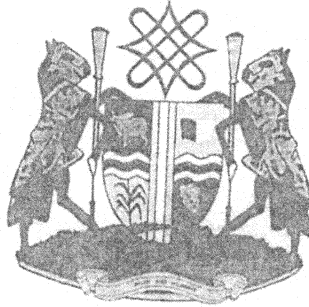


**A LAW TO PROVIDE FOR THE REGISTRATION OF
KADUNA STATE RESIDENTS AND FOR CONNECTED PURPOSES**



Kaduna State of Nigeria

Law No. 16 2018

(1st March 2018)

Date of Commencement

BE IT ENACTED by the House of Assembly of Kaduna State as follows: Enactment

1. This Law may be cited as the Kaduna State Residents Registration (KADRR) Law, 2018. Citation

2. This Law shall come into operation on the 1st day of March, 2018. Commencement

3. In this Law: Interpretation

“Board” means the Governing Board of the Agency;

“Commissioner” means the Commissioner responsible for Planning and Budget;

“Executive Secretary” means the Chief Executive and Accounting Officer of the Agency;

“Governor” means the Governor of Kaduna State;

“Long Term Accommodation” means renting, owning or living in a room(s), flat, duplex or dwelling unit for a continuous period of not less than six months;

“Member” means a member of the Governing Board and includes the Chairman;

“Resident” means a person who resides permanently in a long term accommodation in the State; and

“State” means Kaduna State of Nigeria.

4. (1) There is hereby established an Agency to be known as the Kaduna State Residents Registration Agency referred to in this Law as “the Agency”.
- (2) The Agency shall:
- (i) be a body corporate with perpetual succession and a common seal;
 - (ii) have power to sue and be sued in its corporate name; and
 - (iii) be capable of purchasing, acquiring and holding of movable and immovable property or an interest therein for the purpose of exercising its functions under this Law.
- (3) The Agency shall be under the supervision of the State Planning and Budget Commission.

Establishment of the
Kaduna State Residents'
Registration Agency

5. The functions of the Agency shall be to:

Functions of the Agency

- (1) create a reliable database of all residents in the State with a view to providing useful data for planning, security, social welfare, employment, financial services, housing, demography, education, health and related matters;
- (2) establish the relevant infrastructure for the creation of a residents' information database for every resident of the State with a view to:
 - (i) producing residency cards for all qualified residents of the State;
 - (ii) ensuring easy identification of residents;
- (3) produce guidelines for bio-metric data to be contained in the registration form; and

(4) advise the government on mode of collecting residents data from the general public.

6. (1) There is hereby established for the Agency a Governing Board whose members shall be appointed by the Governor and shall consist of:

Establishment and composition of the Governing Board of the Agency

(i) Commissioner for Planning and Budget, who shall be the Chairman;

(ii) Permanent Secretary, Ministry of Finance;

(iii) Permanent Secretary, General Services;

(iv) Permanent Secretary, Ministry of Local Government and Chieftaincy Affairs;

(v) Solicitor-General/Permanent Secretary, Ministry of Justice;

(vi) One Local Government Statistician;

(vii) Statistician General, Kaduna state Bureau of Statistics;

(viii) Special Adviser to the Governor on Legal Matters;

(ix) Executive Chairman of Kaduna State Internal Revenue Service;

(x) One member each from the three Senatorial Districts in the State, one of whom shall be a woman; and

(xi) The Executive Secretary of the Agency shall serve as Member/Secretary to the Board; and

(2) All members shall be part-time members except for the Executive Secretary.

