



# **KANO STATE INTERNAL REVENUE SERVICE**

## **APPLICATION PROCESS AND GUIDELINES FOR MOTOR VEHICLE REGISTRATION**

In accordance with the Kano State and Local Government Revenue Administration (Codification and Consolidation) (Amendment) Law, 2022 (1443 A.H), all individuals and organisations seeking to register their vehicles in the State can apply through the following process:

### **Step 1: Application**

Applicant obtains and fills the free vehicle registration application form from the Motor License Authority (MLA) Office at the Kano State Internal Revenue Service located at No. 2 Bank Road, Kano, Kano State **Phone No.:** +2348177416260 **Website:** [www.kirs.gov.ng](http://www.kirs.gov.ng) **E-mail:** [info@kirs.gov.ng](mailto:info@kirs.gov.ng) or any of the KIRS offices within the 44 LGAs of the State.

Applicants are required to attach the listed documents to the form:

1. Purchase receipt
2. Purchase invoice
3. Customs duty certificate
4. Sales agreement (in the case of a change of ownership)

### **Step 2: Submission**

Submit the filled application form with the attached documents to the Motor Licensing Office (MLA) at any KTIRS office (see addresses above).

### **Step 3: Verification**

The MLA desk Officer will cross-check the form and the attached documents within one day. If certified okay, the allocation of the number and the fees payable will be communicated to the applicant.

### **Fees Schedule:**

Fees payable include a Vehicle registration fee, a vehicle license fee, a registration book fee, a vehicle test fee, and a carrier permit (for pick-ups and trucks). Fees

vary based on the type or category of vehicle to be registered. See the links below for applicable fees

[a. Approved rates for vehicle licensing](#)

[b. Renewal of Private Vehicle](#)

### **Step 3: Payment**

#### **Offline Payment:**

- Successful applicants are required to make payments immediately through the **unique provided account number**.
- Make payment at any of the Listed Banks or through the POS terminal provided at the MLA offices within the 44 LGAs of the State.
- Return the evidence of payment to the MLA at the application starting point

### **Step 4: Printing of Particulars**

After proof of payment (bank teller) is submitted, the MLA prints the registration particulars and attaches them to the registration book, including the vehicle plate number, **within 24 hours**.

Registration particulars include the vehicle registration receipt, vehicle license, and vehicle test receipt.

### **Step 5: Inspection**

- The applicant will proceed to the Vehicle Inspection Office (VIO) at any of the underlisted addresses for vehicle inspection.
  - ✓ Department of Vehicle Inspections, Ministry of Transportation, No. 430, Aminu Kano Way, Goron Dutse, Kano. Telephone: 08035883382
- After successful inspection, the certificate of roadworthiness is issued according to the Road Traffic Law 1949.
- This process is completed within 24 hours.

### **Step 6: Insurance Certificate**

- ✓ Applicant then obtains a vehicle insurance certificate at any federal government-approved insurance company and returns the duplicate copy to the MLA office.
- ✓ Obtaining the insurance certificate is instant upon payment.

- ✓ Insurance fees vary according to the type of insurance (comprehensive, third-party or commercial), type of vehicle registrations, and the issuing insurance company.

### **Step 7: Proof of Ownership and Timeline**

A proof of ownership certificate (for new cars) will be issued and communicated to the applicant for pick up **within one week** of registration at the MLA office.

Obtaining vehicle insurance and proof of ownership certificates are secondary activities of vehicle registration.

**For further information, contact**

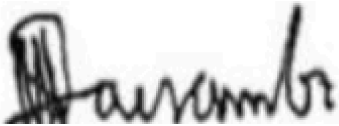
### **Kano State Internal Revenue Service**

No. 2 Bank Road, Kano, Kano State.

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**Dr. Zayid Abubakar**

**Chairman**

**22nd October, 2023**