



# 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 free Statutory Right of Occupancy (R of O) Application form from:  
**Desk Officer,**  
**Katsina State Ministry of Lands and Surveys,**  
**Ja Abdulkadir Secretariat Complex,**  
**I.B.B Way, Dandagoro, Katsina.**  

OR

Download the Application Form by [clicking here](#) from the Website  
Fill out the form completely and accurately. Leave NO section empty or unanswered.
2. Applicants are required to attach the following Documents:
  - One Passport-sized Photograph
  - Any of the means of Identification (Valid Driver's License, Voter's Card, National ID, International Passport)
  - Land Transfer Documents such as Sales Agreement or Deed of Transfer or Inheritance Document
  - Sketch Plan (Obtainable from the Surveyor General's Office, Local Government Land officer or from a Licensed Surveyor)
  - Evidence of Current Tax Clearance Certificate and Certificate of Incorporation for corporate organizations
  - Utility Bill or endorsement from District/Village Head
  - Evidence of payment of non-refundable processing fee of **N20,000:00** through **Remita** OR Zenith Bank Account Number **0777515446**
3. Duly completed application form, as in (2) above, be submitted to **the Desk Officer,** Katsina State Ministry of Lands and Surveys along with evidence of payment.
4. The Applicant will be invited for a joint site inspection within 5 days via Telephone and or Email
5. All applicants will receive a response within 7 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 copy of an acceptance Letter within 7 days from the date of notification from the Desk Officer.
7. Evidence of payments of fees as contained in item Six (6) and signed copy of acceptance Letter should be returned to the Desk Officer.
8. Preparation, execution and registration of Certificate of Occupancy will be concluded within 5 weeks.

9. Successful Applicants will be notified by phone or mail for collection of the Certificate of Occupancy (C of O) by the desk Officer Lands, Katsina State Ministry of Lands and Survey.
10. Issuance of Certificate of Occupancy to the applicant by the Desk Officer Lands, Katsina State Ministry of Lands and Survey.

Signed:  
Honourable Commissioner  
Katsina State Ministry of Lands and Survey.  
October 2022