



## **REGULAR PROPERTY APPLICATION GUIDELINES**

- (1) Where the Applicant has never held a Right of Occupancy for any property, the Applicant shall use this Regular application process to obtain a new grant of Right of Occupancy.
- (2) The application form shall be completed in full and submitted to BOGIS:
  - An individual Applicant shall use Form [ROI](#)
  - A company or organisation shall use Form [ROO](#)
- (3) The application form shall be submitted together with the following documents:
  - i. Evidence of payment of the application processing fee; the Regular application processing fee shall be applied as detailed in the Fourth Schedule to these Regulations;
  - ii. proof of ownership documentation such as a sale agreement.
  - iii. Site analysis report, site plan and satellite imagery.
  - iv. District Head confirmation letter where the transaction document has not been stamped by the District Head.
  - v. For petroleum/Gas Plant: Police and Fire Service Report, Nigerian Upstream Petroleum Regulatory Commission (NUPRC) and Environmental Impact Assessment are required.
  - vi. Most recent passport size photograph of individual application (ROI) and Company seal or stamp on application form (ROO) for organisation.
  - vii. Recent Utility bill or bank statement (same address with contact address specified on Form).
  - viii. 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;*
  - ix. 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;*
  - x. For the Organisation or Institute 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;*
  - xi. 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;
- (4) 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.
- (5) 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;*
- (6) 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.
- (7) The Applicant shall sign the application form.
- (8) No person under the age of 21 shall obtain a Right of Occupancy; however, a Trustee may be appointed to represent persons under the age of 21 years, and a sworn Affidavit to that effect shall be submitted with any application.
- (9) FOR FURTHER INFORMATION REFER TO [THE BORNO STATE LAND USE REGULATIONS 2022](#) or call BOGIS Customer Care Unit.

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