



**BY THE AUTHORITY VESTED IN ME BY SECTION 16 OF THE KEBBI STATE GEOGRAPHIC INFORMATION SYSTEM AGENCY LAW NO. 002 OF 2022, AND POWERS ENABLING ME IN THAT BEHALF, I, ALH. MAHMUDA MUHAMMAD WARRA, HON. COMMISSIONER OF LANDS, HOUSING AND URBAN DEVELOPMENT, HEREBY MAKE THE FOLLOWING REGULATIONS:**

## **1. General Provisions**

- 1.1. The Kebbi State Land Use Regulations, 2022 (the Regulations), comprising the rules, procedures and Schedules contained herein provide assurance, certainty and guidance for the general public, professionals, and state government officials in all land related matters in Kebbi State.
- 1.2. The Kebbi Land Use Regulations, 2022, ensure transparency and equity in the processing and execution of land related applications and transactions by the Kebbi Geographic Information System Agency (herein referred to as 'KEBGIS').
- 1.3. KEBGIS and all ministries, departments and agencies in Kebbi State (including Local Government Councils) shall strictly comply with the rules for the use of the land related data that is contained in the KEBGIS Digital Data Repository, for the management and administration of land and in all land related activities in Kebbi State, as provided for in the First Schedule to these Regulations.
- 1.4. KEBGIS will aim to expedite land related processes and transactions provided that all the information and documentation supplied by the Applicant has been properly verified, and relevant fees, rates and rents have been processed. Applications and transactions will be executed within 60 working days from the acceptance of the terms and conditions.
- 1.5. KEBGIS will provide a *fast track* service for those Applicants who require applications and transactions to be concluded quickly, and provided that all the information and documentation supplied by the Applicant has been properly verified, and all relevant fees, rates and rents have been paid, including the additional fast track fee. Applications and transactions will be executed within 30 working days from the acceptance of the terms and conditions.
- 1.6. The appropriate officer means the Chief Lands Officer of the State (referred to in Section 51, Land Use Act) who is by this regulation, the Project Manager, KEBGIS.
- 1.7. These Land Use Regulations, 2022 shall be subject to periodic review and revision at the discretion of the Governor, by an Order in the Kebbi State Gazette.

## **2. Designated Urban Areas, Land Administration Zones, Billing Areas and Planning Areas**

- 2.1. Kebbi State shall have three (3) separate land administration zones: A, B and C.
- 2.2. Zone A shall comprise Birnin Kebbi, Argungu, Yauri, Zuru and Jega Metropolitan Areas with 16 KM radius.
- 2.3. Zone B shall comprise of all other 16 LGA Headquarters with 8 KM radius (Aliero, Arewa, Augie, Bagudo, Bunza, Dandi, Danko Wasau, Fakai, Gwandu, Maiyama, Ngaski, Kalgo, Sakaba, Shanga, Suru and Koko Besse)

- 2.4. Zone C shall comprise all rural areas and land that falls outside the designated urban areas.
- 2.6. To enable the proper planned development of agriculture, industry and housing, the government will identify land to be demarcated and declared as Designated Planning Areas at the discretion of the Governor, by an Order in the Kebbi State Gazette. Occupants of such a Designated Planning Area may be subject to compensation, resettlement or both as the case may be.
- 2.7. Several of the Schedules to these Regulations make reference to the zones and areas as described and defined in Regulation 2, and a list of district and area names is set out in the Second Schedule to these Regulations.

### **3. Classification of Land Use and Purpose**

- 3.1. The broad classification of Land Uses in Kebbi State and the purpose allowable are listed in the Third Schedule to these Regulations.
- 3.2. No Change of Land Use or amendment to the Purpose clause in the Right of Occupancy is allowed other than in compliance with the Land Use Act, these Regulations, and also subject to the prior consent of the Governor.

### **4. Right of Occupancy**

- 4.1. All land holders and other claimants of title or occupation on Statutory or Customary Right of Occupancy in Kebbi State shall apply for a new digital Certificate of Occupancy.
- 4.2. KEBGIS shall issue allocations/offers of grant, prepare, register and administer both the Statutory and Customary Right of Occupancy. The Statutory Certificate of Occupancy shall be signed by the Governor. The Customary Certificate of Occupancy shall be signed by the Chairman of the Local Government Council (in Zone C).
- 4.3. Kebbi State Government may establish, through publication in the Gazette and national and local newspapers, deadlines for the submission of an application for a new digital Certificate of Occupancy, and may establish different deadlines for different areas or with respect to the different Programmes referenced in Regulations 14 through 18.
- 4.4. Any person referred to in sub-section 4.1 who fails to apply for a new digital Statutory or Customary Right of Occupancy by such deadline or, in the case of recertification, by the deadline set forth in Regulation 15, may be subject to monetary penalties as set forth in the Fourth Schedule to these Regulations.
- 4.5. Any person failing to pay fees and rents associated with the issuance of a Certificate of Occupancy as required by these Regulations may be subject to the sanctions set forth in section 9(3) of the Land Use Act.

### **5. Form of the new Digital Certificate of Occupancy**

- 5.1. The new digital Certificate of Occupancy (C-of-O) issued by KEBGIS shall be in the form specified in the Eleventh Schedule hereto.
- 5.2. The new digital C-of-O is the only official document that certifies the bearer as the holder of the Right of Occupancy. The new digital C-of-O is the only transactional document that banks, other financial institutions and law enforcement agencies may accept as evidencing title to the land describe therein.
- 5.3. The data printed on the new digital C-of-O shall be automatically generated from the secured KEBGIS Digital Data Repository, and its digital equivalent shall be in permanent custody in the KEBGIS Digital Data Repository.

- 5.4. The back page of the new digital C-of-O shall contain Schedule A, setting out the location and the demarcation of the boundaries of the land parcel, and Schedule B, which shall name a maximum of 20 multiple title holders, if any.

## **6. Responsibility of the Title Holder**

- 6.1. The title holder named in the Right of Occupancy will be solely responsible for the payment of all fees, rates, and rents arising from the grant of Right of Occupancy, which shall include: the Initial Bill, the annual Ground Rent and any penalty fees or charges that may arise or become payable. All Fees, Rents, Rates, and Penalties are set out in the Schedules to these Regulations.
- 6.2. In recognition of the common interest of husbands, wives and families, other interested parties will be listed in Schedule B of the C-of-O, securing the rights of all parties.
- 6.3. Schedule B of the C-of-O will name a maximum of twenty (20) multiple title holders; any other additional title holders will be captured and retained in the KEBGIS Digital Data Repository, and a legal search to view these names can be made to KEBGIS upon payment of the appropriate fee.
- 6.4. Schedule B incurs additional preparation fees as set out in the Fourth Schedule to these regulations.

## **7. Applying for a Right of Occupancy**

A number of different processes shall be used for applying for a Right of Occupancy. The process to be used will be dependent upon the status of the ownership and the type of documentation that the Applicant holds. In summary:

- 7.1. Applicants holding proof of ownership, such as a sale agreement, who are the occupants of land parcels within urban and rural areas, rural settlements, villages, and agricultural land, and where no previous Statutory or Customary title exists, shall follow the Systematic Property Registration Programme (see Regulation 14).
- 7.2. Applicants holding a Statutory or Customary Certificate of Occupancy, or an Offer Letter which has been accepted, shall follow the Systematic Recertification Programme (see Regulation 15).
- 7.3. Applicants holding proof of ownership, such as a sale agreement, and a Registered Deed of Assignment, or who still need to perfect an Assignment, shall follow the Systematic Recertification Programme (see Regulation 15).
- 7.4. Applicants holding proof of ownership, such as a sale agreement, who are occupants of a plot of land within a planned, undocumented layout, shall apply for a new title under the Systematic Regularisation Programme (see Regulation 16).
- 7.5. Applicants holding proof of ownership, such as a sale agreement, and where no previous Statutory or Customary title exists, shall apply for a new title under Regular Property Registration (see Regulation 17).
- 7.6. Applicants seeking to obtain land that will be secured by Right of Occupancy shall apply for a Direct Allocation of Land (see Regulation 18).

## **8. Forms, Guidelines, Processing Fees and Acknowledgement Letter**

- 8.1. Application Forms for Right of Occupancy are available for Individuals and Organizations (including companies); see Regulations 14 – 18.

- 8.2. Application Forms are available for *Development Lease Agreements* (see Regulation 19) and *Quarry Lease Agreements* (see Regulation 20).
- 8.3. Application Forms for Transactions, changes to Land Use, and changes to the Plot size are available, and provide for the following purposes: *Deed of Assignment; Deed of Gift; Power of Attorney; Deed of Mortgage; Deed of Release; Devolution Order; Change of Name; Change of Land Use/Purpose; and Sublease, etc.* (see Regulation 21).
- 8.4. Standard Forms are available for the use of Applicants who require an *Affidavit* to support *Proof of Ownership, or a Letter of Appointment of a Trustee.*
- 8.5. All Affidavits shall be sworn before a Commissioner of Oaths at a High Court or a Magistrate Court.
- 8.6. An Update Form is available and may be completed by the Applicant or title holder at any time to update contact and other pertinent information.
- 8.7. Application Forms are available for an Appeal against the Withdrawal of an Offer Letter, or the Revocation of a Statutory Title, or the rejection of the information and/or documentation provided by the Applicant. See Regulation 26 – Dispute Resolution and Appeal Process.
- 8.8. Guidelines are available for all applications and in the use of the Standard Forms.
- 8.9. All Application Forms, Standard Forms and Guidelines are available *free of charge* and can be collected from the KEBGIS Service Centre in BIRNIN KEBBI, and other KEBBI State Government and Local Government Council offices as listed in the Tenth Schedule to these Regulations.
- 8.10. Application forms, Standard Forms and Guidelines can be viewed and downloaded at [www.KEBGIS.org](http://www.KEBGIS.org). and [www.KEBGIS.gov.ng](http://www.KEBGIS.gov.ng).
- 8.11. All Applicants (Individuals, Organizations and Institutions) shall provide identification documents as follows:
- 8.11.1. For individuals: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card; and a valid Tax Clearance Certificate;*
- 8.11.2. For Organisations: a certified true copy of the *Certificate of Incorporation* Form C02, Form C07, *Memorandum and Articles of Association, Tax Identification Number, VAT Number, and a valid Tax Clearance Certificate;*
- 8.11.3. For the Organisation Managing Director or Chairman, a photo ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card; and a valid Tax Clearance Certificate;*
- 8.11.4. For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organisations (NGO): a *Certificate of Registration* by the appropriate Federal and Kebbi state government agency;
- 8.11.5. For the Institution Managing Director or Chairman: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card; and a valid Tax Clearance Certificate.*
- 8.12. An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with KEBGIS Customer Service pertaining to the application. 8.12.1. The Applicant shall provide the

Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card;*

- 8.12.2. Only one Representative is permitted at one time; KEBGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.
- 8.13. The Applicant shall sign the application form.
- 8.14. No person under the age of 21 shall obtain a Right of Occupancy; however, a Trustee may be appointed to represent persons under the age of 21 years, and a sworn Affidavit to that effect shall be submitted with any application.
- 8.15. Application processing fees shall be paid before or at the point of submission of the application. The application processing fees are set out in the Fourth Schedule where applicable to these Regulations. Application processing fees are not refundable.
- 8.16. Applications that require the submission of original documents and the payment of an Application Processing Fee will be corroborated by the conveyance of an Acknowledgment Letter at the point of submission.
- 8.17. The Acknowledgement Letter only confirms the submission of the application form, the documents, and the proof of payment of the application processing fee. All information contained in the application form and the documentation submitted shall then be subject to further vetting and verification.

