



## NASARAWA GEOGRAPHIC INFORMATION SERVICE

Jos Road Lafia  
Nasarawa State

# Statutory Right of Occupancy (SRI/SRO) Registration Process

## STAKEHOLDERS

NAGIS is the only official GIS data source for the State. Governed by rules and regulations and fee Schedules contained in the NAGIS Land Use Regulations 2019 and other Land Use Policy Documents approved by the Governor

## PROPERTY REGISTRATION GUIDELINES (INDIVIDUAL AND ORGANIZATION)

In accordance with the provisions of NAGIS Land Use Regulations 2019 Section 7(iv)

### Step 1; Obtaining Application Form (Within Minutes)

Obtain the Statutory Right of Application form for Individuals (SI) from NAGIS Head Office, Opp Federal Secretariat Jos Road Lafia Nasarawa State; or Karu Service Center Karu, Abuja-Keffi Road (NAGIS helpline 0805 482 2552 or 0703 267 7637)

or download the Application Form from our website under the Download Forms Section Statutory R of O Individual in [Application and Guidelines](#). [SRI form](#) for individuals and [SRO forms](#) for organizations

Or Click [here](#) to apply online

All application forms are **free**. Fill out the form completely and accurately. Leave NO section empty or unanswered.

### Step 2: Documentation (Subject to availability)

Gather copies of all relevant land documents. Originals are preferred. Applicants are advised to have photocopies made for safe keeping. An Applicant may appoint someone to represent them at NAGIS and this appointment must be by filling the “Authorized Representative” part of the SRI or SRO forms.

### Documentation Required

Applicants are required to come with the following Documents for Application for R of O:

- One Passport-sized Photograph
- Photo ID: National ID Card or International Passport or Driver's License or Voter's Card
- Land Transfer Documents such as Sales Agreements or Deed of Transfer or Inheritance Documents



- Change of Ownership and Clearance form (to be signed and filled from the LGA office) according to the Local Government Processing Procedure Tariff rates attached [here](#)
- Site Plan
- Court Affidavit and Police Report for lost or stolen documents
- If Using an Authorized Representative, a signed letter/ form, and photo ID is required.

### **Additional Documents Required for SRO**

1. Evidence of Current Tax Clearance Certificate in the case of SRO. Applicants can visit the nearest Tax Office within their LGA of residence for Tax-related issues or use this link to register (Nasarawa IRS link to tax certificate). This is optional for SRI but required for SRO
2. Evidence of Corporate Affairs Commission Certificate of incorporation/ Registration of Business.
3. Memorandum and Article of Association
4. Company Seal or Stamp

### **Step 3; Payments (Within Minutes)**

#### **Mode of Payment:**

- Applicants are required to generate an invoice from [www.nasarawaigr.com](http://www.nasarawaigr.com) or on the invoice page [here](#).
- Click 'Individual' for SRI or 'Corporate' for SRO.
- Search 'APPLICATION (ROFO) PROCESSING + FORM (MINISTRY OF LANDS/NAGIS)'.
- Click PROCEED
- Create PAYER PROFILE by entering the details of the applicant and PROCEED
- An applicant invoice ID is instantly given. This is the **BIN** followed by a 10 digits Number.
- Enter right Amount to pay, for SRI, N15,000 and SRO, N30,000 for registration fee only,
- Click Confirm Invoice.
- Make payment using invoice number which is the applicant's **BIN: \*\*\*\*\*** as an account number using any convenient payment method (e.g Bank transfer, POS, online banking, etc). Follow the steps to make the final payment to the bank (Parkway Ready Cash).
- Download Payment Receipt.

Generate an invoice from [www.nasarawaigr.com](http://www.nasarawaigr.com) or on the invoice page [here](#).

### **Step 4; Document Submission Status (45minutes after Submission)**

All documents as in Step 2 above must be submitted to the NAGIS Head Office Lafia or the Karu Service Center along with a Receipt of payment for prime charge or mailed to NAGIS Office as well.

