

NIGER STATE GEOGRAPHIC INFORMATION SYSTEM (NIGIS) AGENCY
PROPERTY REGISTRATION AND TAX PAYMENT GUIDELINE FOR EASE OF DOING BUSINESS.

PROPERTY REGISTRATION

In pursuant of the Niger State Geographic Information System Law, 2013.

Applicant can register their property following the steps below;

1. Obtain the Statutory Right of Occupancy Application form from:

NIGIS Customer Service Center,

Off Ladi Kwali Road, IBB Way, Behind Ministry of Lands and Housing,
Minna, Niger State.

+2348024505605, +2348031234830

Or download the Application form from our website index page [C of O Application form.](#)

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

Or you can also register online by [Sign-up](#) on our website or [Sign-in](#) if already registered to complete the form by saving and using the view icon on a submitted form to printout a copy in color.

2. Gather copies of all relevant land documents listed below.

- i. **Two Numbers of completed Application Form**
- ii. Two Numbers of Passport Photograph
- iii. Two Numbers of **office flat files** and Tags
- iv. Declaration of Age/Birth Certificate
- v. Three years Tax Clearance <https://nigerigr.com/>
- vi. Certificate of Registration (Applicable to Cooperate Entities)
- vii. Article of Association (Applicable to Cooperate Entities)

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- viii. Sales Agreement / Power of Attorney / Deed of Assignment
- ix. Confirmation Letter from District Head
- x. Court Affidavit for **all** Transaction(s)
- xi. Survey Plan to be prepared by a **Land Surveyor registered by SURCON.**
- xii. Valuation Report to be prepared by an Estate Surveyor and Value **registered by ESVARBON**, if the property is developed.
- xiii. Site Analysis Plan/Environment Impact Assessment (EIA) to be prepared by a Town Planner **registered by TOPREC.**
- xiv. Processing Fee. <https://nigerigr.com/>

A. Minna, Suleja, Gurara, and Tafa;

Residential – N20,000.00

Commercial, Industrial Agriculture, Religion – N30,000.00

B. New-Bussa, Bida, and Kontagora;

Residential – N10,000.00

Other Purpose/Use – N15,000.00

C. Other Local Government Area's (LGA's)

Residential – N5,000.00

Other Purpose/Use – N10,000.00

3. All documents in (2) above must be submitted to the Area Land Office [Visit Area office Page](#) to know your respective Area Land Officer or visit NIGIS Agency's Customer Service Centre for any enquiry
4. Applicants whose documents have been cleared by the Vetting and Cadastral Units will receive an SMS, while Applicants whose documents aren't cleared will be issued an Incomplete Application Notice telling them of the affected document(s) to be rectified.
5. All successful Applicants will receive an SMS notification for their **Intent Letter** **Which is an approval letter containing initial bill to be paid for the issuance of**

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Certificate of Occupancy. The initial bill contains such fees as Premium, Survey Fee, Preparation Fee and Registration Fee (see table below for rates based on Use and Location), also the applicant will be informed of the subsequent Ground Rent to be paid yearly. Contact **NIGIS** Service Centre if you do

INTENT FEE RATES

LGA	Res/Religious/m ²	900m ²	1,800m ²	3,000m ²	4,999m ²
Suleja/Tafa/Gurara	₦70	₦63,000	₦126,000	₦210,000	₦349,990
Chanchaga/Bosso	₦ 50	₦45,000	₦90,000	₦150,000	₦249,950
Bida/Borgu/Kontagora	₦ 40	₦36,000	₦72,000	₦120,000	₦199,960
Others	₦ 30	₦27,000	₦54,000	₦90,000	₦149,970

LGA	Comm/Res/m ²	900m ²	1,800m ²	3,000m ²	10,000m ²
Suleja/Tafa/Gurara	₦100	N90,000	N180,000	N300,000	N100,000
Chanchaga/Bosso	₦90	N 81,000	N162,000	N270,000	N900,000
Bida/Borgu/Kontagora	₦80	N72,000	N144,000	N240,000	N800,000
Others	₦70	N63,000	N126,000	N210,000	N700,000