## **9. The Offer Letter, Acceptance Letter, and the Initial Bill**

- 9.1. Once the Applicant's information and documentation have been vetted and verified by KEBGIS the Offer Letter containing the terms and conditions of the grant of Right of Occupancy shall be prepared, together with the Acceptance Letter and the Initial Bill. The offer remains valid for acceptance within 60 calendar days only.
- 9.2. Should KEBGIS have cause to doubt the authenticity or accuracy of any information submitted by an Applicant or of any document submitted in support of the application, the Applicant shall be notified and invited to resolve any conflict or disparity within thirty (30) working days. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 9.3. The Initial Bill comprises the Ground Rent (see Regulation 10) for the remaining calendar days in the first year, the Premium Fee (see Regulation 11), Compensation, the GIS Charting Fee (Schedule A), the preparation fee for Schedule B (in the case of applications with multiple title holder's), and the fees for preparation and registration of the Certificate of Occupancy. The GIS Charting, Preparation and Registration fees are set out in the Fourth Schedule of these Regulations.
- 9.4. The Applicant will be informed when the Offer Letter, Acceptance Letter and Initial Bill are ready for collection (see the Tenth Schedule to these Regulations), or delivery by registered mail, courier or email.
- 9.5. The Applicant shall review the Offer Letter, and if satisfied with the Terms and Conditions of grant, sign the Acceptance Letter and proceed to KEBGIS for C of O. Failure to do that within 6 Months renders the offer invalid.
- 9.6. KEBGIS shall then prepare the new digital C-of-O for the signature of the Governor and registration within Ninety (90) working days of receipt of the signed Acceptance Letter.

## **10. Ground Rent**

- 10.1. Ground Rent shall be due and payable in respect of land comprised in each grant of title within KEBBI State on the first day of January in each year.
- 10.2. It shall be the responsibility of the holder of a Right of Occupancy to pay such Ground Rent on or before the first day of January each year without any notice or demand from the KEBBI State Government.
- 10.3. The Ground Rent payable in respect of each type of property shall be in the amount set forth against that type of property in the Fifth Schedule where applicable to these Regulations.
- 10.4. If the holder of a Right of Occupancy fails to pay the annual Ground Rent when due penalty charges will be applied as detailed in the Fourth Schedule where applicable to these Regulations.
- 10.5. Notwithstanding the foregoing, the Ground Rent payable in respect of each type of property occupied by public institutions, offices and other facilities of the Local Government Councils, KEBBI State Government and the Federal Government engaged in non-commercial activities, shall be set at zero.

## **11. Premium Fee /Property Tax**

- 11.1. A Premium Fee is charged on applications where primary infrastructure has been or shall be provided, including access roads, storm water drainage, and water and electricity connections.
- 11.2. The KEBBI Internal Revenue Service shall appropriate the Premium Fee payments for this purpose.
- 11.3. The Premium Fee is a one-off charge as detailed in the Sixth Schedule to these Regulations.

## **12. Acceptance and Withdrawal of Offer for Right of Occupancy**

- 12.1. An offer for a grant of Statutory Right of Occupancy is valid for acceptance within a period of Ninety (90) calendar days. Failure to do that renders the grant invalid.
- 12.2. The Applicant must pay the Initial Bill, and return the signed Acceptance Letter, together with proof of payment, within the Ninety (90) calendar days during which the offer remains valid for acceptance.
- 12.3. Failure to accept the offer within Ninety (90) calendar days of the issue of the Offer Letter will result in the automatic Withdrawal of the Offer Letter through the lapse of time and without further notice.
- 12.4. For conversion applications, the application shall be made dormant after 90 days of offer. The application may be reactivated if the applicant submits a formal request and pay reactivation fees (50% of deposit on application)
- 12.5. The Governor may, at his discretion, withdraw the Offer Letter at any time prior to acceptance in accordance with the provisions of the Land Use Act, 1999 as amended.

- 12.6. The Applicant may make an Appeal to the Governor against the Withdrawal of the Offer Letter, and the Governor may allow the Applicant to make a new application for a grant of Right of Occupancy.
- 12.7. The Applicant may Appeal the Withdrawal by completing the application form for an Appeal, together with the required documentation and proof of payment of the Application Processing Fee and the Appeal Decision Preparation Fee. If the Appeal is successful a new grant of Right of Occupancy will be prepared (see the Fourth Schedule to the Regulations). (see Regulation 26 – Dispute Resolution and Appeal Process)

### **13. Revocation of Right of Occupancy**

- 13.1. It is the sole responsibility of the title holder to pay the annual Ground Rent without demand on or before the 1<sup>st</sup> day of January of each year. Failure to do so shall result in penalty charges being applied (see the Fourth Schedule to these Regulations), and may result in the revocation of the Right of Occupancy subject to the provisions of the Land Use Act, 1979.
- 13.2. It is the sole responsibility of the title holder to comply with all the Terms and Conditions of the Right of Occupancy, including the Land Use and Purpose clause. Failure to do so may result in the revocation of the Right of Occupancy subject to the provisions of the Land Use Act, 1979.
- 13.3. In the case that any interest in land, or the Right of Occupancy has been obtained with the use of fraudulent information or documentation, or by withholding information or documentation, the Right of Occupancy shall be revoked and the person(s) responsible may be subject to criminal prosecution.
- 13.4. The Applicant may make an Appeal against a Revocation of the Right of Occupancy, and the Governor may allow the Applicant to make a new application for a grant of Right of Occupancy.
- 13.5. The Applicant may Appeal the Revocation and pay the Application Processing Fee and Preparation of the Appeal Decision. If the Appeal is successful a Reinstatement Letter will be prepared and signed by the Governor. This Reinstatement Letter may be used by the Applicant to obtain a new grant of Right of Occupancy (see the Fourth Schedule to the Regulations); (see Regulation 26 – Dispute Resolution and Appeal Process)

### **14. Systematic Property Registration Programme (The Committee to be formed by the Hon. Comm. Lands)**

- 14.1. The Systematic Property Registration Programme (SPRP) will aim to title all the occupants of land parcels within urban and rural areas, rural settlements, villages, and agricultural land.
- 14.2. SPRP field teams will visit identified districts and provide assistance to the public to complete and submit application forms to obtain their Right of Occupancy.
- 14.3. In urban areas (Zone A, B, and C) a Statutory Right of Occupancy will be issued. In rural areas (Zone C), a Customary Right of Occupancy will be generated by KEBGIS and signed by the LGA Chairman on behalf of the Local Government Council. However, Applicants in Zone C may choose to obtain a Statutory Right of Occupancy.
- 14.4. Only individual applications and community agricultural land applications will be accepted under the SPRP; applications must be completed in full, and submitted to the KEBGIS field team together with:

- 14.4.1. evidence of proof of ownership; the minimum requirement is a signed sale agreement. Where no such agreement exists, or has been lost or stolen, the Applicant shall submit an Affidavit sworn before a Commissioner of Oaths (see Regulation 8).
- 14.4.2. For individuals: photo ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*; and a recent passport sized photograph;
- 14.4.3. For Community Enterprises and Cooperatives: a *Certificate of Registration* from the appropriate Federal and Kebbi state government agency.
- 14.4.4. For the Community Enterprise or Cooperative Managing Director or Chairman: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*;
- 14.4.5. All other Organisations and institutions cannot title land under the SPRP, and should make applications for a Right of Occupancy under a different process; see Regulation 8.
- 14.5. An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with KEBGIS Customer Service pertaining to the application.
  - 14.5.1. The Applicant shall provide the Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card*;
  - 14.5.2. Only one representative is permitted at one time; KEBGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.
- 14.6. The Applicant shall sign the application form.
- 14.7. KEBGIS shall thereafter verify the information and documentation submitted in support of the application, and hold a public display for one week.
- 14.8. Should KEBGIS have cause to doubt the accuracy or authenticity of any information or document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity within thirty (30) working days. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 14.9. Upon verification of the information and documentation the application will be put forward to the Governor for approval; thereafter the Applicant will receive an offer of grant of statutory Right of Occupancy, the Initial Bill and Acceptance Letter.
- 14.10. The Initial Bill under the SPRP comprises the C-of-O preparation and registration fee (see the Fourth Schedule to these Regulations).
- 14.11. Within 30 working days of submission of the signed acceptance letter and proof of payment of the Initial Bill KEBGIS will print the C-of-O for the Governor's signature and then convey to the Applicant.
- 14.12. Any Right of Occupancy obtained through this programme will be revoked if it subsequently transpires that the same property is found to have a prior valid title.
- 14.13. Processes governing the SPRP are further detailed in the SPRP Manual which is available at [www.KEBGIS.org](http://www.KEBGIS.org) and in areas where the SPRP is active. The SPRP Manual may be subject to periodic change and re-publication by KEBGIS.