Applicants whose documents have been cleared by the Vetting and Cadastral Units will receive an Acknowledgement Letter within 45 mins of submission, while Applicants whose documents are not cleared will be issued an Incomplete Application Notice telling them of the affected



document(s) to be rectified. Notifications would be made within 45 mins of submission of documents.

**Step 5; Advanced (Subject to Applicants Request 15working days after booking)**

1. Applicants are required to book for site inspection visit free of any charge, with the assigned Town Planner resident at the NAGIS Service Center Karu or NAGIS Head Office Lafia or Ministry of Land and Urban Development Area Offices or call 0805 482 2552, 0703 267 7637.
2. Property must be surveyed by Staff of the Office of the Surveyor General or any private registered surveyor that is registered with the state. Survey fee is backed by the Nigerian Institution of Surveyors Professional Scale of Fee 2008 attached [here](#)
3. A site or property with a plot above 0.5 Hectares will require Site Development Plan (SDP) and or Environmental Impact Analysis (EIA) depending on its purpose. This is done by a registered professional Planner with Professional fees attached and vetted by the Planning Department of the Ministry of Lands and Urban Development.
4. Issuance of planning permission by the Director of Planning, Ministry of Lands and Urban Development after a recommendation from the Town Planner that visited the site.

**Step 6: Notification of RofO Registration Status (5 working days after Issuance of planning permission):** All successful Applicants are notified via phone calls, text, or email of the status of their RofO registration. And they received a copy of their statutory bills, which includes Premium Development, charting fee, and Ground Rent; generated with an invoice number payable through [www.nasarawaigr.com](http://www.nasarawaigr.com) as the method above. If applicants do not hear from the Nasarawa Geographic Information Service within a week of the issuance of planning permission from the Director of Planning, they are required to contact our Service Center or Head office. Applicants who have successfully collected RofO are advised to start the process of obtaining CofO immediately.

For further information, contact the NAGIS Head Office Lafia, NAGIS Service Center Karu or call 0805 482 2552, 0703 267 7637



Jos Road Lafia  
Nasarawa State

# Statutory Certificate of Occupancy (CofO) Registration Process

## STAKEHOLDERS

NAGIS is the only official GIS data source for the State. Governed by rules and regulations and fee Schedules contained in the NAGIS Land Use Regulations 2019 and other Land Use Policy Documents approved by the Governor.

## PROPERTY REGISTRATION GUIDELINE (INDIVIDUAL AND ORGANIZATION)

In Accordance with the provisions of NAGIS Land Use Regulations 2019 Section 7(iv)

### Step1: Documentation Required (within minutes)

Applicants whom have successfully received their RofO are expected to fill and sign an acceptance letter for terms and conditions which allows the Agency to print white copy of CofO for vetting by the Surveyor General's office.

### Step 3: CofO Form Printing (Depending on available Forms printed, 7 days)

CofO forms for cleared white copies are printed and sent back to Surveyor General's office for his signature and seal, after which they are sent to His Excellency, the Executive Governor for his Signature.

### Step 4: Registration (Depending on the number, Within a day)

After the Governor's signature, Forms are sent to the office of the Deed Registrar for his signature, seal, and registration in the Deed Registry.

### Step 5; CofO collection (Within Minutes)

Notifications are sent via phone calls, text and emails for CofO sent from the Deed Registrar and ready for collection.

All outstanding charges must be settled before collection and fees are payable through the Nasarawa State Central Billing System

[www.nasarawaigr.com](http://www.nasarawaigr.com) following the process below

- Visit [www.nasarawaigr.com](http://www.nasarawaigr.com)
- Click make payment, if you are making a one-time payment to fulfill all amounts on an already generated payment, or click 'generate invoice' if making a part payment and follow a similar step as when making payment for RofO.



Steps to generate a new invoice to pay for outstanding fees are

- Click generate invoice
- Search GROUND RENT (MINISTRY OF LANDS/NAGIS)'.
- Click PROCEED
- Create PAYER PROFILE by entering details of applicant and PROCEED
- An applicant invoice ID is instantly given.
- Enter the right amount to pay.
- Click Confirm Invoice.
- Make payments using this invoice number as the account number.
- Download and print receipt.

