

CURRENT GUIDELINES

LAND REGISTRATION GUIDELINES

In accordance with the provisions of the Land use act of 1978 and Katsina State Land Registration Law Cap 74.

1. Obtain a free Statutory Right of Occupancy (R of O) application form from: Desk Officer,
Katsina State Ministry of Lands and Physical Planning,
Ja Abdulkadir Secretariat Complex,
I.B.B Way, Dandagoro, Katsina.
07041187817, 07067339730 OR
Download the Application Form by [clicking here](#) from the Website
Fill out the form completely and accurately. Leave NO section empty or unanswerd.
2. Applicants are required to attach the following Documents:
 - One Passport-sized Photograph
 - Any valid means of Identification (Valid Driver's License, Voter's Card, National ID, International Passport)
 - Land Transfer Documents such as Sales Agreements, Deed of Transfer or Inheritance Documents.
 - Sketch Plan (Obtainable from the Surveyor General's Office or a Licensed Surveyor).
 - Evidence of Current Tax Clearance Certificate and Certificate of Incorporation for corporate organizations and individuals obtainable from <https://ktirs.com/invoice>.
 - Utility Bill or endorsement from District/Village Head.
 - Evidence of payment (printed bank teller) of non-refundable application processing fee of N20,000.00 for corporate and N15,000.00 for individuals through Zenith Bank Account Number 0777515446 or First Bank Account Number 2014382486.
3. Duly completed application form, as in (2) above, will be submitted online or to the Desk Officer, Katsina State Ministry of Lands and Physical Planning along with evidence of payment.
4. The Applicant will be invited for a joint site inspection within 3 working days of submission of the application form via Telephone and or Email.
5. All applicants will receive a response within 5 working days from the date of joint site inspection via Telephone and or Email.
6. Successful Applicant will receive an Offer of Right of Occupancy, an Invoice for the final Bill (Ground Rent, Premium and Development Levy), and a copy of

Acceptance Letter within 5 working days from the date of notification from the Desk Officer. Please click [here](#) for the schedule of fees for Ground Rent, Premium and Development Levies. The schedule of fees is in accordance with the CODIFICATION AND CONSOLIDATION Law, 2021. Katsina State Notice No. 18.

7. Evidence of payments (Bank Teller and E-receipt) of fees as contained in item Six (6) and a signed copy of the acceptance Letter should be returned to the Desk Officer.
8. Preparation, execution and registration of Certificate of Occupancy will be concluded within 4 weeks.
9. Successful Applicants will be notified by phone or mail for collection of the Certificate of Occupancy (C of O) which would be issued by the Desk Officer Lands, Katsina State Ministry of Lands and Physical Planning 07041187817 at info@mols.kt.gov.ng.

For further information contact Katsina State Ministry of Lands and Physical Planning at +2347041187817 and +2347067339730 or info@mols.kt.gov.ng or visit our website at <https://mols.kt.gov.ng>.

Signed:
Honourable Commissioner
Katsina State Ministry of Lands and Physical Planning.
December, 2023

Katsina State Ministry of Lands and Physical Planning

CURRENT GUIDELINES

OBSERVATION/IMPROVEMENT MADE

1. The ministry's name is changed from Ministry of Land and Surveys to Ministry of Land and Physical Planning
2. Item 2: point 5 (bullet 5) evidence of Tax Clearance Certificate is added as prerequisite to individuals.
3. Item 2: point 7 (bullet 7) account number 2014382486 custodian of First Bank is added for payment of processing fees to provide more options for the clients
4. Item 3: online application submission is provided via the ministry's website www.mols.kt.gov.ng.
5. Item 4 Invitation for site inspection is streamline to 3 days instead of 5.
6. Item 5 All applicant will receive a response within 5 days instead 7 from the date of joint site inspection
7. Item 6: Successful Applicant to receive Offer of Right of Occupancy within 5 days instead of 7.
8. Item 8: Preparation, execution and registration of C of O to be concluded in 4 weeks instead of 5.

Signed:

Honourable Commissioner

Katsina State Ministry of Lands and Physical Planning.

December, 2023

12/8/2023 4:11:48 PM