



## RECERTIFICATION GUIDELINES

- The Recertification application form must be completed in full, and submitted directly to BOGIS Customer Care Unit.

An individual application shall use form [ROI](#) while a Company or Organisation shall use Form [ROO](#).

- The application Form should be submitted together with the following documents;
  - Evidence of payment of ₦100,000 Application fee;
  - The original certificate of Occupancy which shall be surrendered or where a certificate of Occupancy was not issued, the original letter of Offer of grant Right of Occupancy;
  - For individuals: photo identification document (ID); accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*;
  - For Organisations: a certified true copy of the *Certificate of Incorporation, Form C02, Form C07, Memorandum and Articles of Association, Tax Identification Number, VAT Number*, and a valid *Tax Clearance Certificate*;
  - For the Organisation Managing Director or Chairman, a photo ID; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card*; and a valid *Tax Clearance Certificate*;
  - For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organisations (NGO): A *Certificate of Registration* by the appropriate Federal and Borno state government agency is required.
- Where the Applicant is holding a Right of Occupancy that has been acquired from the original owner, the Applicant is required to provide the original or certified true copy of the C-of-O, together with the Registered Deed of Assignment;
- where the Applicant is holding a Right of Occupancy in the name of the original owner, but does not have a Registered Deed, the Applicant shall submit the unregistered document (which shall include the signature of the original owner), and pay the additional processing and registration fees. (See the Fourth Schedule to these Regulations);
- The Governor may at his discretion grant special concession for the duration of the Recertification programme for obtaining Consent and for the registration of document;
- Where the land use or land purpose has been changed, or the plot Extended, merged, or sub-divided, the applicant shall apply for a retrospective consent, and pay the additional processing.

- Where there has been a substantive contravention of land use regulations a penalty may be also be applied.
- Once the payments have made for the consent and/or the registration the application can proceed.
- A bank (or other financial institutions) holding a deed mortgage is require to rectify the title under the name of the mortgagor. All the above requirements shall be fulfilled.
- Where an original document has been lost or destroyed, the applicant shall make a police report and advertise the same in one local and one national newspaper. The police report, court affidavit, fire service report in case of fire incidence and advertisements shall then be submitted together with the application.
- Upon submission of the application form together with the require documents, BOGIS shall produce an acknowledgement letter, which contains a list of all documents submitted, and where the original C-of-O or Offer grant is submitted, it will be cancelled, and a copy will be provided to the applicant.
- BOGIS shall thereafter verify the information and the documentation submitted in support of the application for recertification.
- Should BOGIS have cause to doubt the accuracy or authenticity of the Applicant's title or 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.
- Upon verification of the applicant's information and documentation, BOGIS will print a new digital certificate of Occupancy. BOGIS will prepared the Recertification Bill, comprising the GIS charting fee, the C-of-O preparation and registration fees, any accrued outstanding of ground rent based on the date of the original offer letter, taking into account payments made and recorded in the applicant's land file, and any other outstanding fees or charges.
- All outstanding Ground Rent (and any other items) shall be paid prior to the conveyance of the new digital Certificate of Occupancy.
- After the 31<sup>st</sup> day of December 2023 any person holding statutory or Customary C-of-O which has not been recertified, or for which an application for recertification has not been made, shall be subjected to monetary penalties as set in Section 9(3) of the Land use Act, 2004
- FOR THE FURTHER INFROMATION REFER TO [THE BORNO STATE LAND USE REGULATIONS](#), or call BOGIS Customer Service.

**BOGIS Customer Care Unit, Numan/Biu Road, PMB 1081, Maiduguri - Borno State**  
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