



Ministry of Health

MH/ADM/647/VOL.I/69

29th April, 2022

The Hon. Commissioner and Attorney General
Ministry of Justice
State Secretariat
Uyo

Attention: Mfon Edemekong, Esq. (Secretary, Law Revision Committee, 2021)

Dear Sir,

**RE: REVISION OF LAWS OF AKWA IBOM STATE, 2000
INPUT ON LAWS RELEVANT TO MINISTRY OF HEALTH**

With reference to your request on the above subject vide letter No. MJS.399/Vol.I/12 dated 28th March, 2022, we wish to make the following contributions:

1. **FEES:** Fee payable for registration of private health facilities and subsequent yearly renewal of license thereof had been revised a few times over the years to keep pace with economic realities and inflation. The subsisting rates which were approved and implemented with effect from June, 2021, are as follows:

S/N	TYPE OF FACILITY	REGISTRATION	RENEWAL
1.	Hospital/Clinic	N150,000.00	N60,000.00
2.	Medical Laboratory	150,000.00	60,000.00
✓ 3.	Maternity Home	80,000.00	30,000.00
✓ 4.	Nursing Home	80,000.00	30,000.00
5.	Physiotherapy Centre	100,000.00	40,000.00
6.	Mortuary	100,000.00	40,000.00
7.	Hearse	50,000.00	20,000.00

2. **REGISTRATION FORM:** In consideration of the need to capture adequate information about location of facilities, applicants, associates and staff, registration template had undergone modifications over the years. A sample of the one currently in use is herewith attached.

Please accept the assurances of the Honourable Commissioner's highest esteem.

Dr. Patrick A. Essiet
Permanent Secretary
for: Hon.. Commissioner

PROCEDURES FOR REGISTRATION OF PRIVATE HOSPITALS, CLINICS, MATERNITY HOMES, STAND-ALONE MEDICAL LABORATORIES, MORTUARIES, DIAGNOSTIC CENTRES AND PHYSIOTHERAPY CENTRES IN AKWA IBOM STATE

1. Visit the Directorate of Medical Services, Room 57, Ministry of Health, Idongesit Nkanga Secretariat, or Akwa Ibom State Internal Revenue Service (AKIRS) website (<https://www.akirs.ak.gov.ng/downloads/laws/state-government-rev-codes-and-rates-amendment-law.pdf>) to obtain necessary information on the various fees payable by health facilities. (Also see approved Revenue Rates in Ministry of Health above).
2. A written application for inspection/registration of facility is usually addressed to the Honourable Commissioner for Health on its letterhead.
3. Upon the Honourable Commissioner for Health's approval, proceed to obtain the application form in person from the Department of Medical Services, Room 57, Ministry of Health, Idongesit Nkanga Secretariat, Uyo. As indicated on the form, it is usually issued free of charge.
4. Complete the application form accurately and submit to same address above, providing all the necessary information and attaching the required documents such as:
 - Photocopies of credentials of all members of staff, including current practicing licenses of all medical and health professionals,
 - Evidence of registration with the Association of General and Private Medical Practitioners of Nigeria (AGPMPN),
 - Inventory of equipment and furniture,
 - Articles of Board of Trustees, where applicable.
5. The Department of Inspectorate Services, Ministry of Health, Idongesit Nkanga Secretariat, Uyo. will scrutinize documents for accuracy and completeness.
6. Inspection of facility scheduled on payment of inspection fee of N50,000.00 (Fifty thousand naira) at Room 69, Ministry of Health. The inspection fee was introduced by the management of the Ministry to mitigate difficulties with logistics, particularly with reference to hiring/ fueling of the vehicles, taking a cue from the Pharmacists' Council of Nigeria, which charges similar fees for inspection of Pharmacies and Patent Medicine Stores seeking registration.
7. The inspection team of the Ministry visits the facility, inspects and submits its report/ recommendations to the Honourable Commissioner. If satisfied, the Honourable Commissioner approves the registration of the facility.

8. The applicant then pays the prescribed registration or licensing fees at any government IGR designated bank using AKSG Pay Direct or online at <http://quickteller.com/akwaibom> to pay the applicable fees and present the evidence to the Ministry to obtain an official receipt.
9. The Ministry will issue a Certificate of Registration signed by the Honourable Commissioner to the proprietor. This certificate allows him/her to operate the healthcare facility legally.
10. The time frame from the time of completion of documentation to certification takes about six (6) weeks.



Mrs. Stella A. Ukpe

23/12/22

For: Honourable Commissioner