



EKITI STATE BUREAU OF LAND SERVICES

(EKITI STATE GEOSPATIAL CENTER)

THE PROCESS OF OBTAINING CERTIFICATE OF OCCUPANCY (CofO) IN EKITI STATE

In accordance with the provision of Lands Use Act No. 6 of 1978 Section 5 (1a-d), Section 9 (1a, 2- 4), and Section 10 a & b).

Note: A Right of Occupancy (RofO) is not required prior to obtaining CofO in Ekiti State

Certificate of Occupancy Processing for Private Lands Application Guide

This guide explains what is required to apply for a Certificate of Occupancy for Private Lands, including the preconditions, supporting documents needed, the applicable payments to be made, and how to completely submit the application.

Step 1: Pre-conditions:

The Pre-conditions for applying for C of O for Private Lands is that the Applicant must have a valid user digital registration account and this can be achieved by clicking the following web link:

<https://lmis.ekitistate.gov.ng/Identity/Account/Login?ReturnUrl=%2FFacade%2FApplications> ([Applications - Ekiti State Land Management Information System](#))

Step 2: Account Creation:

As a new user click the link:

<https://lmis.ekitistate.gov.ng/Identity/Account/Login?ReturnUrl=%2FFacade%2FApplications> ([Applications - Ekiti State Land Management InformationSystem](#)) and then

click the “Create an Individual Account Tab” or “Create a CorporateAccount Tab” to create an account personal to you with your prefer valid email account as your username. Else, login with your credential if already have an account.

Step 3: Supporting Documents:

The Supporting Documents required for the Processing of C of O for Private Lands are stated below:-

General Requirements

These are general requirements for all C of O Processing for Private Lands

- a) Passport Photograph - 2 copies
- b) Approved Survey Plan: As duly certified and approved by the **State Surveyor General** (the acceptability is subject to confirmation from the Office of the State Surveyor General). **Contact:** Office of The Surveyor General, Phase IV, Ekiti State Secretariat Complex, off NTA Road, (360261), Ado Ekiti, Ekiti State, Nigeria or Call Mr. John S, Faleto, +234-803-233-9448, surv.gen@ekitistate.gov.ng
- c) Approved Building Plan - (For developed land): As duly certified and approved by the **State Ministry of Housing and Urban Development** (the acceptability

is subject to confirmation from the **Town Planning Officer**) **Contact:** Ministry of Housing and Urban Development, Phase IV, Ekiti State Secretariat Complex, off NTA Road, (360261), Ado Ekiti, Ekiti State, Nigeria or Call Mr. Femi Bamisaiye, +234-803-447-0020, femibamisaiye78@gmail.com

- d) Land Use Clearance (For undeveloped land): As issued and duly signed by the **State Ministry of Housing and Urban Development** (the acceptability is subject to confirmation from the **Town Planning Officer**) **Contact:** Ministry of Housing and Urban Development, Phase IV, Ekiti State Secretariat Complex, off NTA Road, (360261), Ado Ekiti, Ekiti State, Nigeria or Call Mr. Femi Bamisaiye, +234-803-447-0020, femibamisaiye78@gmail.com
- e) Affidavit of Ownership: By two (2) Principals of the original owner of the land (Head of the family and Secretary) As issued and duly signed by the **State Ministry of Justice** (the acceptability is subject to confirmation from the **State Ministry of Justice**) **Contact:** Ministry of Justice Phase II, Ekiti State Secretariat Complex, off Gen. Adeyinka Adebayo Way, (360261), Ado Ekiti, Ekiti State, Nigeria or Call Mr. **Ojo on 08033549345.**
- f) Corporate Affairs Commission (CAC) Certificate for (**Corporate bodies only**)
- g) Three (3) Years Tax Clearance Certificate - Current Years: As issued and duly signed by the **State Internal Revenue Services** (the acceptability is subject to confirmation from the office of the State Chairman SIRS) **Contact:** Ekiti State Internal Revenue Services, 2nd Floor, Ekiti State Revenue House (Formerly Mutual House), 58, Okesa Street, Near Fajuyi Memorial Park, (360261), Ado Ekiti, Ekiti State, Nigeria or Call Help Desk on +234-704-555-5137, info@ekitistaterevenue.com
- h) Three (3) Years Ekiti State Development Plan Levy: As issued and duly signed by the **State Internal Revenue Services** (the acceptability is subject to confirmation from the office of the State Chairman SIRS). Ekiti State Internal Revenue Services, 2nd Floor, Ekiti State Revenue House (Formerly Mutual House), 58, Okesa Street, Near Fajuyi Memorial Park, (360261), Ado Ekiti, Ekiti State, Nigeria or Call Help Desk at +234-704-555-5137, info@ekitistaterevenue.com

