



EBONYI STATE PROPERTY REGISTRATION GUIDELINE (INDIVIDUAL, CORPORATE AND GOVERNMENT) AND PROCEDURES FOR OBTAINING CERTIFICATE OF OCCUPANCY (C OF O)

In accordance with the provisions of Ebonyi State Government Law and other matters connected to issuance of certificate of occupancy, the procedures are as follows;

1. Obtain the statutory right of application form for private individual and corporate application forms at Ministry of Land and Survey
Block II Centenary City Secretariat,
Ochudo City,
Abakaliki,
Ebonyi State.
Email Address: ebsgmols@gmail.com
Contact Number: 08036224111

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

The application form is attached as an **Annexure “A” for Government Owned and Private Individual and Corporate.**

Annexure “B” are mandate forms for Corporates and Individual

APPLICATION FORMS:

Applicants are expected to come with the following documents for Application for C of O:

- a) Personal Data Form
 - b) Details of Previous Registration
 - c) Other Requirements
 - i. Submission of original Survey plan
 - ii. Submission of photocopy of document (Power of Attorney, Deed of Conveyance, Agreement. Etc.)
 - iii. Current Tax Clearance Certificate
 - iv. Recent Passport photograph
2. Inspection by Town Planning Officer to give town planning opinion (If any especially if there are encumbrances)Director Town Planning, Phone Number: 0803549593,
 3. The survey unit of the Ministry of Land and Survey would check the survey plan as provided by the applicant to see if it is in order as stipulated in the accepted template. (Office of the Survey General, Phone Number: 08032311006)
 4. The applicant is expected to make Payments as stipulated below or visit www.irs.ebsgov.org/revenue-rates

Schedule of Fees for Private (Individual and Corporate):

i. Non-refundable fee -----	N30,000 for Individual N50, 000 for Corporate
ii. Survey check and Charting fee -----	N6,000
iii. Approval fee -----	N10,000
iv. Preparation Fee -----	N10,000
v. Publication Fee -----	N5,000
vi. Inspection Fee -----	N25,000
vii. Registration Fee -----	N25,000
viii. Ground Rent -----	Determined by the size of land (N5 /m ²)
ix. Computer Fee-----	N5,000
x. Stamp Duty -----	N100
Total for Private Individual the size of land (N5 /m ²)	N116, 000 + Ground Rent (Determined by

Total for Private Corporate
the size of land (N5 /m²)

N136, 100 + Ground Rent (Determined by

Schedule of Fees for Government Owned:

i. Non-Refundable Fee -----	N100,000
ii. Survey Fee -----	N100/m ²
iii. Premium -----	N100/m ²
iv. Approval Fee -----	N10,000
v. Preparation Fee -----	N10,000
vi. Registration Fee -----	N25,000
vii. Ground Rent -----	N5/m ²
viii. Computer -----	N5,000
ix. Stamp Duty -----	N100

Total N150, 100 + Survey + Premium + Ground Rent

Time Frame

- a) Filling and Submission of application form is dependent on the applicant.
- b) Processing time frames:
 - i. Inspection ----- 1hr
 - ii. Survey check & Charting ----- 20mins
 - iii. The time frame for Payment is dependent on the Applicant's readiness