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| 7. | Members shall hold office for a period of four years renewable for a further period of four years. | Tenure of office of members of the Board |
| 8. | <p>(a) Any member may resign his appointment at any time by notice in writing under his hand addressed to the Governor.</p> <p>(b) If a member dies or resigns or otherwise vacates his office before the expiration of the term for which he is appointed, the Governor shall appoint a fit and proper person for the remainder of the term of office, and the successor shall represent the same interest.</p> | Cessation of office of members |
| 9. | There shall be paid to every member, such emoluments, allowances and benefits as the Governor may from time to time determine. | Remuneration of members of the Board |
| 10. | <p>(1) The Board shall meet at least once a quarter at such place and time as may be approved by the Chairman.</p> <p>(2) The Chairman shall preside at every meeting of the Board and in his absence; the members present at the meeting shall appoint one of them to preside.</p> | Meetings of the Board |
| 11. | <p>(1) The quorum at any meeting of the Board shall be a simple majority of members including the Chairman.</p> <p>(2) All questions at any meeting of the Board shall be determined by a majority vote of members present. Where there is equality of votes, the Chairman or member presiding shall have a casting vote.</p> | Quorum and voting |
| 12. | Where the Board desires to obtain advice or any special information from any person on any matter, the Board may co-opt such person as a member for a limited period, and such person shall have the rights and privileges of a member but shall not be entitled to vote on any issue or count towards a quorum. | Power to co-opt |
| 13. | <p>(1) The Board shall have power to make Standing Orders regulating its proceeding at meetings.</p> <p>(2) The validity of any proceeding of the Board shall not</p> | Proceedings |

be adversely affected by:

- (a) any vacancy in the membership of the Board;
- (b) any defect in the appointment of a member; or
- (c) reason that a person not entitled to do so, took part in the proceedings.

14. (1) There shall be an Executive Secretary who shall be appointed by the Governor as the Chief Executive and Accounting Officer of the Agency, who shall be responsible for the day-to-day management of the Agency.

Secretary of the Agency

(2) The Executive Secretary shall hold office for a term of five (5) years and may be renewed for another term.

15. (1) The Agency may subject to the approval of the Governor from time to time appoint such other employees as it may deem necessary, to enable it effectively perform its functions under this Law.

Appointment of such other Employees by the Governor

(2) The Governor may specifically delegate to the Executive Secretary, the power to appoint such categories of staff of the Agency as the Board may from time to time specify.

(3) The staff of the Agency shall be Public Servants in the service of Kaduna State.

(4) The Agency may engage such Consultants and Advisers in such areas where they have technical deficiency.

(5) The Agency may make staff regulations relating generally to the conditions of service of its employees.

(6) Pending the publication of the regulations described in subsection (5) of this section; the employment of the Staff of the Agency shall be governed by the terms and conditions generally applicable to officers in the Public Service of the State.

(7) Staff Regulations issued by the Agency under Subsection (5) of this section shall not have effect until

approved by the Governor and published in the Gazette.

(8) The staff of the Agency shall be entitled to pension Benefit accordance with the Pension Law of the State.

16. (1) As from the Commencement of this Law:

Registration

(i) every person residing in the State shall register with the Agency within twelve (12) months;

(ii) any person who moves into a long term accommodation in the State after the commencement of this Law shall within thirty (30) days of moving into the accommodation register with the Agency.

(2) A resident shall notify the Agency of a subsequent change of name or address appropriately.

(3) Every Owner, Landlord, or head of household (individual or corporate) in the State shall notify the Agency of any new resident in their premises and shall inform the person of the need to register with the Agency.

(4) Registration shall be continuous and same shall be subject to renewal every five years.

17. The Agency shall issue a Certificate of Registration immediately upon registering a resident and the certificate shall be replaced by a Residency Card within 90 days of date of capture.

Certificate of Registration

18. The Agency shall establish registration centres across all the Local Government Areas in the State and in any other place as deemed fit to facilitate ease of registration.

Registration Centres

19. (1) No officer of the Agency, partner, consultant, or service provider shall disclose any information or data submitted or filed with the Agency without due authorisation;

Unauthorised Disclosure of Information

(2) The Agency shall put in place necessary machinery to protect all the information/data submitted and filed with it.

20. The Agency shall establish and maintain a fund which shall consist of:

- (a) The initial take-off grant as appropriated by the State House of Assembly;
- (b) Such sums as maybe appropriated by the House of Assembly by way of annual subvention;
- (c) All other sums accruing to the Agency by way of grants, gifts, testamentary dispositions, endowments, bequests and donations made to the Agency;
- (d) Income from any investment or other property acquired by or vested in the Agency, and
- (e) Such other sums as may accrue from time to time to the Agency.

21. (1) The Agency shall, not later than 30th June in each year, submit to the Commissioner an estimate of its expenditure and income (including estimates of expected payments into the Fund) during the next succeeding year.