Specific Requirements

- a) **Site Inspection Report - Feasibility Report**
- i. For any land that exceeds 5,000 sqm, *Feasibility Report is required*)
 - ii. *A feasibility report is compulsory for Agricultural purposes*

Additional Requirements

- b) Private lands acquired for the purpose of constructing a **Filling Station, Sawmill, and other industries** require the below-supporting documents: -
- i. Feasibility Report: As duly carried out, certified, and approved by the **State Bureau of Land Services**. **Contact:** Ekiti State Bureau of Land Services, 2nd Floor, Ekiti State Revenue House (Formerly Mutual House), 58, Okesa Street, Near Fajuyi Memorial Park, (360261), Ado Ekiti, Ekiti State, Nigeria or Call Help Desk +234-706-757-2652, bls@ekitistate.gov.ng, sgdc@ekitistate.gov.ng,
 - ii. Fire Service Report: As duly carried out, certified, and approved by the **State Fire Services** (the acceptability is subject to confirmation from the office of the State Fire Service). **Contact:** Ekiti State Fire Service, Okesa Street, Near Fajuyi Memorial Park, (360261), Ado Ekiti, Ekiti State, Nigeria or Call Mr. S. O. Omoniyi: +234-803-070-1106
 - iii. Police Report: As duly carried out, certified, and approved by the **Nigeria Police Force** (the acceptability is subject to confirmation from the office of the State Fire service)

Step 4: Form Filling:

Login to your account with the link: [Applications - Ekiti State Land Management Information System](#) with your credentials and fill out the form with all the supporting documents attached and make the payment of the required fees as applicable.

The end-to-end illustration of the process and the specified timeframe for each procedure for applicants to obtain CofOs is as highlighted in the table below:

SN	ACTIVITY BY	TASK	APPLICABLE FEE	TIME FRAME (DAY)	PAYMENT METHOD
i.	Applicant	Logs into LMIS • Upload Survey • Request for Validation of Survey		1	
ii.	Surveyor General	Receives notification for request • Verifies the attached Survey • If it is authentic, the survey is digitized and all the pillar details are filled into the appropriate columns • Clicks the complete the request button and sends it back to the applicant			

iii.	Applicant	Receives the digitized Survey • Applies for Cofo • Attaches supporting documents: • Makes payment • Submits Application	Application Form Fees = ₦5,000.00 <i>(This payment is made at the initial stage of the application)</i>		Online through REMITA with the appropriate Economic Code
iv.	HQ Desk Officer (Application vetting)	Verifies the adequacy of the supporting document • If not satisfactory, issues compliance directive, add a remark, and clicks the compliance directive button			
v.	Applicant (Compliance Directive)	Receives notification and then logs into LMIS • Reviews the compliance directive • Makes necessary corrections • Re-submit			
vi.	HQ Desk Officer (Application vetting)	Receives the notification • Reviews the application • If Ok, calculates processing fees • Adds remarks and accepts			
vii.	Applicant (Make payment)	Receives notification • Logs into the system • Generates invoice and makes payment • Confirms the payment	C of O Processing Fees: - <i>(This payment is made after the area office application vetting)</i> The payment is land use base (see annexure 1 on page 9-10 as applicable.		Online through REMITA with the appropriate Economic Code
viii.	Area Land Officer	Receives notification and logs into the system • Opens inspection tab •			
	(Schedule inspection)	Clicks inspection button and schedules inspection • Adds remarks and accepts			
ix.	Applicant (Confirm Inspection)	Declines, Click to Re-schedule or Confirms Inspection		1	
x.	Area Land Officer (Upload inspection report)	Carries out inspection and documents the report • Receives notification and logs into the system • Opens supporting document tab and selects Upload Document button • Adds remark and clicks Accept button			

xi.	HQ Desk Officer (HQ Application Review)	Reviews the inspection report • If not satisfactory, add compliance directive comment, add remarks, and click the return button • Otherwise, add a remark and click the Accept button			
xii.	Deputy Director Deemed Right (Inspection report review)	Reviews the report • If ok, adds remarks and click Accept. Otherwise, issue compliance directives			
xiii.	Publication	Computation of the list of applicants and the location of their respective land for advert publication in a National Newspaper		21	
xiv.	Engrossment Officer (Engrossment Review)	View payment tab, • Calculate Ground Rent • View certificate • Add remarks and Accept		1	
xv.	Director Deemed Right (Direct or Review Inspection Report)	View application details • if satisfied, add remarks and accept otherwise issues compliance directives			
xvi.	Executive Secretary (Inspection Report Review)	Review application • if satisfied, add remarks and accept otherwise issues compliance directives			
xvii.	Director General (Application review)	Review application • if satisfied, add remarks and accept otherwise issues compliance directives			
xviii.	Executive Governor (Approval)	Review the application including the previous remarks • View signature tab • either attach signature or upload new signature • Add remarks and approve		1	
xix.	Director Land Service (Calculate stamp duty)	Reviews the application • Calculate stamp duty • Add remarks and accept		2	

