



## MINISTRY OF LANDS AND HOUSING

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

Abia State process of obtaining Statutory Certificates Occupancy under Enabling Statutes:

- a. Land Use Act Chapter 202 Laws of the Federation of Nigeria 1990
- b. Abia State Urban and Regional Planning Board/ Planning Law Cap 40 Vol. II Laws of Abia State of Nigeria as (Amended) 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"> <li>* 4 (photo)copies of Registered Power of Attorney</li> <li>* 1 photocopy of Current Tax Clearance Certificate from State Internal Revenue Service (for individual) and FIRS (for corporate body/ bodies)</li> <li>* 2no passport sized photos of individual applicant(s)</li> <li>* Certificate of Incorporation (for corporate body issued by Corporate Affairs Commission)</li> <li>* Company logo</li> <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 land uses</li> <li>* Approval of Ministry of Education required for educational land uses</li> <li>* Approval of Ministry of Industries required for Industrial land uses</li> </ul> |

|   |   |                               |         |                     |
|---|---|-------------------------------|---------|---------------------|
| 2 | <p>CSU dispatches mails simultaneously to</p> <ul style="list-style-type: none"> <li>• Zonal offices (Umuahia and Aba) for Developed Properties and LUAC for Undeveloped Properties for Inspections.</li> <li>• Town Planning for site inspections and Recommendation</li> <li>• Survey Department confirms Deposition of Red Copy and Brings up Survey Description.</li> </ul> |                               | 2 days  |                     |
| 3 | <ul style="list-style-type: none"> <li>• Files are reviewed by Heads of Units and sent to SDL</li> <li>• 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)</li> </ul>  | 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 Fee<sup>1</sup>**

| <b>Use/ Purpose</b>     | <b>Fee (N)</b> |
|-------------------------|----------------|
| 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 fee<sup>2</sup>**

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

### **Ground Rent<sup>3</sup> (Subject to a minimum of N2,500.00)**


| <b>Use/ Purpose</b>                             | <b>Ground Rent (N)</b> |
|---|------------------------|
| 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:** based on Federal rates or N3,550.

## RELEVANT MDAs INVOLVED IN PROCESSING COFOs

| MDA                             | Contact   | Office Address   | Working Hours  |
|---------------------------------|---|--|--|
| Customer Service Unit           | +234 91 6000 2083; +234 91 6000 2084;<br><a href="mailto:cofo@abiastate.gov.ng">cofo@abiastate.gov.ng</a>               | 1st Floor, Ministry of Lands and Housing, Block A, New Government Secretariat, Ogurube Layout, Umuahia | 8.00am – 4pm<br>Mondays to<br>Fridays except<br>for public<br>holidays |
| Planning Authority              |   | Local Government Headquarters.   |  |
| Internal Revenue Service        | 0700 2255 22477<br>(abiairs.com)  | Plot 104 Government Station (Ogurube)<br>Layout, Umuahia   |  |
| FIRS                            | aba.msto@firs.gov.ng;<br>umuahiasd@firs.gov.ng  | 176 Azikiwe Road, Aba;<br>4 Ojike Street, Umuahia  |  |
| Corporate Affairs<br>Commission | <a href="mailto:umuahia@cac.gov.ng">umuahia@cac.gov.ng</a>  | Plot 111B Eghem Layout, along BCA Road,<br>Umuahia   |  |
| Ministry Of Agriculture         | 0803 546 0150<br><a href="http://abiastate.gov.ng/ministryof-agriculture/">abiastate.gov.ng/ministryof-agriculture/</a> | Library Avenue, Umuahia  |  |
| Ministry of Education           | 0806 344 7506; 0813<br>460 3950<br><a href="http://abiastateedu.org">abiastateedu.org</a>                               | 4th Floor, Block B, New Government<br>Secretariat, Government Station (Ogurube)<br>Layout, Umuahia     |  |
| Ministry of Industries          | <a href="http://abiastate.gov.ng/ministryof-commerce-industry/">abiastate.gov.ng/ministryof-commerce-industry/</a>      | Ground Floor, Block A, New Government<br>Secretariat, Government Station<br>(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;<br>Ikot Ekpene Road, Umuahia |



**ESV Mong N Uduma ANIVS RSV.**

Director (Lands)

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