If making a payment with already generated invoice, steps are

- Enter Bank 3D Invoice Number (BIN) which is a unique number that is at the top right of the Account statement given to you.
- In place of amount, enter the full amount as on the Account statement received from the NAGIS office
- Make payment using invoice number which is applicant's **BIN: \*\*\*\*\*** as an account number using any convenient payment method (e.g Bank transfer, POS, online banking etc). Follow steps to make the final payment to the bank (Parkway Ready Cash as bank name).
- Download Payment Receipt.

#### **Step 6; Conveyance and scanning (Within minutes)**

Conveyances for Cofo collected are scanned as proof for collection.

For further information Contact the NAGIS Head Office Lafia or call 0805 482 2552, 0703 267 7637,

**STATISTICS OF CERTIFICATE OF OCCUPANCY ISSUED BY THE  
NASARAWA STATE MINISTRY OF LANDS AND URBAN DEVELOPMENT/  
NASARAWA GEOGRAPHIC INFORMATION SERVICE**



**Certificates of Occupancy (CofO) Issued From 1st January 2012 - 31st December 2021 All Digitized.**

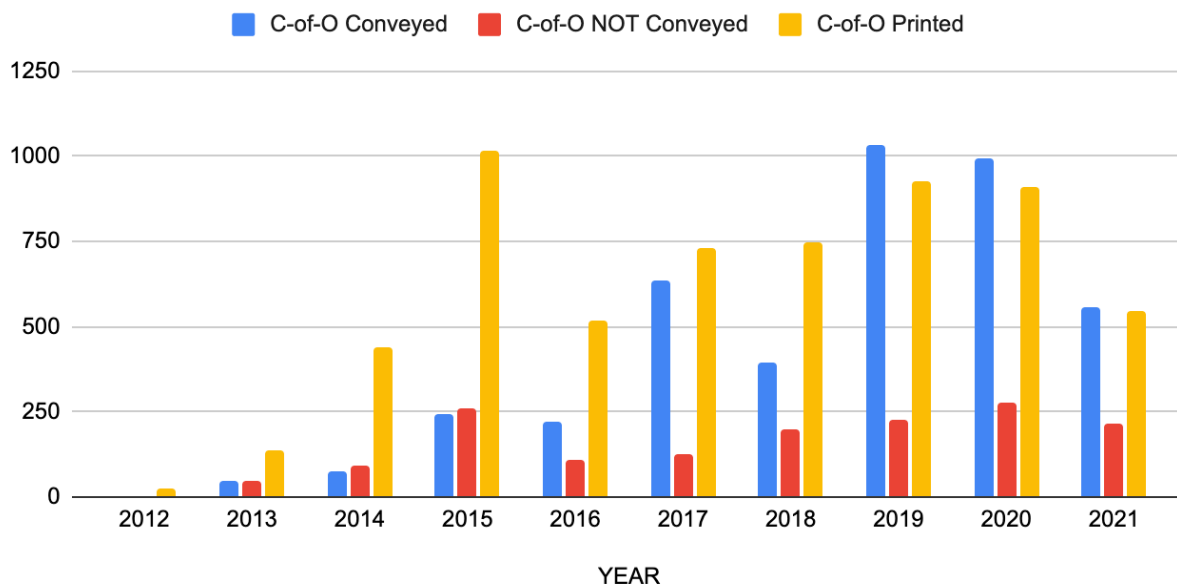
S/N	YEAR	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
1	C-of-O Issued	0	50	77	242	222	634	396	1,031	996	557	<b>4206</b>
2	C-of-O NOT Issued	4	50	91	261	109	126	201	228	279	214	<b>1565</b>
3	C-of-O Printed	23	135	442	1,014	520	728	750	927	911	546	<b>5999</b>
	<b>Total</b>	<b>27</b>	<b>235</b>	<b>610</b>	<b>1517</b>	<b>851</b>	<b>1488</b>	<b>1347</b>	<b>2,186</b>	<b>2186</b>	<b>1317</b>	<b>11770</b>

\*CofO issued: fully signed and successfully collected by the applicants

CofO not issued: fully signed but not collected by the applicants due to incomplete payment.

CofO printed: application approved, CofO printed but not signed.

