



MINISTRY OF HEALTH

DIRECTORATE OF FOOD, WATER & LABORATORY SERVICES

CONSULTANCY SERVICES:

- Consultancy Services is backed by the Food, Water and Water-related Products (Regulation and Quality Control) Regulations, 2012
- The power to collect consultancy services by the State Government is enshrined in section 3(a – k), 12, 15 & 16(1 – 3).
- Food, Water & Water-related products (Registration & Quality Control) Regulations, 2012 Specified Fees(Page B11 of the Regulation)

Payment of Consultancy Services covers instruments/documents executed in the following transactions;

- Certificate of Fitness or analysis of Food products.
- Food Premises Hygiene & Safety Status Certificate (Consultancy Services).
- License to Operate Food Business in the State.
- Application Form for Operational License.
- Permit to operate a Water Tanker.
- Renewal of license to operate.
- Registration as a Consultant/Public Analyst in the State.
- Medical Examination Certificate.
- Fines/Penalties for regulation violations.

Assessment

- a) Certificate of Fitness or analysis of food products: This is the Certificate that shows the wholesomeness of a product after it must have undergone Laboratory analysis.
- b) Food premises hygiene and Safety Status Certificate: This is issued prior to the commencement of the food business after satisfactory good hygienic/manufacturing practice are in place.
- c) Licence to operate in the State: The business is expected to have relevant facilities procedures and personnel the meet regulatory requirements in place.
- d) Permit to operate a Water Tanker: Same (c) above
- e) Application Form for Operational Licence: Forms for c and d.
- f) Renewal of Licence to operate annual renewal of c and d.
- g) Registration of Consultant/Public Analyst: Consultancy on Public Health Safety & Quality Control is to be registered in the State.
- h) Application Form for Consultancy/Public Analyst (payment for the registration form).
- i) Medical Examination Certificate: Food Handler's Certificate.

- j) Fines and Penalties for Regulations violations: Any person who contravenes or fails to comply with any of the provisions of the regulations is liable to a fine/penalty.

Consultancy Services Components and rate

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| a. Certificate of Fitness for Food products. | ₦25,000:00 |
| b. Food premises Hygiene & Safety Status Cert. | ₦10,000:00-₦50,000:00 |
| c. Licence to operate in Oyo State. | ₦10,000:00 |
| d. Application form for licence/permit. | ₦2,000:00 |
| e. Permit to operate a Water Tanker | ₦10,000:00 |
| f. Renewal of licence to operate | ₦5,000:00 |
| g. Permit to operate as Consultant/Public Analyst
In Oyo State. | ₦50,000:00-₦150,000:00 |
| h. Application Form for Consultant/Public Analyst | ₦5,000:00 |
| i. Medical Examination Certificate. | ₦5,000:00 |
| j. Fines and Penalties for Regulation violations. | ₦100,000:00-₦500,000:00 |

TIMELINES:

1. Payment and submission of application form(s) for Operational Permit (Renewal) - **5days**
2. Assessment of submitted forms - **3days**
3. Facilities Inspection and Recommendation on Operational Permit Issuance/Renewal- **5days**
4. Approval and Payment for Operational Permit Certificate. - **48 hours**
5. Issuance and Renewal of Operational Permit Certificate. - **24 hours**

PAYMENT PROCEDURE

- Visit the Ministry of Health's Notice Board for information on approval procedures and prescribed fees to be paid.
- Submit an application for Operational Permit addressed to the Honourable Commissioner for Health and the Attention of Director Food, Water and Laboratory Services.
- Proceed to any commercial bank within Oyo State.
- Pay the stipulated fee for application form (Per Business Outlet) into the Oyo State Government Account with Revenue Code **4020123** Tagged "Consultancy Services"
- Obtain the Revenue Receipt of the amount paid from the bank.
- Produce two photocopies of the Revenue Receipt.
- Proceed to the Treasury Office (Room 22) of the Office of the Accountant-General for the confirmation of the electronic receipt.
- Present the confirmed electronic receipt to assess/collect application form at room 42, Ministry of Health.
- Submit filled application form with relevant business documents within five working days.