LGA	Agriculture Farmland/Hect.	0.090Hect	0.18Hect	0.50Hect	10,000m ²
Suleja/Tafa/Gurara	₦5,500	N4,95	N990	N2,750	N5,500
Chanchaga/Bosso	₦5,500	N4,95	N990	N2,750	N5,500
Bida/Borgu/Kontagora	₦5,500	N5,95	N990	N2,750	N5,500
Others	₦5,500	N4,95	N990	N2,750	N5,500

LGA	Industries, Hotels, Factories, Filling & Gas Station, Schools, Resorts, Warehouse, H/Estate, Bakeries, Animal Husbandry, Poultry, Fish Farms. & etc./m ²	900m ²	1,800m ²	3,000m ²	10,000m ²
Suleja/Tafa/Gurara	N110	N99,000	N198,000	N330,000	N1,100,000
Chanchaga/Bosso	N105	N94,500	N189,000	N315,000	N1,050,000
Bida/Borgu/Kontagora	N100	N90,000	N180,000	N300,000	N1,000,000
Others	N90	N81,000	N162,000	N270,000	N900,000

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NOTE: For Commercial Agriculture and Other Commercial Purposes, first Hectare will be charged per meter square, and anything after the first one hectare will be ₦5,500/Hectare. For Commercial Agriculture and ₦10,000/Hectares. For other Commercials

6. Not receive your **Intent Letter** after three weeks (weekends and public holidays exempted). Check approved [Intent Letter here.](#)
7. Return your signed Acceptance Letter **to the Head of Land office/table (Acceptance Letter is a document that bind the Applicant to the terms and conditions for issuance of the Certificate of Occupancy) with evidence of payment of all fees stated in items 2(xiv) and 5 above to NIGIS Agency, (see annexure below).** Please note that a maximum of 3 instalment payments are acceptable and Applications cannot be further processed until full payments are paid.
8. We are committed to a Seven (7) working days (excluding weekends and public holidays) processing period after all requirement are met, see table below showing **C of O** processing workflow.

Processing days								
S/N	Department/Agency	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
1	Submission of Application from the Area Land Office							
2	Lands department							
3	Office of the Surveyor General							
4	Town Planning departments							
5	Head of Lands office NIGIS Agency for printing of Intent							
6	Printing of Certificate of Occupancy							

From the above table, Items workflow;

1. Lands department.

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- a. Area Land Office to confirm the root of title from applicant submissions **at the beginning of the process.**
- b. Director Lands to validate root of title, **when the application is processed to Headquarters of the Ministry for Lands and Housing**

2. Office of the Surveyor General.

- a. Surveyor General to confirm the survey data submitted by the applicant, **when the application is processed to Headquarters of the Ministry for Lands and Housing.**
- b. Cartography unit to chat the survey data on *intelligent sheet* to avoid encroachment **when the application is processed to Headquarters of the Ministry for Lands and Housing, especially when there is encroachment.**

3. Town Planning department.

- a. Receives and review Site Analysis report for residential or Environmental Impact Analysis for applications that have some degree of impact to the environment, **when the application is processed to Headquarters of the Ministry for Lands and Housing.**
- b. Ensures that the proposed land use is compatible with existing development and conforms to the State Town Planning Policy and local needs, **when the application is processed to Headquarters of the Ministry for Lands and Housing.**

4. NIGIS Agency.

- a. Application reaches the final stage where 1, 2, and 3 above are double checked for quality assurance.
- b. Letter of **INTENT** is prepared.
- c. All file documents are scanned to Electronic Document Management System (EDMS).
- d. Title Deed plan is prepared.
- e. Certificate of Occupancy is printed.

