

COMMERCIAL PROPERTY REGISTRATION GUIDELINES (ORGANIZATION)

In Accordance with the provisions of ‘Zamfara State Geographic Information System Agency Establishment Law No 6, 2019’. An organization applying for Certificate of Occupancy shall:

1. Obtain the Right of Occupancy Organization Form (ROO) from Zamfara Geographical Information System (ZAGIS) Customer Service Centre Olusegun Obasanjo Drive Adjacent J.B. Yakubu Secretariat, Gusau, Zamfara State.
+234 9139999825
Email: zagisgusau@gmail.com, gusauzagis@gmail.com

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

2. Attach copies of all relevant land documents. While the original copies are to be presented for verification. You are advised to have photocopies made for safekeeping. An Applicant may appoint someone to represent it at ZAGIS. The Representative of the Applicant shall fill the “Authorized Representative Column” in the Application Form.
3. Applicants are required to come with the following Documents for Application of Certificate of Occupancy:
 - I. Corporate Seal.
 - II. Certificate of Incorporation/Registration.
 - III. Means of Identification such as National ID Card, International Passport, Driver's License or Voter's Card of a Director/Proprietor.
 - IV. Land Transfer Documents such as Sales Agreement, Deed of Assignment or Devolution Order.

- V. Survey Plan (Original copy);
- VI. Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit Zamfara State Internal Revenue Service or using this link to register <http://zirs.zm.gov.ng>;
- VII. Utility Bill to verify Applicant's Home Address;
- VIII. Court Affidavit, Publication and Police Report for lost or stolen documents and if using an Authorized Representative, a signed letter is required.

Applicants are to make payment by electronic means through www.zirs.zm.gov.ng, non-refundable deposit of Zone A (Gusau), Zone B (Talata Mafara, Kaura Namoda, Gummi, Tsafe and Shinkafi) and Zone C (Anka, Bakura, Bukkuyum, Birnin Magaji, Bungudu, Maru, Maradun and Zurmi) Areas for N100,000.00, N70,000.00 and N50,000.00, respectively, as Processing Fee.

The applicant shall pay all outstanding charges on Premium and Ground Rent. All charges and fees are payable to Zamfara Internal Revenue Service (www.zirs.zm.gov.ng). These payments are in line with Sections 25 to 33 of Zamfara State Geographic Information System Agency Establishment Law No 6, 2019”.

All documents in item 3 of this guideline must be submitted to the ZAGIS Customer Service Centre along with evidence of payment to Zamfara Geographical Information System Office.

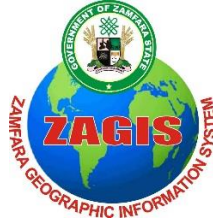
4. Upon submission of completed documents listed in item 3 of this guidelines, the Applicants shall be cleared within seven working days from the date of submission.
5. Applicants whose documents have been cleared by the Customer Service Centre will receive an Acknowledgement Letter, while Applicants whose documents aren't cleared will be issued an Incomplete Application Notice within three working days informing the organization of the affected document(s) to be rectified.
6. All successful Applicants will be issued a Bill for Ground Rent, Premium, Development Levy and an Acceptance Letter within seven working days, unless a Plot Identification/Inspection is needed.
7. In the event that, plot identification/inspection is needed, Zamfara Geographical Information System team of inspectors will inspect the Plot within 14 working days

after payment has been made and verified. The payment will be verified within two working days.

8. Return your signed Acceptance Letter with evidence of payment of all fees to Zamfara Geographical Information System.
9. Successful Applicants will be notified by phone or through email address when their Certificates of Occupancy are ready for collection.
10. All collections shall be at the Zamfara Geographical Information System Customer Service Centre within the hours of 9am and 4pm; Monday to Friday (excluding public holidays). We are committed to 20 working days processing period after plot inspection in item 7 of this guidelines, after all Fees and Charges are paid.
11. Contact the Zamfara Geographical Information System Customer Service Centre if you have not received your collection notification after 30 working days.

For further information, refer to the Zamfara State Lands Administration and Geographic Information System Law No 6, 2019, or call the Zamfara Geographical Information System Customer Service Centre +234 9139999825 or an email address at info@zagis.org, or visit our website at www.zagis.zm.gov.ng within the hours of 9am and 4pm from Monday to Friday (excluding public holidays).

