

PROPERTY REGISTRATION GUIDELINE

FOR INDIVIDUAL AND CORPORATE STATUTORY RIGHTS OF OCCUPANCY

In accordance with the provision of Section 9 of the Land Use Act of 1978, Delta state have established user friendly property registration process for the purpose of the issuance of statutory right of occupancy (SC of O) and customary right of occupancy (RC of O) respectively through the ministry of lands and survey and the local government council respectively.

For the purpose of clarity:

Certificate of Occupancy (SC of O) is a land title document issued by the Governor evidencing the grant of a Statutory right of Occupancy on land in urban areas.

Customary Rights of Occupancy (RC of O) is a legal document issued by the Local Government Chairman evidencing the grant of customary right of Occupancy on Lands in Rural Areas.

For more information, visit any Local Government council office.

Step By Step Process Guild for Registration of Lands for Obtaining Statutory Right of Occupancy

(SC of O) STEP 1

i. Application for statutory right of occupancy (SC of O) begins with the electronic capture of the attributes of the land in question contained in the survey plan. The applicant is therefore required to present their survey plan which must reflect the size of the land, name of owner, Plan number, coordinates and location of the land to Fasttrack Desk at the Ministry of Lands and Surveys, Professor Chike Edozien Secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria, between the hours of 9am and 3pm from Monday through Friday for the generation of an electronic assessment. **Note:** Assessments are not flat fees, they vary from land to land depending on the size, location, purpose and land type. For the State Gazetted rates, see Annexure pages 44 to 50: <https://www.deltastate.gov.ng/downloads/dtgrr.docx>.

ii. At this point the applicant obtains the application form per appropriate of the nature of the land or the use of the land: where it is the private land, the application fee is embedded in the premium assessed while for government land, the application form fee for commercial is 20,000 while residential purpose is 5,000. All application forms can be obtained from the lands registry officer at the Fasttrack Delta ICT Center, Ministry of Lands and Surveys, Professor Chike Edozien Secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria.

iii. Applicants can then proceed to the bank to make payments. At this point applicants have the option to pay the minimum of forty percent (40%) of the total assessed fee or pay the total assessed fee which can also be paid in three installments of 40%, 30%, 30%.

After payment, Applicants are required to submit their electronic teller (proof of Payment) to the Fasttrack assessment desk at the Ministry of Lands and Surveys, Professor Chike Edozien Secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria to obtain their electronic receipt for payment (acknowledgement printout).

All payments must be made to the Delta State Spatial Decision Support System (SDSS) Account as listed on the assessment letter. Applicants can also make web payment vide <https://payment.deltabir.com/production/payment>.

All charges and fees are payable to the Delta State Spatial Decision Support System (SDSS) as indicated on the assessment letter.

Step 2

Applicant returns physical application form alongside or accompanied with all relevant title documents relating to subject land to the Fasttrack Delta ICT center, Ministry of Lands and Surveys, Professor Chike Edozien Secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria or the Secretary of Lands, Ministry of Lands and Surveys, Professor Chike Edozien Secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria or mailed to the email address fasttrack@deltastate.gov.ng The required documents include:

- i. One Passport sized photograph (only for individual applications, corporate applications do not require passport photograph)
- ii. Valid Means of Identification (International passport, Driver's license or voters' card). Corporate applications will require valid identification of all its directors listed on their corporate affairs document.
- iii. Duly stamped counter copy of the Deed of Assignment, Conveyance, Transfer or Gift.

Please note that Deeds are expected to be stamped at the Board of Internal Revenue. For further information on stamp duty visit <https://www.deltabir.com>

- iv. Stamp Duty Receipt from Board of Internal Revenue. For further information on stamp duty Receipt visit <https://www.deltabir.com>

- v. One Original copy of Survey Plan.

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- The logo of Delta State University is a circular emblem. It features a central shield with a sun rising over a landscape with trees and a river. The shield is flanked by two stars. Above the shield, the text "DELTA STATE UNIVERSITY" is written in a semi-circle. Below the shield, the text "SINCE 1991" is written in a semi-circle. The entire emblem is set against a light blue background.
- vi. A copy of your Survey Lodgment Certificate. Note: Applicants are expected to have acquired this at the time of lodgment of their survey plan at the office of the surveyor general. For further information on Survey Lodgment Certificate contact: 08038716069 or mail enquiry to surveyor.general@deltastate.gov.ng
 - vii. Current tax clearance certificate. Corporate applications are expected to carry Federal Inland Revenue Service Clearance (FIRS), see <https://www.firs.gov.ng> for further information. while individual and business name applications must carry tax clearance from the Delta State Board of Internal Revenue Service. For further information visit: <https://www.deltabir.com>.
 - viii. Court Affidavit and Police Report for lost or stolen document.
 - ix. A signed letter of authorization for representative where applicable.
 - x. Copy of Corporate Affairs Commission (CAC) Certificate of registration and schedule of directors.
 - xi. Photocopy of acknowledgment printouts issued by the assessment desk after payment. Applicants are expected to have obtained their acknowledgment receipt. **See step 1, iii.**
 - xii. A copy of Approved Building Plan where there is a Building on the land. For further information contact the office of the Director of Town Planning Ministry of Urban Renewal at Professor Chike Edozien Secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria

