KOGI STATE GOVERNMENT

SYSTEMATIC LAND TENURE REGISTRATION (SLTR) STANDARD OPERATING PROCEDURES MANUAL, 2026

1. PURPOSE AND STATUS

This Manual establishes standard operating procedures for area-based Systematic Land Tenure Registration (SLTR) in Kogi State. It operationalises the Kogi State Bureau of Lands Law, 2026, the Kogi State Land Use Regulations, 2026, the proposed SLTR amendments, and the Kogi State SLTR Implementation Plan.

The Manual does not replace the Land Use Act or any valid State law or regulation. Where a conflict arises, the applicable law prevails and the Legal Unit shall record the issue for formal resolution.

The World Bank's March 2026 restructuring paper for the Nigeria SABER Program states that the relevant result requires SLTR legislation/regulation(s), an SLTR Manual of Standard Operating Procedures as per the Verification Protocol, and an SLTR Implementation Plan as per the Verification Protocol.

2 SCOPE

- SLTR-area designation and readiness.
- Community entry, engagement and public notice.
- Enumeration of claimants and legally recognisable interests.
- Parcel identification, survey/demarcation and unique parcel IDs.
- Verification and adjudication.
- Provisional register and public display.
- Objections, complaints and grievance redress.
- Final QA, registration and title processing.
- GIS/LIS, document management, audit trail and security.
- Monitoring, close-out and post-registration correction.

3. CORE TERMS

TERM	OPERATIONAL MEANING
SLTR	Area-based identification, demarcation, adjudication, recording and registration of rights and interests in land.
SPRP	Systematic Property Registration Programme under the Land Use Regulations; intended to serve as the State SLTR programme after harmonisation.
SLTR Area	An approved/designated geographic area for systematic registration.
Unique Parcel ID	Persistent identifier assigned at first parcel capture and retained throughout the workflow.
Enumeration	Structured capture of claimant, interest, evidence and parcel information.
Adjudication	Administrative determination and recording of rights, interests, boundaries and competing claims for registration, subject to applicable law and appeal.
Provisional Register	Pre-registration parcel/rights record made available for public inspection.
Objection	Formal challenge to information or an interest shown in the provisional register.
LIS/GIS	The Bureau's linked land-information and spatial-record systems.

4. INSTITUTIONAL ROLES AND SEGREGATION

ACTOR	FUNCTION	KEY CONTROL
Director-General	Programme authority, lawful approvals, escalation and reporting.	Required technical/QA steps cannot be bypassed.
SLTR Unit	Coordinates area workflow, enumeration, adjudication administration, display and objections.	No unilateral alteration of approved survey/title records.
Land Services	Title verification, registry processing and registration.	Must reconcile with adjudication and GIS.
Survey & Mapping	Spatial control, parcel capture and cadastral QA.	All geometry changes traceable.
GIS Directorate	Parcel IDs, database, access, integration and backups.	Role-based access and audit logs.
Legal Unit	Legal review, grievances and difficult cases.	Document legal basis for exceptions.
M&E/QA	Performance, sampling and close-out review.	Independent review where practicable.
KSTPDRA	Relevant development/planning-status information.	No duplication of title adjudication.
LGA/community institutions	Mobilisation, local knowledge and lawful customary functions.	No unilateral State-title determination.

6. SOP 1 — AREA READINESS

- Prepare an Area Readiness File: boundary, administrative units, estimated parcel count, tenure profile, imagery/layouts, dispute profile, logistics/security and stakeholder map.
- Check overlaps with statutory layouts, acquisitions, government schemes, protected corridors and known restrictions.
- Assign area code only after approval.
- Load approved boundary and authoritative base data into GIS before fieldwork.
- Prepare staffing, logistics, communications, data and grievance plans.
- Do not commence enumeration until the readiness checklist is signed.

7. SOP 2 — COMMUNITY ENTRY AND NOTICE

- Identify relevant LGA officials, community/traditional institutions, women/youth groups and affected stakeholders.
- Issue public notice through legally required and approved communication channels.
- Explain that community participation does not itself determine title; registration follows verification, adjudication, display and objections.
- Explain evidence requirements, official fees if applicable, prohibited unofficial payments, timetable and grievance channels.
- Record date, venue, attendance, issues and responses; retain evidence of notices.
- Provide accessible participation channels for persons unable to attend general meetings.

5. STAGE-GATE WORKFLOW

STAGE	MINIMUM OUTPUT	GATE
Area Readiness	Boundary, base map, area code, work plan.	Readiness approval.
Mobilisation	Notices, stakeholder map, meeting evidence.	Notice/sensitisation complete.
Enumeration	Claimant/interest record and evidence index.	Completeness check.
Parcel Capture	Parcel ID, geometry and boundary notes.	Spatial QA.
Adjudication	Finding for each claim/interest.	Approval or dispute flag.
Public Display	Provisional map/register and display evidence.	Display period complete.
Objections	Case register and decisions/referrals.	No unresolved material objection.
Final QA	Reconciled final record.	QA clearance.
Registration	Registry/LIS entry and title-processing record.	Authorised registration.
Close-Out	Area completion and audit report.	Management acceptance.

