



# MINISTRY OF LANDS, SURVEY & URBAN PLANNING

NEW GOVERNMENT SECRETARIAT,  
OGURUBE LAYOUT, P.M.B. 7203, UMUAHIA.

## PROCESS FOR OBTAINING STATUTORY CERTIFICATE OF OCCUPANCY IN ABIA STATE

In Abia State, Statutory Certificates of Occupancy can be obtained through one of two ways namely Land Use and Allocation Committee (LUAC) or any of the Zonal Land Offices at Umuahia and Aba.

### a. THROUGH LAND USE AND ALLOCATION COMMITTEE (LUAC):

S/N	ACTIVITY	COSTS	TIME (IN DAYS)	REQUIREMENTS
1	Application form is collected, filled and returned to LUAC	*Application fee <sup>1</sup> ; *Inspection fee <sup>2</sup> ; *Charting fee: N5,000; *Administrative fee: N5,000 *Survey description fee: N2,500	Applicant to determine	*Current Tax Clearance Certificate from State Internal Revenue Service (for individual) and FIRS (for corporate body/ bodies) *Evidence of ownership (i.e. root of interest) *2no passport sized photos (for individual(s)) *Certificate of Incorporation (for corporate body issued by Corporate Affairs Commission) * Corporate body logo Pursuant to the Abia State Urban & Regional Planning Board/ Planning Authorities Law, Cap. 40 Vol. 1 Laws of Abia State of Nigerian 2005 (as Amended) and the provisions of the Abia State Development Control Regulations, 2021, the following shall apply * Police Report issued by Nigeria Police Force required for Petrol Filling Stations * State Fire Service Agency issues Fire Service Report required for Petrol Filling Stations * Approval of Ministry of Agriculture required for agricultural uses * Approval of Ministry of Education required for educational uses

				* Approval of Ministry of Industries required for Industrial uses
2	LUAC Secretary creates file and runs checks through the technical Departments (Town Planning, Survey and Lands)	Valuation fee (according to Federal scale if developed)	12	Evidence of fencing permit and/ or Building Plan Approval from Planning Authority if developed
3	Files are reviewed by LUAC and approval sought from Board.	Nil	6	
4	Schedule assesses and collects fees	Administrative fee (N5,000); Registration fee (N15,000); Deeds fee (10,000); Release fee (N5,000); Special/ Consent fee (N12,500); *Ground Rent <sup>3</sup> ; *Stamp Duty <sup>4</sup>	8	To be paid into a designated State IGR account using Abia State Security Identification Number (ABSSIN). ABSSIN is issued online ( <a href="https://selfportal.abssin.online">https://selfportal.abssin.online</a> )  Payment is evidenced by electronic receipt and is printed for attachment for file record purposes.
5	Deeds Registry/ ABIAGIS confirms title, prints CofO and returns file to Schedule	Nil	8	
6	CofO is recommended from Schedule to Governor for accent through Ministry management	Nil	5	
7	Governor approves and signs CofO in line with Land Use Act	Nil	To be determined	
8	CofO is sent back to Ministry and dispatched to applicant/ holder	Nil	3	

b. THROUGH ZONAL LANDS OFFICES

S/N	ASSIGNMENT	COST(S)	TIME (IN DAYS)	REQUIREMENTS
1	Applicant obtains, fills and returns form to Zonal Land Office	<ul style="list-style-type: none"> <li>*Application fee<sup>1</sup>;</li> <li>*Inspection fee<sup>2</sup>;</li> <li>*Charting fee: N5,000;</li> <li>*Administrative fee: N5,000</li> <li>*Survey description fee: N2,500</li> </ul>	Applicant to determine	<ul style="list-style-type: none"> <li>*Current Tax Clearance Certificate from State Internal Revenue Service (for individual) and FIRS (for corporate body/ bodies)</li> <li>*Evidence of ownership (i.e. root of interest)</li> <li>*2no passport sized photos (for individual(s))</li> <li>*Certificate of Incorporation (for corporate body issued by Corporate Affairs Commission)</li> <li>* Corporate body logo</li> </ul> <p>Pursuant to the Abia State Urban &amp; Regional Planning Board/ Planning Authorities Law, Cap. 40 Vol. 1 Laws of Abia State of Nigerian 2005 (as Amended) and the provisions of the Abia State Development Control Regulations, 2021,the following shall apply</p> <ul style="list-style-type: none"> <li>* Police Report issued by Nigeria Police Force required for Petrol Filling Stations</li> <li>* State Fire Service Agency issues Fire Service Report required for Petrol Filling Stations</li> <li>* Approval of Ministry of Agriculture required for agricultural uses</li> <li>* Approval of Ministry of Education required for educational uses</li> <li>* Approval of Ministry of Industries required for Industrial uses</li> </ul>
2	Zonal Officers (Lands, Survey and Town Planning) carry out physical inspections of the land.	Valuation fee (based on Federal scale)	20	Evidence of fencing permit and/ or Building Plan Approval from Planning Authority