xx.	Applicant	Receives notification and logs in • Makes payment • Confirms payment	Stamp Duty Payment: - 3 % current value of the specified property - (<i>This payment is made after the Executive Governor has approved the Certificate of Occupancy</i>)	2days	Online through REMITA with the appropriate Economic Code
xxi.	Director Land Service	Reviews the payment • Add remarks and accept		1	
xxii.	Desk officer Deed Registry	Reviews the application • If satisfied, Registers Certificate otherwise issue compliance directive • Add remarks and Accept			
xxiii.	Director Deed Registry	Reviews the application • If satisfied, open the signature tab and append signature • Add remarks and approve • Print original and counterpart copies		1	
xxiv.	Applicant	Receives notification and login into the system			

Step 5: Payment of required fees

Payment can be made in any Bank or online with a credit card with the generated RRR code on the REMITA Payment Platform. The required fees are as tabulated in annexure 1. (CofO Processing Approved Fees Order) (pg. 9-10).

Step 6: Application Submission

Submission is made by completing the fill-out and by clicking the submit button

Confirmation of Application:

Upon Submission of your application form, applicants will be provided feedback in your email unique Acknowledgement Receipt that contain the file number for the application. However, failure to receive the confirmation notice within 24 hours of submission, the applicant should contact the Help Desk of EK-SGDC at **+234-706-757-2652** or email: sgdc@ekitistate.gov.ng

Processing Timeline:

The submitted application is processed **within 30 working days** prior to the final stage for collection.

Processing Timeline:

The submitted application is processed **within 30 Working Days** prior to the final

stage for collection described in step 4 above

Step 7: Collection of Approved C of O.

Successful applicants are notified via text, call, and email for collection

For inquiries or complaints please contact the Desk Officers of Bureau of Land Services at Phase V, State Secretariat Complex, Ado-Ekiti :

**Esv. Dunnni Korede-Owa, +234-7064489481, dunjoy2002@gmail.com,
Timothy Oluwalade +234-8035859506, timolade2@gmail.com**

or visit Ekiti State Geospatial Data Center(EK-SGDC)

58, Okesa Street, Beside Tantalizer, Ado Ekiti, Ekiti State.

+234-7067572652 | sgdc@ekitistate.gov.ng | <https://ekitigeospatial.com/>

EKITI STATE GOVERNMENT

CoFO PROCESSING APPROVED FEES ORDER

S/N	LOCATION	LAND-USE	AREA (SQ MTR)	REQUIREMENTS	COST ₦
1.	Ado-Ekiti (State Capital)	Residential	0-1000 Sqmters	Application Form	5,000.00
	C. of O. Fee			50,000.00	
	Excess of above 1000sqmtr			Additional 50.00/Sqmeter	
	Local Government Headquarters			Land-Use Clearance	2,000.00
				Advertisement	10,000.00
				Surveyor-General Approval	5,000.00
				Stamp Duty	3% of the Land Value
	Other Towns			Application Form	5,000.00
				C. of O. Fee	50,000.00
				Excess of above 1000sqmtr	Additional 37.50/sqmeter
				Land-Use Clearance	2,000.00
				Advertisement	10,000.00
				Surveyor-General Approval	5,000.00
				Stamp Duty	3% of the Land Value
2.	Ado-Ekiti (State Capital)	Agricultural	1 st 1 Hectare (15 Plots)	Application Form	5,000.00
	C. of O. Fee			100,000.00	
	Excess of above 1 Hectare			Additional	
				Land-Use Clearance	10,000.00/Hectare
				Advertisement	5,000.00
				Surveyor-General Approval	10,000.00
				Stamp Duty	5,000.00
					3% of the current value of the specified property (valuation based on professional judgment)
	Other Local Government Area			Application Form	5,000.00
				C. of O. Fee	50,000.00
				Excess of above 1 Hectare	Additional
				Land-Use Clearance	5,000.00/Hectare
				Advertisement	5,000.00
				Surveyor-General Approval	10,000.00
				Stamp Duty	5,000.00
					3% of the current value of the specified property (valuation based on professional judgment)

	Other Towns			Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	5,000.00 50,000.00 Additional 2,500.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
3.	Ado-Ekiti (State Capital)	Industrial	1 st 1 Hectare (15 Plots) Excess	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	5,000.00 100,000.00 10,000.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
	Other Local Government Areas		1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	5,000.00 50,000.00 5,000.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)
	Other Towns		1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	5,000.00 50,000.00 2,500.00/Hectare 5,000.00 10,000.00 5,000.00 3% of the current value of the specified property (valuation based on professional judgment)