## 15. Systematic Recertification Programme

- 15.1. All holders of a Statutory or Customary Right of Occupancy within Kebbi State shall on or before the 29<sup>th</sup> day of December, 2022 submit a Recertification Application Form to KEBGIS. The Governor may at his discretion increase the application processing fee during the time bound recertification exercise (See the Fourth Schedule to these Regulations).
- 15.2. The process detailed in Regulation 15.3 shall apply in relation to recertification of all Statutory or Customary Rights of Occupancy within Kebbi State in both urban and rural land. During this Systematic Recertification Programme Applicants who have not yet Registered their Deed of Assignment can do so under a special concession detailed in Regulation 15.4. During this Systematic Recertification Programme Applicants who have not yet Perfected any Change to the Plot or Change of Land Use do so under a special concession detailed in Regulation 15.5.
- 15.3. The recertification application form must be completed in full, and submitted directly to KEBGIS offices listed in the Tenth Schedule to these Regulations, together with the following:
- 15.3.1. evidence of payment of the application processing fee; the Recertification application processing fee shall be applied as detailed in the Fourth Schedule to these Regulations;
- 15.3.2. For individuals: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate;*
- 15.3.3. For Organisations: a certified true copy of the *Certificate of Incorporation* Form C02, Form C07, *Memorandum and Articles of Association, Tax Identification Number, VAT Number,* and a valid *Tax Clearance Certificate;*
- 15.3.4. For the Organisation Managing Director or Chairman, a photo ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate;*
- 15.3.5. For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organisations (NGO): a *Certificate of Registration* by the appropriate Federal and KEBBI state government agency;
- 15.3.6. For the Institution Managing Director or Chairman: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate.*
- 15.3.7. the original Statutory or Customary C-of-O or a certified true copy of the Statutory or Customary C-of-O, which shall be surrendered;
- 15.3.8. where the Applicant is holding an original Offer Letter and who did not receive a C-of-O, the Applicant shall submit the original Offer Letter;
- 15.4. Where the Applicant is holding a Right of Occupancy that has been acquired from the original owner, the Applicant is required to provide the original or certified true copy of the C-of-O, together with the Registered Deed of Assignment;
- 15.4.1. where the Applicant is holding a Right of Occupancy in the name of the original owner, but does not have a Registered Deed, the Applicant shall submit the unregistered document (which shall include the signature of the original owner), and pay the additional processing and fixed registration fees (see the Fourth Schedule to these Regulations);

- 15.4.2. where the Applicant is unable to secure the signature of the original owner for the unregistered document, KEBGIS shall take out an advertisement in a national and local newspaper, requesting any party who may have an interest in the land to be titled to make their claim known; if no claim is made within twenty-one (21) calendar days of the advertisement the recertification application shall proceed;
- 15.4.3. the Applicant shall fulfil all other requirements under Regulation 15.3.
- 15.5. Where the Applicant has not perfected a Merger, Sub-Division, Extension to Plot, or Change of Land Use/Purpose, the Applicant shall be given the opportunity to perfect the change, provided that:
- 15.5.1. the changes are within the prescribed town planning regulations, and that town planning approval has been obtained;
- 15.5.2. the Applicant pays the prescribed penalty fee;
- 15.5.3. the Applicant shall fulfil all other requirements under Regulation 15.3.
- 15.6. The holder of a Power of Attorney is required to re-certify the title under the name of the original holder. All requirements under Regulation 15.3 shall be fulfilled.
- 15.7. A bank (or other financial institutions) holding a Deed of Mortgage is required to recertify the title under the name of the Mortgagor. All requirements under Regulation 15.3 shall be fulfilled.
- 15.8. An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with KEBGIS Customer Service pertaining to the application. 15.8.1. The Applicant shall provide the Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card;*
- 15.8.2. Only one Representative is permitted at one time; KEBGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.
- 15.9. The Applicant shall sign the application form.
- 15.10. Upon submission of the application form together with the items listed in Regulation 15.3 above, KEBGIS shall produce an Acknowledgement Letter, which contains a list of all documents submitted, and where the original or certified true copy of the C-of-O is submitted, cancel the said original or certified true copy, and return a copy thereof, marked "cancelled", to the Applicant.
- 15.11. KEBGIS shall thereafter verify the information and the documentation submitted in support of the application for recertification.
- 15.12. Should KEBGIS have cause to doubt the accuracy or authenticity of the Applicant's title or of any information or document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity within thirty (30) working days. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 15.13. Within 30 working days of the verification of the Applicant's information and documentation, KEBGIS will prepare the Recertification Bill, comprising the GIS Charting Fee, the C-of-O preparation and registration fees (see the Fourth Schedule to these Regulations), any accrued outstanding Ground Rent, and any other outstanding fees or charges.

- 15.14. KEBGIS will calculate outstanding Ground Rent based on the date of the original offer letter, taking into account payments made and registered in the Applicant's land file.
- 15.15. The Kebbi State Government hereby waives any accrued and outstanding Ground Rent accumulated prior to 1979.
- 15.16. For all outstanding Ground Rent from the first day of January 1979 till the date of the recertification the rate used to calculate accumulated Ground Rent payable shall be the approved rates as detailed in the Fifth Schedule to these Regulations.
- 15.17. KEBGIS will print a new digital Certificate of Occupancy, which shall be signed by the Governor and registered within thirty (30) working days of the payment of the Recertification Bill.
- 15.18. Unless otherwise extended by a resolution of the State Executive Council the Systematic Recertification Programme shall close at the end of business on Friday, 29<sup>th</sup> day of December 2020. No applications will be accepted after 29<sup>th</sup> day of December, 2022.
- 15.19. After the 29<sup>th</sup> day of December, 2022, any person holding a Statutory or Customary C-of-O which has not been recertified, or for which an application for recertification has not been made, shall be subject to monetary penalties as set forth in Fourth Schedule to these Regulations, and to the sanctions set forth in Section 9(3) of the Land Use Act, 1999 as amended.
- 15.20. Any revoked interest may receive a fresh grant upon receipt of a new application and the payment of all fees and a penal rent at least equal to the accrued outstanding Ground Rent of the revoked title, subject to the approval of the Governor.

## **16. Systematic Regularization Programme – Planned, Undocumented Layouts**

- 16.1. All occupiers of properties within planned, undocumented layouts in KEBBI State shall apply to regularise their rights on or before the 21<sup>st</sup> December, 2023, provided that KEBGIS have reviewed and approved the layout. Application for a new digital C-of-O shall be made under this Systematic Regularization Programme.
- 16.2. In the first instance a review of the undocumented layouts which have been developed during previous years will be undertaken by officials from KEBGIS. The review will establish if the layout complies with acceptable town planning standards. Adjustments to the layout may be made to comply with acceptable town planning standards.
- 16.3. Once KEBGIS have approved these layouts the owners or occupiers of properties within the now approved layout will be informed of the Approval and will be given the opportunity to regularise their occupation under this Systematic Regularisation Programme.
- 16.4. KEBGIS field teams will visit the newly approved layouts and provide assistance to the property owners and occupiers to complete and submit application forms to obtain an appropriate Right of Occupancy.
- 16.5. The application form must be completed in full and submitted to the KEBGIS field team together with the following:
  - 16.5.1. evidence of payment of the application processing fee; the Regularisation application processing fee shall be applied as detailed in the Fourth Schedule to these Regulations;
  - 16.5.2. evidence of proof of ownership; the minimum requirement is a signed sale agreement. Where no such agreement exists, or has been lost or stolen the Applicant shall submit an Affidavit sworn before a Commissioner of Oaths (see Regulation 8);
  - 16.5.3. for individuals evidence of identity; accepted photo identification documents include: *International Passport; National ID Card;*

*Drivers Licence; Voter Registration Card; and Tax Identification Card; a valid Tax Clearance Certificate; and a recent passport sized photograph;*

- 16.5.4. for Organisations: a certified true copy of the *Certificate of Incorporation* Form C02, Form C07, *Memorandum and Articles of Association, Tax Identification Number, VAT Number,* and a valid *Tax Clearance Certificate;*
  - 16.5.5. For the Organisation Managing Director or Chairman, a photo ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate;*
  - 16.5.6. For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organisations (NGO): a *Certificate of Registration* by the appropriate Federal and KEBBI state government agency;
  - 16.5.7. For the Institution Managing Director or Chairman: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Driver's License; Voter Registration Card; Tax Identification Card; and a valid Tax Clearance Certificate.*
- 16.6. An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with KEBGIS Customer Service pertaining to the application.
- 16.6.1. The Applicant shall provide the Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Driver's License; Voter Registration Card; Tax Identification Card;*
  - 16.6.2. Only one Representative is permitted at one time; KEBGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.
- 16.7. The Applicant shall sign the application form.
- 16.8. KEBGIS shall thereafter verify the information and documentation submitted in support of the application.
- 16.9. Should KEBGIS have cause to doubt the accuracy or authenticity of any information or document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity within thirty (30) working days. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 16.10. Upon verification of the information and documentation the application will be put forward to the Governor through the Hon. Commissioner for approval; thereafter the Applicant will receive an offer of grant of Right of Occupancy, the Initial Bill and Acceptance Letter.
- 16.11. The Initial Bill under the Systematic Regularization Programme will comprise the GIS Charting Fee, Premium Fee, and the C-of-O preparation and registration fees (see the Fourth Schedule to these Regulations).
- 16.12. Within sixty (60) working days of submission of the signed acceptance letter and proof of payment of the Initial Bill KEBGIS will print the C-of-O for the Governor's signature, registration and then convey to the Applicant.

## **17. Regular Application for Right of Occupancy**

- 17.1. Where the Applicant has never held a Right of Occupancy for any property claimed or occupied, the Applicant shall use this Regular application process to obtain a new grant of Right of Occupancy.

