

## **INDUSTRIAL PROPERTY REGISTRATION GUIDELINES (ORGANIZATION)**

In Accordance with the provisions of 'Zamfara Geographic Information System Agency Establishment Law No 6, 2019'. An organization applying for Certificate of Occupancy shall:

1. Obtain the Right of Occupancy Organization Form (ROO) from Zamfara Geographical Information System (Herein after referred to as "the ZAGIS") Customer Service Centre Olusegun Obasanjo Drive Adjacent J.B. Yakubu Secretariat, Gusau, Zamfara State.  
+234 9139999825  
Email: zagisgusau@gmail.com, gusauzagis@gmail.com

All application forms are free. Fill the form completely and accurately and leave NO section empty or unanswered.

2. Attach copies of all relevant land documents. While the original copies are to be presented for verification. You are advised to have photocopies made for safekeeping. An Applicant may appoint someone to represent it at ZAGIS. The Representative of the Applicant shall fill the "Authorized Representative Column" in the Application Form.
3. Applicants are required to come with the following Documents for Application of Certificate of Occupancy:
  - i. Corporate Seal.
  - ii. Certificate of Incorporation/Registration.
  - iii. Means of Identification such as National ID Card, International Passport, Driver's License or Voter's Card of a Director/Proprietor.
  - iv. Land Transfer Documents such as Sales Agreement, Deed of Assignment or Devolution Order.

- v. Survey Plan (Original copy);
- vi. Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit Zamfara State Internal Revenue Service or using this link to register <http://www.zirs.zm.gov.ng>;
- vii. Utility Bill to verify Applicant's Home Address;
- viii. Court Affidavit, Publication and Police Report for lost or stolen documents and if using an Authorized Representative, a signed letter is required.

4. Applicants are to make payment by electronic means through [www.zirs.zm.gov.ng](http://www.zirs.zm.gov.ng), non-refundable deposit of Zone A (Gusau), Zone B (Talata Mafara, Kaura Namoda, Gummi, Tsafe and Shinkafi) and Zone C (Anka, Bakura, Bukkuyum, Birnin Magaji, Bungudu, Maru, Maradun and Zurmi) Areas for N150,000.00, N100,000.00 and N70,000.00, respectively, as Processing Fee.

The applicant shall pay all outstanding charges on Premium and Ground Rent. All charges and fees are payable to Zamfara State Internal Revenue Service ([www.zirs.zm.gov.ng](http://www.zirs.zm.gov.ng)). These payments are in line with Sections 25 to 33 of Zamfara State Geographic Information System Agency Establishment Law No 6, 2019”.

All documents in item 3 of this guideline must be submitted to the ZAGIS Customer Service Centre along with evidence of payment to Zamfara Geographical Information System Office.

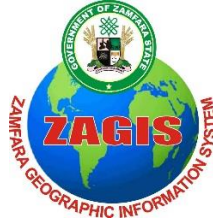
- 4. Upon submission of completed documents listed in item 3 of this guidelines, the Applicants shall be cleared within seven working days from the date of submission.
- 5. Applicants whose documents have been cleared by the Customer Service Centre will receive an Acknowledgement Letter, while Applicants whose documents aren't cleared will be issued an Incomplete Application Notice within three working days informing the organization of the affected document(s) to be rectified.
- 6. All successful Applicants will be issued a Bill for Ground Rent, Premium, Development Levy and an Acceptance Letter within seven working days, unless a Plot Identification/Inspection is needed.
- 7. In the event that, plot identification/inspection is needed, Zamfara Geographical Information System team of inspectors will inspect the Plot within 14 working days

after payment has been made and verified. The payment will be verified within two working days.

8. Return your signed Acceptance Letter with evidence of payment of all fees to Zamfara Geographical Information System.
9. Successful Applicants will be notified by phone or through email address when their Certificates of Occupancy are ready for collection.
10. All collections shall be at the Zamfara Geographical Information System Customer Service Centre within the hours of 9am and 4pm; Monday to Friday (excluding public holidays). We are committed to 20 working days processing period after plot inspection in item 7 of this guidelines, after all Fees and Charges are paid.
11. Contact the Zamfara Geographical Information System Customer Service Centre if you have not received your collection notification after 30 working days.

For further information, refer to the Zamfara State Lands Administration and Geographic Information System Law No....., 2019, or call the Zamfara Geographical Information System Customer Service Centre +234 9139999825 or an email address at [info@zagis.org](mailto:info@zagis.org), or visit our website at [www.zagis.zm.gov.ng](http://www.zagis.zm.gov.ng) within the hours of 9am and 4pm from Monday to Friday (excluding public holidays).

