



**GOVERNMENT OF KOGI STATE MINISTRY OF COMMERCE AND INDUSTRY
KOGI STATE SECRETARIAT, LOKOJA, NIGERIA**

ISSUANCE OF DRIVER'S LICENSE AND PERMITS

MANDATORY ADVANCE COMMUNICATION RULES OF UPCOMING CHANGES

**IN LINE WITH EXECUTIVE ORDER ON THE PROMOTION OF TRANSPARENCY AND
EFFICIENCY IN THE BUSINESS ENVIRONMENT**

Effective Date: 30/12/2023

Reference: Executive Order No 1, 2023, on the Promotion of Transparency and Efficiency in the Business Environment

1. Purpose

The Mandatory Advance Communication Rules are established to ensure that all stakeholders, including drivers, driving schools, and the general public, are adequately informed of any upcoming changes affecting the issuance of driver's licenses and permits within Kogi State. These rules are designed to promote transparency, minimize disruptions, and maintain trust between the Kogi State Ministry of Commerce and Industry and its stakeholders.

2. Scope

These rules apply to all departments and units within the Kogi State Ministry of Commerce and Industry and cover any changes related to the issuance of driver's licenses and permits, including but not limited to:

1. **Regulatory Changes**
2. **Policy Updates**
3. **Fee Adjustments**
4. **Procedural Modifications**
5. **Operational Changes**

3. Types of Changes Requiring Advance Communication

The following types of changes must be communicated in advance:

1. **Regulatory Changes:**
 - Any amendments to laws, regulations, or guidelines that affect the issuance and renewal of driver's licenses and permits within Kogi State.
2. **Policy Updates:**
 - Changes to existing policies or the introduction of new policies governing the issuance of driver's licenses and permits.
3. **Fee Adjustments:**
 - Modifications to fees, charges, or levies associated with obtaining or renewing driver's licenses and permits.
4. **Procedural Modifications:**
 - Changes to the processes for applying for, renewing, or issuing driver's licenses and permits.
5. **Operational Changes:**
 - Adjustments to the operational hours, contact information, or service delivery methods related to the issuance of driver's licenses and permits.

4. Communication Timeline

- **Major Changes (e.g., Regulatory Changes, Policy Updates):**
 - Minimum of **60 days** advance notice.
- **Moderate Changes (e.g., Fee Adjustments, Procedural Modifications):**
 - Minimum of **30 days** advance notice.
- **Minor Changes (e.g., Operational Changes):**
 - Minimum of **14 days** advance notice.

5. Communication Channels

The Kogi State Ministry of Commerce and Industry shall use the following channels to disseminate information about upcoming changes:

1. **Official Website:**
 - Announcements will be posted on the official website of the Kogi State Ministry of Commerce and Industry.
2. **Email Notifications:**
 - Direct email notifications will be sent to registered stakeholders, including drivers, driving schools, and related organizations.
3. **Public Notices:**
 - Notices will be published in local newspapers and other relevant media outlets.
4. **Stakeholder Meetings:**
 - Meetings will be organized with key stakeholders to discuss upcoming changes and gather feedback.
5. **Social Media:**
 - Updates will be posted on the official social media platforms of the Kogi State Ministry of Commerce and Industry.

6. Content of Communication

Each communication regarding an upcoming change must include the following information:

1. **Summary of the Change:**
 - A clear and concise description of the change being implemented.
2. **Effective Date:**
 - The date when the change will come into effect.
3. **Impact Assessment:**
 - An explanation of how the change will affect stakeholders and what actions they need to take.
4. **Contact Information:**
 - Details of the department or officer to contact for further information or clarification.
5. **Feedback Mechanism:**
 - Information on how stakeholders can provide feedback or raise concerns regarding the change.

7. Responsibilities

- **Kogi State Ministry of Commerce and Industry:**
 - Ensure that all stakeholders are informed of upcoming changes within the specified timelines.
 - Provide accurate and comprehensive information about the changes.
- **Stakeholders:**
 - Stay informed by regularly checking the communication channels and responding to notices.

8. Compliance and Enforcement

Failure to comply with these communication rules by any department or unit within the Kogi State Ministry of Commerce and Industry may result in administrative actions, including reviews, audits, or other disciplinary measures as deemed necessary by the Ministry.

9. Review and Amendment

These rules shall be reviewed annually or as necessary to ensure they remain effective and aligned with the needs of the Ministry and its stakeholders. Amendments may be made with appropriate notice provided to all stakeholders.

Issued By:

[Issuing Officer's Name]

[Title]

[Date]

These rules are established to ensure that all stakeholders are adequately informed and prepared for any changes in the issuance of driver's licenses and permits within Kogi State.

