



## **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](mailto: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](http://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 <sup>2</sup> )
ix. Computer Fee-----	N5,000
x. Stamp Duty -----	N100
<b>Total for Private Individual</b> the size of land (N5 /m <sup>2</sup> )	<b>N116,000 + Ground Rent</b> (Determined by

**Total for Private Corporate**  
the size of land (N5 /m<sup>2</sup>)

**N136, 100 + Ground Rent (Determined by**

**Schedule of Fees for Government Owned:**

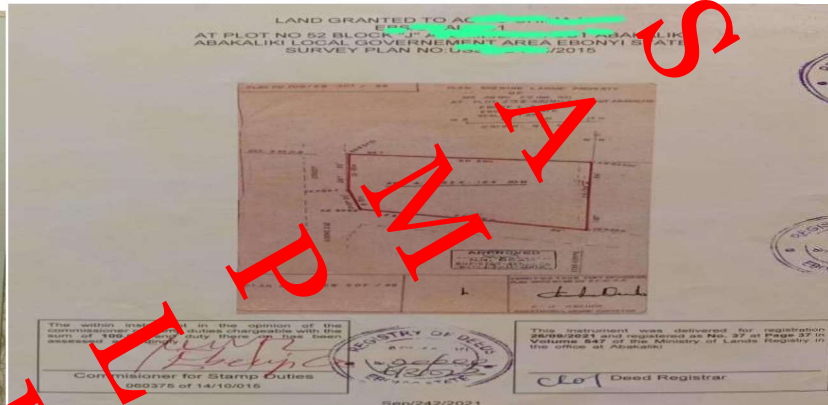
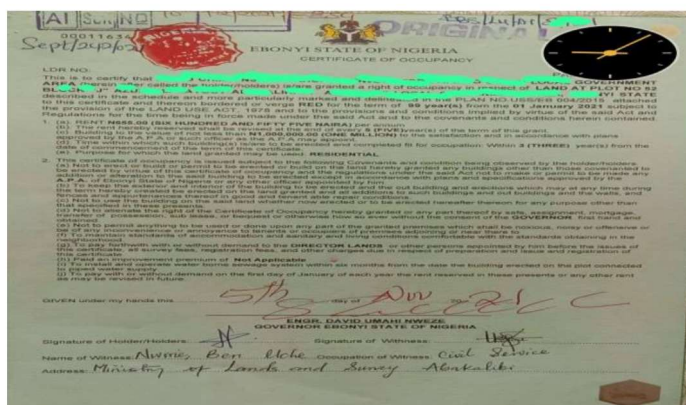
i. Non-Refundable Fee -----	N100,000
ii. Survey Fee -----	N100/m <sup>2</sup>
iii. Premium -----	N100/m <sup>2</sup>
iv. Approval Fee -----	N10,000
v. Preparation Fee -----	N10,000
vi. Registration Fee -----	N25,000
vii. Ground Rent -----	N5/m <sup>2</sup>
viii. Computer -----	N5,000
ix. Stamp Duty -----	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.ebsgov.org/pay-tax](http://www.irs.ebsgov.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)



**EBONYI LANDS INFORMATION MANAGEMENT SYSTEM**  
PERIMETER DESCRIPTION OF LANDED PROPERTY OF

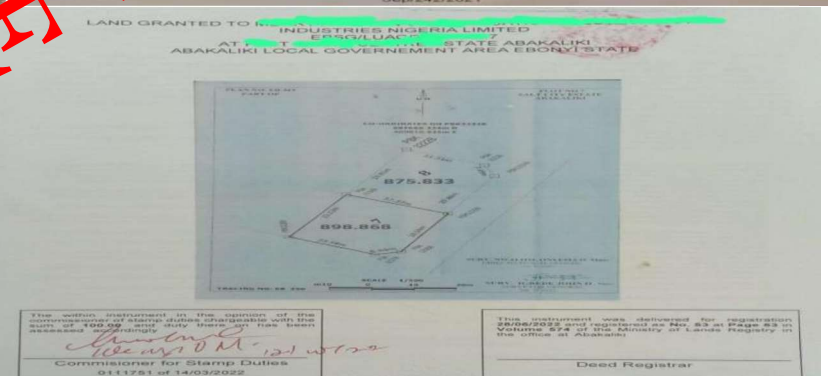
All that parcel of land at E... KALIKI... The Abakaliki Local Government Area of the Ebonyi State of Nigeria, containing an Area of approximately 23,461 square metres as described below

From	Bearing	Degree	Minute	Length(Metre)	To
SCEBJ5311AP	104		48.00	9.36	SCEBKO136E
SCEBKO136E	089		22.00	30.42	SCEBKO136E
SCEBKO136E	112		55.00	30.32	SCEBJ5312AP
SCEBJ5312AP	216		25.00	41.14	SCEBJ5313AP
SCEBJ5313AP	267		47.00	50.19	SCEBH3610AN
SCEBH3610AN	290		49.00	9.98	SCEBJ5310AP
SCEBJ5310AP	027		31.10	31.10	SCEBJ5311AP

The Starting Point

All property beacons are concrete pillars, all bearing and length approximate and all bearing are referred to National/True North.

