

GOMBE STATE OF NIGERIA
GOMBE GEOGRAPHIC INFORMATION SYSTEM
(GOGIS)



**A GUIDE TO ACQUIRING LAND
AND CERTIFICATE OF OCCUPANCY
IN GOMBE STATE**

GUIDELINES, TIME AND ASSOCIATED COST TO REGISTER YOUR PROPERTY

OVERVIEW

A Certificate of Occupancy (C of O) certifies the holder as a lawful owner of a piece of land. To acquire a C of O, one must apply to register their land at the Gombe Geographic Information Systems (GOGIS). The GOGIS Project was created in response to the immediate need to provide Gombe State with modern and efficient land administration backed by automated systems and fully trained staff that can produce, secure land titles.

A Certificate of Occupancy (CofOs) establishes the holder as the legal owner of a parcel of land. In Accordance with the provisions of Gombe State Lands Administration and Gombe Geographic Information Systems Establishment Law 2020 & Other Related Matters individual and companies can register their property with the Gombe State Geographic Information System (GOGIS), the legal backing can be accessed via. To obtain a CofOs, one must apply and register their property with GOGIS following the guidelines below:

SN	Procedures	Time to Complete	Associated Cost
1.	<p>Obtain Land Registration application form through the GOGIS Customer Service Centre: An applicant only needs to visit the Gombe Geographic Information Office along Government House Street GRA Gombe State or download the application form at Individual: https://mof.gm.gov.ng/download/application-for-conversion-of-customary-title/ Organization: https://mof.gm.gov.ng/download/application-for-conversion-of-customary-titleapplication-form-for-organisations/</p>	1 day	Free
2.	<p>Fill the form completely Attach all the required documents which include the following: A. Documents Required:</p> <ul style="list-style-type: none"> i. One Passport Photograph ii. Evidence of payment for the processing of Right of Occupancy. iii. <i>Proof of Identity:</i> copy of National ID or Inter Passport or Driver’s License or Voter’s Card. iv. Proof of Ownership: Sale Agreement or Power of Attorney or Deed of Assignment or Letter of Administration or Allocation Letter or any other Legal Transaction Documents. Also, Site Plan or Survey Report or Coordinates or TDP. v. Optional Requirements: Current Tax Clearance. vi. Lost Documents: Police Report, Court Affidavit, and Two Daily Newspaper Advertisements (One National and One State). <p><i>Additional Documents required when an organization is applying for land title include; CAC certificate, authorized</i></p>	1 day	Free

	representative contact ID, Memorandum and article of Association		
3.	<ul style="list-style-type: none"> ◇ Submit completed application form and relevant documents at GOGIS Customer Service Centre. ◇ Making payments for processing fees ◇ Application processing fee payments shall be made using any of the available payment channels: - <ol style="list-style-type: none"> 1. Any commercial bank in the State using the Gombe State Remita TSA account or GOGIS PAYDIRECT account. 2. GOGIS Customer Service located at along Government House Street GRA Gombe by POS using a debit card or credit card to Gombe TSA Account <p>This payment can be made either by bank draft, cheque, or cash where upon the Bank then issues a Government Revenue Receipt.</p> 	1 days	The processing fee (N15,000.00 for individual /private applicant, while N30,000.00, N20,000.00 and N10,000.00 is for commercial, Institutional and NGOs respectively). This payment is to obtain R of O .
4	<ul style="list-style-type: none"> ◇ The applicant will receive an acknowledgement letter after submission of completed application form and payment of processing fees, ◇ The acknowledgement letter contains a list of all the documents as submitted by the applicant, while indicating the application is received and will undergo further processing, including the verification of the submitted documents. <p>Applicant may appoint a representative (applicant must submit the representative ID) who will have authority to submit and collect documents, receive and make calls to GOGIS Customer Service Centre (0916 349 6046 or 0916 456 1443) from Monday to Friday (8am to 4pm) OR info@gogis.org.</p>	1 day 2 days for verification of the documents submitted	Free
	<ul style="list-style-type: none"> ◇ The application will go through several processes such as vetting of all information and documents, verification of plot, billing, approvals that may be required, etc. ◇ The applicant or representative will be notified of the application processes within five working days or any other issue that may require further information of documentation. Scheduled interview with senior officer to clarify or resolve any issue with applicant is also available. All communication with applicant or representative is channel through GOGIS Call Centre via call and SMS. (0916 349 6046 or 0916 456 1443). 	5 working days	
	<ul style="list-style-type: none"> ◇ Applicant or representative will be contacted for conveyance of Right of Occupancy (R of O) or Offer letter. At this point Acceptance letter will be signed by the applicant or 	1 day	Free

	representative and initial bill will be conveyed for payment by the applicant for C of O production.		
◇	As soon as the C of O is ready for collection, the applicant or representative will be notified via the GOGIS Call Centre via phone call or SMS to come and collect the certificate from the Customer Service Centre, upon collection of the certificate, the applicant must present the copy of the acknowledgement letter and for the representative must come with the submitted ID .	Working days (Monday to Friday)	Free
	<p>The cost implications of securing a land title have been consolidated to only two payments</p> <ul style="list-style-type: none"> • The first payment is made at the point of submission of application to cover for processing to Right of Occupancy (R of O) and the amount is stated on the application form depending on the type of application (i.e Residential or Commercial Use as stated in step 3 above) and the category of the applicant, (either Private or Organization). See the back of sample forms attached for further clarification (Appendix 1 or https://mof.gm.gov.ng/download/dli-1-response-schedule-of-fees-for-certificate-of-occupancy/) • The second payment is the Initial Bill which is to be paid at the time of collection of the R of O. This payment varies based on the location of the property, the size, purpose and purpose clause of the property (Appendix 1 or https://mof.gm.gov.ng/download/dli-1-response-schedule-of-fees-for-certificate-of-occupancy/) 		
	<p>The minimum time it takes to prepare the Right of Occupancy is about one week. And since the data gathered during the preparation of the R of O is used to process the Certificate of Occupancy, once the payment of the initial bill is made the preparation and production of the C of O can be completed within a maximum of time of two weeks.</p> <p>However, the whole process can be fast track to enable quick conveyance should the need arises.</p> <p>For any inquiry concerning Land or Property Registration contact GOGIS Customer Service Centre: 09163496046 or 09164561443 from Monday to Friday (8am to 4pm) OR info@gogis.org.</p>		

Director General
Gombe Geographic Information Systems
Gombe State
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