- 17.2. The application form must be completed in full and submitted to KEBGIS together with the following:
- 17.2.1. evidence of payment of the application processing fee; the Regular application processing fee shall be applied as detailed in the Fourth Schedule to these Regulations;
  - 17.2.2. proof of ownership documentation such as a sale agreement, and any other requirements as set out in guidelines that may be issued by KEBGIS from time to time;
  - 17.2.3. For individuals: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate;*
  - 17.2.4. For Organizations: a certified true copy of the *Certificate of Incorporation* Form C02, Form C07, *Memorandum and Articles of Association, Tax Identification Number, VAT Number,* and a valid *Tax Clearance Certificate;*
  - 17.2.5. For the Organization Managing Director or Chairman, a photo ID; accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate;*
  - 17.2.6. For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organizations (NGO): a *Certificate of Registration* by the appropriate Federal and KEBBI state government agency;
  - 17.2.7. For the Institution Managing Director or Chairman: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate.*
- 17.3. An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with KEBGIS Customer Service pertaining to the application.
- 17.3.1. The Applicant shall provide the Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;*
  - 17.3.2. Only one Representative is permitted at one time; KEBGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.
- 17.4. The Applicant shall sign the application form.
- 17.5. Upon submission of the application form together with the items listed in Regulation 17.2 above, KEBGIS shall convey an Acknowledgement Letter, which contains a list of all documents submitted by the Applicant. KEBGIS shall thereafter verify the information and documentation submitted in support of the application.
- 17.6. Should KEBGIS have cause to doubt the accuracy or authenticity of any information or document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity within thirty (30) working days. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 17.7. Upon verification of the information and documentation the application will be put forward to the Governor for approval; thereafter the Applicant will receive an offer of grant of statutory Right of Occupancy, the Initial Bill and Acceptance Letter.

17.8. Within thirty (30) working days of submission of the signed Acceptance Letter and proof of payment of the Initial Bill KEBGIS will print the C-of-O for the Governor's signature, register, and then convey to the Applicant.

## **18. Application for a Direct Allocation of Land**

18.1. From time to time KEBBI State will make land available for allocation to Applicants who apply for a Direct Allocation of Land.

18.2. The application form must be completed in full and submitted to the KEBGIS together with the following:

18.2.1. evidence of payment of the application processing fee; the Direct Allocation application processing fee shall be applied as detailed in the Fourth Schedule to these Regulations;

18.2.2. For individuals: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate;*

18.2.3. For Organizations: a certified true copy of the *Certificate of Incorporation* Form C02, Form C07, *Memorandum and Articles of Association, Tax Identification Number, VAT Number,* and a valid *Tax Clearance Certificate;*

18.2.4. For the Organization Managing Director or Chairman, a photo ID; accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate;*

18.2.5. For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organizations (NGO): a *Certificate of Registration* by the appropriate Federal and KEBBI state government agency;

18.2.6. For the Institution Managing Director or Chairman: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;* and a valid *Tax Clearance Certificate.*

18.3. An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with the KEBGIS Customer Service pertaining to the application.

18.3.1. The Applicant shall provide the Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;*

18.3.2. Only one Representative is permitted at one time; KEBGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.

18.4. The Applicant shall sign the application form.

18.5. Upon submission of the application form together with the items listed in Regulation 18.2 above, KEBGIS shall convey an acknowledgement letter, which contains a list of all documents submitted to the Applicant. KEBGIS shall thereafter verify the information and documentation submitted in support of the application.

- 18.6. Should KEBGIS have cause to doubt the accuracy or authenticity of any information or document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity within thirty (30) working days. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 18.7. Within sixty (60) working days of the verification of the Applicant's information and documentation, and subject to the availability of land to allocate, the Applicants name will be placed on an Allocation List and forwarded to the Governor for consideration.
- 18.8. Upon the Governors approval, the Applicant will receive an offer of grant of Statutory Right of Occupancy to the allocated plot of land, the Initial Bill and Acceptance Letter.
- 18.9. Where the Applicant does not accept the offer, and requests a Replacement plot of land the Offer Letter will be Withdrawn. The Applicants request shall be accommodated when a Replacement plot of land becomes available. An Allocation List shall be prepared, and upon the Governors approval the Applicant will receive an offer of grant of statutory Right of Occupancy for the Replacement plot of land, the Initial Bill and Acceptance Letter.
- 18.10. Within thirty (30) working days of submission of the signed Acceptance Letter and proof of payment of the Initial Bill KEBGIS will print the C-of-O for the Governor's signature, register, and then convey to the Applicant.

## **19. Development Lease Agreement**

- 19.1. Development Lease Agreements will be available for industrial, commercial and residential developments on land of 5,000 square metres or more (or over 50 housing units in the case of residential developments), and in some cases the Premium Fee may be deferred, payable by the ultimate title holder to KEBGIS.
- 19.2. The Developer may be required to make a payment for compensation for the original occupants of the land acquired for the purpose of the Development. In such cases KEBGIS will present a bill to the Applicant detailing the acquisition and the compensation due to the original occupants. The Applicant may be required to pay the agreed amount to the Government prior to the actual acquisition. Also, refer to Regulation 22.
- 19.3. Development Lease Agreements will be subject to a minimum investment commitment by the developer for the provision of the secondary infrastructure and/or construction of buildings, and a specified time period within which the secondary infrastructure and/or construction of buildings must be completed.
- 19.4. The completed and processed application form must be submitted to the KEBGIS together with the following:
  - 19.4.1. evidence of payment of the application processing fee; the Development Lease Agreement application processing fee shall be applied as detailed in the Fourth Schedule to these Regulations;
  - 19.4.2. for Organizations: a certified true copy of the *Certificate of Incorporation* Form C02, Form C07, *Memorandum and Articles of Association*, *Tax Identification Number*, *VAT Number*, and a valid *Tax Clearance Certificate*;
  - 19.4.3. For the Organization Managing Director or Chairman, a photo ID; accepted IDs include: *International Passport*; *National ID Card*; *Driver's License*; *Voter Registration Card*; *Tax Identification Card*; and a valid *Tax Clearance Certificate*;

- 19.4.4. a provisional project plan setting out the land use and purpose for the development, and the scope of works for the secondary infrastructure and/or buildings;
- 19.4.5. evidence of the capacity to deliver the investment required for the secondary infrastructure and/or construction of buildings as specified in the Applicant's provisional project plan scope of works.
- 19.5. An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with KEBGIS Customer Service pertaining to the application. 19.5.1. The Applicant shall provide the Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card;*
- 19.5.2. Only one Representative is permitted at one time; KEBGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.
- 19.6. The Applicant shall sign the application form.
- 19.7. Upon submission of the application form together with the items listed in Regulation 19.4 above, KEBGIS shall convey an Acknowledgement Letter, which contains a list of all documents submitted by the Applicant. KEBGIS shall thereafter verify the information and documentation submitted in support of the application.
- 19.8. Should KEBGIS have cause to doubt the accuracy or authenticity of any information or document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity within thirty (30) working days. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 19.9. Within sixty (60) working days of the verification of the information and documentation, and subject to the availability of land to allocate, the application will be put forward for the Governors approval for a Direct Allocation of Land suitable for the development as specified in the Applicant's documentation;
- 19.10. Upon the Governors approval, the Applicant will receive an Offer of Grant of the Development Lease, the Initial Bill and Acceptance Letter.
- 19.11. Within thirty (30) working days of submission of the signed Acceptance Letter and proof of payment of the Initial Bill, the Applicant shall submit:
- 19.11.1. a Layout Plan that shall conform to all relevant town planning and survey norms, shall be adopted by KEBGIS;
- 19.11.2. an Environmental Impact Assessment and site analysis report that shall address environmental problems that may arise from the implementation of the project plan, including noise, air, and water pollution.
- 19.11.3. the final Project Plan and Scope of Works.
- 19.12. Within thirty (30) working days of the approval of the Layout, and the approval of the Environmental Impact Assessment and Environmental Management Plan by KESEPA, KEBGIS will prepare and print the Development Lease Agreement for the signature of the Applicant and the KEBGIS Project Manager. The Development Lease Agreement will then be registered, and conveyed to the Applicant.
- 19.13. Failure to comply with the investment commitment and/or the failure to complete the secondary infrastructure or construction of buildings before the expiry of the time periods as set out in the

Development Lease Agreement and the final Project Plan and Scope of Works may result in the Revocation of the Development Lease and the automatic forfeiture of any investment or works. KUDA and DTCP will monitor the project implementation.

- 19.14. Failure to comply with the Environmental Impact Assessment and Site Analysis Report may result in the Revocation of the Development Lease and the automatic forfeiture of any investment or works. KEBGIS will monitor the project implementation.
- 19.15. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 19.16. In the case of residential housing estates and commercial developments the parties acquiring or purchasing the residential or commercial properties from the Applicant must, upon acquisition or purchase, immediately apply for a new grant of Right of Occupancy using the Regular Application Process (see Regulation 17); the ultimate title holder shall then be responsible for the payment of the Premium charge as detailed in the Sixth Schedule to these Regulations.

## **20. Barrow Pit or Quarry Lease Agreement**

- 20.1. The Holder or Operator of a Barrow Pit or Quarry License shall register with KEBGIS, and apply for a KEBGIS Mining or Quarry Lease Agreement. The Term of the KEBGIS Mining or Quarry Lease Agreement shall be the same as the Mining or Quarry License. The Conditions of the KEBGIS Barrow Pit or Quarry Lease Agreement shall include the payment of annual Ground Rent.
- 20.2. The application form must be completed in full and submitted to KEBGIS together with the following:
- 20.2.1. evidence of payment of the application processing fee; the Barrow Pit or Quarry License; the application processing fee shall be applied as detailed in the Fourth Schedule to these Regulations;
- 20.2.2. For individuals: ID; accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*;
- 20.2.3. For Organizations: a certified true copy of the *Certificate of Incorporation* Form C02, Form C07, *Memorandum and Articles of Association, Tax Identification Number, VAT Number*, and a valid *Tax Clearance Certificate*;
- 20.2.4. For the Organization Managing Director or Chairman, ID; accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*;
- 20.2.5. For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organizations (NGO): a *Certificate of Registration* by the appropriate Federal and KEBBI state government agency;
- 20.2.6. For the Institution Managing Director or Chairman: ID; accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*.
- 20.2.7. the Barrow Pit or Quarry License or a Certified True Copy of the Barrow Pit or Quarry License;

- 20.2.8. a perimeter survey of the land as described in the Barrow Pit or Quarry License;
- 20.2.9. an approved Environmental Impact Assessment and Site Analysis Report that shall address all environmental problems associated with Barrow Pit or quarrying, including noise, air, and water pollution during the operation of the Barrow Pit or Quarry Lease Agreement, and to provide for the rehabilitation of the land before the expiry of the Barrow Pit or Quarry Lease Agreement.
- 20.3. An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with KEBGIS Customer Service pertaining to the application. 20.3.1. The Applicant shall provide the Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Drivers License; Voter Registration Card; Tax Identification Card;*
- 20.3.2. Only one Representative is permitted at one time; KEBGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.
- 20.4. The Applicant shall sign the application form.
- 20.5. Upon submission of the application form together with the items listed in Regulation 20.2 above, KEBGIS shall convey an Acknowledgement Letter, which contains a list of all documents submitted to the Applicant. KEBGIS shall thereafter verify the information and documentation submitted in support of the application.
- 20.6. Should KEBGIS have cause to doubt the accuracy or authenticity of any information or document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity within thirty (30) working days. Where the Applicant does not agree with a decision an Appeal may be made under Regulation 26 - Dispute Resolution and Appeal Process.
- 20.7. Within sixty (60) working days of the verification of the information and documentation the application the Applicant will receive an offer of grant of the Barrow Pit or Quarry Lease Agreement, the Initial Bill and Acceptance Letter.
- 20.8. Within thirty (30) working days of submission of the signed Acceptance Letter and proof of payment of the Initial Bill the Operator shall submit a properly planned layout to be approved by KEBGIS.
- 20.9. Within thirty (30) working days of the layout approval KEBGIS will print the Barrow Pit or Quarry Lease Agreement for the Governor's signature, register, and then convey to the Operator.