Annual Estimates and Accounts

(2) The Agency shall keep proper accounts in a form which conforms to accepted accounting standards, and proper records in relation thereto and the accounts shall be audited as provided in subsection (3) of this section.

(3) The accounts of the Agency shall be audited at the end of each calendar year by auditors appointed by the Auditor-General of the State in accordance with the Financial Regulations and the fees of the auditors and the expenses for the audit generally shall be paid from the Fund.

22. The Agency shall, not later than 30th April in each year, submit to the Board for onward transmission to the Governor, a report on the activities of the Agency and its administration during the immediate preceding year and shall include in the report the audited accounts of the Agency.

Annual Reports

23. The Agency may accept any gift, technical assistance, or donations of land, money or other property from any person upon such terms and conditions acceptable to the Agency.

Gifts and Donations to the Agency

24. (1) For the purpose of carrying out the functions conferred on the Agency under this Law, the Executive Secretary, or any employee of the Agency duly authorised in that behalf:
- Right of access to information
- (a) Shall have a right of access to all accommodation, data and information on any person in the State;
 - (b) May, by notice in writing, served on any person require such person to furnish or cause to be furnished personal information or other similar information held by or available to such persons, on such matters as may be specified in the notice.
- (2) It shall be the duty of any person required to furnish information pursuant to subsection (1) of this section to comply with the notice within the period specified in the notice or where no period is specified, within a reasonable period.
25. The Agency may subject to the approval of the Governor by an Order in the Gazette make regulations for the effective operation of this Law and the due administration thereof.
- Regulations
26. Any person who:
- Offences
- (a) interferes with the Agency or obstructs any authorised officer of the Agency in the exercise of any of the powers conferred on it by this Law,
 - (b) fails to comply with any enquiry or requirements made by an authorised officer in accordance with the provisions of this Law, or
 - (c) fails to register in accordance with Section 16 of this Law, commits an offence and shall be liable upon conviction to a fine not less than One Hundred Thousand Naira (₦100,000.00) or imprisonment for a term not less than six months or to both.
27. No suit shall be commenced against the Agency before the expiration of a period of 30 days after written notice of intention to commence the suit shall have been served upon it, by delivering the notice to the Executive Secretary, by the
- Legal Proceedings

intending claimant or his agent and the notice shall clearly and explicitly state:

- (a) The cause of action;
- (b) The particulars of claim; and
- (c) The reliefs claimed.

28. The fixing of the Seal of the Agency shall be authenticated by the signature of the Executive Secretary and or such other member authorised generally or specially by the Board:

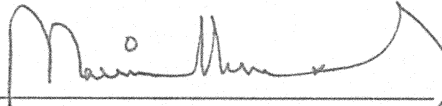
Common Seal

- (1) Any contract or instrument, which if made by a person not being a body corporate, would not be required to be made under seal, may be made or executed on behalf of the Agency by the Executive Secretary or by any other person generally or specially authorised by the Board.
- (2) Any document purporting to be a contract, instrument or other document signed or sealed on behalf of the Agency shall be received in evidence and, unless the contrary is shown, be presumed, without further proof to have been so signed or sealed.

29. No Member or staff of the Agency shall be sued in his personal capacity for any act done or omitted to be done in the lawful performance of his duties under this Law.

Indemnity

DATED AT KADUNA this^{10th}..... day of^{March}..... 2018.


Malam Nasir Ahmad el-Rufa'i,
Governor, Kaduna State.

EXPLANATORY NOTE

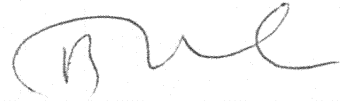
(This note does not form part of this Law and has no legal effect)

The purpose of this Law is to provide for the registration of Kaduna State residents with the object of providing residency cards for all the residents and thereby creating a reliable database of all residents and for connected purposes.

This printed impression has been carefully compared with the Bill which has passed the Kaduna State House of Assembly and found to be true and correctly printed copy of the said Bill.



HON. AMINU ABDULLAHI SHAGALI
(Speaker)



BELLO ZUBAIRU IDRIS Esq.
(Clerk to the Legislature)