



ZAMFARA STATE OF NIGERIA

ZAMFARA GEOGRAPHIC INFORMATION SYSTEM (ZAGIS)

ADDRESS: ZAGIS Office, Olusegun Obasanjo Drive, J.B. Yakubu Secretariat, Gusau, Zamfara State

POWER OF ATTORNEY REGISTRATION GUIDELINES

In accordance with the provisions of the Land Use Act, the Zamfara State Geographic Information System Law No. 6 of 2019 and the Zamfara State Land Use Regulations. For any person to apply for the registration of a Power of Attorney over land or property in Zamfara State, he shall:

1. Obtain the Power of Attorney Registration Application Form at:

The ZAGIS Customer Service Centre, ZAGIS Office, Olusegun Obasanjo Drive, J.B. Yakubu Secretariat, Gusau, Zamfara State.

Phone: 08164955886; Email: info@zagis.org

Or

Obtain the application form online at: <https://portal.zagis.org/> and www.zamfara.gov.ng

All application forms are free. Fill the form completely and accurately. Leave NO section unanswered. Where an authorised representative is handling the process, the Authorised Representative column must be duly completed.

2. The completed application form shall be submitted together with the following documents:
 - i. The Deed of Power of Attorney: the formal written instrument, signed by the donor and witnessed by independent witnesses. The instrument must state clearly and specifically the powers delegated (for example, management of the property or the right to process a Certificate of Occupancy).
 - ii. Land transfer / title documents: relevant sales agreements, deeds of transfer or assignment, inheritance documents, Certificate of Occupancy, Letter of Grant or Customary Land Ownership documents. Original documents shall be presented for sighting and verification, together with clear photocopies for submission.
 - iii. An original copy of the official land survey plan.
 - iv. Two recent passport-sized photographs of the donor and of the done (attorney) authorised representative, and company seal or stamp on the application form for an organisation.
 - v. Photocopy of a valid means of identification (International Passport, National Identity Card / NIN, Driver's License or Voter's Registration Card) of all parties involved. Original copy of such document shall be presented for verification.
 - vi. Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit the Zamfara State Internal Revenue Service or use this link to register: <http://zirs.zm.gov.ng>

3. For charges and payment of processing and registration fees, please refer to the Costing schedule attached to these guidelines. All payments shall be in accordance with the approved ZAGIS charges.
4. The payments shall be remitted to www.zirs.zm.gov.ng
5. Submit the duly completed Application Form directly to the ZAGIS Customer Service Centre, ZAGIS Office, Olusegun Obasanjo Drive, J.B. Yakubu Secretariat, Gusau, Zamfara State, together with the following:
 - Evidence/proof of payment of the application processing fee.
 - All applicable documents detailed in item 2 of these guidelines.
6. Upon submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that contains the file number of the application.
7. The original title documents shall be presented to the ZAGIS Registry for verification. Once the application has been cleared, ZAGIS shall process and register the Power of Attorney against the records of the property.
8. ZAGIS is committed to a 30 working days processing period for all applications after all fees and charges are paid.
9. Successful applicants will be notified within three working days by phone and/or through the email address provided after their registered Power of Attorney has been processed in line with item 8 of these guidelines and is ready for collection. All collections shall be at the ZAGIS Office within the hours of 9 am and 4 pm, Monday to Friday (excluding public holidays).
10. If an applicant has not received notification after five working days following the expiry of the processing period, he should contact the ZAGIS Customer Service Centre located at Olusegun Obasanjo Drive, J.B. Yakubu Secretariat, Gusau, Zamfara State.
11. A registered Power of Attorney may be renewed (where applicable) or revoked upon application at the ZAGIS Office, subject to payment of the fees stated in the Costing schedule.
12. For further information, contact the Zamfara Geographic Information System (ZAGIS), Phone: 08164955886 within the hours of 9 am and 4 pm, Monday to Friday (excluding public holidays); Email: info@zagis.org or visit our office at Olusegun Obasanjo Drive, J.B. Yakubu Secretariat, Gusau, Zamfara State.

Note: Registration of a Power of Attorney at ZAGIS does not replace any consent or approval required under the Land Use Act or the Zamfara State Land Use Regulations for any transaction subsequently carried out under the Power of Attorney.

Signed:
Executive Secretary,
Zamfara Geographic Information System (ZAGIS)
November 2024

COSTING

Power of Attorney Registration

S/No	Service	Amount	Remarks
1.	Application Processing Fee (Power of Attorney)	₦10,000:00	Payable at the time of filing
2.	Registration of Power of Attorney	₦50,000:00	
3.	Renewal of Power of Attorney	₦20,000:00	Where applicable
4.	Revocation of Power of Attorney	₦5,000:00	
5.	Others		Charged as per the approved ZAGIS schedule of charges