



Kano State Geographic Information Services
Bureau of Lands Management,
Ministry of Land and Physical Planning
2 Dr Bala Muhammad Way, Nassarawa G.R.A. Kano.

PROPERTY REGISTRATION GUIDELINE (ORGANISATION)

Individuals and businesses may register their property within Kano state with the Bureau of Lands Management in compliance with The Land Use Decree of 1978 & Other Related Matters. The following instructions must be followed to apply for and register a property with KANGIS to receive a C of O:

1. Obtain the Statutory Right of Occupancy Application form for Individuals (SRI) and organizations (SRO) from the Bureau of Lands Management. Tel No: +234 08034238521 or download the Application Form for our Statutory R of O Individual. All application forms are free. Fill out the form completely and accurately. Leave NO section empty or unanswered.
2. Gather copies of all relevant land documents. Originals are preferred. You are advised to have photocopies made for safekeeping. An Applicant may appoint someone to represent them at KANGIS, and this appointment must be by filling out the authorised Representative section of the application form appropriately.
3. Applicants are required to come with the following Documents for Application for R of O:
 - Corporate Seal
 - Corporate Affairs Commission Certificate of Incorporation/ Registration
 - Photo ID: National ID Card or International Passport or Driver's License or Voter's Card of the CEO or a Director
 - Land Transfer Documents such as Sales Agreements or Deeds of Transfer or Inheritance Document
 - Survey Plan (Original copy) duly signed by a registered surveyor or from the office of the state's surveyor general.
 - Evidence of Tax Payment or Tax Clearance Certificate for the Organization, Personal Income Tax or Current Tax Clearance Certificate of the CEO/ or a Director Applicants can visit the nearest Tax Office within their LGA of residence for Tax-related issues or use this link to verify their tax obligations : <https://kirs.gov.ng/downloads/>
 - Utility Bill to verify Applicant's office Address
 - Court Affidavit and Police Report for lost or stolen documents
 - A signed letter/ form and photo ID are required to use an Authorized Representative.
4. Applicants will be given an Invoice Number (generated from the system) through which they can then proceed to any Bank to make payment, which is computed using the [attached schedule of fees](#) and includes the Premium and Current Ground Rent will also be charged but will be given at the Offer stage. All charges are payable to Kano State Bureau for Land Management Jaiz Bank Account Number 0001876653
5. All documents as in (3) above must be submitted to the KANGIS along with proof of payment submitted at the Information desk of the KANGIS at no.2 Dr Bala Muhammad Way, Nassarawa G.R.A. Kano.
6. Applicants whose documents have been cleared by the Vetting units of KANGIS will receive an acknowledgement letter instantly. In contrast, Applicants whose documents aren't cleared will be issued an Incomplete Application Notice telling them of the affected document(s) to be rectified.
7. All successful applicants will receive an offer letter (R of O), an invoice for the final bill (ground rent, premium and development lease as detailed in the [attached schedule of fees](#), and an acceptance letter. Contact the KANGIS information desk via (+234) 08034238521



**Kano State Geographic Information Services
Bureau of Lands Management,
Ministry of Land and Physical Planning**
2 Dr Bala Muhammad Way, Nassarawa G.R.A. Kano.

8. or if you do not receive your Offer Letter after one week (weekends and public holidays exempted).
9. Return your signed Acceptance Letter, Offer Letter (RofO) with evidence of payment of all fees to KANGIS. Applications cannot be further processed until full payments are paid.
10. Successful Applicants will be notified by phone or email when their Certificates of Occupancy are ready for collection. All collections shall be at the KANGIS Customer Service Centre within the hours of 9 a.m. and 2 p.m., Monday to Friday (excluding public holidays). We are committed to a Thirty (21 working days) processing period after all Charges are paid. Contact the KANGIS Customer Service Centre if you have not received your collection notification after 30 working days.
11. For further information, visit our office address or call the KANGIS Customer Service Centre on (+234) 08034238521 or email at info@land.kn.gov.ng

Signed:

Signed: General Manager

Kano Geographic Information System

Kano Geographic Information System