- f. Schedule is prepared for Governor to sign the printed Certificate of Occupancy.

Note:

If all requirements are met, the processes above are **FREE** except payment of **INTENT** charges, (the requirement as mentioned at 2(i - xiv) must be submitted by the Applicant without the involvement of any MDA)

9. Successful Applicants will be notified by phone and or by email when their Certificates of Occupancy are ready for collection. All collections shall be at the **NIGIS** Customer Service Centre within the hours of 9 a.m. and 4 p.m. Monday to Friday Contact the **NIGIS** Customer Service Centre if you have not received your collection notification after 30 working days. Check approved *C of O* [here](#).
10. All relevant fees/payment are being regulated by the **Niger State Tax Administration and Consolidation Act of 2022** <https://nigerigr.com/>

ANNEXTURE

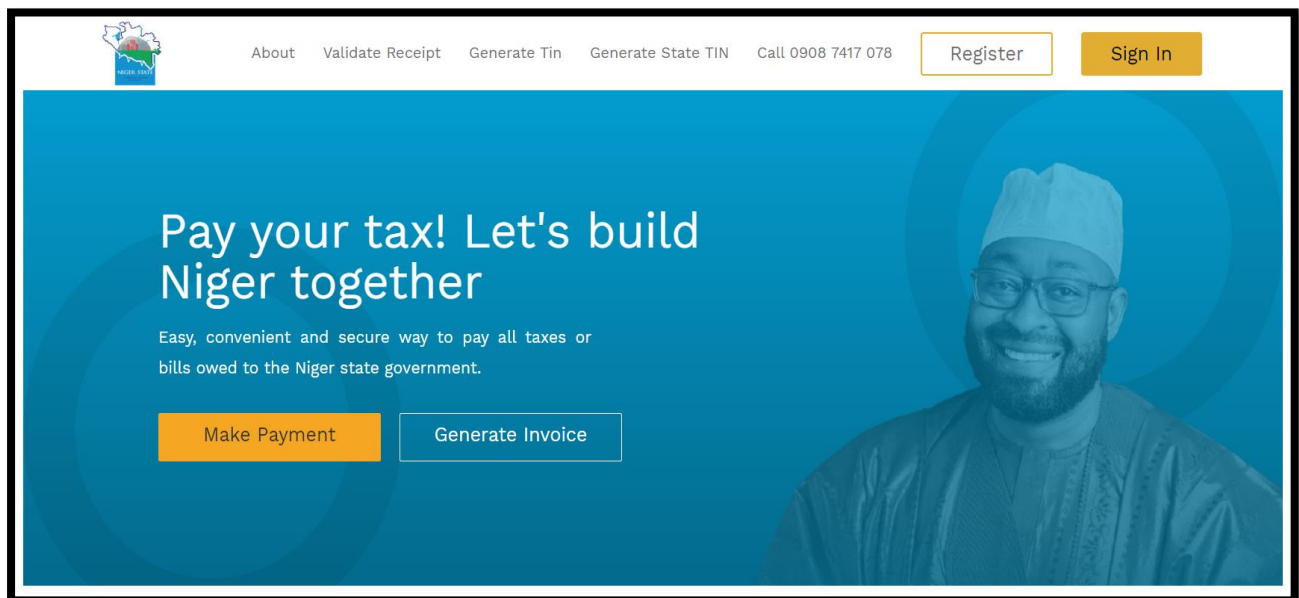
Convenient and secure way to pay your **Ground Rents** and **Land Related Charges** owed to Niger State Government.

STEP 1.

Visit <https://nigerigr.com/> to **Sign in** or **register** to pay bills or taxes as an Individual, corporate, state agency or federal agency.

STEP 2.

Click Generate an invoice.



STEP 3.

Select identity either as an individual, corporate, state agency or federal agency.