## **21. Miscellaneous Land Transactions**

- 21.1. All Land Transactions which include any changes in ownership, the size or shape of the plot, the land use or the land purpose shall be prepared (and where necessary Registered) using the KEBGIS Digital Data Repository. This Regulation 21 sets out the Land Transaction instruments and their permitted use.
- 21.2. All Land Transaction application processing fees, rates and charges are shown in the Fourth Schedule to these Regulations.
- 21.3. Deed of Assignment: shall be used to register a change in ownership. The Applicant seeking to register a Deed of Assignment requires the signature of the original owner and additional proof of ownership such as a sale agreement. Where the Applicant is unable to secure the signature of the original owner, the Applicant shall place an advertisement in a national and local

newspaper requesting any party who may have an interest in the property to make their claim known.

- 21.4. Deed of Gift: to be used to transfer ownership where there is no consideration out of affection/goodwill.
- 21.5. Power of Attorney: shall be used to assign certain rights pertaining to the property to a third party. Irrevocable Powers of Attorney are not allowed.
- 21.6. Deed of Mortgage: shall be used when the title holder borrows money from a financial institution and secures the loan by giving the title document as collateral.
- 21.7. Deed of Release: shall be used by the financial institution to redeem the title document.
- 21.8. Devolution Order: shall be used to register the interest of a third party in the case of the demise of the substantive title holder.
- 21.9. Change of Name: shall be used when the individual or company holding a Right of Occupancy has a legal change of name.
- 21.10. Change of Land Use/Purpose: shall be used to change land use/purpose clause in the Right of Occupancy as permitted under Schedule 7 to these Regulations.
- 21.11. Sublease: shall be used to register long term rentals or leases.
- 21.12. Deed of Revocation: shall be registered where the Right of Occupancy has been extinguished.
- 21.13. Sub-division of Plot, Merger of Plot or Extension of Plot: shall be used where the size or shape of the plot is to be changed.

## **22. Compulsory Acquisition, Compensation and Resettlement**

22.1. From time to time the KEBBI state government shall by order compulsory acquire land for overriding public interest, and for the strategic economic development of the state. Customary or Statutory title holders or claimant to the land will be compensated for such compulsory acquisition.

22.2. The mode of acquisition and the Notice thereof shall be as provided for by Land Use Act, 1999 as amended.

22.3. The acquisition, compensation and resettlement process shall involve all affected stakeholders in a participatory stakeholder consultation, with an appropriate Grievance Redress Mechanism.

22.4. In the case of land acquired for the purposes of residential development each Head of Household with one (1) hectare of land shall be offered one plot of land in the new layout. The plot shall be in a medium density area (approximately 750 square metres) and offered on a first right of refusal basis. This is in addition to the compensation payment based on the provisions of Regulation 23.

22.5. In the case of land acquired for the purposes of residential development each Head of Household with less than one (1) hectare of land shall be offered one plot of land for urban agriculture in the new layout. The plot shall be approximately 5,000 square metres and offered on a first right of refusal basis. This is in addition to the compensation payment based on the provisions of Regulation 23.

22.6. In the case of land acquired for the purposes of residential development to the extent that is feasible existing settlements may be incorporated in the new layout, subject to urban renewal in compliance to acceptable town planning standards.

22.7. When an existing settlement needs to be moved and the community resettled, where possible this resettlement should be located in proximity to acquired area.

### **23. Standard Valuation Rates**

23.1. The Standard Valuation Rates for land, trees and crops as already existing shall be the Seventh Schedule to these Regulations.

23.2. Standard valuation rates applicable for all classes of property shall be reviewed from time to time and may be published in the KEBBI State Gazette.

### **24. Development Permission**

Development permission for customary or statutory land shall be obtained from the DTCP and in accordance with Nigerian and Kebbi State Urban and Regional Planning Laws. **The processing of all permit sites whether customary or statutory, must however be accompanied by a duly certified sketch plan and imagery KEBGIS data base.** No permit shall be granted on any site for the purpose of petrol filling station or gas filling plant except it is covered by a statutory right of occupancy.

### **25. Land Use Violation Charges**

25.1. There shall be land use violation charges and penalties to be set and shall be payable upon the Notice of KEBGIS or KUDA and DTCP of such contravention.

25.2. Each charge and/or penalty shall, unless otherwise stated, be payable for every year in which the contravention continues provided that where a contravention continues for more than 30 days in a calendar year, the annual charge or penalty shall be payable in respect of that year.

### **26. Dispute Resolution and Appeal Process**

26.1. Appeals against any decision made by KEBGIS will be placed before an Appeal Committee comprising members of the KEBGIS Board.

26.2. The Appellant will complete an Appeal application form and provide all the relevant information, documentation, and proof of payment of the application processing fee as set out in the Fourth Schedule to these Regulations.

26.3. Upon submission of the application form together with the relevant documentation, KEBGIS shall convey an Acknowledgement Letter, which contains a list of all documents submitted by the Appellant. KEBGIS shall thereafter verify the information and documentation submitted in support of the application.

26.4. The Appeal Committee will consider the Appeal within 30 working days of the conveyance of the Acknowledgement Letter. In some cases, the Appeal Committee may request that the Appellant attend the Appeal Committee Hearing.



**KEBBI STATE OF NIGERIA**  
Land use Act, CAP L5 Laws of the Federation Nigeria  
**CERTIFICATE OF OCCUPANCY**

NO: \_\_\_\_\_ FILE NO: KBL \_\_\_\_\_

**THIS IS TO CERTIFY THAT**

whose address is

(herein after called holder(s), which term shall include any person(s) in title), is hereby granted a right of occupancy in and over the land described in Schedule A printed Hereto. for a term of \_\_\_\_\_ years Commencing from the \_\_\_\_ day of \_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_ according to the true intent and meaning the Land use Act 1978 and subject to provisions thereof and to the following special terms and conditions: -

1. To pay advance without demand to the Governor of Kebbi State (herein referred to as the Governor or any officer appointed by the Governor.
  - 1.1 the annual ground rent of from the first day of January of each year; or
  - 1.2 such revised ground rent as the Governor may from time to time prescribe; and
  - 1.3 such penal rent as the Governor may from time to time impose.
2. To pay and discharge all land use charges, rates (including utilities), assessments and impositions whatsoever which shall at any time be Charged or imposed on the said land or any part thereof or any building thereon, or upon the occupier or occupiers thereof.
3. In the case of a vacant of land, within thirty six (36) months from the date of the right of occupancy, to erect and complete on the said land, buildings or other works specified in related plans approved or to be approved by the Kebbi Urban planning Board (herein referred to as KURPB) or any other Agency empowered to do so.
4. In the case of a plot of land with existing structures, to sort within six (6) months and obtain approval for building permit from the KURPB or any other agency empowered to do so, for the building structures existing prior to this Right of Occupancy. Such permit must be in accordance with the purpose contained in this right of occupancy
5. To maintain in good and substantial repair to the satisfaction of KURPB or any other officer appointed by the Governor all buildings on the said land and appurtenance thereto. And to do other works for the proper maintenance of clean sanitary condition of the land its Surroundings.
6. Not to erect or build or permit to be erected or built on the said land, buildings other than those permitted to be erected by virtue of this Certificate of occupancy and Building Plan Approved by KURPB nor to make or permit to be made any addition or alteration to the said buildings already erected on the land except in accordance with the plans and specifications already approved by KURPB or any agency empowered to do so.
7. The Governor or any public officer duly authorised by the Governor on his behalf shall have the power to enter upon and inspect the land comprised in the Statutory Right of Occupancy or any Improvements effected thereon at any reasonable hour during the day, so determine by the Governor or the public officer authorised by the Governor on his behalf. And the occupier shall permit and give free access to the Governor or the public officer to enter and inspect or carry out any duty permitted by law.
8. Not to alienate the right of occupancy hereby granted or any part thereof by sale, assignment, mortgage, transfer of possession, sublease, bequest or otherwise howsoever without the prior consent of the Governor.
9. To use the said land only for: -
10. Not to contravene any of the provision of the Landuse Act, 1978 and the Kebbi State Landuse regulations issued by the Governor and or revised and published from time to time by Kebbi Geographic Information System Agency (herein after referred to as KEBGIS).
11. Within three months to the expiration of this right of occupancy, to formally apply for regrant or upon the expiration of the term, to deliver the premises to the Governor in good tenable state and to the satisfaction of KEBGIS, the said land and all buildings thereon.
12. For the purpose of the rent to be paid under this Certificate Occupancy:
  - 12.1 The Governor may at his discretion, revise rent and fix sum which shall be payable. Such fixed or revised rent shall come into effect after 30 days of its publication by KEBGIS and/or notice on Kebbi State gazette.
  - 12.2 If any rent for the time being payable in respect of the land or any part thereof shall be in arrears for a period of three months, whether same shall or shall not have been legally demanded or if the holder/holders become bankrupt or make a composition with creditors or enter into compulsorily or voluntarily liquidation, or if there Shall be any breach or non-observance of any of the occupier's covenants or agreements herein contained. Then, in any of the said cases, it shall be lawful for the Governor at any time thereafter to enter upon, hold and enjoy the premises as if the right of occupancy had not been granted but without prejudice to any right of action or remedy of the Governor for any antecedent breach of covenant by the holder/holders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

