PLICATION	Required document	SDAs	Office	ADDRESS	CONTACTS	EMAIL	TIMELINE	HOURS	BILL	Formular for varible cost	COST/FEE S	PAYMENT TYPE (All	outcome	REMARK
btain application form		the same of the sa	service	No.4 Peace Drive central Business District	+234 818 450 1992	The state of the s	1 working	8AM- 4PM(Monda y-Friday)						
Submition	payment receipt		service	No.4 Peace Drive central Business District	+234 818 450 1992	- Commence of the Commence of	1 working day		Form fee		100,000	Remita		
	filled form with two passport photograph													
	copy of international passport													
and the second	Birth certificate/decleration of age Tax clearance													
	copy of NIN	Lands	fresh application		4224 919 450 1002	The second secon	1 working	8AM- 4PM(Monda y-Friday)					submited in the file are captured, and	
Opening of file		Department	Head of		+254 818 45U 1992	dir.agis@fcta.gov.ng	-	8AM-					signing the ackowlwgement	
Acknowledgement letter for Land application	State of Origin Certificate	Lands Department	fresh application		+234 818 450 1992	dir.agis@fcta.gov.ng	1 week	4PM(Monda y-Friday)					by the applicant	
Allocation of land		FCTA	Ministers Office		+234 818 450 1992	dir.agis@fcta.gov.ng	1 week						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 Bil	Depends on the size and location of land	The second secon		Payment for Rofo bill for the allocated land by the Applicant and confirmation of payment by the Finance office	
Teccioning anocation				No.4 Peace Drive central Business			1 working	8AM- 4PM(Mond	a				Generation of RofO and	
RofO generation		Lands Department	RofO Office	the second secon	+234 818 450 1992	dir.agis@fcta.gov.ng	day	y-Friday)					forward to	
Signing		Lands Department		central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	4PM(Mond y-Friday)	a				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	ATT THE PARTY OF T	8AM- 4PM(Mond y-Friday)	la				Scan and upload RofO into the Data	
	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	140 11	8AM- 4PM(Mono y-Friday)	da				Sign an aceptance of collection letter	NOTE: Payment of Ground rent takes effect after one year of allocation

	Acknowlegdement letter		D			•	н	P	-				•	
Processing Of CofO	100% Evidence of settlement of bills, ground rent and premium Title deed plan		Processing	No.4 Peace Drive central Business District	+234 818 450 1992	the state of the s	The same of the sa	4PM(Monda	processi	Depends on the size and location of land			payment made in full	
	Allotocc persons in the second										And Annual Control	Marin Town		
	Allotees passport photograph													
Vetting		Lands Department		No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng		8AM- 4PM(Monda y-Friday)					confirmation of payment then schedule for	
Printing		Lands Department	And the second of the second o	central Business District			1 working day	4PM(Mond y-Friday)	a				Printing of CofO	
Signing		Lands Department	Mapping	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	The second secon	8AM- 4PM(Mond y-Friday)	fa				Signing of CofO by Director of Survey and Mapping	
Signing		Lands Department	Registrar	No.4 Peace Drive central Business District			1 working	8AM- 4PM(Mon y-Friday)	da				Signing of CofO by Deeds Registrar	
Signing		FCTA	Ministers Office		+234 818 450 1992	dir.agis@fcta.gov.ng	3 workin	g					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	8AM- 4PM(Moi y-Friday)					Uploading of signed CofO into	
Collection of Cofo		Lands Department	A THE RESERVE OF THE PARTY OF T	No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	1 working day	8AM- 4PM(Mo y-Friday)	A STATE OF THE PARTY OF THE PAR					

STEPS FOR DIRECT LAND ALLOCATION FOR ORGANISATION OR COMMERCIAL LAND USE

													PAYMENT TYPE (All		
<u>v</u> n	PROCESSES	Required document	SDAs	OFFICES	ADDRESS	CONTACTS	EMAIL	TIMELINE	WORKING HOURS	BILL	Formular for varible cost	COST/FEES	Payment)	Expected outcome	
	APPLICATION					+234 818 450 1992	dir agis@fcta.gov.ng								
	Obtain application form		THE RESERVE OF THE PARTY OF THE		No.4 Peace Drive central Business District	+234 818 450 1992	dir agis@fcta gov.ng	1 working day	3AM-4PM(Monday-Friday)						
														confirmation of payment at the	
,	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 R	A STATE OF THE STA	inance 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													
	THE RESIDENCE AND ADDRESS OF THE PROPERTY OF T	Memorandom of Article of Association													
		Schematic design/project feasibility													
		Letter of recommendation													
		Letter of recommendation													
		Environmental Impact Analysis Report													
	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-Frid:	av)				Document submitted in the file are captured, and almowledgement is will be generated	

