



## Applying for Certificate of Occupancy

### Requirement and Processing Steps

### Application Requirements (Private Land)

- C-of-O application form ([See Akwa Ibom State 2020 Gazette Page B6, Items 4 and 5 for Rates](#))
- Passport photograph
- Current tax clearance (for 3 years) or tax exemption
- Application for Letter of Consent addressed to Executive Secretary Land Use and Allocation Committee.
- Original survey plan
- Passport photograph
- Registered power of Attorney

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### Application Requirements (Government Land)

- C-of-O application form (See State 2020 Gazette Page B6, Items 4 and 5 for Rates)
  - Passport photograph
  - Current tax clearance for 3 years or tax exemption as the case may be
  - Application for Letter of Consent addressed to The Hon. Commissioner Ministry of Lands and Water Resources.
  - Survey plan (from the office of the Surveyor General showing beneficiary's name)
  - Registered power of Attorney or Allocation Letter
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# Processing Steps

## Private Land

- Documents and Materials to be submitted to the Land Use and Allocation Committee, Block 3, State Secretariat, Uyo upon application for a Certificate of Occupancy are:
  - Application Form ([See State 2020 Gazette Page B6, Items 4 and 5 for Rates](#)) Payment for online applications can be made via the online payment gateway. Payment for Manual application can be made to the Akwa Ibom State Internally Generated Revenue (IGR) account at any commercial bank.
  - Photostat copy of registered and stamped Power of Attorney (original scanned copy for online application)
  - Photostat copy of Tax Clearance Certificate for 3 years (original scanned copy for online application)
  - Survey Plan of Plot for which the Certificate is required
  - Certificate of Deposit of Survey Plan
  - Photostat copy of receipt of purchase of Application form (Not applicable for online applications)
  - 1 No. file Jacket (Not applicable for online applications)
  - 2 No. Self-addressed Envelopes (Not applicable for online applications)
  - Application for Letter of Consent
- The submitted applications are then published or advertised for not less than 28 days for the public to be aware and raise objections, if any, against wrongful claims.
- Physical inspection of plots are also carried out by Town Planners from the Land Use Allocation Committee to ensure that plots do not fall within Government acquired land or any public utility infrastructure and also that they actually exist. (Estimated Time: 1 to 3 Days)
- Successful applications are thereafter compiled in schedule and forwarded to the Governor's Office, Uyo for Approval-in-principle by the Governor (Estimated Time: 2 – 3 Weeks).
- The Schedule is returned to the Land Use and Allocation Committee who then forwards the same to the Ministry of Lands and Water Resources, Block 4, State Secretariat, Uyo for further processing.
- The applicant is expected to submit the following documents and materials to the Ministry of Lands and Water Resources for preparation of the Certificate.

- Photostat copy of registered title document (original scanned copy for online application).
  - Photostat copy of Tax Clearance Certificate for 3 years (original scanned copy for online application).
  - 4 No. Original Survey Plans for subject plot (single original scanned copy for online application)
  - 4 No. recent passport photographs of applicant or Incorporation of the company (Single original scanned copy for online application)
  - 2 No. file jackets and envelopes (Not applicable for online applications)
  - Payment of assessed statutory fees.
- Certificates are then prepared and forwarded to the Governor for execution (Estimated Time: 1 week).
  - Upon execution by the Governor, the Certificates are returned to the Ministry of Lands and Water Resources (Estimated Time: 2 Weeks).
  - They are then sent to the Internal Revenue Service, Udo Udoma Avenue, Uyo (Formerly Board of Internal Revenue (B. I. R.)) for stamp duties. [See 2020 Gazette Page B6, Item 6 for rates.](#) (Estimated Time: 2 Days)
  - Upon return from the Internal Revenue Service, the certificates are finally sent to the Deeds Registry, Ministry of Lands and Water Resources for registration (2 Days).
  - The number, page and volume are clearly indicated at the back of the Certificate in the Deeds Registry for ease of future reference
  - Certificate of Occupancy is granted for a specific duration and therefore does not accord the beneficiary a perpetual interest.

A Certificate of Occupancy can be declared null and void by a Court of competent jurisdiction upon the matter being properly brought before it, such was obtained fraudulently.

### **Government Land**

- The applicant is expected to submit the following documents and materials to the Ministry of Lands and Water Resources for preparation of the Certificate.
  - Photostat copy of registered title document (original scanned copy for online application).
  - Photostat copy of Tax Clearance Certificate for 3 years (original scanned copy for online application).
  - 4 No. Original Survey Plans for subject plot (single original scanned copy for online application).

- 4 No. recent passport photographs of applicant or Incorporation of the company (single original scanned copy for online application).
  - 2 No. file jackets and envelopes (Not applicable for online applications)
  - Payment of premium stated in the allocation Letter and assessed statutory fees issued by the Ministry of Lands and Water Resources (Payment for online applications can be made via the online payment platform. Payment for Manual applications can be made to the Akwa Ibom State Internally Generated Revenue (IGR) account at any commercial bank).
  - Photostat copy of registered and stamped Power of Attorney (original scanned copy for online application).
- Certificates are then prepared and forwarded to the Governor for execution (Estimated Time: 1 week).
  - Upon execution by the Governor, the Certificates are returned to the Ministry of Lands and Water Resources (Estimated Time: 2 Weeks).
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### **Duration**

- Online: 2 weeks
- Manual: 2 to 3 Months

### **Opening Hours**

- Office Opening/Closing Time: 8am – 4pm Mondays to Fridays
- Online Services availability: 24Hrs Daily

## Enabling/ Empowering Laws

- [Land Use Act 1978 \(i.e. Decree No. 6 of 1978\)](#)
- [Land Use \(fees\) Regulation as Gazette in AK.S.LN No.1 of 2020 Land Use Regulations](#)
- **Relevant MDAs**
  - Ministry of Lands and Water Resources  
Block 4, State Secretariat  
Uyo  
Contact: 08032355226
  - Land Use and Allocation Committee  
Block 3, State Secretariat  
Uyo  
Contact: 08032355226
  - State Surveyor-General Office  
State Secretariat Annex  
Dakkada  
Udo Udoma Road by Oron Road, Uyo  
Contact: 08032668885
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*Signed by Commissioner for Lands and Water Resources, 2022-11-14 16:42pm*

This information is available online at <https://akwagis.ak.gov.ng/application/3>