*Given under my hand the date above written*

This instrument is registered as: -

No. \_\_\_\_\_ at page \_\_\_\_\_ in Volume \_\_\_\_\_

of the certificate of occupancy Digital Register in the KEBGIS Registry of Kebbi State at morning/noon

**Senator Abubakar Atiku Bagudu**

this \_\_\_\_\_ day of \_\_\_\_\_ Governor, Kebbi State of Nigeria

**Deed Registrar**



## **KEBBI STATE GEOGRAPHIC INFORMATION SYSTEM**

### **APPLICATION GUIDELINES ON DEVELOPED PROPERTY (CONVERSION)**

1. Where the Applicant has never held a Right of Occupancy for any property, the Applicant shall use this Regular application process to obtain a new grant of Right of Occupancy.
2. The application form shall be completed in full and submitted to KEBGIS:
  - 2.1 An Individual Applicant shall use Form Land IA (2022)
  - 2.2 A Company or organisation shall use Form Land 1B (2022)
3. The application form should be submitted together with the following documents:
  - 3.1 Evidence of payment of application processing fee; payment can be made at any commercial bank using the KEBGIS PAYDIRECT account, or at KEBGIS Customer Service by POS using debit or credit card.
  - 3.2 Proof of ownership documentation such as a sale agreement and deed of assignment. Where the original owner is deceased letter of Administration or letter of inheritance is required.
  - 3.3 A certified Sketch plan and satellite imagery of the property verged by KEBGIS.
  - 3.4 District Head confirmation letter. Where the transaction document has been stamped by a district head, there is no need for a confirmation letter.
  - 3.5 For petrol filling station: police, fire service & DPR reports are required.
  - 3.6 For industrial use an environmental impact assessment report
  - 3.7 Most recent passport sized photography for individual application; OR company seal/ stamp on application form for organisations.
  - 3.8 For individuals: photo identification document; accepted IDs include: Tax Identification Card and either International Passport; National ID Card; Drivers Licence; or Voter Registration Card.  
If a representative is appointed, they shall also be required to provide ID.
  - 3.9 For Organisations: a certified true copy of the Certificate of Incorporation Form C 02.
  - 3.10 For the Organisation or Institution, Managing Director or Chairman, a photo identification document; accepted IDs include: International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card; and a valid Tax Clearance Certificate.  
If a representative is appointed, they shall also be required to provide ID.
  - 3.11 For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious and Non-Governmental Organisations (NGO): a Certificate of Registration by the appropriate Federal or KEBBI State Government Agency is required.

[KEBGIS developed Property application Guidelines 2](#)

## **KEBBI STATE GEOGRAPHIC INFORMATION SYSTEM**

### **APPLICATION GUIDELINES ON DEVELOPED PROPERTY (CONVERSION)**

1. Where the Applicant has never held a Right of Occupancy for any property, the Applicant shall use this Regular application process to obtain a new grant of Right of Occupancy.
  
4. The application form shall be completed in full and submitted to KEBGIS:
  - 2.1 An Individual Applicant shall use Form Land IA (2022)
  - 2.2 A Company or organisation shall use Form Land 1B (2022)
  
5. The application form should be submitted together with the following documents:
  - 3.12 Evidence of payment of application processing fee; payment can be made at any commercial bank using the KEBGIS PAYDIRECT account, or at KEBGIS Customer Service by POS using debit or credit card.
  - 3.13 Proof of ownership documentation such as a sale agreement and deed of assignment. Where the original owner is deceased letter of Administration or letter of inheritance is required.
  - 3.14 A certified Sketch plan and satellite imagery of the property verged by KEBGIS.
  - 3.15 District Head confirmation letter. Where the transaction document has been stamped by a district head, there is no need for a confirmation letter.
  - 3.16 For petrol filling station: police, fire service & DPR reports are required.
  - 3.17 For industrial use an environmental impact assessment report
  - 3.18 Most recent passport sized photography for individual application; OR company seal/ stamp on application form for organisations.
  - 3.19 For individuals: photo identification document; accepted IDs include: Tax Identification Card and either International Passport; National ID Card; Drivers Licence; or Voter Registration Card.  
If a representative is appointed, they shall also be required to provide ID.
  - 3.20 For Organisations: a certified true copy of the Certificate of Incorporation Form C 02.
  - 3.21 For the Organisation or Institution, Managing Director or Chairman, a photo identification document; accepted IDs include: International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card; and a valid Tax Clearance Certificate.  
If a representative is appointed, they shall also be required to provide ID.
  - 3.22 For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious and Non-Governmental Organisations (NGO): a Certificate of Registration by the appropriate Federal or KEBBI State Government Agency is required.

[KEBGIS developed Property application Guidelines 2](#)

# AFFIDAVIT OF OWNERSHIP

Section 8(5) KSLUR, 2022

Date: Day / Month / Year

## Claim of Proof of Ownership

Having no documentary evidence of proof of ownership, or having lost my evidence of proof of ownership,  
I

First Name	Middle Name	Surname
------------	-------------	---------

**DO HERE BY** attest that I am the rightful owner of the land and buildings at:

No.	Street Name
Ward	Village
District	LGA

Or otherwise described as

Description of location
-------------------------

Endorsement by Village/District Head/ Chairman, Local Government Authority/Member, State House of Assembly recognising the proof of ownership:

First Name	Middle Name	Surname
Ward/Village/District/LGA	Office Number	

Signature
-----------

And I make this oath in good faith believing the contents to be correct, true and in accordance with the Oaths Act of Nigeria 2004

Sworn at the Registry .....Dated this ..... day of.....20... BEFORE ME

Signature/seal
----------------

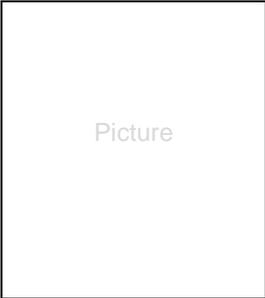
Notary public/ Magistrate

Signature
-----------

Deponent

# AFFIDAVIT OF GUARDIAN

SECTION 8(5) KSLUR,2022



Date: Day / Month / Year

## Claim of Legal Guardian

First Name	Name	e
------------	------	---

I, **DO HEREBY** attest to being the legal guardian of:

First Name	Name	e
------------	------	---

Who being under 18 years and Ward of the claimant cannot exercise their right to occupancy of land and buildings at:

No.	Street Name	
Ward		
District		

Or otherwise described as

Description of location

Endorsement by Village/District Head/Chairman, Local Government Authority/Member, State House of Assembly, recognising the claimant as legal guardian:

First Name	Name	e
Ward/Village/District/LGA	Number	

Signature

And I make this oath in good faith believing the contents to be correct, true and in accordance with the Oaths Act of Nigeria 2004

Sworn at the Registry ..... Dated this day of .....20..  
BEFORE ME

Signature/Seal
----------------

Notary Public / Magistrate

e
---

Deponent

## GUIDELINES FOR RECERTIFICATION/REGULISATION OF RIGHT OF OCCUPANCY

1. The recertification application form shall be completed in full, and submitted directly to KEBGIS OFFICE:
2. The application form should be submitted together with the following documents:
  - 2.1. Evidence of payment of **application processing fee**; payment can be made THROUGH KEBGIS Bank account at any commercial bank using the KEBGIS PAYDIRECT account, or at KEBGIS office by POS.
  - 2.2. The original Certificate of Occupancy must be presented for verification and scanning by kebgis, or
  - 2.3. Where a Certificate of Occupancy was not issued, the original offer letter/letter of grant may be submitted;
  - 2.4. Where possible, submit a document that carries the file reference number; without a file reference number the processing of your application may be subject to delay;
  - 2.5. For individuals: photo identification document is required, such as: International Passport; National ID Card; Drivers Licence; Voter Registration Card; or a valid Tax Clearance Certificate. If a representative is appointed, they shall also be required to also provide ID;
  - 2.6. For Organisations: a certified true copy of the Certificate of Incorporation or a valid Tax Clearance Certificate;
  - 2.7. For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious and Non-Governmental Organisations (NGO): a Certificate of Registration by the appropriate Federal and or KEBBI State Government Agency is required.
3. Where the Applicant is not the original owner or the person named in the Certificate of Occupancy, or in the Offer Letter, the Applicant is required to provide evidence of ownership (sale agreement) with a transaction document such as a Registered Deed of Assignment, a Deed of Gift or Deed of Devolution.
  - 3.1. where the Applicant is holding a Right of Occupancy in the name of the original owner, but does not have a Registered Deed, the Applicant shall submit the unregistered document (which shall include the signature of the original owner), and pay the additional processing fee and a “fixed registration fee”.
4. Special Concessions are available for the duration of the Recertification Programme for obtaining Consent and for the Registration of documents:
  - 4.1. Where the Land Use or Land Purpose has been changed, or the plot Extended, merged, or subdivided, the Applicant shall/will apply for a retrospective Consent, and pay additional processing fee of **N20,000**, and pay the concessionary fixed Consent prescribed rate dependent upon the change;
  - 4.2. Where there has been a substantive contravention of land use regulations a penalty may also be applied;
  - 4.3. Once the payments have been made for the Consent and/or the Registration the application can proceed.
5. A bank (or other financial institutions) holding a Deed of Mortgage is required to recertify the title under the name of the Mortgagor. All the above requirements shall be fulfilled.
6. Where an original document has been lost or destroyed, the applicant shall make a police report and advertise the same in one national newspaper. The police report, court affidavit, fire service report in case of fire incidence and advertisements shall then be submitted together with the application.
7. Upon submission of the application form together with the required documents, KEBGIS shall produce an Acknowledgement Letter, which contains a list of all documents submitted, and where the original C-of-O or Offer of Grant is submitted, it will be cancelled, and a copy will be provided to the Applicant.
8. KEBGIS shall thereafter verify the information and the documentation provided by the applicant in support of the application for recertification.

9. Should KEBGIS have cause to doubt the accuracy or authenticity of the information or any document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity.
10. Upon verification of the Applicant's information and documentation, KEBGIS will print a new digital Certificate of Occupancy. KEBGIS will prepare the Recertification Bill, comprising the GIS Charting Fee, the C-of-O preparation and registration fees, any accrued outstanding Ground Rent based on the date of the original offer letter, taking into account payments made and recorded in the applicant's old file, and any other outstanding fees or charges.
11. All outstanding Ground Rent (and any other items) shall be paid prior to the conveyance of the new digital Certificate of Occupancy.
12. After a period to be determined by the Governor of Kebbi State, any person holding a Statutory or Customary C-of-O which has not been recertified, or for which an application for recertification has not been made, shall be subject to monetary penalties as set in Section 9(3) of the Land Use Act, 2004.