**C-of-O Conveyed, C-of-O NOT Conveyed and C-of-O Printed**





## Ownership of Registered CofOs issued by Gender All Digitized

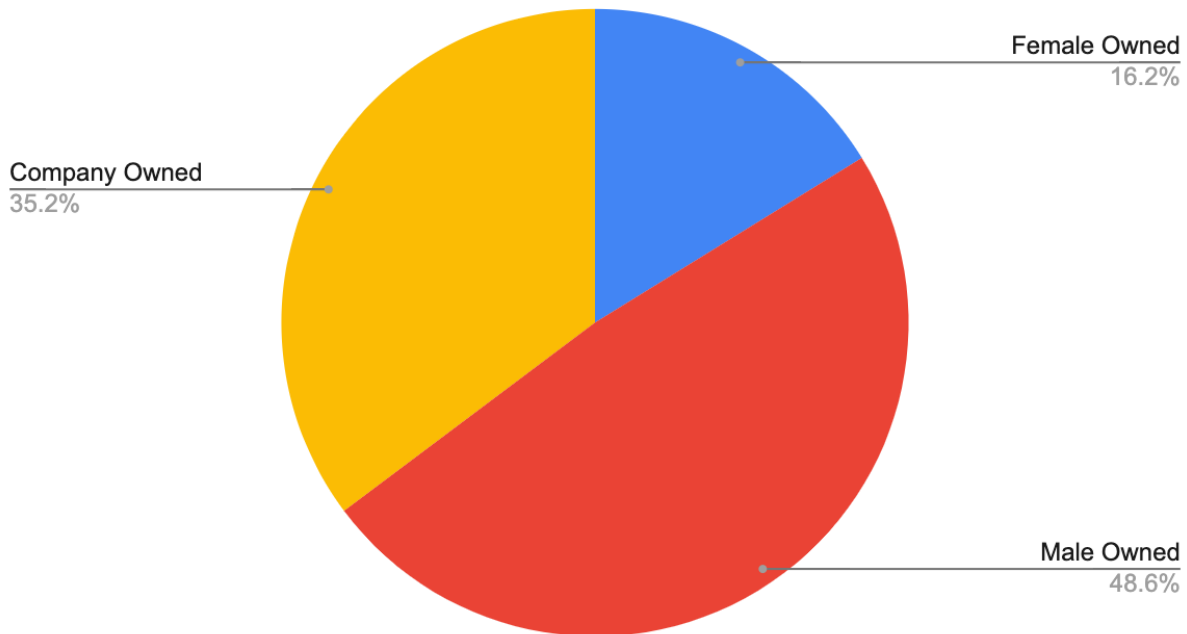
Ownership Type	Number of CofOs Issued			
	1st Jan 2021	31st Dec 2021		
Female Owned	1906			
Male Owned	5712			
Company Owned	4146			

CofO Jan 2021 and Dec 2021 break down for gender:

Female Owned	83
Male Owned	383
Company Owned	93

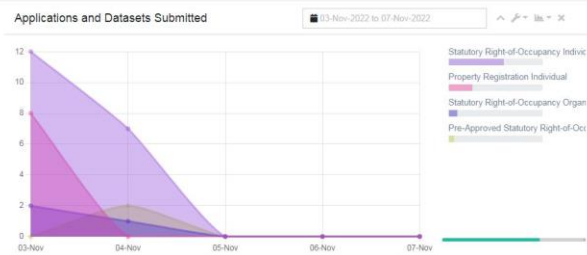
\*Company owned is not registered in a gender. CofOs are not issued as co-owned by Mr and Mrs.

