity Number [IMSSIN) (all developments). Note that Applicant must have an IMSSIN number to be able to apply; if no IMSSIN number, Applicant can log on to <a href="https://imssin.ng/Login">https://imssin.ng/Login</a> to signup to fill the form</li> </ul>	1 day	Prices varies and based on agreement between supplier and applicant

	<p>(Individual/Organization) for IMSSIN number or visit any of the State Internal Revenue Service Office; Headquarter is located at No 76, Okigwe road, Opp.Civil Defense Corps Office, Owerri, Imo State Nigeria , or call 08064271727; 07044143059 or email - <a href="https://imssin.ng/Login">https://imssin.ng/Login</a></p> <ul style="list-style-type: none"> <li>✓ 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;</li> <li>✓ Director's tax clearance certificate;</li> <li>✓ List and location of proposed vehicle terminals;</li> <li>✓ Company's Standard Operating Procedures/Guidelines;</li> <li>✓ Written guarantee on compliance of their drivers to State Road traffic laws and Regulations in the State;</li> <li>✓ Evidence of Registration as a Contractor with the Ministry of Transport.</li> </ul>		
<p>Step 3 <b>Submit Application</b></p>	<p>Submit the completed application to the schedule officer, office of the Director, Transport Operations at F2J7+5QR, Port Harcourt Rd, New Owerri 460281, Owerri, Imo, Nigeria. The Director would ensure the following:</p> <ul style="list-style-type: none"> <li>✓ The Applicant has a VIO endorsed Inspection Report</li> </ul>	<p><b>3-5 days</b></p>	<p>✓</p>

	<p>and Roadworthiness Certificate;</p> <ul style="list-style-type: none"> <li>✓ 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);</li> <li>✓ 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;</li> <li>✓ The capacity of the vehicle must not be less than 1.3cc;</li> <li>✓ 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;</li> <li>✓ The applicant's vehicle is equipped with a tracking device/app for the purpose of tracking and monitoring the movement of the taxicab; and</li> <li>✓ The vehicle must have functional air conditioning system capable of regulating the vehicle</li> </ul>		
<p><b>Step 4 Collection of Operation Permit for Unpainted Taxi Companies/Services</b></p>	<p>Applicants whose documents have been cleared by the TOU will be instructed to make payment of N350,000 into Government -Imo State TSA, Access Bank Account, 0777515446</p> <p>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</p>	<p><b>10 day</b></p>	<p>NGN350,000</p>

net revenue into designated State Government IGR account.

Applicants are also required to pay a yearly registration fee of N= 10,000 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.

Applicants whose documents are not cleared will be issued an Incomplete Application Notice telling them of the affected document(s) to be rectified.

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.

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 Imo State Ministry of Transport, F2J7+5QR, Port Harcourt Rd, New Owerri 460281, Owerri, Imo, Nigeria 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 more information, enquiry, or complaints please contact  
Imo State Ministry of Transport**

**F2J7+5QR, Port Harcourt Rd, New Owerri 460281, Owerri, Imo, Nigeria  
between 10:00 AM and 5 PM (Monday – Friday, excluding public holidays)  
Tel;08064271727**

**Signed: Commissioner, Imo State Ministry of Transport**

**27th October 2022**