For Governor General  
Ebonyi State of Nigeria



**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](mailto: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 1<sup>st</sup> January, 2012 – 31<sup>st</sup> December, 2021 = **3,717**

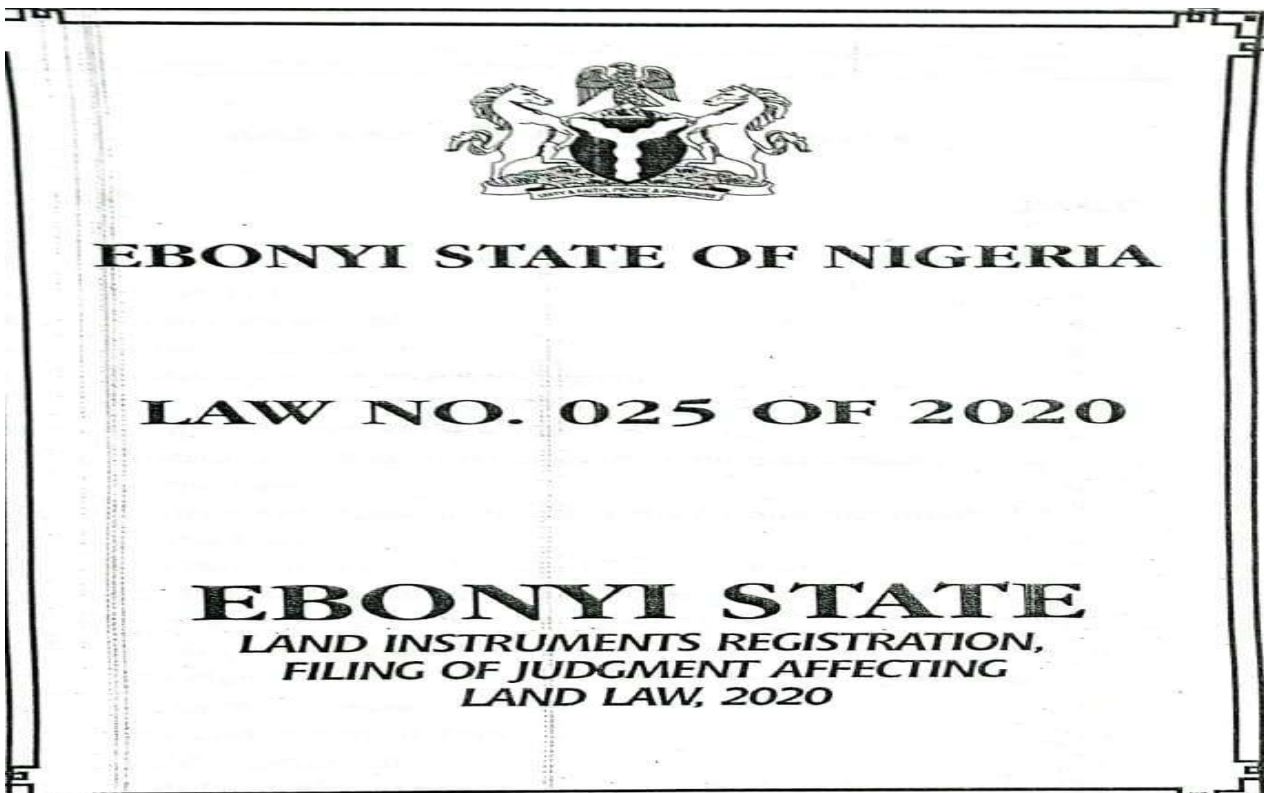
Number of Certificates of Occupancy digitized and indexed in a digital archive registered from 1<sup>st</sup> January, 2012 – 31<sup>st</sup> December, 2021 = **3,717**

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

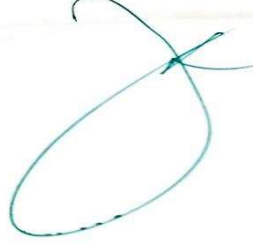
Number of Female Owned from 1<sup>st</sup> January 2012- October, 2022 = **640**

Number of Joint/Co-owned from 1<sup>st</sup> 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 horizontal line crossing it near the top.

**Chief. Matthias Adum**  
Honourable Commissioner  
Ebonyi State Ministry of Lands and Survey.  
2<sup>nd</sup> November, 2022