

## STEPS FOR DIRECT LAND ALLOCATION FOR INDIVIDUAL

PROCESSES	Required document	SDAs	Office	ADDRESS	CONTACTS	EMAIL	TIMELINE	WORKING HOURS	BILL	Formular for variable cost	COST/FEE S	PAYMENT TYPE (All	Expected outcome	REMARK
<b>APPLICATION</b>														
Obtain application form		Lands Department	customer service Front Desk	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)						
Submission	payment receipt	Lands Department	customer service Front Desk	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day		Form fee		100,000	Remita		
	filled form with two passport photograph													
	copy of international passport													
	Birth certificate/decleration of age													
	Tax clearance													
	copy of NIN													
Opening of file		Lands Department	fresh application Office		+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)					submitted in the file are captured, and	
Acknowledgement letter for Land application	State of Origin Certificate	Lands Department	Head of fresh application		+234 818 450 1992	dir.agis@fcta.gov.ng	1 week	8AM-4PM(Monda y-Friday)					signing the acknowlwgement by the applicant	
Allocation of land		FCTA	Ministers Office		+234 818 450 1992	dir.agis@fcta.gov.ng	1 week						Allocation and Approval by FCT Minister	
Payment for Rofo Bill after receiving allocation		Lands Department	Finance Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	2 working day		Rofo Bill	Depends on the size and location of land			Payment for Rofo bill for the allocated land by the Applicant and confirmation of payment by the Finance office	
Rofo generation		Lands Department	Rofo Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)					Generation of Rofo and forward to	
Signing		Lands Department	Director of lands office	central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	4PM(Monda y-Friday)					by Director of Lands	
Scanning and uploading		Lands Department	Allocation Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)					Scan and upload Rofo into the Data	
Collection of Rofo	Valid means of Identification	Lands Department	Rofo collection Unit	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)					Sign an acceptance of collection letter	NOTE: Payment of Ground rent takes effect after one year of allocation



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		Acknowledgement letter													
Processing Of Cofo		100% Evidence of settlement of bills,ground rent and premium	Lands Department	Cofo Processing Unit	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)	Cofo processi ng fee	Depends on the size and location of land			payment made in full	
		Title deed plan													
		Right of Occupacy													
		Allotees passport photograph													
Vetting			Lands Department	Vetting Unit	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	2 working day	8AM-4PM(Monda y-Friday)					vetting and confirmation of payment then schedule for	
Printing			Lands Department	CofO office	central Business District			1 working day	4PM(Monda y-Friday)					Printing of CofO	
Signing			Lands Department	Director of Survey and Mapping Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)					Signing of CofO by Director of Survey and Mapping	
Signing			Lands Department	Deed Registrar Office	No.4 Peace Drive central Business District			1 working day	8AM-4PM(Monda y-Friday)					Signing of CofO by Deeds Registrar	
Signing			FCTA	Ministers Office		+234 818 450 1992	dlr.agis@fcta.gov.ng	3 working day						By the honourable Minister	
Scanning and uploading			Lands Department	CoFO office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)					Uploading of signed CofO into the Data	
Collection of Cofo			Lands Department	CofO Collection Unit	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monda y-Friday)						



# STEPS FOR DIRECT LAND ALLOCATION FOR ORGANISATION OR COMMERCIAL LAND USE

S/N	PROCESSES	Required document	SDAs	OFFICES	ADDRESS	CONTACTS	EMAIL	TIMELINE	WORKING HOURS	BILL	Formular for varible cost	COST/FEEs	PAYMENT TYPE (All Payment)	Expected outcome	REMARK
1	APPLICATION					+234 818 450 1992	dir.agis@fcta.gov.ng								
2	Obtain application form		Lands Department	customer service Front Desk	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monday-Friday)						
3	Submission	payment receipt	Lands Department	customer service Front Desk	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng			Form fee		100,000	Remita	Confirmation of payment at the finance office and submission	
		filled form with two passport photograph													
		copy of international passport													
		NIN of two directors													
		Tax clearance certificate													
		Current status report													
		Specimen of company letter Head with signature of two directors of the company													
		Registration/Particulars of Director													
		Certificate of Incorporation													
		Memorandum of Article of Association													
		Schematic design/project feasibility studies													
		Letter of recommendation													
		Environmental Impact Analysis Report													
4	Opening of file		Lands Department	fresh application Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monday-Friday)					Document submitted in the file are captured, and acknowledgement letter will be generated	



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5	Acknowledgement letter for Land application		Lands Department	Land Registry	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 week	8AM-4PM(Monday-Friday)				signing the acknowledgement it will be sent to the front desk	
6	Allocation of land		FCTA	Ministers Office	No.4 Peace Drive central Business District								Allocation and Approval by Minister	
7	Payment for RoFO Bill after receiving allocation		Lands Department	Finance Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	2 working day	8AM-4PM(Monday-Friday)	RoFO Bill	Depends on the size and location of land	Remita	Payment for Rate bill for the allocated land by the Applicant and confirmation of payment by the Finance office	
8	RoFO generation		Lands Department	RoFO Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng		8AM-4PM(Monday-Friday)				Generation of RoFO and forward to Director of lands	
9	Signing		Lands Department	Director of lands office	No.4 Peace Drive central Business District				8AM-4PM(Monday-Friday)				Signing of RoFO by Director of Lands	
10	Scanning and uploading		Lands Department	RoFO Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	2 working days	8AM-4PM(Monday-Friday)				Scan and upload RoFO into the Data Management System then forward to RoFO collection Unit	
11	Collection of RoFO	Valid means of identification	Lands Department	RoFO collection Unit	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monday-Friday)				Sign an acceptance of collection letter	NOTE: Payment of Ground rent takes effect after one year of allocation
		Acknowledgement letter												
	Processing Of Cofo													
12		100% Evidence of settlement of bills, ground rent and premium	Lands Department	Cofo Processing Unit	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM-4PM(Monday-Friday)	Cofo processing fee	Depends on the size and location of land		payment must be made in full, then proceed for vetting to take place	
		Title deed plan												
		Right of Occupancy												
		RC number												
13	Vetting		Lands Department	Vetting Unit	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	2 working day	8AM-4PM(Monday-Friday)				Vetting and confirmation of payment then schedule for Batch printing	
14	Printing		Lands Department	Cofo office	No.4 Peace Drive central Business District			1 working day	8AM-4PM(Monday-Friday)				Printing of Cofo	
15	Signing		Lands Department	Director of Survey and Mapping Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng		8AM-4PM(Monday-Friday)				Signing of Cofo by Director of Survey and Mapping	
16	Signing		Lands Department	Deed Registrar Office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng						Signing of Cofo by Deeds Registrar	



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17	Signing		FCTA	Ministers Office										Signing of CoFO By the honourable Minister	
18	Scanning and uploading		Lands Department	CoFO office	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng			8AM-4PM(Monday-Friday)				Scanning and Uploading of signed CoFO into the Data mangement System and then forward to the CoFO Collection Unit	
19	Collection of Cofo		Lands Department	CoFO Collection Unit	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng			8AM-4PM(Monday-Friday)					