



KEBBI STATE GEOGRAPHIC INFORMATION SYSTEM (KEBGIS)

GUIDELINES FOR OBTAINING A CERTIFICATE OF OCCUPANCY FOR DIRECT LAND ACQUISITION

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

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

Step 1

Using any of the channels below

Obtain the Certificate of Occupancy (CofO) 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:

Land 1 C of O Form (LAF)

- Residential Land1 Application Form (**RSLAF**):
<https://kebbistate.gov.ng/sites/default/files/Land%20Allocation%20Application%20Form.pdf>
- Commercial Land1 Application Form (**CLAF**):
<https://kebbistate.gov.ng/sites/default/files/Land%20Allocation%20Application%20Form.pdf>
- Industrial Land1 Application Form (**ILAF**):
<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
- Statutory Right of Occupancy Certificate (**certificate must not be older than six months**)
(<https://kebbistate.gov.ng/sites/default/files/GUIDELINES%20OF%20OBTAINING%20ROfO%20%281%29.pdf>)
- Court Affidavit of Police Report in the case of lost/stolen documents

Step 3

Submission of Land Acquisition Application Form

Manual Submission

- Pay the applicable processing fee & charges as shown in the link, <https://kebbistate.gov.ng/sites/default/files/KEBGIS%20LAND%20ACQUISITION%20FEES%20AND%20CHARGE%20S.pdf> 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 30 Working Days** prior to the final stage for collection described in step 4 below.

Step 4

Collection of Statutory Certificate of Occupancy (C of O) Certificate

- Successful applicants will be notified via text, call or email **within 60 days** to pay applicable charges.
- Upon the Governor's approval, successful applicants will receive an Offer Letter (R of O), an Acceptance Letter containing a Service Level Agreement (SLA) and an invoice for the final bill (Registration charges, document search fees, non-refundable development fee, survey, planning fees, etc.,) as specified in the Schedule of payment of the Kebbi State Land Use Regulations 31-48
<https://kebbistate.gov.ng/sites/default/files/KEBGIS%20LAND%20ACQUISITION%20FEES%20AND%20CHARGE%20S.pdf>
- 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 Certificate of Occupancy (C 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 2nd Floor Phase II, Gwangwaji Secretariat Complex Birnin Kebbi or call 234-8034403440

Land Acquisition Fees and Charges

S/N	Fees & Charges	Amount (N)				
		Residential	Commercial		Industrial	Agricultural
1	Application	10,000.00	Petrol Station	100,000.00	50,000.00	10,000.00
			Hotel	100,000.00		
			Others	50,000.00		
2	Initial Bill (Annual)	25,000/hectare 50,000/hectare 100/sq meter	50,000.00/hc/annum		150,000.00	50,000.00 N/A 100/sq mtr
	Ground Rent (owner)		125/sq mtr	150/sq mtr		
	Corporate rent		100/sq mtr			
3	Registration & Power of Attorney	25,000.00	50,000.00		50,000.00	15,000.00
4	Processing Fee	20,000.00	30,000.00		50,000.00	10,000.00
5	Development Charges	LD	50,000.00			
		MD	30,000.00			
		HD	10,000.00			
6	Site Plan	5,000.00	10,000.00		10,000.00	5,000.00
7	Survey & Processing Fee	LD	20,000.00		30,000.00	10,000.00
		MD	10,000.00			
		HD	10,000.00			
8	Investigation & Search	4,000.00	4,000.00		4,000.00	N/A
9	Certified True Copy Land Documents	LD	50,000.00		100,000.00	100,000.00
		MD	40,000.00			
		HD	30,000.00			

***Note Key: LD= Low Density; MD=Medium Density; HD=High Density

HVI=Heavy Industrial; LII=Light Industrial

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 or Call +2348033902874; 234-8113902874

Signed:

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

25th October 2022