5. The payment invoice is raised by the Ebonyi State Internal Revenue Service using www.irs.eb.gov.org/pay-tax

6. Applicant can make payment to any of the Commercial Banks.

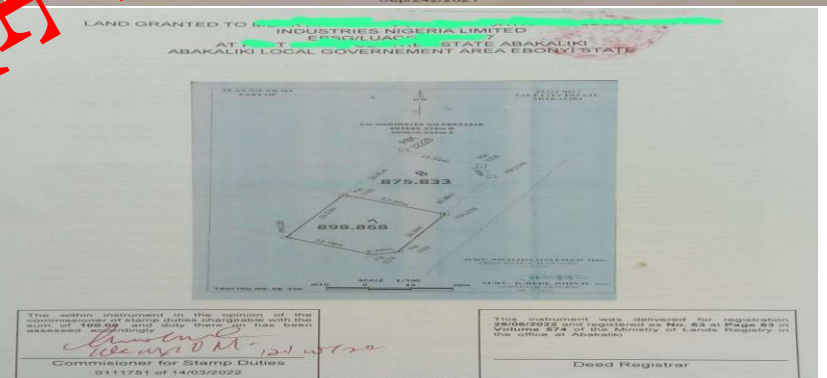
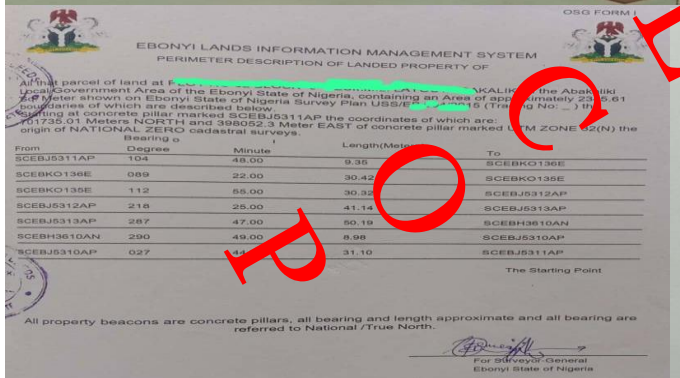
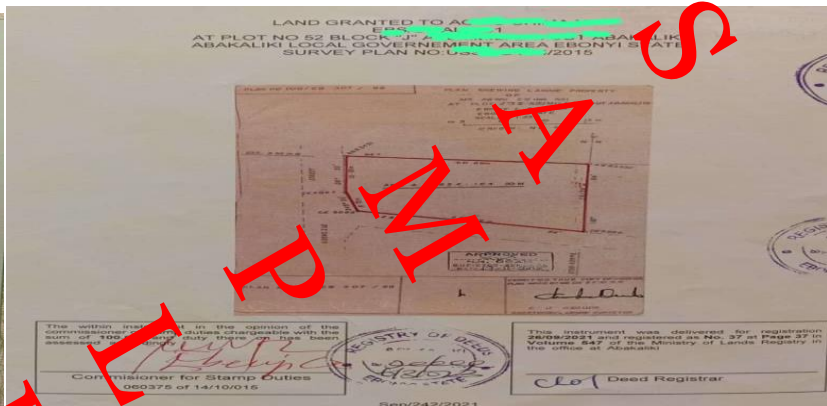
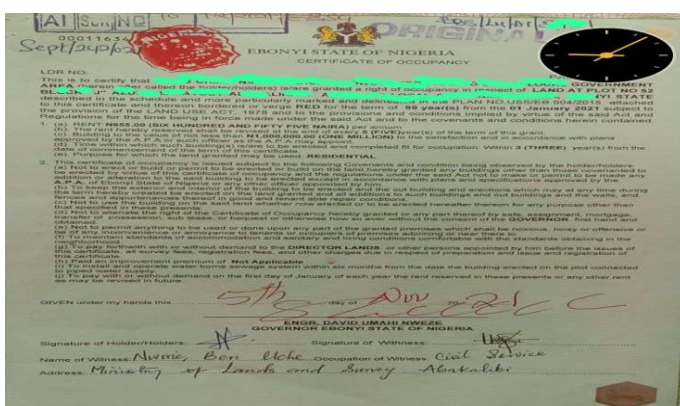
7. Applicant is expected to bring the teller to the Accounts Department under Ministry of Land and Survey where the teller will be changed to Receipt. (HOD Accounts, Phone Number: 08036979908)

8. The applicant submits photocopy of the payment receipt to Ministry of Land and Survey (Time frame: Dependent on the applicant, then capturing follows).

9. Data Capturing and Printing of C of Os

Time Frame: 30minute

10. Governor's Consent /Signatory (Governor evidence of approval for issuance of C of O)



Time Frame: Within a week

11. Stamping at Ministry of Finance and Economic Development

Time Frame: 2Hrs

12. Registration by Lands & Survey

Time Frame: 2 days

13. Dispatch/Collection by Holder

Time Frame: Dependent on the Holder

14. For Enquiries and complaint, visit Ministry of Land and Survey at Block II Centenary City Secretariat, Ochudo City, Abakaliki, Ebonyi State or call 08036224111 or Email: ebsgmols@gmail.com

Working Hours: 8:00am – 4:00pm, From Monday - Friday

OTHER MDAs INVOLVED IN C OF O:

1. Ministry of Finance for Stamping and collection of approved Fees
2. BIRS: Raise invoice and Tax Identification Number

Total Number of Certificates of Occupancy registered between 1st January, 2012 – 31st December, 2021 = **3,717**