Signed:
Executive Secretary,
Zamfara Geographical Information System
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November 2023



ZAMFARA STATE GOVERNMENT

ZAMFARA GEOGRAPHIC INFORMATION SYSTEM

LAND USE CHARGES

Cost and schedule of payment.

1. CERTIFIED TRUE COPY		
S/N	DESCRIPTION	COST
1	Application processing fee	N10,000
2	Printing and seal	N25,000
3	Extra document stamp duty	N10,000 (per page)
4	Ground rent (M ² by zonal rate)	N
2. CHANGE OF NAME		
S/N	DESCRIPTION	COST
1	Application processing fee	N5,000
2	Preparation of C.of O.	N20,000
3	Registration of C.of O.	N10,000
4	Ground rent (M ² by zonal rate)	N
3. CHANGE OF PURPOSE		
S/N	DESCRIPTION	COST
1	Consent to change of Landuse/purpose	N20,000
2	Without consent Zone (A) <i>(Penalties)</i>	N200,000
3	Without consent Zone (B) & (C) <i>(Penalties)</i>	N100,000
4	Without consent Zone (D) <i>(Penalties)</i>	N60,000
5	Ground rent (M ² by zonal rate)	N
4. DIRECT ALLOCATION		
S/N	DESCRIPTION	COST
1	Application processing fee	N20,000
2	Preparation of C.of O.	N20,000
3	Registration of C.of O.	N10,000
	TOTAL	N50,000

5. DEED OF ASSIGNMENT		
S/N	DESCRIPTION	COST
1	Application processing fee	N5,000
2	Preparation Fee.	2.5% of assessed value
3	Stamp duty	2.5% of assessed value
4	Consent fee	N5,000
5	Ground rent (M ² by zonal rate)	N
6. DEED OF MORTGAGE		
S/N	DESCRIPTION	COST
1	Application processing fee	N5,000
2	Preparation Fee.	2.5% of assessed value
3	Stamp duty	2.5% of assessed value
4	Consent fee	N5,000
5	Ground rent (M ² by zonal rate)	N
7. DEED OF GIFT		
S/N	DESCRIPTION	COST
1	Application processing fee	N5,000
2	Preparation Fee.	2.5% of assessed value
3	Stamp duty	2.5% of assessed value
4	Consent fee	N5,000
5	Ground rent (M ² by zonal rate)	N
8. DEVOLUTION ORDER		
S/N	DESCRIPTION	COST
1	Application processing fee	N5,000
2	Registration of Devolution Order	2% of the assessed value
3	Ground rent (M ² by zonal rate)	N
9. EXTENSION OF PLOT		
S/N	DESCRIPTION	COST
1	Application processing fee	N20,000
2	G.I.S charting fee	N1.5 per sqm
3	Ground rent (M ² by zonal rate)	N
4	Extension without consent (<i>Penalties</i>)	N3,000 per sqm

10. FRESH CERTIFICATION					
ZONE A (GUSAU L G ONLY)		ZONE B BUNGUDU, GUMMI, K/NAMODA, SHINKAFI, T/MAFARA, TSAFE		ZONE C & D ANKA, BAKURA, BUKKUYUM, B/MAGAJI, MARADUN, MARU, ZURMI AND OTHER TOWNS.	
Residential	N40,000	Residential	N30,000	Residential	N25,000
Commercial	N100,000	Commercial	N70,000	Commercial	N50,000
Industrial	N150,000	Industrial	N100,000	Industrial	N70,000

11. RE-CERTIFICATION						
ZONE A (GUSAU L G ONLY)			ZONE B BUNGUDU, GUMMI, K/NAMODA, SHINKAFI, T/MAFARA, TSAFE		ZONE C & D ANKA, BAKURA, BUKKUYUM, B/MAGAJI, MARADUN, MARU, ZURMI AND OTHER TOWNS.	
	EXISTING LETTER OF GRANT	EXISTING C OF O	EXISTING LETTER OF GRANT	EXISTING C OF O	EXISTING LETTER OF GRANT	EXISTING C OF O
Residential	N30,000	N20,000	N25,000	N15,000	N20,000	N10,000
Commercial	N75,000	N50,000	N50,000	N30,000	N30,000	N20,000
Industrial	N110,000	N70,000	N75,000	N70,000	N55,000	N40,000

