

## Processing of the application (Permanent Application)

Step 1: Client submit complete application with all necessary attachments with payments in Outdoor Advertising Unit (payment it's for application fee and goes directly to the vote number by requesting invoice from finance department)

Step 2: Clerk register application

Step 3: Clerk submit application to Chief Advertising Officer

Step 4: Chief Advertising Officer Sub-directorates for comments (Transport, Engineers, Property and Traffic dept. if applicable)

Step 5: Sub-directorates submit comments back to Chief Advertising Control Officer

Step 6: Chief Advertising Control Officer distributes application to Advertising Control Officer

Step 7: Advertising Control Officer Process application (Approval or Non approval)

Step 8: Advertising Control Officer submit application back to Chief Advertising Control Officer for approval or non approval

Step 9: Chief Advertising Control Officer submit approval or non approval letter to GM's office

Step 10: GM submit letter to HOD's office send it back to Chief Advertising Control Officer

Step 11: Chief Advertising officer send the application to legal service to draft contract for the client

Step 12: Clerk send approval or non approval to client if application, if application is approved clerk will send file to finance to create an account

## Processing of the application (Temporary Application)

Step 1: Client submit complete application with all necessary attachments with payment in Outdoor Advertising Unit

Step 2: Clerk register application

Step 3: Clerk submit application to Chief Advertising Officer

Step 4: Chief Advertising Control Officer distributes application to Advertising Control Officer

Step 5: Advertising Control Officer Process application (Approval or Non approval)

Step 6: Advertising Control Officer submit application back to Chief Advertising Control Officer for approval or non approval

Step 7: Chief Advertising Control Officer / Advertising Control Officer submit approval or non approval letter to GM's office

Step 8: Clerk informs the client's application approval or non approval

Step 9: Client receive a certificate / strickers if application is approved

