KT-IRS



Katsina State Internal Revenue Service

GUIDELINES FOR MOTOR VEHICLE REGISTRATION

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APPLICATION PROCESS AND GUIDELINES FOR MOTOR VEHICLE REGISTRATION

In accordance with the Katsina State Tax Administration (Codification and Consolidation) Law (No.18), 2021, all individuals and organisations seeking to register their vehicles in the State can apply through the following process:

WORKING HOURS:

MONDAY – THURSDAY	**7:30AM – 3:30PM**
FRIDAY	**7:30AM – 12:30PM**

Step 1: Application

Applicant obtains and fills in the free vehicle registration application form from the Motor License Authority (MLA) Office at the Katsina State Internal Revenue Service located at No.1 Abba Musa Rimi Way, Katsina, +2348131689977or any of the KTIRS offices at the under-listed addresses:

Baure, Baure Town
Charanchi, Kano Road near police station Charanchi
Dandume, Dandume Town
Daura, Maiadua Road Daura Town
Dutsinma, Dutsinma
Faskari, Faskari Town
Funtua, Zaria Road Opp. GGDSS Funtua
Ingawa, Kankia Road Ingawa Town
Jibia, Magama Road opp GGSS Jibia
Kaita, Katsina Road Kaita Town
Kankara, Kankara Town
Kankia, Katsina Road Kankia
Batagarawa Office, Nagogo Road Katsina
Katsina Area Office, Treasury Katsina
Malumfashi, opp. old LG secretariate MLF
Mani, Katsina Road Mani
Mashi, Katsina Road Mashi

Rimi, Rimi Town
Musawa, Musawa Town

Danja, Danja Town
Maiadua, Maiadua Town

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 this **unique account number 2022171733**
- Make payment at any of the Listed Banks or through the POS terminal provided at the MLA office,
    - First Bank
    - Access (Diamond Bank)
    - Fidelity Bank
    - Polaris Bank
    - Union Bank
    - FCMB
    - Zenith Bank
    - Access Bank
    - Eco Bank
    - Sterling Bank

- 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 Works, Housing and Transport, State Secretariat, Dandagoro, Katsina. Telephone: 08134057757
    - ✓ Vehicle Inspections Office, Kofar Soro, Kangiwa Square, Katsina. Telephone: 08032988848
    - ✓ Vehicle Inspections Office, Old Ministry of Works. Nagogo Road, Kofar Durbi, Katsina. Telephone: 09131194811
    - ✓ Vehicle Inspections Office, Funtua. Telephone: 08035027212
    - ✓ Vehicle Inspections Office, Daura. Telephone: 08037463496
    - ✓ Vehicle inspections Office, Malumfashi. Telephone: 07037674640
    - ✓ Vehicle Inspections Office, Dutsinma. Telephone: 07067707499
    - ✓ Vehicle Inspections Office, Mani. Telephone: 07060809879
    - ✓ Vehicle Inspections Office, Jibia. Telephone: 08166703919
    - ✓ Vehicle Inspections Office, Kankia. Telephone: 08036512834
    - ✓ Vehicle Inspections Office, Kankara. Telephone: 08069122409
- 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
Katsina State, Internal Revenue Service,
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Signed:
Executive Chairman
Katsina State Internal Revenue Service.
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