12. RE-GRANT		
S/N	DESCRIPTION	COST
1	Application processing fee	N20,000
2	Preparation of C.of O.	N20,000
3	Registration of C.of O.	N10,000
4	G.I.S charting fee	N1,500
5	Ground rent (M ² by zonal rate)	N

13. GROUND RENT			
ZONE 'A' AND 'A1' GUSAU METROPOLIS			
LAND USE	CATEGORY	RATE 'A'	RATE 'A1'
Residential	Flat rate	N5/M ²	N2/ M ²
Commercial	Restaurants etc	N10/M ²	N5/ M ²
Commercial	Private Schools/Hospitals etc	N10/M ²	N5/ M ²
Commercial	Banks	N20/M ²	N20/ M ²
Industrials	Light industry	N15/M ²	N7/ M ²
Industrials	Heavy industry/Mining/Quarry	N60,000 /HECT	
ZONE 'B' T/MAFAR, K/NAMODA, GUMMI, TSAFE, SHINKAFI			
LAND USE	CATEGORY	RATE	
Residential	Flat rate	N4/M ²	
Commercial	Restaurants etc	N7/M ²	
Commercial	Private Schools/Hospitals etc	N7/M ²	
Commercial	Banks	N20/M ²	
Industrials	Light industry	N10/M ²	

Industrials	Heavy industry/Mining/Quarry	N60,000 /HECT	
ZONE 'C' OTHER LOCAL GOVTS AND ZONE 'D' OTHER TOWNS			
LAND USE	CATEGORY	ZONE 'C' RATE	ZONE 'D' RATE
Residential	Flat rate	N3/M ²	N2/ M ²
Commercial	Restaurants etc	N5/M ²	N5/ M ²
Commercial	Private Schools/Hospitals etc	N5/M ²	N5/ M ²
Commercial	Banks	N20/M ²	N20/ M ²
Industrials	Light industry	N7/M ²	N7/ M ²
Industrials	Heavy industry/Mining/Quarry	N60,000 /HECT	
	Penalties for all ground rent	5% of the outstanding G/rent	
14. LEGAL SEARCH			
S/N	DESCRIPTION	COST	
1	Search and sighting	N5,000	
2	Standard report	N5,000	
3	Special report	N15,000	
4	Ground rent (M ² by zonal rate)	N	
15. MERGER OF PLOTS			
S/N	DESCRIPTION	COST	
1	Application processing fee	N20,000	
2	Preparation of C.of O.	N20,000	
3	Registration of C.of O.	N10,000	
4	G.I.S charting fee	N1,500	
5	Ground rent (M ² by zonal rate)	N	
6	Without consent (Penalties)	N200,000	
16. POWER OF ATTORNEY			
S/N	DESCRIPTION	COST	
1	Application processing fee	N10,000	
2	Registration of Power of Attorney	N50,000	
3	Registration of trustee	N20,000	
4	Renewal of Power of Attorney	N20,000	
5	Revocation of Power of Attorney	N5,000	
6	Ground rent (M ² by zonal rate)	N	
17. MINING / QUARRY LEASE			
S/N	DESCRIPTION	COST	
1	Application processing fee	N250,000	
2	Preparation Of Lease	N100,000	
3	Registration of lease	N100,000	
4	G.I.S charting fee	N1,500	
5	Ground rent (M ² by zonal rate)	N	

6	Without consent	<i>(Penalties)</i>	N1,500,000
18. SUBDIVISION OF LAND			
S/N	DESCRIPTION		COST
1	Application processing fee		N5,000
2	Preparation of TP/layout plan		N50,000
3	Approval of layout plan		N20,000
4	G.I.S charting fee		N1.5 Per sqm
5	Ground rent (M ² by zonal rate)		N
6	Surrender of the Certificate		N5,000
7	Without consent	<i>(Penalties)</i>	N500,000
19. FARMLAND AND COMMERCIAL FARMING			
LAND USE		CATEGORY	RATE
Farmland	Norminal Rent	1-10 HECTS	N3,000/HECT
		11-50 HECTS	N2,500/HECT
		51-100 HECTS	N2,000/HECT
		101-500 HECTS	N1,500/HECT
		501-1,000 HECTS	N500/ HECT
		1,001 & ABOVE	N300/ HECT
Commercial farming	Poultry, fishing, orchards etc.		N10,000/HECT
Penal rent	5% of the outstanding ground rent		

Signed
Executive Secretary ZAGIS
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