3	Zonal Land Officer forwards recommendation to Schedule through Director (Lands)	Nil	2	
4	Schedule assesses and collects fees	Administrative fee (N5,000); Registration fee (N15,000); Deeds fee (10,000); Release fee (N5,000); Special/ Consent fee (N12,500); *Ground Rent <sup>3</sup> ; *Stamp Duty <sup>4</sup>	8	To be paid into a designated State IGR account using Abia State Security Identification Number (ABSSIN). ABSSIN is issued online ( <a href="https://selfportal.abssin.online">https://selfportal.abssin.online</a> )  Payment is evidenced by electronic receipt and is printed for attachment for file record purposes.
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Use/ Purpose	Fee (N)
Residential	2,500.00
Commercial	5,000.00
Residential/ Commercial	5,000.00

**Application Fee<sup>1</sup>**

Use/ Purpose	Fee (N)
Residential	5,000.00
Commercial	8,000.00
Residential/ Commercial	8,000.00
Hotel; Industrial	20,000.00
Petrol Filling Station	25,000.00
Agricultural	10,000.00
Religious	8,000.00
Educational	15,000.00

Industrial/ Petrol Filling Station/ Others	15,000.00
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**Inspection fee<sup>2</sup>****Ground Rent<sup>3</sup> (Subject to a minimum of N2,500.00)**

Use/ Purpose	Ground Rent (N)
Residential	N5.00/m <sup>2</sup>
Educational, Commercial, Residential/Commercial	N7.50/m <sup>2</sup>
Commercial (Event Centre, Hotel)	N10.00/m <sup>2</sup>
Industrial, Petrol Filling Station	N10.00/m <sup>2</sup>
Agricultural	No.50/m <sup>2</sup>
Religious; Social/ NGO	No.50/m <sup>2</sup>

**Stamp Duty<sup>4</sup>**: based on Federal rates or N3,550.

## ESV Ucheibe A.O.

Director (Lands)

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ucheibeastin@gmail.com

Friday, 04 November, 2022.

### RELEVANT MDAs INVOLVED IN PROCESSING COFOs

MDA	Phone	Office Address	Working Hours
Planning Authority		Local Government Headquarters.	8.00am – 4pm Mondays to Fridays except for public holidays
Internal Revenue Service	0700 2255 22477 (abiairs.com)	Plot 104 Government Station (Ogurube) Layout, Umuahia	
FIRS	aba.msto@firs.gov.ng; umuahiasd@firs.gov.ng	176 Azikiwe Road, Aba; 4 Ojike Street, Umuahia	
Corporate Affairs Commission	<a href="mailto:umuahia@cac.gov.ng">umuahia@cac.gov.ng</a>	Plot 111B Eghem Layout, along BCA Road, Umuahia	
Ministry Of Agriculture	0803 546 0150 <a href="http://abiastate.gov.ng/ministry-of-agriculture/">abiastate.gov.ng/ministry-of-agriculture/</a>	Library Avenue, Umuahia	
Ministry of Education	0806 344 7506; 0813 460 3950 <a href="http://abiastateedu.org">abiastateedu.org</a>	4th Floor, Block B, New Government Secretariat, Government Station (Ogurube) Layout, Umuahia	

Ministry of Industries	<a href="http://abiastate.gov.ng/ministry-of-commerce-industry/">abiastate.gov.ng/ministry-of-commerce-industry/</a>	Ground Floor, Block A, New Government Secretariat, Government Station (Ogurube) Layout, Umuahia	
Nigeria Police Force	<a href="http://npf.gov.ng">npf.gov.ng</a>	Within the jurisdiction of the establishment	Open 24 hours
Abia State Fire Service	0809 600 1819 (Aba);	11 Constitution Crescent, Aba; Ikot Ekpene Road, Umuahia	Open 24 hours