9. SOP 4 — PARCEL IDENTIFICATION AND SURVEY

- Identify the parcel with the claimant/occupier and, where practicable, adjoining holders or knowledgeable persons.
- Capture geometry using the Surveyor-General's approved methodology and coordinate reference system.
- Assign the unique parcel ID.
- Record the basis of each boundary: beacon, wall/fence, natural feature, occupation line, existing survey or other evidence.
- Run overlap, duplicate and geometry-validity checks before adjudication.
- Flag disputed boundaries; do not force field agreement.
- Preserve previous geometry/version and reason for any later alteration.

8. SOP 3 — ENUMERATION

DATA GROUP	MINIMUM RECORD
Claimant/holder	Name, contact, ID reference and capacity.
Interest	Nature of interest; individual/joint/family/communal/customary/other lawful interest; shares where applicable.
Evidence	Type, reference, date/source, digital image/reference and verification status.
Parcel	Field/parcel ID, locality, use/purpose and occupancy/development notes.
Other interests	Co-holder/family/community or other disclosed legally recognisable interest.
Restrictions/disputes	Mortgage, acquisition, litigation, boundary dispute, overlap or other restriction.
Declaration	Enumerator/date and claimant confirmation or approved alternative acknowledgement.

Original documents should not be retained unless required by the applicable process. Where received, controlled receipt and custody procedures apply.

11. SOP 6 — PROVISIONAL REGISTER AND PUBLIC DISPLAY

- Generate provisional parcel map/register only after pre-display QA.
- Show enough parcel and recorded-interest information for recognition, subject to privacy requirements.
- Use the display period prescribed by the final Regulations. The current draft Regulations refer to one week; any amendment must be reflected before adoption of this Manual.
- Maintain inspection log and objection channels throughout display.
- Retain evidence of dates, locations and channels of display.
- No final registration before the applicable display/objection period expires.

10. SOP 5 — VERIFICATION AND ADJUDICATION

CATEGORY	TREATMENT
Uncontested / verified	Proceed to provisional register subject to QA.
Conditionally acceptable	Record outstanding condition/evidence and hold final registration.
Competing claim / boundary dispute	Create dispute case; mark parcel disputed.
Possible fraud / inconsistency	Escalate to Legal/authorised investigation; freeze finalisation.
Statutory-title conflict	Registry/legal reconciliation before any new registration.
Government/public restriction	Record and refer to competent authority; do not register contrary to law.

- Verify evidence against registry/LIS and authoritative records available to the Bureau.
- Record oral/community evidence only as permitted by law and approved forms.
- Identify all disclosed joint/multiple interests rather than defaulting to one applicant.
- Record reasons for the adjudication finding and responsible officers.
- Do not finally adjudicate where a material conflict remains unresolved.

13. SOP 8 — FINAL QA

- Confirm claimant/interest completeness and evidence.
- Confirm geometry, unique ID and resolution of material overlaps.
- Confirm adjudication and objection status.
- Reconcile workflow, GIS/LIS and registry records.
- Run duplicate-title/parcel checks.
- Document post-display corrections and re-notify/re-display where legally required.
- Record QA pass/fail; failed parcels return to the responsible stage and cannot be bypassed.

14. SOP 9 — REGISTRATION AND TITLE PROCESSING

- Only QA-cleared parcels enter final registration.
- Create/update registry and LIS using the same unique parcel ID.
- Record holder(s), interest, use/purpose, geometry, restrictions and source SLTR area.
- Prepare the appropriate title/instrument under the Land Use Act and Kogi framework.
- Apply the lawful signature/approval process then in force; the Bureau Law, Regulations and any Governor's delegation must be harmonised before rollout.
- Record instrument number, registration date, authority and conveyance status.
- Preserve superseded records and transaction history.

12. SOP 7 — OBJECTIONS AND GRIEVANCE REDRESS

STEP	PROCEDURE
Receipt	Assign case ID; record parcel ID, complainant, issue, evidence and date; acknowledge.
Triage	Classify boundary, ownership/interest, identity, evidence, service, fraud, fee/payment or other.
Investigation	Retrieve field, GIS, registry and adjudication records; obtain additional evidence where needed.
Hearing	Give affected parties reasonable opportunity to be heard for material contested rights.
Decision	Record facts, rule/legal basis, decision, correction and responsible officer.
Notification	Communicate decision and review/appeal route.
System update	Apply approved correction through controlled workflow with audit trail.
Escalation	Refer unresolved matter to applicable appeal body/court or competent authority.