# LAND USE TYPE & PURPOSE TABLE

GENERAL LANDUSE	DETAILED LANDUSE	PURPOSE
RESIDENTIAL	HIGH, MEDIUM, LOW DENSITY	STAFF QUARTERS / LIFE CAMP
RESIDENTIAL	HIGH, MEDIUM, LOW DENSITY	PRIVATE RESIDENTIAL
RESIDENTIAL	HIGH, MEDIUM, LOW DENSITY	GOVERNMENT RESIDENTIAL
RESIDENTIAL	HIGH, MEDIUM, LOW DENSITY	GOVERNMENT HOUSING ESTATE
COMMERCIAL	ACCOMMODATION	COMMERCIAL HOUSING ESTATE
COMMERCIAL	ACCOMMODATION	GUEST HOUSE
COMMERCIAL	ACCOMMODATION	HOSTEL
COMMERCIAL	ACCOMMODATION	HOTEL
COMMERCIAL	ACCOMMODATION	MOTEL
COMMERCIAL	EMPLOYMENT AREA	WAREHOUSE
COMMERCIAL	EMPLOYMENT AREA	WORKSHOP
COMMERCIAL	GAS & FUEL SUPPLY	FUEL DEPOT
COMMERCIAL	GAS & FUEL SUPPLY	GAS REFILLING STATION
COMMERCIAL	GAS & FUEL SUPPLY	PETROL FILLING STATION
COMMERCIAL	OFFICE & SERVICES	BANKING / INSURANCE / SERVICES
COMMERCIAL	OFFICE & SERVICES	CINEMA / THEATRE
COMMERCIAL	OFFICE & SERVICES	GARAGE / CARWASH
COMMERCIAL	OFFICE & SERVICES	OFFICE
COMMERCIAL	OFFICE & SERVICES	SPORTS FACILITY
COMMERCIAL	SHOPPING & MARKET	BAKERY / CAFÉ
COMMERCIAL	SHOPPING & MARKET	DISTRICT CENTRE
COMMERCIAL	SHOPPING & MARKET	DISTRICT MARKET
COMMERCIAL	SHOPPING & MARKET	NEIGHBOURHOOD CENTRE
COMMERCIAL	SHOPPING & MARKET	RESTAURANT/ FAST FOOD
COMMERCIAL	SHOPPING & MARKET	SHOPPING COMPLEX
COMMERCIAL	SHOPPING & MARKET	SHOPPING MALL / PLAZA
COMMERCIAL	SHOPPING & MARKET	SMALL SHOPS / CORNER SHOPS
COMMERCIAL	SHOPPING & MARKET	SUPERMARKET
MIXED USE	COMPREHENSIVE DEVELOPMENT	COMPREHENSIVE DEVELOPMENT (RESIDENTIAL)
MIXED USE	MULTIFUNCTIONAL DEVELOPMENT	MULTI-PURPOSE( COMMERCIAL)
MIXED USE	SPECIAL DEVELOPMENT	SPECIAL DEVELOPMENT (RESIDENTIAL BASE)
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	COMMUNITY CENTRE
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	COURT / JURISDICTION
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	FIRE DEPARTMENT
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	GOVERNMENT INSTITUTION (OFFICE)

GENERAL LANDUSE	DETAILED LANDUSE	PURPOSE
PUBLIC INSTITUTION	EDUCATIONAL USE	SECONDARY SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	TRAINING / VOCATION CENTRE
PUBLIC INSTITUTION	EDUCATIONAL USE	RESEARCH INSTITUTE
PUBLIC INSTITUTION	EDUCATIONAL USE	UNIVERSITY
PUBLIC INSTITUTION	HEALTH FACILITY	CLINIC
PUBLIC INSTITUTION	HEALTH FACILITY	DENTAL CLINIC
PUBLIC INSTITUTION	HEALTH FACILITY	GOV. HOSPITAL / CLINIC
PUBLIC INSTITUTION	HEALTH FACILITY	HOSPITAL
PUBLIC INSTITUTION	HEALTH FACILITY	LABORATORY
PUBLIC INSTITUTION	HEALTH FACILITY	SPECIALIST / DIAGNOSTIC HOSPITAL
PUBLIC INSTITUTION	HEALTH FACILITY	VETERINARY CLINIC
PUBLIC INSTITUTION	RELIGIOUS INSTITUTION	CHURCH
PUBLIC INSTITUTION	RELIGIOUS INSTITUTION	MOSQUE
PUBLIC INSTITUTION	RELIGIOUS INSTITUTION	PLACE OF WORSHIP
PUBLIC INSTITUTION	PUBLIC SERVICE	NON GOVERNMENTAL ORGANIZATION
AGRICULTURAL	AGRICULTURAL / FARMING	FARMING
AGRICULTURAL	AGRICULTURAL / FARMING	GRAZING LAND
AGRICULTURAL	AGRICULTURAL / FARMING	URBAN AGRICULTURE
AGRICULTURAL	AGRICULTURAL / FARMING	PLANT NURSERY
AGRICULTURAL	AGRICULTURAL / FARMING	ORCHARD
AGRICULTURAL	AGRICULTURAL / FARMING	CATTLE TRAIL
PUBLIC UTILITY UNIT	GAS, ELECTRICITY & WATERSUPPLY	POWER STATION / SUBSTATION / TRANSFORMER
PUBLIC UTILITY UNIT	GAS, ELECTRICITY & WATERSUPPLY	SEWER TREATMENT PLANT
PUBLIC UTILITY UNIT	GAS, ELECTRICITY & WATERSUPPLY	WATER TREATMENT PLANT
PUBLIC UTILITY UNIT	POST AND TELECOMMUNICATION	POST OFFICE
PUBLIC UTILITY UNIT	POST AND TELECOMMUNICATION	TV OR RADIOSTATION
PUBLIC UTILITY UNIT	WASTE DISPOSAL	DUMP SITE
PUBLIC UTILITY UNIT	WASTE DISPOSAL	RECYCLING FACILITY
INDUSTRIAL	AGRO INDUSTRY	AGRO ALLIED INDUSTRY
INDUSTRIAL	AGRO INDUSTRY	MEAT PACKAGING / SLAUGHTERHOUSE
INDUSTRIAL	HEAVY INDUSTRY	QUARRY
INDUSTRIAL	HEAVY INDUSTRY	BORROW PIT
INDUSTRIAL	HEAVY INDUSTRY	TEXTIL
INDUSTRIAL	HEAVY INDUSTRY	MINNING
INDUSTRIAL	LIGHT INDUSTRY	GENERAL MANUFACTURING

PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	LIBRARY
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	MILITARY BARRACKS
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	MILITARY FORMATION
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	POLICE BARRACKS
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	POLICE STATION
PUBLIC INSTITUTION	EDUCATIONAL USE	COLLEGE
PUBLIC INSTITUTION	EDUCATIONAL USE	DAY CARE
PUBLIC INSTITUTION	EDUCATIONAL USE	PRIVATE EDUCATIONAL INSTITUTION
PUBLIC INSTITUTION	EDUCATIONAL USE	GOV. EDUCATIONAL INSTITUTION / GOV. SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	INTERNATIONAL SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	RELIGIOUS SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	NIGHT SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	NURSERY & PRIMARY SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	NURSERY SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	PRIMARY SCHOOL

INDUSTRIAL	LIGHT INDUSTRY	METALL OR WOOD FACTORY
INDUSTRIAL	LIGHT INDUSTRY	PAPER, CHEMICALS, TEXTIL
INDUSTRIAL	LIGHT INDUSTRY	STONES, SEDIMENT, CERAMICS
INDUSTRIAL	LIGHT INDUSTRY	CLEAN ENERGY
INDUSTRIAL	LIGHT INDUSTRY	WATER PACKAGING, BOTTLING
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	AIRPORT
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	BUS DEPOT
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	LORRY / TRAILER PARK
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	MOTOR PARK
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	PUBLIC PARKING
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	RAILWAY STATION
OPEN SPACE	RECREATIONAL	AMUSEMENT PARK
OPEN SPACE	RECREATIONAL	COUNTRY CLUB / HEALTH FARM
OPEN SPACE	RECREATIONAL	DISTRICT PARK
OPEN SPACE	RECREATIONAL	ENTERTAINMENT COMPLEX

### Guidelines for Recertification KEBGIS 2022

## SCHEDULES OF PAYMENTS (LAND FEES, RATE AND CHARGES)

### 1. APPLICATION FORM FEES

#### A. DIRECT ALLOCATION

S/N	DESCRIPTION OF RATE REVENUE	RATES
1	Residential	10,000.00
2	Commercial	
	i. Filling Station	100,000.00
	ii. Hotels	100,000.00
	iii. Others	50,000.00
3	Industrial	50,000.00
4	Recreational	20,000.00
5	Educational	20,000.00
6	Agricultural Commercial	10,000.00
7	Agriculture Subsistence (small scale farming)	5,000.00
8	Model Shops	5,000.00

#### B. Conversion

S/N	DESCRIPTION OF REVENUE	RATES
1.	Residential	10,000.00
2.	Commercial	
	i. Filling Station	50,000.00
	ii. Hotels	

		10,000.00
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### C. RE-GRANT APPROVAL FEES

S/N	DESCRIPTION OF REVENUE	RATES
1.	Residential	5% of the capital value on property
2.	Commercial i. Petrol Filling Station  ii. Hotels  iii. Others	8% of the capital value on property  8% of the capital value on property  8% of the capital value on property
3.	Industrial	10% of the capital value on property
4.	Agricultural	2% of the capital value on property
5.	Education	2.5% of the capital value on property

## 2. SUB-DIVISION PROCESSING FEES

### A. UNDEVELOPED LAND

S/N	DESCRIPTION OF REVENUE	RATES
1.	Residential	20,000.00
2.	Commercial	30,000.00
3.	Industrial	50,000.00
4.	Agricultural	10,000.00

### B. DEVELOPED LAND

S/N	DESCRIPTION OF REVENUE	RATES
1.	RESIDENTIAL	0.25% of capital value
2.	Commercial	0.25% of capital value
3.	Industrial	0.25% of capital value

## 3. APPLICATION FEES FOR MERGER/SEPERATION OF TITLES

S/N	DESCRIPTION OF REVENUE	RATES
1.	Residential i.Low Density ii. Medium Density iii High Density	20,000.00 per cert. 12,000.00 per cert. 8,000.00 per cert.
2.	Commercial	40,000.00 per cert.