STEP 3

Applicant whose documents have been vetted by the clearing desk officer will receive a clearance by telephone call within forty-eight (48) hours. Applicants whose documents are not cleared will also be notified by phone calls of their incomplete documentation status for necessary actions.

Step 4

All successful applications will be listed and published in the state daily newspaper (Pointer newspaper) as required by law. Any further action on applications at this point shall be after twenty-one (21) days of publication to give room for possible objections from the general public.

Step 5

After twenty-one (21) days of the publication where there are no objections, applications are further listed for physical inspection by the office of the Surveyor General and Department of Town Planning respectively. The applicant will be required to provide a contact person (a contact person's phone details) for the location of the subject land on the day of the inspection.

Office of the surveyor general and the Department of Town Planning under the Urban Renewal will individually generate their inspection reports after five (5) working days and forward to the Lands Department for continued actions on the application. At this point, the attention of the applicant will not be required except where there are issues arising from physical inspection. In such cases applicants will be contacted by phone calls where their attentions are required by the director of Lands. Applicants can also opt to track their files at this stage by calling the Fasttrack Delta Quality Control Officers on the phone number: 08026472212 or 09075779008 or through the email address fasttrack@deltastate.gov.ng

Step 6

Applications are actioned by Secretary Land use and Allocation Committee for final assessment (Premium) and issuance of pink copy (offer letter). Applicants will be required to accept the offer and proceed to make payment for final assessment (see Gazetted premium rates. Annexure XXIII Pg 47 on <https://www.deltastate.gov.ng/downloads/dtgrr.docx>) and Ground Rent which shall be prorated for the period under review. Applicants can then proceed to the bank to make payments. All GroundRent payments are expected to be made in full before the final C of O document can be released. (see GroundRent Gazetted rates. Annexure XXIII pg 48 on <https://www.deltastate.gov.ng/downloads/dtgrr.docx>)

Ground Rent is rent payable on all lands in the state annually to the state government and it is assessed on the basis of size, location, intended use of land and land type. For the State Gazetted rates, see pages 44 to 50: or <https://www.deltastate.gov.ng/downloads/dtgrr.docx>

After payment, Applicants are required to submit their electronic teller (proof of Payment) to the Fasttrack Assessment Desk at the Ministry of Lands to obtain their electronic receipt for payment (acknowledgement printout). All payments must be made to the Delta State Spatial Decision Support System (SDSS) Account as listed on the GroundRent Demand Notice. Applicants can also make web payment vide <https://payment.deltabir.com/production/payment>.

All charges and fees are payable to the Delta State Spatial Decision Support System (SDSS) as indicated on the GroundRent demand notice.

Step 7

At this point corporate applicants would be required to go to the office of the Deed Registrar with their company Seal for final registration at the Ministry of Lands and Surveys, Professor Chike Edozien Secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria. While individual applications are registered and forwarded to the Director of Lands for final release of Certificate of Occupancy.

Corporate applications would be ready for collection within five (5) working days after presentation of Company Seal and subsequent payment of all associated fees while the individual applications would be ready for collection within 3 working days after payment of associated fees.

Step 8

Applicants whose C of Os are fully registered and cleared of all payment liabilities and ready for pickup will be notified by phone calls to come to the office of the Director of Lands, Ministry of Lands and Surveys between the hours of 9am and 3pm from Monday through Friday at Professor Chike Edozien secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria.

For further enquiries and clarification, contact the Director of Lands, Ministry of Lands and Surveys between the hours of 9am and 3pm from Monday through Friday at Professor Chike Edozien secretariat along Maryam Babangida Way (or through the email address dir.lands@deltastate.gov.ng) or Fasttrack Desk Ministry of Lands and Surveys at Professor Chike Edozien secretariat along Maryam Babangida between the hours of 9am and 3pm from Monday through Friday (or through the email address fasttrack@deltastate.gov.ng). You can also call the Fasttrack help center on 09139380932 Note: Public holidays are exempted.

Signed By: Honorable Commissioner of Lands, Ministry of Lands and Surveys.

10th November, 2022