### Ownership Type





Unique Users <b>44</b> -2% From Last Month	Applications Created <b>67</b> 39% From Last Month	Beacons Digitized <b>93</b> 32% From Last Month	Plot Matches <b>26</b> 8% From Last Month	Offers Generated <b>35</b> -44% From Last Month	Invoices Generated <b>33</b> -46% From Last Month	Revenue Generated <b>30.8 M</b> -47% From Last Month	C-of-O Printed <b>70</b> 233% From Last Month	C-of-O Conveyed <b>0</b> -100% From Last M...	Average Days per C... <b>689.79</b> 41% From Last Month
--	--	---	---	---	---	--	---	---	---



### Assigned Files

File No	Assigned by	Date	Page	Subject
No data available in table				

Showing 0 to 0 of 0 entries

### Users

--

### Top Performers (Applications)

--- No data recorded on this indicator yet ---

- ### Recent Announcements
- Merlin 2.241 Released
  - Merlin 2.210 Released
  - Merlin 2.110 Released
  - Merlin 2.101 Released
  - Merlin 2.100 Released
- [See More](#)

### Links and Resources

- Doc Centre
  - Document Center

### Advanced Search

#### File Criteria

File Number:

File Alias:

File Status:

File Remark Type:

Land Use:

Purpose of Use:

Party Name:

#### Application Criteria

Application Status:

Created By:

Request Type:

Assigned User:

File Number	Creation Date	Alias	Owner Name	Status	
NS 16861	30-Aug-2012	NS 16861	IDI SANI	Open	
NS 00068	30-Aug-2012	NS 068	MUHAMMAD ALIYU CIROMA	Open	
NS 00067	30-Aug-2012	NS 067	MUHAMMADU ALYU	Open	
NS 00066	30-Aug-2012	NS 066	ADAMU MUHAMMAD RAMALAN	Open	
NS 00065	30-Aug-2012	NS 065	JAMES A. ENWULU	Open	
NS 00064	30-Aug-2012	NS 064	AGIDI IWALA	Open	
NS 00063	30-Aug-2012	NS 063	SOLOMON Z. LABARLO	Open	
NS 00061	31-Aug-2012	NS 061	ARI OYIGI	Open	
NS 00060	31-Aug-2012	NS 060	MONICA DAUDA	Open	
NS 16491	31-Aug-2012	NS 16491	A. A. RANO NIGERIA LIMITED	Open	

Prev 1 2 3 4 5 ... 4015 4016 Next

Total Number of Results: 40156





← → ↻ nagsias/MerlinLAS/Search/AdvancedApplicationSearch?mode=files#page=4015

File Search Bulk Operations Other Tools DMS Billing Tools Customer Service Home Welcome AMINU Log off

### Advanced Search

**File Criteria**

File Number:

File Alias:

File Status:

File Remark Type:

Land Use:

Purpose of Use:

Party Name:

**Application Criteria**

Application Status:

Created By:

Request Type:

Assigned User:

Search Applications Search Files

File Number	Creation Date	Alias	Owner Name	Status
NS 46780	04-Nov-2022		TIAMYU OYEKUNLE AJAYI	Open
NS 46781	04-Nov-2022		AL HAKAM HOLDING LIMITED	Open
NS 46782	04-Nov-2022		HASSAN MUHAMMAD IMMAN	Open
NS 46783	04-Nov-2022		ADENIYI ADESOLA ADUWO	Open
NS 46784	04-Nov-2022		ONUICHE OKPANACHI	Open
NS 46785	04-Nov-2022		ONUICHE OKPANACHI	Open
NS 46786	04-Nov-2022		MERCY WAIAS	Open
NS 46787	04-Nov-2022		RUTH OYIWODU OCHE	Open
NS 46788	07-Nov-2022		EDWIN CHIOKE OBUEGBE	Open
NS 46789	07-Nov-2022		NANMAR SUNDAY LAKAN	Open

Prev 1 2 ... 4012 4013 4014 4015 4016 Next

Total Number of Results: 40156

Export

← → ↻ nagsias/MerlinLAS/

File Search Bulk Operations Other Tools DMS Billing Tools Customer Service Home Welcome AMINU Log off

Unique Users: **44** (-2% From Last Month)

Applications Created: **67** (33% From Last Month)

Offers Generated: **35** (-44% From Last Month)

Invoices Generated: **33** (-46% From Last Month)

Revenue Generated: **30.8 M** (-47% From Last Month)

C-of-O Printed: **70** (233% From Last Month)

C-of-O Conveyed: **0** (-100% From Last M...)