On the **Search Form** enter the revenue heads below as applicable to what you want to pay for;

- Ground Rent
- Processing Fee
- Consent Form

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- Optic Fiber / Telecom Mast Fee
- Site Analysis
- Consent Fees
- Search Fees
- Survey Fees
- Change of Purpose
- Registration Fees
- Environmental Impact Analysis (E.I.A)
- Sales of Map
- Capital Gain Tax (C.G.T)
- Private Layout Application.

Kindly fill the following details to proceed

Who are you?

Individual
 Corporate
 1 Federal Agency
 State Agency

What do you want to pay for?

GROUND RENT (MINISTRY OF LAND **2** AND HOUSING)

Proceed

If 1 and 2 above requirement are met, proceed to the next step.

STEP 4.

You will be required to fill the form below and the fields with red asterisks symbols are mandatory fields.

The information **MUST** be Tax payers' information.

If all requirements are met, you can proceed to the next step.

You are An Individual, you are paying for GROUND RENT bill (MINISTRY OF LANDS AND HOUSING). kindly fill the rest of the form to proceed.

Full Name*

Enter your full name here

Email

Enter your email here

Phone Number

Enter your phone number here

TIN

Enter your TIN here

If you have a bill from GROUND RENT (MINISTRY OF LANDS AND HOUSING), Enter the bill number here

GROUND RENT (MINISTRY OF LANDS AND HOUSING) bill number

This field is optional

State*

Niger



State of Residence

LGA*

Agaie



LGA of Residence

Address*

Enter your address here

Proceed

STEP 4.

After the submission of the above form a Tax profile would be created with a Payer Id and detailed information from the previous steps.

You can then Signup to view all your invoices, payment and receipts but you are also advice to “*submit copy of the receipts to Head of Lands department in NIGIS Agency*”.

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A tax profile with the Payer Id FG-250489 has been created for you. You can register later to view all your invoices, payments and receipts.

You are An Individual, you are paying for GROUND RENT bill (MINISTRY OF LANDS AND HOUSING). Kindly confirm your invoice.

Payer ID

FG-250489

Full Name*

Abdullahi Nasiru

Email

abdul9sr@gmail.com

Phone Number*

07039498738

TIN

External Reference (Bill number) from GROUND RENT (MINISTRY OF LANDS AND HOUSING)

Niger State

Address*

No. 14 Elizabeth Shaba Road Opposite Police State Head Qtrs Minna, Niger State.

Amount to Pay

0.00

Enter the amount you wish to pay

Confirm Invoice

STEP 4.

Enter the amount to pay as indicated in your **Initial Bill** or **Demand Notices**.

You can now confirm and proceed to the next step and have a preview of your final invoice.

You can use Bank transfer or Online payment!!!

BIN:1001525072

[View Invoice](#) | [View Receipts](#)

Name
Abdullahi Nasiru

Invoice Amount Due (after discount)
N20,000.00

Payer ID
FG-250489

MDA
MINISTRY OF LANDS AND HOUSING

Revenue Head
GROUND RENT

External Ref. Number
Niger State

TIN

Amount to pay N

20,000.00






Part payment is not allowed for this invoice

for more Information Email: info@nigisservices.com, or call us on 08031234830

STEP 4.

Choose a payment method as indicated below.

Payment Methods

 Bank Transfer	 Online Payment	 Bank Branch	 POS	 ATM
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Follow the steps below to make payments on your bank's mobile banking platform;

STEP 1 Login to your **bank mobile application** and select **transfer to bank.**

STEP 2 Select **'Parkway Readycash'** as the receiving bank and input the your **Bank3D Invoice Number (BIN) 1001525072** as the receiving bank account number.

STEP 3 Enter the exact amount to pay in the **'Amount to transfer'** field that is **₦20,000.00** and proceed.

Signed;

The General Manager,

Niger State Geographic Information System (NIGIS) Agency.

Off Ladi Kwali Road, Ibrahim Badamasi Way, behind Ministry of Lands & Housing, Minna.
Niger State.

+2348034524075

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