



## KEBBI STATE GEOGRAPHIC INFORMATION SYSTEM (KEBGIS)

### GUIDELINES OF OBTAINING A RIGHT OF OCCUPANCY

#### Guiding Laws & Regulation

*In pursuant of the provisions of the Law Establishing Kebbi State Geographic Information System Agency and for other matters connected therewith, Law 002, 2022.*

*Kebbi State Land Use Regulations, 2022*

*Kebbi State Administration, Collection of Revenue Due to the State and local Government Councils and to Establish the Relevant Administrative Structures Law No. 008; 2020..*

*All individuals and organizations seeking to obtain Right of Occupancy (RofO) in Kebbi State can apply through the following process;*

#### Step 1

##### Using any of the channels below

Obtain the Statutory Right of Ownership (RofO) Application form for free for Individual & Organization from;

KEBGIS Head Office  
No. 5, Off Umar Kaoje Road  
Birnin Kebbi  
234-8033902874;080-69129394

OR download and fill every section of the application form(s) OR Fill the form online via the links below:

##### Right of Occupancy Application Form (ROAF)

- Residential Right of Occupancy Form (ROAF1):  
<https://kebbistate.gov.ng/sites/default/files/Land%20Allocation%20Application%20Form.pdf>
- Commercial Right of Occupancy Form (ROAF2):  
<https://kebbistate.gov.ng/sites/default/files/Land%20Allocation%20Application%20Form.pdf>
- Industrial Right of Occupancy Form (ROAF3):  
<https://kebbistate.gov.ng/sites/default/files/Land%20Allocation%20Application%20Form.pdf>

#### Step 2

##### Prepare all relevant documents.

To process your application for acquiring residential, commercial, industrial land, the following documents are required:

- Two passport size photographs of the applicant (Residential & Individual Commercial only)
- Photo Identification: National ID Card or International Passport or Drivers License or Voter's Card
- Current personal income tax clearance certificate OR Visit/contact <https://irs.kb.gov.ng/etax/> for TCC and TIN.
- Certificate of Incorporation is required CAC (Corporate bodies)
- An accepted feasibility study (Commercial & Industrial)
- Copy of Memorandum and Articles of Association of the company (in the case of corporate bodies) among other conditions.
- Current Utility bill
- Land Transfer Documents such as; Customary Rights of Occupancy, Sales Agreement or Deed of Transfer or Inheritance Documents
- Court Affidavit of Police Report in the case of lost/stolen documents

**Submission of Land Acquisition Application Form****Manual Submission**

- Pay the applicable processing fee (Residential: N5000 and Commercial/Industrial: N10,000) using any of the available payment channels:
  - Any Commercial Bank in the State using the TSA KEBBI PAYDIRECT account.
  - Via PoS using a debit/credit card located at the State Board of Internal Revenue (SBIR) Customer Service Centre within the KEBGIS Head Office located at No 5, Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi.
- Submit the duly completed Application Form directly to;
  - KEBGIS No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi together with the following documents;
    - Evidence/proof of payment of application processing fee
    - All applicable documents detailed in Step 2 above.
- Make payment using TSA Online payment platform via <https://login.remita.net/remita/onepage/G0000308016/biller.spa>

**Confirmation of Application:**

\*\*Upon Submission of your application, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the Service Level Agreement (SLA) and file number of the application by KEBGIS.

**Processing Timeline**

- Submitted applications will be processed **within 21 Working Days** prior to the final stage for collection described in step 4 below.

**Collection of Statutory Right of Occupancy (R of O) Certificate**

- Successful applicants will be notified via text, call or email within 60 days to pay applicable charges.
- Successful applicants will receive an Offer Letter (R of O), an Acceptance Letter containing a Service Level Agreement (SLA).
- Payment can be made through any Commercial bank, into the TSA PAY DIRECT account or through SBIR designated (PoS) terminal located at KEBGIS (No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi) or online via SBIR website: <https://login.remita.net/remita/onepage/G0000308016/biller.spa>
- Return signed Acceptance Letter with evidence of payment of all fees to KEBGIS (No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi)
- Successful applicants will be notified within 30 working days via phone call or e-mail to collect their Right of Occupancy (R of O).
- Collection shall be at the KEBGIS Head Office at No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi
- Where an applicant has not been notified of a successful application within the first 10 working days after submission, he/she should please contact KEBGIS at No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi or call 234- 8033902874 or the Director Lands, Ministry of Lands, Housing & Urban Development 2<sup>nd</sup> Floor Phase II, Gwadamgawaji Secretariat Complex Birnin Kebbi or call 234-8034403440

**For more information, enquiry, or complaints please contact KEBGIS Customer Service located at No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact [info@gis.kebbistate.gov.ng](mailto:info@gis.kebbistate.gov.ng) or Call +2348033902874; 234-8113902874**

**Signed:**

Permanent Secretary

**Kebbi State Ministry of Lands, Housing & Urban Development**

25th October 2022