



**YOBE GEOGRAPHIC INFORMATION SERVICE (YOGIS)  
GUIDELINES OF OBTAINING A RIGHT OF OCCUPANCY AND CERTIFICATE OF OCCUPANCY**

**Guiding Laws & Regulation**

In pursuant of the provisions of the Law Establishing Yobe State Geographic Information System Agency and for other matters connected therewith, Law 001, 2021.

Yobe State Land Use Regulations, 2021

Yobe State Administration, Collection of Revenue Due to the State and local Government Councils and to Establish the Relevant Administrative Structures Low No. 008, 2021

All individuals and organizations seeking to obtain Right of Occupancy (RofO) and Certificate of Occupancy (C of O) in Yobe State can apply through the following process;

**Step 1**

**Using any of the channels below**

Obtain the Statutory Right of Ownership (RofO) Application form for free for Individual & Organization from,

Yobe Geographic Information Service (YOGIS)  
Ibrahim Babangida Secretariat Damaturu,  
Yobe State.

Email: [yobegis@gmail.com](mailto:yobegis@gmail.com) Phone:  
+23480 3679 4079

OR download and fill every section of the application form(s) OR fill the form online via the links below:

**Right of Occupancy Application Form (ROAF)**

**Step 2**

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**Prepare all relevant documents.**

To process your application for acquiring residential, commercial, industrial land, the following documents are required:

- Two passport size photographs of the applicant (Residential & Individual Commercial only)
- Photo Identification: National ID Card or International Passport or Driver's License or Voter's Card
- Current personal income tax clearance certificate OR Visit/contact <https://irs.kh.gov.ng/ctax/> for TCC and TIN
- Certificate of Incorporation is required CAC (Corporate bodies) An accepted feasibility study (Commercial & Industrial)
- Copy of Memorandum and Articles of Association of the company (in the case of corporate bodies) among other conditions.

**Step 3**

- Current Utility bill
- Land Transfer Documents such as: Customary Rights of Occupancy, Sales Agreement or Deed of Transfer or Inheritance Documents
- Court Affidavit of Police Report in the case of lost/stolen documents

**Submission of Land Acquisition Application Form****Manual Submission**

- Pay the applicable processing fee (Residential: N2500 - 5000 and Commercial/Industrial: N10,000) using any of the available payment channels: Zenith YOGIS Revenue Account (YOGIS) Customer Service
- Submit the duly completed Application Form directly to: Yobe Geographic Information Service (YOGIS) Ibrahim Babangida Secretariat Damaturu, Yobe State. - Evidence/proof of payment of application processing fee - All applicable documents detailed in Step 2 above.

**Step 4****Confirmation of Application:**

Upon Submission of your application, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the Service Level Agreement (SLA) and file number of the application by YOGIS.

**Processing Timeline**

- Submitted applications will be processed within 21 Working Days prior to the final stage for collection described in step 4 below.

## Step 5

### Collection of Statutory Right of Occupancy (R of O) Certificate

- Successful applicants will be notified via text, call or email within 35 days to pay applicable charges. • Successful applicants will receive an Offer Letter (R of O), an Acceptance Letter containing a Service Level Agreement (SLA).
- Payment can be made through any Commercial bank, into the Zenith Bank Account or through SBIR(PoS) terminals or online via SBIR website: <https://login.remita.nct/remita/oncpage/G0000308016/biller.spaReturn> signed Acceptance Letter with evidence of payment of all fees.
- Successful applicants will be notified within 30 working days via phone call or e-mail to collect their Right of Occupancy (R of O).
- Collection shall be at Yobe Geographic Information Service (YOGIS) Ibrahim Babangida Secretariat Damaturu, Yobe State. of a successful application within the first 10 working days

### Certificate of Occupancy after Right of Occupancy

#### Collection of Certificate of Occupancy (C of O)

- Successful applicants will be notified via text, call or email within 60 days to pay applicable charges.
- Payment can be made through Zenith Bank Account
- Demarcation, Surveying, production of TDP Execution, Registration after successful payment has been made.
- Successful applicants will be notified within 60 working days via phone call or e-mail to collect their Certificate of Occupancy (C of O).
- Registration of Instrument (C of O).
- Collection shall be at Yobe Geographic Information Service (YOGIS) Complex.



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DIRECTOR GENERAL YOGIS

**For more enquiries, please visit YOGIS Complex at State Secretariat  
Along Maiduguri-Gashua Road  
Bypass P.M.B 1070, Damaturu,  
Yobe State.**