STEPS FOR DIRECT LAND ALLOCATION FOR ORGANISATION OR COMMERCIAL LAND USE

					And state to the	ALCOHOLD STATE				STEET STORM		The state of the state of		
				E. Company of the Com	Latie of the Latie									
Acknowledgement letter for Land 5 application		Lands Department		No.4 Peace Drive central Business District	114 419 450 1993								signing the acknowledgement it will be sent	
				Business District	+234 818 450 1992	dir agis@fcta.gov.ng		IAM-4PM(Monday-Friday)		Company of		S. A. S.	to the front desk	
6 Allocation of land		FCTA		No.4 Peace Drive central Business District	1884888								Allocation and Approval by Minister	
Payment for RofO Bill after receiving 7 allocation		Lands Department	COLLEGE CONTRACTOR AND	No.4 Peace Drive central Business District	+234 B18 450 1992	dir.agis@fcta.gov.ng	2 working day	SAM-4PM(Monday-Friday)	TO STATISTICS OF THE STATE OF T	Depends on the size and location of land		Remita	Payment for Rolo bill for the afocated land by the Applicant and confirmation of payment by the Finance office	
1 RofO generation		Lands Department	RofO Office	No.4 Peace Drive central Business District	•234 B18 450 1992	dir.agis@fcta.gov.ng		BAM-4PM(Monday-Friday)					Generation of RofO and forward to Director of lands	
	Marie Control					ENERGY								
				No.4 Peace Drive central										
9 Signing		Lands Department	Director of lands office	Business District				SAM-4PM(Monday-Friday)			F. B. Condition on		Signing of RofO by Director of Lands	
													Scan and uplead RofO into the Data	
10 Scanning and uploading		Lands Department		No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	2 working days	SAM-4PM(Monday-Friday)					Management System then forward to Rol collection Unit	A MARKET AND A
				No.4 Peace Drive central									Sign an aceptance of collection letter	rent takes effect after one year of allocation
11 Collection of RofO	Valid means of identification	Lands Department	RofO collection Unit	Business District	+234 818 450 1992	dir_agis@fcta_gov.ng	1 working day	8AM-4PM(Monday-Friday)	frame.	the second			The second of contents in the	
	Acknowlegdement letter													
Processing Of CofO														
ACT A SECOND PARTY OF THE PARTY	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	SAM-4PM(Monday-Friday)	Cofo processing fee	Depends on the size and location of land			proceed for vetting to take place	
	Title deed plan		经 基本基本											
	Right of Occupacy								Maria 1					
													HALL BOOK	
	RC number			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1										
				No.4 Peace Drive central			2 warding days	8AM-4PM(Monday-Friday)					Vetting and confirmation of paymer schedule for Batch printing	nt then
13 Vetting		Lands Department	Vetting Unit	Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	2 working day	The state of the s	Total Section		HE THE			
				No.4 Peace Drive central										
14 Printing		Lands Department	CofO office	Business District	A le les maries		1 working day	SAM-4PM(Monday-Friday					Printing of CafO	
													Signing of CofO by Director of Sur	
The state of the s				No.4 Peace Drive central Business District	+234 818 450 1992	dir.agis@fcta.gov.ng	THE WAY TO SEE THE	8AM-4PM(Monday-Friday	r)		ALM PARTY OF THE PARTY		Mapping	The State of the S
15 Signing	造三级图别。	Lands Department	Mapping Office	Business District	al Compression of the		THE STATE OF	经 1.200 至天野城						
15 Signing		Lands Department	Mapping Office	Buginess District										

STEPS FOR DIRECT LAND ALLOCATION FOR ORGANISATION OR COMMERCIAL LAND USE

L7 Segment	FCTA	Ministers Office							Signing of CofO By the honourable Minister	
19 Scanning and uploading	Lands Department	CoFO office	No.4 Peace Orive central Business District	•234 818 450 1992	dir.agis@fcta.gov.ng	8AM-4PM(Monday Friday)			Scaning and Uploading of signed CofO into the Data margement System and then forward to the CofO Coffection Unit	
19 Collection of Cofo	Lands Department	CofO Collection Unit	No.4 Peace Drive central Business District	•234 B18 450 1992	dir.agis@fcta.gov.ng	BAM-4PM(Monday-Friday)				