



MINISTRY OF LANDS AND HOUSING

PROCESS FOR OBTAINING STATUTORY CERTIFICATE OF OCCUPANCY IN ABIA STATE

In Abia State, the process of obtaining Statutory Certificates of Occupancy is seen below:

S/N	ACTIVITY	COSTS	TIME (IN DAYS)	REQUIREMENTS
1	Application form is collected, filled and returned to Customer Service Unit (CSU) physically, by email or WhatsApp which thereupon confirms applicant's interest in the land.		Applicant to determine (Expected Days of delivery is 30days)	<ul style="list-style-type: none"> * 4 (photo)copies of Registered Power of Attorney * 1 photocopy of Current Tax Clearance Certificate from State Internal Revenue Service (for individual) and FIRS (for corporate body/ bodies) * 2no passport sized photos of individual applicant(s) * Certificate of Incorporation (for corporate body issued by Corporate Affairs Commission) * Company logo * 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 land uses * Approval of Ministry of Education required for educational land uses * Approval of Ministry of Industries required for Industrial land uses

2	<p>CSU dispatches mails simultaneously to</p> <ul style="list-style-type: none"> • Zonal offices (Umuahia and Aba) for Developed Properties and LUAC for Undeveloped Properties for Inspections. • Town Planning for site inspections and Recommendation • Survey Department confirms Deposition of Red Copy and Brings up Survey Description. 		2 days	
3	<ul style="list-style-type: none"> • Files are reviewed by Heads of Units and sent to SDL • LUAC and Zonal Lands Offices concurrently collect all fees and recommends for grant of C of O to SDL with evidence of payments and Valuation Report (if developed) 	See table below as Appendix A	15 days	Fees are collected.
4	<p>Engrossment details prepared by schedules, reviewed and sent to Land Deeds Registry for registration and upload to His Excellency.</p> <p>Recommendation is made to His Excellency and reviewed by Schedule, SDL, Permanent Secretary and Hon. Commissioner</p>		5 days	

5	Hard copy of file is sent to Hon. Attorney General (His Excellency's chief legal adviser) for vetting and review		5 days	
6	Upon approval by HAG, Governor signs electronically and communicates as such to HCLH who then approves for printing of hard copies of Certificate		1 day	
7	Signed CofO is dispatched from CSU or Land Deeds Registry		2 days	

Appendix A:

Application Fee¹

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

Inspection fee²

Use/ Purpose	Fee (N)
Residential	2,500.00
Commercial	5,000.00
Residential/ Commercial	5,000.00
Industrial/ Petrol Filling Station/ Others	15,000.00

Ground Rent³ (Subject to a minimum of N2,500.00)

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

Stamp Duty⁴: based on Federal rates or N3,550.

Enabling Statutes:

1. Land Use Act Chapter 202 Laws of the Federation of Nigeria 1990
2. Abia State Urban and Regional Planning Board/ Planning Law Cap 40 Vol. II Laws of Abia State of Nigeria as (Amended)

ESV Mong N Uduma ANIVS RSV.

Director (Lands)

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Monday, 30 December, 2024.

RELEVANT MDAs INVOLVED IN PROCESSING COFOs

MDA	Contact	Office Address	Working Hours
Customer Service Unit	+234 91 6000 2083; +234 91 6000 2084; cofo@abiastate.gov.ng	1st Floor, Ministry of Lands and Housing, Block A, New Government Secretariat, Ogurube Layout, Umuahia	8.00am – 4pm Mondays to Fridays except for public holidays
Planning Authority		Local Government Headquarters.	
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	umuahia@cac.gov.ng	Plot 111B Eghem Layout, along BCA Road, Umuahia	
Ministry Of Agriculture	0803 546 0150 abiastate.gov.ng/ministryof-agriculture/	Library Avenue, Umuahia	
Ministry of Education	0806 344 7506; 0813 460 3950 abiastateedu.org	4th Floor, Block B, New Government Secretariat, Government Station (Ogurube) Layout, Umuahia	
Ministry of Industries	abiastate.gov.ng/ministryof-commerce-industry/	Ground Floor, Block A, New Government Secretariat, Government Station (Ogurube) Layout, Umuahia	

Nigeria Police Force	npf.gov.ng	Within the jurisdiction of the establishment
Abia State Fire Service	0809 600 1819 (Aba);	11 Constitution Crescent, Aba; Ikot Ekpene Road, Umuahia