

14 August, 2017

CIRCULAR LETTER TO:

The Chief of Staff to Mr. Governor,
The Deputy Chief of Staff to the Deputy Governor,
The Secretary to the State Government,
Office of the Head of Service,
Chairmen of Commissions/Corporations,
Permanent Secretaries/Tutors-General/ Director-General,
The Clerk, Ondo State House of Assembly,
The Accountant-General,
The State Auditor-General,
The Auditor-General for Local Governments,
The Statistician-General,
General Managers/Heads of Non-Ministerial Departments

REVIEW OF LAWS/OPERATIONAL PROCEDURES ON INTERNALLY-GENERATED REVENUE

Consequent upon the findings and observations from the series of meetings of the State-appointed revenue Consultant, Global Revenue Consultant (Messrs CSDC Consulting) with the various revenue-generating Ministries, Departments and Agencies (MDAs), it has become pertinent to review all obsolete revenue laws and some of the existing revenue collection mechanisms and operational guidelines. The essence of the review is to foster operational efficiency in revenue collection in order to increase the internally-generated revenue of the State to enable Government to deliver on its laudable programmes.

2. In view of this, all the Ministries, Departments and Agencies (MDAs) that are directly or indirectly involved in revenue generation are hereby requested to make available to the Consultant, the following documents:

- Enabling Law, Edit, Gazette or any document(s) which state(s) the creation and operational details of the revenue generating mandate of the MDA;
- List of all existing revenue collecting Consultants, Contractors, Merchants, etc. of the MDA;
- All memoranda of understanding between the MDA and such revenue collecting Consultants, etc.;
- Any other document considered relevant for a holistic and comprehensive review of the MDA's revenue generating activities.

3. The above documents should be forwarded to the Managing Consultant, CSDC Consulting, through the Office of the Chairman, Board of Internal Revenue (BIR), not later than the close of work on Thursday, 17th August, 2017, **without fail**.
4. Accounting Officers of the concerned MDAs should treat the content of this Circular with the seriousness and urgency it deserves, please.

Toyin Akinkuotu, Esq.
Head of Service