

Short Application Guidelines at GOGIS

1. Private Individual applicants or Organization need to complete the application form (eg COI or SRI) to apply for a Right of Occupancy (Applications for 2 people such as "Mr and Mrs" is not possible).
2. Payment for the Processing Fee must be made into the GOGIS TSA Account, Gombe State IGR.
3. The Remita Retrieval Reference (RRR) & Receipt needs to be submitted with the completed application form and the required documents (see details below).
4. Proof of the applicant's identity is required (see details Below).
5. One passport sized photograph of the applicant is required.
6. For Customary Title, the Customary C-of-O as original and as a Copy is required as Proof of ownership for the property.
7. Any Power of Attorney or Assignment or Sales Agreement that has been registered must be submitted as a copy of the original.
8. The applicants address must be properly described, and the telephone numbers must be readable and complete (e-mail if available).
9. The applicant needs to book a Site Inspection Visit with the Town Planners at the office.
10. The property must be surveyed. The Office of the Surveyor General or any private Registered Surveyor can be contacted.

(Existing Survey Data can be submitted to the Office of the Surveyor General or GOGIS Service Centre, Gombe)

Key Steps in the processing of the application for R-of-O after the submission of the Application Form and required Documents.

- (a) Verification of the required documents at the customer Service Centre;
- (b) Site inspection undertaken by the Town Planning Officer and the completion of the Site Inspection Report.
- (c) GOGIS Service Centre opens the permanent "GSL" file and collection of the Acknowledgement Letter by the applicant.
- (d) The Director Town Planning approves and stamps the Site Inspection Report recommendations.

(e) The survey data as approved by the office of the State Surveyor General is charted into the GOGIS Digital Cadastral System (in accordance with the Site Inspection Report).

(f) The Offer of Terms and Conditions for the Right of Occupancy, Initial Bill and Acceptance Letter are recommended by the DL and DG then approved by the Commissioner Ministry of Lands Survey.

(g) The Terms and Conditions for Right of Occupancy are signed and conveyed to the applicant after the payment of Initial Bill.

(h) The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.

(i) Once the Outstanding's are settled the C-of-O is conveyed to the applicant.

(j) Ground rent needs to be paid in full every year (account statements are available from the GOGIS Service Centre).

Documents to submit for Application of R-of-O	
Evidence of Payment	The Remita Retrieval Reference (RRR) & Receipt
Proof of Identity	<ul style="list-style-type: none"> - One Passport sized Photograph - Copy of National ID Card or Inter. Passport or Driving License or Voters Card
Proof of Ownership	Customary C-of-O or Customary Title Document Site Plan or Survey Report or Coordinates or TDP Current Tax Clearance Certificate
Other Documents incase of any missing document above	Police Report and Court Affidavit and daily newspaper advertisements

Cost

The cost implications of securing a land title have been consolidated two only two payments. The first payment is made at the point of submission of application to cover for processing to Right of Occupancy (RofO) and the amount is stated on the application form depending on the type of application (ie. Residential or Commercial Use) and the category of the applicant, (either Private or Organization). See the back of sample forms attached for clarification. The second payment is the Initial Bill which is to be paid at the time of collection of the RofO. This payment varies based on the location of the property, the size, purpose and purpose clause of the property.

Time Frame

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 RofO is used to process the Certificate of Occupancy, once the payment of the initial bill is made the preparation and production of the CofO can be completed within a maximum of two weeks time.

However, the whole process can be fast track to enable quick conveyance should the need arises.