KEBBI STATE WATER BOARD
UPDATED PROCEDURE FOR OBTAINING A DRILLING COMPANY LICENCE PERMIT IN KEBBI STATE

GOVERNING LAW

Pursuant to the provisions of the In pursuance of the Provisions of the Kebbi State Water Board Edict, Section 7 of 1984 and the Administration and Collection of Revenue Due to the Kebbi State Government Local Government Council Law 2023.

WHAT IS A DRILLING COMPANY LICENCE PERMIT?

A Drilling Company Licence Permit is an official authorisation issued by the Kebbi State Ministry of Water Resources and Rural Development to private companies that have demonstrated the technical capacity, equipment, and professional competence required to carry out water borehole drilling operations within the State. The Licence Permit certifies that the company meets the minimum standards set by the Ministry and is legally permitted to offer drilling services to clients — including individuals, communities, institutions, and organisations — within Kebbi State.

WHO IS REQUIRED TO OBTAIN THIS LICENCE PERMIT?

This Licence Permit is mandatory for all private companies intending to engage in any of the following activities within Kebbi State:

- Water borehole drilling for residential, commercial, or industrial purposes
- Borehole rehabilitation and redrilling services
- Hydrogeological investigation and groundwater exploration
- Installation of hand pumps, motorised pumps, and borehole casing
- Any other groundwater development activity carried out on a commercial basis

APPLICATION PROCEDURE

STEP 1: Obtain an Application Form

Visit the Water Board of the Kebbi State Ministry of Water Resources and Rural Development at No. 1, Murtala Mohammed Way, Birnin Kebbi, to obtain the Drilling Company Licence Permit Application Form. The form is available at the Customer Service Desk at no charge.

Alternatively, applicants may request the form via email at waterboard@kebbistate.gov.ng.

Note: Form is issued same day on visit.

Application Fee: ₦10,000

STEP 2: Prepare All Required Documents

Applicants must compile and submit the following documents alongside the completed application form:

a. Certificate of Incorporation: A certified copy of the company's Certificate of Incorporation issued by the Corporate Affairs Commission (CAC), confirming the company is duly registered in Nigeria.
b. CAC Status Report / Form CAC 1.1: A current status report or particulars of the company showing directors, shareholders, and registered address.
c. Tax Clearance Certificate: A valid Tax Clearance Certificate covering the last three (3) years
d. Evidence of Technical Capacity: A list and photographs of drilling rigs, equipment, and machinery owned or leased by the company, including make, model, and capacity of each rig.
e. List of Qualified Personnel: Names, qualifications, and curriculum vitae of at least two (2) certified hydrogeologists, geologists, or water engineers employed by or contracted to the company.
f. Evidence of Previous Drilling Experience: Documentation of at least three (3) completed borehole drilling projects, including client names, locations, and completion reports or certificates.
g. Passport Photographs: Two (2) recent passport photographs of the Managing Director or authorised representative of the company.

STEP 3: Pay Application Fees

Payment of all applicable fees must be made before submission of the application. Payment can be made via:

- Kebbi State TSA Payment Portal: www.kirs.kebbistate.gov.ng
- Any recognised bank in Kebbi State using the TSA Online payment platform via Pay a Biller (remita.net)
    - At the Ministry's Water Board office via POS or bank draft

Applicants must retain the payment receipt as proof of payment. The receipt must be attached to the application package at submission.

STEP 4: Submit Completed Application

Submit the completed application form, all supporting documents, and proof of payment at the Water Board Customer Service Desk at:

No. 1, Murtala Mohammed Way, Birnin Kebbi, Kebbi State.

Upon submission, applicants will receive:

- A Reference Number for tracking the application
- An Acknowledgement Letter within five (5) working days of submission

STEP 5: Technical Review & Assessment

The Ministry's technical team will conduct a thorough review of the submitted application and supporting documents within ten (10) working days to assess:

- The completeness and accuracy of all submitted documents
- The technical capacity and equipment of the applying company

- The qualifications and competence of key technical personnel
- The company's track record and prior drilling experience

Applicants may be invited to attend a technical interview or presentation before the Ministry's review panel if required. Applicants will be notified of any such requirement via SMS or email.

Technical Review Fee: ₦25,000

STEP 6: Site Inspection (Where Applicable)

Where the Ministry deems it necessary, officials from the Water Board will conduct a physical inspection of the company's drilling equipment, yard, and operational facilities to verify the information provided in the application. Applicants will be notified of the inspection date via SMS or email at least three (3) working days in advance.
A responsible officer of the company must be available and present throughout the inspection.

Inspection Fee: ₦20,000 – ₦50,000 (based on the number of sites and equipment to be inspected)

STEP 7: Approval Decision

Following the technical review and inspection (where conducted), the Ministry will communicate its decision within fifteen (15) working days. The outcome will be one of the following:

a. Approved — The Drilling Company Licence Permit will be issued to the company.
b. Conditionally Approved — The Ministry will issue a notice specifying additional requirements or deficiencies to be addressed. The company must fulfil all stated conditions within the prescribed timeframe before the Licence is issued.
c. Rejected — Where the company fails to meet the minimum technical, professional, or documentary requirements, the application will be rejected. A written explanation will be provided. The company may reapply after addressing the identified deficiencies.

An applicant aggrieved by the decision of the Ministry may appeal in writing to the Permanent Secretary within fourteen (14) working days of receiving the decision.

STEP 8: Issuance of Drilling Company Licence Permit

Upon approval, the Ministry will issue a Drilling Company Licence Permit to the company. The Licence Permit:

- Is valid for a period of one (1) year from the date of issuance
- Must be renewed annually before the expiry date by submitting a renewal application
- Must be produced upon demand by any authorised officer of the Ministry or relevant regulatory body
- Is non-transferable and applies only to the registered company to which it is issued

- May be suspended or revoked at any time if the company is found to be in violation of the conditions of the Licence or applicable laws

Failure to renew the Licence Permit before its expiry date shall render the company's drilling operations illegal, and the company shall be subject to applicable penalties.

Licence Issuance Fee: ₦50,000 **Annual Renewal Fee:** ₦30,000

CONTACT INFORMATION

For further assistance, enquiry, or complaint, please contact:

Water Board, Kebbi State Ministry of Water Resources and Rural Development
No. 1, Murtala Mohammed Way, Birnin Kebbi, Kebbi State, Nigeria
Phone: +234-9162244286
Email: waterboardgrm@gmail.com
Office Hours: Monday – Friday, 8:00 AM – 4:00 PM (excluding public holidays)

Signed:

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General Manager
Kebbi State Water Board
March 2026