3.	Industrial	60,000.00 per cert.
4.	Agricultural	4,000.00 per cert.

#### 4. RE-INSTATEMENT FEE OF REVOKED LAND

S/N	DESCRIPTION OF REVENUE	RATES
1.	Residential  i. Low Density ii. Medium Density iii. High Density	100,000.00  25,000.00  10,000.00
2.	Commercial	150,000.00
3.	Industrial	175,000.00
4.	Agricultural	5,000.00

#### 5. APPLICATION FOR EXTENSION OF TITLE.

##### A. PROCESSING FEES: -

S/N	DESCRIPTION OF REVENUE	RATES
1.	Residential	1% of current property value
2.	Commercial	1% of current property value
3.	Industrial	1% of current property value
4.	Education	1% of current property value

##### B. CONSENT APPLICATION FEES

S/N	DESCRIPTION OF REVENUE	RATES #
-----	------------------------	---------

1	Mortgage	1% of current property value
2	Assignment	2% of current property value
3	Sublease	1% of current property value
4	Devolution	10,000.00
5	Gift (voluntary disposition)	1% of current property value

### **C. CHANGE OF PURPOSE CLAUSE**

<b>S/N</b>	<b>DESCRIPTION OF REVENUE</b>	<b>RATES #</b>
1	Residential to commercial NOT petrol station	30,000.00
2	Residential to petrol station	250,000.00
3	Commercial to petrol station	150,000.00
4	Commercial to Industrial	500,000.00

## 6A. OWNER OCCUPIER

S/N	DESCRIPTION OF REVENUE	RATES #
1	Agreement forms for House allocated by Government	a) 5,000.00 for State Civil Servants b) 10,000.00 for others
2	Release clearance upon completion of payment	a) 3,000.00 for State Civil Servants b) 5,000.00 for others

## 6B. RENT ON GOVERNMENT QUARTERS

S/N	DESCRIPTION OF REVENUE	RATES #
1	Rent on Government Quarters for Non-State Civil Servants	Upward by 100% of the existing rate

## 7. APPLICATION FOR LAND TRANSECTION

### A. FORM FEES.

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Mortgage	2,000.00
2.	Assignment	2,000.00
3.	Sub lease	2,000.00
4.	Search	2,000.00
5.	Devolution	2,000.00
6.	Power of Attorney	2,000.00

### B. PROCESSING FEES

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Mortgage	30,000.00
2.	Assignment	10,000.00

3.	Sub lease	5,000.00
4.	Search	5,000.00
5.	Devolution	5,000.00
6.	Power of Attorney	5,000.00

#### **8. REGISTRATION FEE FOR POWER OF ATTORNEY.**

<b>S/N</b>	<b>REVENUE DESCRIPTION</b>	<b>RATES ₦</b>
1.	Residential	25,000.00
2.	Commercial	50,000.00
3.	Industrial	50,000.00
4.	Agriculture	15,000.00
5.	Education	20,000.00

#### **9. REGITRATION FOR SURRENDER AND RELEASE OF LEGAL MORTGAGE**

<b>S/N</b>	<b>REVENUE DESCRIPTION</b>	<b>RATES ₦</b>
1.		10,000.00

**10. APPLICATION FEES FOR REGISTRATION OF SUPPLEMENTAL MORTGAGE.**

S/N	RATE ₦
1.	20,000.00

**11. REGISTRATION FEE FOR MORTGAGE, ASSIGNMENT STAMPING AND DEVOLUTION**

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Mortgage	3% of the consideration
2.	Assignment	5% of the consideration
3.	Up-standing	2% of the consideration
4.	Devolution	2,000.00
5.	Extra counterpart copy	2,000.00
6.	Registration for court order and letter of Admin	10,000.00
7.	Registration of deed of purchase	5% of the consideration
8.	GIFT a. Direct Relation b. Other forms of gift not consummate among relations	1.5% of capital value

**12. APPLICATION FEE FOR CONSENT TO SUB-LEASE**

S/N		RATES ₦
1.	Consent to Sublease	10,000.00

**13. REGISTRATION FEE FOR SUB-LEASE**

S/N	DESCRIPTION	RATES ₦
1.	1-5 years	5% of the consideration
2.	5-10 years	3% of the consideration
3.	10 years	3% of the consideration

**14. APPLICATION FOR EXTENTION OF TIME TO SUBMIT DEEDS FOR REGISTRATION (ON ASSIGNMENT, MOTRGAGE AND SUB-LEASE)**

S/N	DESCRIPTION	RATES ₦
1.	1 Month	25% of the annual ground rate
2.	2 Months	50% of the annual ground rate
3.	3 Months	75% of the annual ground rate
4.	Above 3 months	100.00 per working day

**15. PENALTY FOR LATE PAYMENT OF REGISTRATION FEE FOR LAND TRANSECTIONS**

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Penalty for late Registration	100.00 per working day

## 16. CERTIFIED TRUE COPY

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Residential i. Low Density ii. Medium Density High Density	50,000.00 40,000.00 30,000.00
2.	Commercial	100,000.00
3.	Industrial	100,000.00
4.	Agricultural	20,000.00

## 17. CERTIFIED TRUE COPY OF CERTIFICATE OF OCCUPANCY

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Mortgage	7,500.00
2.	Assignment	7,500.00
3.	Sub-lease	7,500.00
4.	Power of Attorney	7,500.00
5.	C.T.C for Land Document	1,000.00 per page

## 18. VALUATION FEES

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Rental	20,000.00
2.	Purchase	40,000.00

3.	Probate	20,000.00
4.	Re-Grant	20,000.00
5.	Occupancy permit	50,000.00
6.	Compensation	30,000.00

### 19. RE-INSURANCE OF LETTER OF GRANT

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Residential	
	i.    Low density	25,000.00
	ii.   Medium density	15,000.00
	iii.  High density	10,000.00
2.	commercial	25,000.00
3.	Industrial	25,000.00
4.	Agriculture	5,000.00

### 20. REGISTRATION OF OCCUPANCY PERMIT

S/N	DESCRIPTION	RATES ₦
1.		5,000.00
2.	RE-SETTLEMENT	2,000.00

### 21. ESTIMATED COST OF CONSTRUCTION PER SQUIRE METRE FOR PROPERTY VALUATION.

This should be in accordance with the current capital value as revised by Nigerian Institution of Estate Surveyors and values/Nigerian institute of Quantity Surveyors.

**22. APPLICATION FOR EXTENSION OF TIME TO DEVELOP LAND AFTER TWO YEARS OF ALLOCATION.**

S/N	DESCRIPTION OF REVENUE	DURATION	RATES ₦
1.	Residential		
	i. Low density	1-6 months	8,000,00
	ii. Medium density	1-6 months	4,000,00
	iii. High density	1-6 months	2,000,00
2.	commercial	1-6 months	10,000.00
3.	industrial	1-6 months	15,000.00

**23. RE-ISSUANCE OF CERTIFICATE OF OCCUPANCY IN CASE OF MULTILATION**

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Residential	
	i. Low density	50,000.00
	ii. Medium density	30,000.00
	iii. High density	20,000.00
2.	Commercial	50,000.00
3.	Industrial	50,000.00
4.	agricultural	10,000.00

**24. REGISTRATION OF LEASE OF MINING SITES**

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Preliminary	50,000.00

2.	Execution	100,000.00
3.	Registration	200,000.00
4.	Premium	
	i. Quarry	500,000.00
	ii. Others	200,000.00

## 25. REGISTRATION OF AN INSTRUMENT FOR ASSIGNMENT AND SURRENDER OF MINING SITES.

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Assignment	200,000.00
2.	Surrender	50,000.00

## 26. PREMIUM CHARGES.

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Residential	₦100 per sqr meter
2.	Commercial	₦125 per sqr meter
3.	Petrol filling station	₦150 per sqr meter
4.	Industrial	₦150 per sqr meter
5.	Educational	₦100 per sqr meter
6.	Recreational	₦100 per sqr meter

## 27. DEVELOPMENT CHARGES

S/N	DESCRIPTION OF REVENUE	RATES ₦
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1.	Residential	
	i. Low density	50,000.00

## 28. SITE PLAN REGISTRATION FEES

### A. DIRECT APPLICATION/CONVERSION

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Residential	5,000.00
2.	Commercial	10,000.00
3.	Industrial	10,000.00
4.	Agricultural	5,000.00

### B. EXTENSION

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	Residential	20,000.00
2.	Commercial	40,000.00
3.	Industrial	50,000.00
4.	Agricultural	10,000.00

## 29. SURVEY AND PROCESSING FEES

S/N	DESCRIPTION OF REVENUE	RATES ₦
1.	AGRICULTURAL	10,000.00
2.	Residential	
	i. Low Density	20,000.00
	ii. Medium density	
	iii. High density	10,000.00

		10,000.00
3.	Commercial	20,000.00
4.	industrial	30,000.00
5.	Investigation/search	4,000.00
6.	Beacon Fees	4,000.00
7.	Delay to Survey	2,500.00
8.	Office work	10,000.00

### 30. KEBBI STATE HOUSING COORPORATION

S/N	DESCRIPTION OF REVENUE	RECOMENDATION ₦
1.	1B/Room	2,500.00/Month
2.	2B/Room	3,500.00/Month
3.	3B/Room	5,000.00/Month
4.	B/Qtrs	1,000.00/Month

### 31. RE-CERTIFICATION OF PROCESSING FEES

S/N	DESCRIPTION OF REVENUE	RATES #
1	Residential i Low Density ii Medium Density iii High Density	70,000.00 40,000.00 30,000.00
2	Commercial	100,000.00
3	Industrial	200,000.00
4	Agricultural	20,000.00

### 32. GROUND RENT

S/N	DESCRIPTION OF REVENUE	RATES #
1	Residential occupied by the owner	25,000.00/Hect/Annum
2	Residential rented corporate holder	50,000.00/Hect/Annum
3	Commercial	50,000.00
4	Petrol station	100,000.00
5	Industrial	150,000.00
6	Educational etc	50,000.00