



GOVERNMENT OF BAUCHI STATE
MINISTRY OF LAND AND SURVEY

Along Yakubun Bauchi Road, Adjacent to Deputy Governor's Office
P. M. B. 067, Bauchi, Tel: 077-542360, 542447

08-11-2022

PROPERTY REGISTRATION GUIDELINE (CORPORATE) & STEP BY STEP PROCEDURE FOR CofO

In Accordance with the provisions of BAGIS Law & Other Matters Connected Therewith 2019, individuals and corporate bodies wishing to register their landed properties are required to follow laid down procedures.

APPLICATION REQUIREMENTS

1. Obtain the Statutory Right Application form from:

BAGIS Customer Service Centre

No 5, Yakubun Bauchi Road,

GRA Bauchi

Contact No. +234 8032606156

Or download the Application Form from our website at bagis.bauchistate.gov.ng.

All downloaded application forms are free.

2. Gather copies of all relevant land documents. Originals are preferred. You are advised to have photocopies made for safekeeping. An Applicant may appoint someone to represent them at BAGIS and this appointment must be indicated in the relevant section of the application form.
3. Applicants are required to come with the following Documents for Application for R of O:
 - a. One Passport-sized Photograph
 - b. Photocopy of means of ID: National ID Card or International Passport or Driver's License or Voter's Card
 - c. Land Transfer Documents such as Sales Agreement or Deed of Transfer or Inheritance Document etc
 - d. Survey Plan (Original copy)
 - e. Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit the nearest Tax Office within their LGA of residence for Tax-related issues. In lieu of Tax Clearance, Applicants in the diaspora will be required to pay a Development Levy ([see Approved Fees & Charges for Lands & Survey](#)) of ₦100,000:00 to BAGIS GTB Bank Account Number: 0422914931
 - f. Utility Bill to verify Applicant's customary developed properties
 - g. Court Affidavit and Police Report for lost or stolen documents
 - h. If Using an Authorized Representative, a signed letter/ form, and photo ID is required.
 - i. In the case of corporate bodies also required are: Certificate of Incorporation and company profile.

APPLICATION PROCESS

1. Applicants will be given an Invoice Number (generated from the system) through which they can then proceed to designated Bank to make payment of a one-time, non-refundable processing fee ([see Approved Fees & Charges for Lands & Survey](#)) deposit ranging between N20,000 to N100,000 depending on the land use, as indicated in the approved scale of fees.

All charges and fees are payable to State Government's Polaris Bank Account Number (Acct no: 1790104641 Acct Name: Internally Generated Revenue)

2. All documents as in (3) above must be submitted to the BAGIS Customer Service Centre along with a Bank Teller/ Bank print-out at No 5, Yakubun-Bauchi Road, Bauchi Metropolis, Bauchi State, Nigeria.
3. Applicants whose documents have been cleared by the Cadastral Unit will receive an Acknowledgement Letter, while Applicants whose documents are not cleared will be issued an Incomplete Application Notice telling them of the affected document(s) to be rectified.
4. All successful Applicants will receive an Offer Letter (R of O), an Invoice for the final Bill (Ground Rent, Premium and Development Levy), and an Acceptance Letter, unless a Plot Identification / Inspection is needed. Contact the BAGIS Service Centre if you do not receive your Offer Letter after one week (weekends and public holidays exempted).
5. Return your signed Acceptance Letter with evidence of payment of all fees to BAGIS. Please note that a maximum of 3 instalment payments are acceptable within 90 days and Applications cannot be processed further until full payments are made.
6. Successful Applicants will be notified by phone and or by email when their Certificates of Occupancy are ready for collection. All collections shall be at the BAGIS Customer Service Centre within the hours of 9 a.m. and 2 p.m., Monday to Friday (excluding public holidays). We are committed to a thirty-working-day (30) processing period after all Fees and Charges are paid. Contact the BAGIS Customer Service Centre if you have not received your collection notification after 30 working days.
7. For further information refer to the Bauchi Geographic Information Service or call the BAGIS Customer Service Centre on +234 (0)9121668555. See relevant charges for all services attached.

PROPERTY REGISTRATION GUIDELINE (INDIVIDUAL)

In Accordance with the provisions of '[BAGIS Law & Other Matters Connected Therewith 2013](#)', individuals wishing to register their landed properties are required to follow laid down procedures.

APPLICATION REQUIREMENTS

1. Obtain the Statutory Right (of Application form) for Individuals (SRI) from:

BAGIS Customer Centre

No 5, Yakubun Bauchi Road,

GRA Bauchi

+234 8032606156

Or download the Application Form from our website at bagis.bauchistate.gov.ng.

All downloaded application forms are free.

2. Gather copies of all relevant land documents. Originals are preferred. You are advised to have photocopies made for safekeeping. An Applicant may appoint someone to represent them at BAGIS and this appointment must be indicated in the relevant section of the application form.
3. Applicants are required to come with the following Documents for Application for R of O:
 - j. One Passport-sized Photograph
 - k. Photocopy of means of ID: National ID Card or International Passport or Driver's License or Voter's Card
 - l. Land Transfer Documents such as Sales Agreement or Deed of Transfer or Inheritance Document etc
 - m. Survey Plan (Original copy)
 - n. Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit the nearest Tax Office within their LGA of residence for Tax-related issues. In lieu of Tax Clearance, Applicants in the diaspora will be required to pay a Development Levy ([see Approved Fees & Charges for Lands & Survey](#)) of ₦100,000:00 to BAGIS GTB Bank Account Number: 0422914931
 - o. Utility Bill to verify Applicant's customary developed properties
 - p. Court Affidavit and Police Report for lost or stolen documents
 - q. If Using an Authorized Representative, a signed letter/ form, and photo ID is required.