Average Days per C...: **689.79** (41% From Last Month)

**Applications and Datasets Submitted**

**Party Management**

- Map Viewer
- User Management
- Report Management
- Charting Report
- Online Application Processing
- Announcements and News
- Task Management

**Assigned Files**

File No	Assigned by	Date	Page	Subject
No data available in table				

Showing 0 to 0 of 0 entries

**Users**

---

**Top Performers (Applications)**

---

**Recent Announcements**

- Merlin 2.241 Released
- Merlin 2.210 Released
- Merlin 2.110 Released
- Merlin 2.101 Released
- Merlin 2.100 Released

See More

**Links and Resources**

- Doc Centre
- Document Center



Report Management

Output Type:  Statistics  Data      Report Type:  Daily  Monthly  Yearly      From Date: 01-Jan-2012      To Date: 31-Dec-2021

Request Type: Application for Allocation Individual      Result Criteria: C-of-O Conveyed      File Status: Open      Total Types: Nothing selected

Category	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Certificate of Occupancy	0	50	77	242	222	634	396	1,031	996	557
<b>Total C-of-O Conveyed</b>	<b>0</b>	<b>50</b>	<b>77</b>	<b>242</b>	<b>222</b>	<b>634</b>	<b>396</b>	<b>1,031</b>	<b>996</b>	<b>557</b>

Map/Filter Geo...

Browser

- Project home
- Home
- CI1
- DI1
- LI1
- QI1
- RI1
- VI1
- HI1
- ZI1
- GeoPackage
- SpasLite
- PostGIS
- MSQL
- Oracle
- DB2
- ArcGIS Map Service
- ArcGIS Feature Service
- Geocode
- Map/Filter
- WMS/WMTS
- Vector Tiles
- XYZ Tiles
- WCS
- WFS / OGC API - Features
- OGC

Layers

- map\_surveyed\_status
- map\_survevor
- map\_dev\_status
- landpurpose\_type
- landuse\_detailed
- landuse\_type
- CI1 parcel\_main [18965]
- KARU2019

Plot Info Location Feature Info

Plot Number	37176
Plot Number Old	NS 37176
Plot No Lay	
File No Land	NS 37176
General Land Use	RESIDENTIAL
Detailed Land Use	MEDIUM DENSITY
Purpose	PRIVATE RESIDENTIAL
Area	2419.63000000
Development Status	UNDEVELOPED
Document	UNREGISTERED NS 30000-39999 NS 37176
Surveyed By	Pairs Geotechnics (Regd Surveyors)
Surveyed Date	2018-12-01 00:00:00
General Landuse Abv	RES
Detailed Landuse Abv	MD
Purpose Abv	PRVR
Remarks	KARU
Surveyed Status	
Usage	
Plot Number SPROP	NULL
Plan Number	NULL
Allocation Status	collected
File Number	NS 37176

HHQGIS Search

Layer: col1\_parcel\_main

Attribute(s): plot\_no

Comparison: =

Value: 37176

Search: 37176



The screenshot displays a GIS application interface. At the top, there is a menu bar and a toolbar. Below the toolbar is a map showing a geographical area. A 'Data Source Manager - PostgreSQL' window is open, displaying a list of tables and their properties. The 'Connections' window is also visible, showing a list of connections. On the right side, there is a 'PostGIS Search' panel with search criteria. Below the map, there is a browser window showing the 'Report Management' dashboard.

Signed

## Director-General

Nasarawa Geographic Information Service  
 NAGIS Head Office, Jos Road Lafia, and  
 NAGIS Service Center Karu, Nasarawa State

**Report Management**

Output Type:  Statistics  Data      Report Type:  Daily  Monthly  Yearly      From Date:       To Date:

Request Type:       Result Criteria:       File Status:       Total Types:

Category	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	Dec-2021
Certificate of Occupancy	20	17	145	24	30	75	97	26	17	21	60	25
<b>Total C-of-O Conveyed</b>	<b>20</b>	<b>17</b>	<b>145</b>	<b>24</b>	<b>30</b>	<b>75</b>	<b>97</b>	<b>26</b>	<b>17</b>	<b>21</b>	<b>60</b>	<b>25</b>