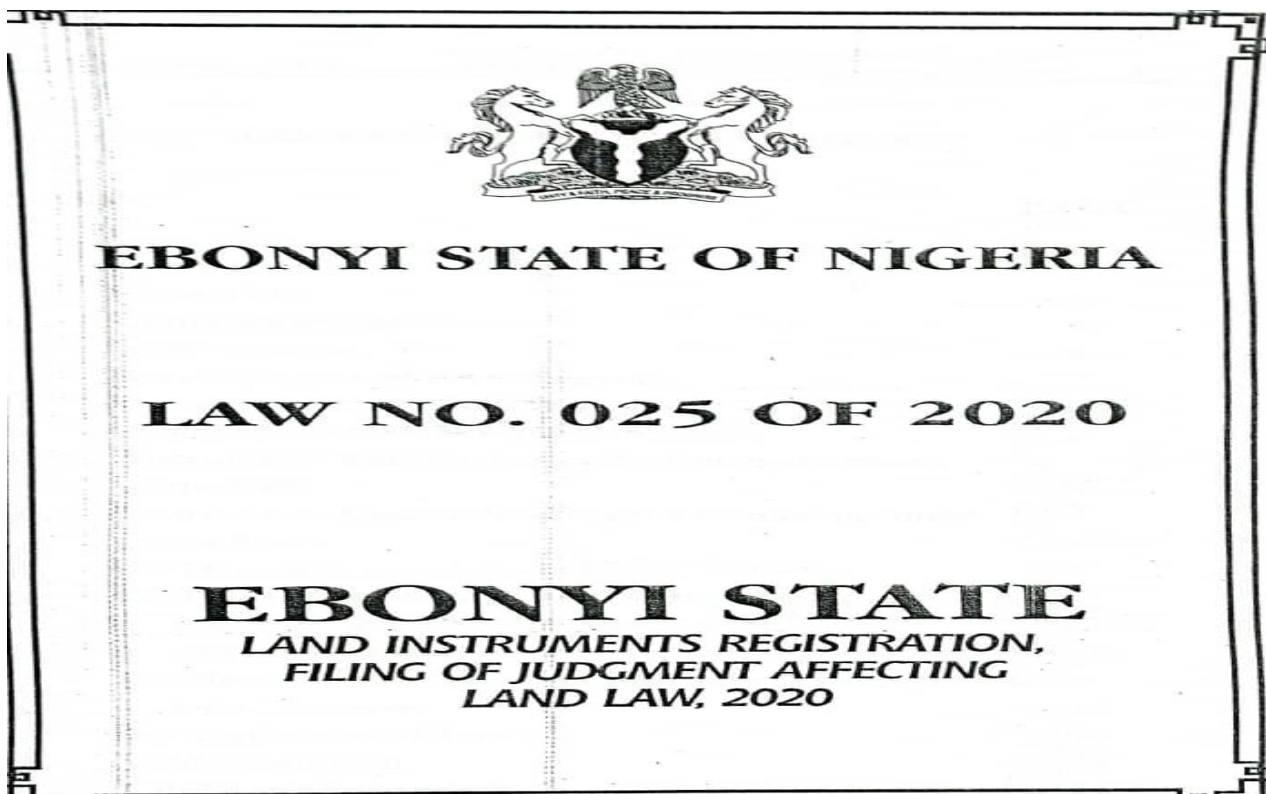
Number of Certificates of Occupancy digitized and indexed in a digital archive registered from 1st January, 2012 – 31st December, 2021 = **3,717**

Number of Male Owned Certificates of Occupancy registered from 1st January, 2012 – October, 2022 = **3,463**

Number of Female Owned from 1st January 2012- October, 2022 = **640**

Number of Joint/Co-owned from 1st January 2012- October, 2022 = **347**

These Processes of registration and processing of CofOs by Ebonyi State Ministry of Lands and Survey is captured in the Ebonyi State Instrument Registration and Filing of Judgement affecting Land Law No 025 of 2020 (See attached as Annexure “C”)



Signed:

A handwritten signature in blue ink, consisting of a large, stylized loop with a smaller loop on top, crossing itself.

Chief. Matthias Adum
Honourable Commissioner
Ebonyi State Ministry of Lands and Survey.
2nd November, 2022