



Kogi State Geographic Information System Agency (KOGIS)
Bureau of Lands and Urban Development
 No. 6 Wallace Street opposite Muhammad Buhari Civic Centre,
 Lokoja, Kogi State.

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CERTIFICATE OF OCCUPANCY IN KOGI STATE

Under the Governor of Kogi State Executive Order Number 03 of 2022, Establishing Kogi State Geographic Information System Agency and the Kogi State Internal Revenue Service Regulation on Trade-Related Fees and Levies for Inter-State Movement of Goods, 2022, individuals and companies can apply and obtain a CofO from the Kogi State Geographic Information System Agency by following the guidelines below:

Steps	Procedures	Time to Complete	Cost																																							
1	<p>Obtain the Certificate of Occupancy Application (CofO) form from:</p> <p>No. 6 Wallace Street opposite Muhammad Buhari Civic Centre, Lokoja, Kogi State.</p> <p>Note: Please note that all application forms are sold at our office. Fill out the form completely and accurately. Leave no section empty or unanswered.</p>	1 day	<p>APPLICATION FORM FEE (Non-Refundable)</p> <table border="1" style="width: 100%;"> <tr> <td>a</td> <td>Residential</td> <td>NS,000.00</td> </tr> <tr> <td>b</td> <td>Commercial</td> <td>N10,0000.00</td> </tr> <tr> <td>C</td> <td>Industrial</td> <td>N15,000.00</td> </tr> <tr> <td>d</td> <td>Educational</td> <td>N7,000.00</td> </tr> <tr> <td>e</td> <td>Agricultural</td> <td>N5,000.00</td> </tr> <tr> <td>f</td> <td>Recreational</td> <td>N15,000.00</td> </tr> </table> <p>Note: All payments for -C of 0 should be paid to Account name: Kogi State Treasury Single Account (TSA) in the following accounts in these banks:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Banks</th> <th>Account Number</th> <th>SORT CODE</th> </tr> </thead> <tbody> <tr> <td>First City Monument Bank (FCMB) Pie</td> <td>0431486029</td> <td>214080078</td> </tr> <tr> <td>First Bank of Nigeria Pie</td> <td>2017770110</td> <td>011283625</td> </tr> <tr> <td>United Bank for Africa (UBA) PLC</td> <td>1015503782</td> <td>033280017</td> </tr> <tr> <td>Union Bank of Nigeria PLC</td> <td>0025013646</td> <td>032280513</td> </tr> <tr> <td>Zenith International Bank PLC</td> <td>1012670779</td> <td>057280019</td> </tr> <tr> <td>Unity Bank PLC</td> <td>0018496916</td> <td>215282607</td> </tr> </tbody> </table>	a	Residential	NS,000.00	b	Commercial	N10,0000.00	C	Industrial	N15,000.00	d	Educational	N7,000.00	e	Agricultural	N5,000.00	f	Recreational	N15,000.00	Banks	Account Number	SORT CODE	First City Monument Bank (FCMB) Pie	0431486029	214080078	First Bank of Nigeria Pie	2017770110	011283625	United Bank for Africa (UBA) PLC	1015503782	033280017	Union Bank of Nigeria PLC	0025013646	032280513	Zenith International Bank PLC	1012670779	057280019	Unity Bank PLC	0018496916	215282607
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2	Attach photocopies of	1 day	No cost																																							

all relevant land documents to the application form. You may be required to present original copies of pertinent land documents for sighting. You are advised to have extra photocopies made for safekeeping. An Applicant may appoint a representative who must fill an authorized representative section of the application form in (1) above. The following is the required documentation to support the application:

- a.) Two Passport-sized Photograph
- b.) Identity Card: National ID card or International Passport or Driver's License or Voter's Card
- c.) Registered Land Transfer Documents such as Purchase Agreements or Deed of Transfer, or Inheritance Documents as the case may be
- d.) Survey Plan (Original copy).
- e.) Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit the Kogi State Internal Revenue Service for Tax-related issues or use this link to register [Revenue Items | Kogi IRS \(kg.gov.ng\)](https://kg.gov.ng)
- f.) Utility Bill to verify the Applicant's Home Address.
- g.) Court Affidavit and Police Report for lost or stolen documents.
- h.) A signed letter/ form and an identity ID are required if an authorized

	<p>representative is used.</p> <p>i.) Offer letter/Allocation Letter for his land allocation claims.</p>		
3	<p>Submit Documents:</p> <p>I).All documents as in (2) above must be submitted to the KOGIS Customer Service Centre along with a Bank Teller/ Bank print-out of the assessed charges or mailed to the KOIGIS) Office at</p> <p>No. 6 Wallace Street opposite Muhammad Buhari Civic Centre, Lokoja, Kogi State.</p> <p>ii) For State Land, KOGIS requests survey plans directly from the Office of the Surveyor General for clients who have made full payment for onward processing of C of O.</p>	5 days	No cost
4	<p>Notice of No Objection:</p> <p>i.A notice is posted and published in the press for 28 days by the Ministry of Lands, during which any objections may be made.</p> <p>ii. If no objections at the expiration of the 28 days in (7) above site inspection are carried out to ascertain the correctness of filled documentation</p>		
5	<p>The Director of Lands sends the report to the Governor for 'Approval in Principle' which should be out within 3 days</p>	3 days	No cost
6	<p>1. Once the approval in principle</p>	48 hours	No cost

	is obtained from the Governor, the application is forwarded to CRGIA for production of C of O, which at this point is done within 48 hours .		
7	Applicants are notified via phone call or text messages, and they will then visit the CRGIA office to collect the Certificate of Occupancy.	1 day	No cost
	Processing timeline:	The entire process is completed within 42 working days	

For further information please visit our website <https://kogistate.gov.ng> or call Customer Service Centre on this number 07005644447, email: info@kogis.com.ng between 8am-4pm Monday-Friday (excluding public holidays) for enquiries and complaints.

Signed:



Director General

Kogi State Geographic Information System Agency (KOGIS)

28th December 2023