- Submitted application form(s) and documents are assessed for completeness and validity.
- Business outlets are inspected and recommendation made base on inspection findings.
- Inspection findings are reviewed and recommendation considered for approval.
- Recommendation for Operational Permit /Renewal is/are approved.
- After satisfactory statutory inspection of business premises, proceed to any commercial bank to make stipulated fee into the Oyo state Government Account with Revenue Code **4020123** Tagged “Consultancy Services” for Operational License for Consultancy Certificate.
- For futher enquiries, call Akande on 08035854550 or health@oyostate.gov.ng

2. For client intending to use online payments:

- Proceed to **payment.oyostatebir.com**
- Click on proceed to payment
- Select Ministry of Health on the Agency drop-down.
- Select a revenue type on the revenue drop-down.
- Enter the amount to be paid, payment period and fill in your personal information
- Click on review entries
- Click on proceed to payment, you will be redirected to **myxpresspay** where you will make your payment
- Print out the electronic receipt generated; produce two (2) photocopies of the receipt.
- Proceed to Treasury Office (Room 22) of the Office of the Accountant General for confirmation of the electronic receipts.
- Present the confirmed electronic receipt to assess/collect application form at room 42, Ministry of Health.
- After satisfactory statutory inspection of business premises, proceed to any commercial bank to make stipulated fee into the Oyo state Government Account with Revenue Code **4020123** Tagged “Consultancy Services” for Operational License for Consultancy Certificate
- For futher enquiries, call Akande on 08035854550 or health@oyostate.gov.ng

RATES TABLE FOR FOOD, WATER& LABORATORY SERVICES

CONSULTANCY SERVICES /QUALITY ASSURANCE TEST FEES

AGREED RATES: GOVERNMENT ACCOUNT CODE 4020123

ZONE A (WITHIN IBADAN)

S/N	RANGE	CLASSIFICATION	REGISTRATION FEES (N)	RENEWAL (N)
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1	Pure/Table water factory		10,000	10,000
2	Restaurant/ Canteens (10sqm, 7 staff and above)	A	25,000	25,000
3.	Restaurant/ Canteens (7-9sqm, 5-6 staff)	B	15,000	10,000
4	Restaurant/ Canteens (4-6sqm, 7 staff)	C	10,000	5,000
5	Restaurant/ Canteen (5sqm and below, 2 staff)	D	5,000	2,500
6.	Bakery –Electric Oven	A	25,000	25,000
7	Bakery- Aluminium Oven	B	10,000	10,000
8	Bakery – Local Oven	C	5,000	5,000

ZONE B (OYO & OGHOMOSHO)

S/N	RANGE	CLASSIFICATION	REGISTRATION FEES (N)	RENEWAL (N)
1	Pure/Table water factory		7,500	7,500
2	Restaurant/ Canteens (10sqm, 7 staff and above)	A	20,000	12,000
3.	Restaurant/ Canteens (7-9sqm, 5-6 staff)	B	10,000	7,500
4	Restaurant/ Canteens (4-6sqm, 7 staff)	C	7,500	5,000
5	Restaurant/ Canteen (5sqm and below, 2 staff)	D	5,000	2,500
6.	Bakery –Electric Oven	A	20,000	20,000
7	Bakery- Aluminium Oven	B	5,000	5,000
8	Bakery – Local Oven	C	2,500	2,500

ZONE C (IBARAPA & OKE-OGUN)

S/N	RANGE	CLASSIFICATION	REGISTRATION FEES (N)	RENEWAL (N)
1	Pure/Table water factory		5,000	5,000
2	Restaurant/ Canteens (10sqm, 7 staff and above)	A	10,000	5,000
3.	Restaurant/ Canteens (7-	B	7,500	5,000

	9sqm, 5-6 staff)			
4	Restaurant/ Canteens (4-6sqm, 7 staff)	C	5,000	2,500
5	Restaurant/ Canteen (5sqm and below, 2 staff)	D	3,000	2,000
6.	Bakery –Electric Oven	A	20,000	20,000
7	Bakery- Aluminium Oven	B	5,000	5,000
8	Bakery – Local Oven	C	2,500	2,500

Payment Process

- ❖ Proceed to any of the Commercial Banks within Oyo State.
- ❖ Pay the appropriate amount as prescribed at the computed rate into the Oyo State Government Account with revenue code 4020123 (Consultancy Services).
- ❖ Obtain the electronic revenue receipt generated for the money paid and proceed to Room 22 of the Office of the Accountant General for Confirmation of the e-receipt within 10 -15 minutes.
- ❖ Bring the Confirmed revenue receipt to the Department of Food, Water and Laboratory Services, Oyo State Ministry of Health, Secretariat to obtain application form.
- ❖ You should submit the form with necessary valid documents within 3 weeks
- ❖ After, satisfactory statutory inspection of business premises, proceed to any commercial bank to make appropriate payment into the Government account with revenue code 4020123 for Operational License or Consultancy Certificate.
- ❖ For further enquiries, call Akande on 08035854550 or Akande.adebisi776@mail.oyostate.gov.ng