



## **SYSTEMATIC LAND TITLING PROGRAMME (SLTP) GUIDELINES**

- (1) The Systematic Property Land Titling application form shall be completed in full and submitted directly to BOGIS together with:
  - (a) Evidence of proof of ownership; the minimum requirement is a signed sale agreement. Where no such agreement exists, or has been lost or stolen, the Applicant shall submit an Affidavit sworn before a Commissioner of Oaths.
  - (b) Site analysis report, site plan and satellite imagery.
  - (c) District Head confirmation letter where the transaction document has not been stamped by the District Head.
  - (d) For individuals: photo ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*; and a recent passport sized photograph;
  - (e) For Community Enterprises and Cooperatives: a *Certificate of Registration* from the appropriate Federal and Borno state government agency.
  - (f) For the Community Enterprise or Cooperative Managing Director or Chairman: photoidentification document (ID); accepted IDs include: *International Passport; National ID Card; Licence; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*;
- (2) All other Organisations and institutions cannot title land under the SLTP, and should make applications for a Right of Occupancy under a different process; see Regulation 8.
- (3) The Programme (SLTP) will aim to title all the occupants of land parcels within urban and rural areas, rural settlements, villages, and agricultural land.
- (4) SLTP field teams will visit identified districts and provide assistance to the public to complete and submit application forms to obtain their Right of Occupancy.
- (5) In urban areas (Zone I, II, III and IV) a Statutory Right of Occupancy will be issued. In rural areas (Zone V), a Customary Right of Occupancy will be generated by BOGIS and signed by the Local Government Area Chairman. However, Applicants in Zone V may choose to obtain a Statutory Right of Occupancy.

- (6) Only individual applications and community agricultural land applications will be accepted under the SLTP;
- (7) An Applicant may appoint a Representative, and on such appointment the Representative is permitted to submit and collect forms and documents, and to be in communication with BOGIS Customer Care Unit pertaining to the application.
- (8) The Applicant shall provide the Representatives details and ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card;*
- (9) Only one representative is permitted at one time; BOGIS shall be informed of any change in the status of the representative, or in a change of representative, in writing, by submitting an Update Form.
- (10) The Applicant shall sign the application form.
- (11) BOGIS shall thereafter verify the information and documentation submitted in support of the application, and hold a public display for one week.
- (12) Should BOGIS have cause to doubt the accuracy or authenticity of any information or document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity within thirty (30) working days.
- (13) Upon verification of the information and documentation the application will be put forward for approval; thereafter the Applicant will receive an offer of grant of statutory Right of Occupancy, the Initial Bill and Acceptance Letter.
- (14) The Initial Bill under the SLTP comprises the C-of-O preparation and registration fee (see the Fourth Schedule to these Regulations).
- (15) Within 30 working days of submission of the signed acceptance letter and proof of payment of the Initial Bill BOGIS will print the C-of-O for the Governor's signature and then convey to the Applicant.
- (16) Any Right of Occupancy obtained through this programme will be revoked if it subsequently transpires that the same property is found to have a prior valid title.
- (17) FOR FURTHER INFORMATION REFER TO THE [BORNO STATE LAND USE REGULATIONS 2022](#) or call BOGIS Customer Care Unit.

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**Signed: Executive Secretary, BOGIS, 2022. Copyrights Reserved.**