A parcel with an unresolved material objection remains blocked from final registration.

15. SOP 10 — CONVEYANCE, ARCHIVE AND CORRECTIONS

- Verify identity/authority for collection or receipt.
- Record date/method of conveyance and acknowledgement.
- Archive supporting records under parcel/transaction reference in EDMS/LIS and required physical archive.
- Post-registration changes use the applicable transaction process and must not overwrite historical SLTR records.
- Material errors after registration follow an authorised correction procedure, with Legal review where required.

16. DATA GOVERNANCE AND SECURITY

- Role-based, least-privilege system access; Named accounts; no shared operational credentials.
- Audit logging for create/edit/approve/reject/register/correct events.
- Regular secure backup and tested recovery; Controlled export of personal/cadastral data.
- Secure identity-document handling; Version control for parcel geometry and adjudication decisions.
- Periodic access review and immediate revocation for separated/transferred staff.

17. INCLUSION AND ACCESSIBILITY

- Do not assume the person presenting documents is the only person with a legally recognisable interest.
- Ask and record joint, family, communal, spousal or other interests where relevant under law.
- Provide reasonable participation arrangements for persons with disabilities, older persons and persons unable to attend meetings.
- Use communication methods/languages appropriate to affected communities where practicable.
- Monitor sex-disaggregated and joint-interest data for programme reporting without changing substantive legal entitlements.

18. INTEGRITY AND OFFICIAL FEES

- Publish official SLTR charges, if any, before payment.
- No unreceipted cash or unofficial facilitation payments.
- All payments traceable to the authorised government revenue system.
- Log/escalate suspected document fraud, impersonation, bribery, boundary manipulation or unauthorised system changes.
- Declare conflicts of interest and recuse affected staff.

19. MANDATORY CONTROL INDICATORS

INDICATOR	STANDARD
Unique parcel ID before adjudication	**100%**
Material objections logged/acknowledged	**100%**
Disputed parcels blocked from final registration	**100%**
QA clearance before registration	**100%**
Registered parcel linked to LIS/GIS	**100%**
Area close-out report	**100%**
System edits attributable to named user	**100%**

20. AREA CLOSE-OUT

- Reconcile parcels identified, enumerated, adjudicated, displayed, disputed, resolved, registered, pending and excluded.
- Reconcile registry records with GIS parcel layer; Close or formally carry forward unresolved grievances.
- Complete sample QA/field re-check; Confirm backup/archive completion.
- Prepare lessons-learned and corrective-action note; Prepare Area Completion Report for signature.

21. STANDARD FORMS AND REGISTERS

SLTR-01 Area Readiness Checklist
SLTR-02 Stakeholder & Community Engagement Register
SLTR-03 Enumeration Form
SLTR-04 Evidence Index / Document Receipt
SLTR-05 Parcel and Boundary Field Sheet
SLTR-06 Adjudication Record
SLTR-07 Provisional Register / Public Display Notice
SLTR-08 Public Inspection Register
SLTR-09 Objection / Complaint Form
SLTR-10 Grievance Case Register
SLTR-11 Grievance Decision Form
SLTR-12 Final QA Checklist
SLTR-13 Registration / LIS Reconciliation Sheet
SLTR-14 Title Conveyance Acknowledgement
SLTR-15 Area Completion Report

The Bureau should approve the final fields and digital equivalents of these forms before pilot commencement.

22. RECORD RETENTION AND VERIFICATION FILE

Each SLTR area shall maintain a verification file containing approval/designation, base map, mobilisation evidence, enumeration statistics, cadastral outputs, adjudication records, public-display evidence, objections and decisions, QA reports, registration/LIS reconciliation, training records, progress reports and area close-out report.

23. REVIEW AND CHANGE CONTROL

This Manual shall be reviewed after the pilot and periodically thereafter. Any amendment shall be approved by the competent authority, version-controlled, dated, communicated to operational teams and retained with prior versions. Changes required by the SABER Verification Protocol should be specifically identified in the revision note.

24. IMMEDIATE PRE-PILOT READINESS CHECKLIST

- Legal/regulatory SLTR provisions finalised or formally approved for use.
- SOP Manual and Implementation Plan approved.
- Pilot area selected/designated.
- Programme team/TORs approved.
- Base data and GIS environment ready.
- Forms and digital workflow configured.
- Grievance channels established.
- Official fee/payment information published where applicable.
- Field and supervisory teams trained.
- Dry run/system test completed.
- Communications plan approved.
- QA and verification evidence folders established.

25. APPROVAL PAGE

PREPARED BY:

Kogi State Bureau of Lands — Date: 28-10-2026

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