



STEPS TO REGISTER YOUR PROPERTY

This guideline is made pursuant to the Borno Geographic Information Service (BOGIS) Law 2019 and the Borno State Internal Revenue Service Law 2020.

STEPS	ACTIVITIES	TIME FRAME DURATION PER DAY(S)
1	Obtain the correct APPLICATION FORM at BOGIS Customer Care Unit (CCU) along Numan/Biu Road, P.M.B 1081, Maiduguri, Borno State or Download the application Form at http://bogis.bornostate.gov.ng/form.html Fill the form completely and bring all relevant original documents along. Click here for List of Original Documents. Make copy for safe keeping.	Applicant's Decision
2	Submit completed application form(s) and relevant valid documents as in Step 1 to BOGIS (CCU). The applicant(s) may appoint a Representative who will have the authority to submit, collect documents and receive or make calls to BOGIS (CCU). The appointment must be indicated in the application form. The applicant must submit the Representative's ID.	Applicant's Decision
3	BOGIS assess the application, sends an acknowledgement message containing the list of all documents submitted indicating that his/her application has been received. A bill is generated according to the payment schedule (Click here for schedule of payment) and applicant will be notified via sms.	1
4	Applicant makes payment upon collection of bill. Payments can be made by POS at BOGIS (CCU) or by transfer or direct deposit into BOGIS Zenith Bank Account 1017010815, in this case kindly submit evidence of transfer at BOGIS (CCU).	Applicant's Decision
5	BOGIS generates an offer letter and applicants will be notified / reminded to agree to the terms and conditions of the offer within 30 days before their application can be processed further.	7
6	Applicant accepts the offer in writing.	Applicant's Decision
7	BOGIS processes and approves the CofO / Registration Document and makes it ready for collection. The Applicant or their appointed Representative is notified via SMS, Phone Call or Email to collect their certificates from BOGIS.	30

NOTE: BOGIS is the one-stop shop for obtaining Land Titles according to the steps above. Our working hours are 8am to 4pm (Mondays to Thursday) and 8am to 12noon on Fridays.

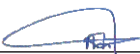
For further enquires, **contact us at:**

Borno State Geographic Information Service (BOGIS) Customer Care Unit
Along Numan/Biu Road, PMB 1081, Maiduguri - Borno State.

+234 802 555 9813 **OR** +234 803 555 3756

www.bogis.bornostate.gov.ng || [email: bogis@bornostate.gov.ng](mailto:bogis@bornostate.gov.ng)

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Executive Secretary,
Borno Geogrpahic Information Service
(BOGIS)
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