***Signed:***  
***Executive Secretary,***  
***Zamfara Geographical Information System***  
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***November 2023***



**ZAMFARA STATE GOVERNMENT**  
**ZAMFARA GEOGRAPHIC INFORMATION SYSTEM**  
**LAND USE CHARGES**

Cost and schedule of payment.

| <b>1. CERTIFIED TRUE COPY</b> |   |                    |
|-------------------------------|---|--------------------|
| <b>S/N</b>                    | <b>DESCRIPTION</b>                                | <b>COST</b>        |
| 1                             | Application processing fee                        | N10,000            |
| 2                             | Printing and seal                                 | N25,000            |
| 3                             | Extra document stamp duty                         | N10,000 (per page) |
| 4                             | Ground rent (M <sup>2</sup> by zonal rate)        | N                  |
| <b>2. CHANGE OF NAME</b>      |   |                    |
| <b>S/N</b>                    | <b>DESCRIPTION</b>                                | <b>COST</b>        |
| 1                             | Application processing fee                        | N5,000             |
| 2                             | Preparation of C.of O.                            | N20,000            |
| 3                             | Registration of C.of O.                           | N10,000            |
| 4                             | Ground rent (M <sup>2</sup> by zonal rate)        | N                  |
| <b>3. CHANGE OF PURPOSE</b>   |   |                    |
| <b>S/N</b>                    | <b>DESCRIPTION</b>                                | <b>COST</b>        |
| 1                             | Consent to change of Landuse/purpose              | N20,000            |
| 2                             | Without consent Zone (A) <i>(Penalties)</i>       | N200,000           |
| 3                             | Without consent Zone (B) & (C) <i>(Penalties)</i> | N100,000           |
| 4                             | Without consent Zone (D) <i>(Penalties)</i>       | N60,000            |
| 5                             | Ground rent (M <sup>2</sup> by zonal rate)        | N                  |
| <b>4. DIRECT ALLOCATION</b>   |   |                    |
| <b>S/N</b>                    | <b>DESCRIPTION</b>                                | <b>COST</b>        |
| 1                             | Application processing fee                        | N20,000            |
| 2                             | Preparation of C.of O.                            | N20,000            |
| 3                             | Registration of C.of O.                           | N10,000            |
|                               | <b>TOTAL</b>                                      | <b>N50,000</b>     |

| <b>5. DEED OF ASSIGNMENT</b> |  |                          |
|------------------------------|--|--------------------------|
| <b>S/N</b>                   | <b>DESCRIPTION</b>                             | <b>COST</b>              |
| 1                            | Application processing fee                     | N5,000                   |
| 2                            | Preparation Fee.                               | 2.5% of assessed value   |
| 3                            | Stamp duty                                     | 2.5% of assessed value   |
| 4                            | Consent fee                                    | N5,000                   |
| 5                            | Ground rent (M <sup>2</sup> by zonal rate)     | N                        |
| <b>6. DEED OF MORTGAGE</b>   |  |                          |
| <b>S/N</b>                   | <b>DESCRIPTION</b>                             | <b>COST</b>              |
| 1                            | Application processing fee                     | N5,000                   |
| 2                            | Preparation Fee.                               | 2.5% of assessed value   |
| 3                            | Stamp duty                                     | 2.5% of assessed value   |
| 4                            | Consent fee                                    | N5,000                   |
| 5                            | Ground rent (M <sup>2</sup> by zonal rate)     | N                        |
| <b>7. DEED OF GIFT</b>       |  |                          |
| <b>S/N</b>                   | <b>DESCRIPTION</b>                             | <b>COST</b>              |
| 1                            | Application processing fee                     | N5,000                   |
| 2                            | Preparation Fee.                               | 2.5% of assessed value   |
| 3                            | Stamp duty                                     | 2.5% of assessed value   |
| 4                            | Consent fee                                    | N5,000                   |
| 5                            | Ground rent (M <sup>2</sup> by zonal rate)     | N                        |
| <b>8. DEVOLUTION ORDER</b>   |  |                          |
| <b>S/N</b>                   | <b>DESCRIPTION</b>                             | <b>COST</b>              |
| 1                            | Application processing fee                     | N5,000                   |
| 2                            | Registration of Devolution Order               | 2% of the assessed value |
| 3                            | Ground rent (M <sup>2</sup> by zonal rate)     | N                        |
| <b>9. EXTENSION OF PLOT</b>  |  |                          |
| <b>S/N</b>                   | <b>DESCRIPTION</b>                             | <b>COST</b>              |
| 1                            | Application processing fee                     | N20,000                  |
| 2                            | G.I.S charting fee                             | N1.5 per sqm             |
| 3                            | Ground rent (M <sup>2</sup> by zonal rate)     | N                        |
| 4                            | Extension without consent ( <i>Penalties</i> ) | N3,000 per sqm           |