APPLICATION PROCEDURES

4. Applicants will be given an Invoice Number (generated from the system) through which they can then proceed to designated Bank to make payment of a one-time, non-refundable processing fee deposit ranging between N20,000 to N100,000 depending on the land use. All charges and fees are payable to government Polaris Bank Account Number (Acct no: 1790104641 Acct Name: Internally Generated Revenue). [See Approved Fees & Charges for Lands & Survey](#)
5. All documents as in (3) above must be submitted to the BAGIS Customer Service Centre along with a Bank Teller/ Bank print-out at No 5, Yakubun-Bauchi Road, Bauchi metropolis, Bauchi State, Nigeria.

6. Applicants whose documents have been cleared by the Cadastral Unit will receive an Acknowledgement Letter, while Applicants whose documents are not cleared will be issued an Incomplete Application Notice telling them of the affected document(s) to be rectified.
7. All successful Applicants will receive an Offer Letter (R of O), an Invoice for the final Bill (Ground Rent, Premium and Development Levy), and an Acceptance Letter, unless a Plot Identification/ Inspection is needed. Contact the BAGIS Service Centre if you do not receive your Offer Letter after one week (weekends and public holidays exempted).
8. Return your signed Acceptance Letter with evidence of payment of all fees to BAGIS. Please note that a maximum of 3 instalment payments are acceptable within 90 days and Applications cannot be further processed until full payments are made.
9. Successful Applicants will be notified by phone and or by email when their Certificates of Occupancy are ready for collection. All collections shall be at the BAGIS Customer Service Centre within the hours of 9 a.m. and 2 p.m., Monday to Friday (excluding public holidays). We are committed to a thirty working days (30) processing period after all Fees and Charges are paid. Contact the BAGIS Customer Service Centre if you have not received your collection notification after 30 working days.
10. For further information refer to the Bauchi Geographic Information Service or call the BAGIS Customer Service Centre on +234 (0)8032606156.

PROCEDURE TO ACQUIRE CofO GOVERNMENT LAND

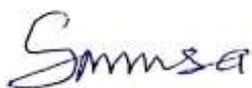
1. All applications forms are to be obtained from the customer service centres at the cost of N1,000.00 or be downloaded free from BAGIS website (www.bagis.bauchistate.gov.ng)
2. All completed applications forms with the application requirements as quoted on the website or as given by the customer service staff, are to be submitted through the customer service centres.
3. Applicants are expected to obtain their acknowledgement letters to acknowledged that their documents were received by BAGIS for CofO processing.
4. All the application are forwarded to the Land Use Services for the process of land allocation
5. All successful allottee are contacted immediately an allocation process has been concluded for the applicant to commence a CofO processing
6. Successful applicants for the allocated plots are contacted by the Customer Service Centre.
7. At the Customer Service Centre, Right of Occupancy (RofO) and acceptance letter are automatically generated by the BAGIS ICT office for the applicants through CSS (Customer Service Staff)
8. The applicants are made to make every necessary payments (Initial bills) including survey fees and other charges.
9. After all payments have been made for the processing of the CofO title, the applicant will be made to sign the acceptance to the issuance of the RofO and a copy of the RofO will be handed to the Application. (optional)
10. The Customer Service Staff (CSS) commence the first of the CofO Title Process.
11. The duration for the CofO Processes and for the Issuance of CofO title is 60 days

S/N	LAND USE TITLE	AMOUNT	ACCEPTABLE PAYMENT
1	RESIDENTIAL (STATUTORY)	N65,000	ONCE
2	PREMIUM	TO BE DETERMINED	ONCE
3	RESIDENTIAL (CUSTOMARY)	N65,000	ONCE
	PREMIUM	NONE	ONCE
4	COMMERCIAL	N165,000	ONCE
5	INDUSTRIAL	N250,000	ONCE

PROCEDURE FOR TITLE CONVERSION CUSTOMARY CofO TO STATUTORY

1. All lands are acquired locally by the applicants
2. All applications forms are to be obtained from the Customer Service Centres at the cost of N1,000.00 or be downloaded free from BAGIS website (www.bagis.bauchistate.gov.ng)
3. All completed applications forms with the application requirements as quoted on the website for customary lands or as given by the customer service staff, are to be submitted through the Customer Service Centres.
4. Applicants are expected to obtain their acknowledgement letters to acknowledge that their documents were received by BAGIS for CofO processing.
5. At the Customer Service Centre, Right of Occupancy (RofO) and acceptance letter are automatically generated by the BAGIS ICT office for the applicants through CSS (Customer Service Staff)
6. The applicants are made to make every necessary payments (Initial bills) including survey fees and other charges.
7. After all payments have been made for the processing of the CofO title, the applicant will be made to sign the acceptance to the issuance of the RofO and a copy of the RofO will be handed to the Application. (optional)
8. The Customer Service Staff (CSS) commence the CofO Title Process.
9. All the applications are forwarded to the Land Administration of BAGIS to profile the customary applicant for the CofO title process , as well as Land Use Services unit for the process of documentation and title approval
10. The duration for the CofO Processes and for the Issuance of CofO customary title is 45 days.

S/N	LAND USE TITLE	AMOUNT	ACCEPTABLE PAYMENT
1	RESIDENTIAL (STATUTORY)	N65,000	ONCE
2	PREMIUM	TO BE DETERMINED	ONCE
3	RESIDENTIAL (CUSTOMARY)	N65,000	ONCE
	PREMIUM	NONE	ONCE
4	COMMERCIAL	N165,000	ONCE
5	INDUSTRIAL	N250,000	ONCE



BARR. SARATU MUSA JIBRIN
Permanent Secretary