| <b>10. FRESH CERTIFICATION</b>    |          |   |          |   |         |
|-----------------------------------|----------|---|----------|---|---------|
| <b>ZONE A</b><br>(GUSAU L G ONLY) |          | <b>ZONE B</b> BUNGUDU, GUMMI,<br>K/NAMODA, SHINKAFI,<br>T/MAFARA, TSAFE |          | <b>ZONE C &amp; D</b> ANKA, BAKURA, BUKKUYUM,<br>B/MAGAJI, MARADUN, MARU, ZURMI AND OTHER<br>TOWNS. |         |
| Residential                       | N40,000  | Residential   | N30,000  | Residential   | N25,000 |
| Commercial                        | N100,000 | Commercial  | N70,000  | Commercial  | N50,000 |
| Industrial                        | N150,000 | Industrial  | N100,000 | Industrial  | N70,000 |

| <b>11. RE- CERTIFICATION</b>      |                             |                    |   |                    |  |                    |
|-----------------------------------|-----------------------------|--------------------|---|--------------------|--|--------------------|
| <b>ZONE A</b><br>(GUSAU L G ONLY) |                             |                    | <b>ZONE B</b> BUNGUDU,<br>GUMMI, K/NAMODA, SHINKAFI,<br>T/MAFARA, TSAFE |                    | <b>ZONE C &amp; D</b> ANKA,<br>BAKURA, BUKKUYUM,<br>B/MAGAJI, MARADUN, MARU,<br>ZURMI AND OTHER TOWNS. |                    |
|                                   | EXISTING LETTER OF<br>GRANT | EXISTING<br>C OF O | EXISTING LETTER OF<br>GRANT   | EXISTING<br>C OF O | EXISTING LETTER<br>OF GRANT  | EXISTING<br>C OF O |
| Residential                       | N30,000                     | N20,000            | N25,000   | N15,000            | N20,000  | N10,000            |
| Commercial                        | N75,000                     | N50,000            | N50,000   | N30,000            | N30,000  | N20,000            |
| Industrial                        | N110,000                    | N70,000            | N75,000   | N70,000            | N55,000  | N40,000            |

| <b>12. RE-GRANT</b> |  |         |
|---------------------|--|---------|
| S/N                 | DESCRIPTION                                | COST    |
| 1                   | Application processing fee                 | N20,000 |
| 2                   | Preparation of C.of O.                     | N20,000 |
| 3                   | Registration of C.of O.                    | N10,000 |
| 4                   | G.I.S charting fee                         | N1,500  |
| 5                   | Ground rent (M <sup>2</sup> by zonal rate) | N       |

| <b>13. GROUND RENT</b>                                    |                               |                    |                     |
|---|-------------------------------|--------------------|---------------------|
| <b>ZONE 'A' AND 'A1' GUSAU METROPOLIS</b>                 |                               |                    |                     |
| LAND USE  | CATEGORY                      | RATE 'A'           | RATE 'A1'           |
| Residential   | Flat rate                     | N5/M <sup>2</sup>  | N2/ M <sup>2</sup>  |
| Commercial  | Restaurants etc               | N10/M <sup>2</sup> | N5/ M <sup>2</sup>  |
| Commercial  | Private Schools/Hospitals etc | N10/M <sup>2</sup> | N5/ M <sup>2</sup>  |
| Commercial  | Banks                         | N20/M <sup>2</sup> | N20/ M <sup>2</sup> |
| Industrials   | Light industry                | N15/M <sup>2</sup> | N7/ M <sup>2</sup>  |
| Industrials   | Heavy industry/Mining/Quarry  | N60,000 /HECT      |                     |
| <b>ZONE 'B' T/MAFAR, K/NAMODA, GUMMI, TSAFE, SHINKAFI</b> |                               |                    |                     |
| LAND USE  | CATEGORY                      | RATE               |                     |
| Residential   | Flat rate                     | N4/M <sup>2</sup>  |                     |
| Commercial  | Restaurants etc               | N7/M <sup>2</sup>  |                     |
| Commercial  | Private Schools/Hospitals etc | N7/M <sup>2</sup>  |                     |
| Commercial  | Banks                         | N20/M <sup>2</sup> |                     |
| Industrials   | Light industry                | N10/M <sup>2</sup> |                     |

|  |  |                              |                      |
|--|--|------------------------------|----------------------|
| Industrials  | Heavy industry/Mining/Quarry               | N60,000 /HECT                |                      |
| <b>ZONE 'C' OTHER LOCAL GOVTS AND ZONE 'D' OTHER TOWNS</b> |  |                              |                      |
| <b>LAND USE</b>  | <b>CATEGORY</b>                            | <b>ZONE 'C' RATE</b>         | <b>ZONE 'D' RATE</b> |
| Residential  | Flat rate                                  | N3/M <sup>2</sup>            | N2/ M <sup>2</sup>   |
| Commercial   | Restaurants etc                            | N5/M <sup>2</sup>            | N5/ M <sup>2</sup>   |
| Commercial   | Private Schools/Hospitals etc              | N5/M <sup>2</sup>            | N5/ M <sup>2</sup>   |
| Commercial   | Banks                                      | N20/M <sup>2</sup>           | N20/ M <sup>2</sup>  |
| Industrials  | Light industry                             | N7/M <sup>2</sup>            | N7/ M <sup>2</sup>   |
| Industrials  | Heavy industry/Mining/Quarry               | N60,000 /HECT                |                      |
|  | Penalties for all ground rent              | 5% of the outstanding G/rent |                      |
| <b>14. LEGAL SEARCH</b>                                    |  |                              |                      |
| <b>S/N</b>   | <b>DESCRIPTION</b>                         | <b>COST</b>                  |                      |
| 1  | Search and sighting                        | N5,000                       |                      |
| 2  | Standard report                            | N5,000                       |                      |
| 3  | Special report                             | N15,000                      |                      |
| 4  | Ground rent (M <sup>2</sup> by zonal rate) | N                            |                      |
| <b>15. MERGER OF PLOTS</b>                                 |  |                              |                      |
| <b>S/N</b>   | <b>DESCRIPTION</b>                         | <b>COST</b>                  |                      |
| 1  | Application processing fee                 | N20,000                      |                      |
| 2  | Preparation of C.of O.                     | N20,000                      |                      |
| 3  | Registration of C.of O.                    | N10,000                      |                      |
| 4  | G.I.S charting fee                         | N1,500                       |                      |
| 5  | Ground rent (M <sup>2</sup> by zonal rate) | N                            |                      |
| 6  | Without consent (Penalties)                | N200,000                     |                      |
| <b>16. POWER OF ATTORNEY</b>                               |  |                              |                      |
| <b>S/N</b>   | <b>DESCRIPTION</b>                         | <b>COST</b>                  |                      |
| 1  | Application processing fee                 | N10,000                      |                      |
| 2  | Registration of Power of Attorney          | N50,000                      |                      |
| 3  | Registration of trustee                    | N20,000                      |                      |
| 4  | Renewal of Power of Attorney               | N20,000                      |                      |
| 5  | Revocation of Power of Attorney            | N5,000                       |                      |
| 6  | Ground rent (M <sup>2</sup> by zonal rate) | N                            |                      |
| <b>17. MINING / QUARRY LEASE</b>                           |  |                              |                      |
| <b>S/N</b>   | <b>DESCRIPTION</b>                         | <b>COST</b>                  |                      |
| 1  | Application processing fee                 | N250,000                     |                      |
| 2  | Preparation Of Lease                       | N100,000                     |                      |
| 3  | Registration of lease                      | N100,000                     |                      |
| 4  | G.I.S charting fee                         | N1,500                       |                      |
| 5  | Ground rent (M <sup>2</sup> by zonal rate) | N                            |                      |

|  |  |                    |              |
|--|--|--------------------|--------------|
| 6  | Without consent                            | <i>(Penalties)</i> | N1,500,000   |
| <b>18. SUBDIVISION OF LAND</b>             |  |                    |              |
| <b>S/N</b>                                 | <b>DESCRIPTION</b>                         |                    | <b>COST</b>  |
| 1  | Application processing fee                 |                    | N5,000       |
| 2  | Preparation of TP/layout plan              |                    | N50,000      |
| 3  | Approval of layout plan                    |                    | N20,000      |
| 4  | G.I.S charting fee                         |                    | N1.5 Per sqm |
| 5  | Ground rent (M <sup>2</sup> by zonal rate) |                    | N            |
| 6  | Surrender of the Certificate               |                    | N5,000       |
| 7  | Without consent                            | <i>(Penalties)</i> | N500,000     |
| <b>19. FARMLAND AND COMMERCIAL FARMING</b> |  |                    |              |
| <b>LAND USE</b>                            |  | <b>CATEGORY</b>    | <b>RATE</b>  |
| Farmland                                   | Norminal Rent                              | 1-10 HECTS         | N3,000/HECT  |
|  |  | 11-50 HECTS        | N2,500/HECT  |
|  |  | 51-100 HECTS       | N2,000/HECT  |
|  |  | 101-500 HECTS      | N1,500/HECT  |
|  |  | 501-1,000 HECTS    | N500/ HECT   |
|  |  | 1,001 & ABOVE      | N300/ HECT   |
| Commercial farming                         | Poultry, fishing, orchards etc.            |                    | N10,000/HECT |
| Penal rent                                 | 5% of the outstanding ground rent          |                    |              |

**Signed**  
**Executive Secretary ZAGIS**  
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**November 2023**