



TARABA GEOGRAPHIC INFORMATION SYSTEMS (TAGIS)

TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria

PROPERTY REGISTRATION GUIDELINE (ORGANISATION)

Individuals and businesses may register their property with Taraba Geographic Information Services (TAGIS) in compliance with Section 5(b) of the Taraba State Lands Administration and Geographic Information Service Establishment Law & Other Related Matters in addition to that 2023. The following instructions must be followed to apply for and register a property with TAGIS to receive a C of O:

1. Obtain the Statutory Right of Application form for Individuals (SRI) from TAGIS Headquarters located at TADP Complex, Off Wukari Road, Jalingo, Taraba State, Nigeria.
Tel No:+234 803 521 5032 or download the Application Form from our website [Statutory R of O Individual](#). All application forms are free. Fill out the form completely and accurately. Leave NO section empty or unanswered.
2. Gather copies of all relevant land documents. Originals are preferred. You are advised to have photocopies made for safekeeping. An Applicant may appoint someone to represent them at TAGIS, and this appointment must be by filling out the authorised Representative session of the application form appropriately.
3. Applicants are required to come with the following Documents for Application for R of O:
 - Corporate Seal
 - Corporate Affairs Commission Certificate of Incorporation/ Registration
 - Photo ID: National ID Card or International Passport or Driver's License or Voter's Card of the CEO or a Director
 - Land Transfer Documents such as Sales Agreements or Deeds of Transfer or Inheritance Document
 - Survey Plan (Original copy) duly signed by a registered surveyor or from the office of the surveyor general of the state
 - Evidence of Tax Payment or Tax Clearance Certificate for the Organization, Personal Income Tax or Current Tax Clearance Certificate of the CEO/ or a Director Applicants can visit the nearest Tax Office within their LGA of residence for Tax-related issues or using this link to register <https://www.tarababir.gov.ng/direct-assessment-guide/>
 - Utility Bill to verify Applicant's Home Address
 - Court Affidavit and Police Report for lost or stolen documents
 - A signed letter/ form and photo ID are required to use an Authorized Representative.
4. Applicants will be given an Invoice Number (generated from the system) through which they can then proceed to any Bank to make payment, which is computed using [the attached schedule of fees](#) and includes the Premium and Current Ground Rent will also be charged but will be given at the Offer stage. All charges are payable to Taraba State IGR Account, Access Bank Account, 0767571474 or online via <https://www.tarabagis.com/cofo/index.php>
5. All documents as in (3) above must be submitted to the TAGIS along with proof of payment submitted at the Information desk of the TAGIS at TADP Complex, Off Wukari Road, Jalingo, Taraba State, Nigeria.



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6. Applicants whose documents have been cleared by the Vetting units of TAGIS will receive an acknowledgement letter instantly. In contrast, Applicants whose documents aren't cleared will be issued an Incomplete Application Notice telling them of the affected document(s) to be rectified.
7. All successful applicants will receive an offer letter (R of O), an invoice for the final bill (ground rent, premium and development lease as detailed in [the attached fee schedule](#)), and an acceptance letter. Contact the TAGIS information desk via 234 803 521 5032 or if you do not receive your Offer Letter after one week (weekends and public holidays exempted). See approved cost estimates for regular land size applications [here](#)
8. Return your signed Acceptance Letter and Offer Letter (RofO) with evidence of payment of all fees to TAGIS. Applications cannot be further processed until full payments are paid.
9. Successful Applicants will be notified by phone or email when their Certificates of Occupancy are ready for collection. All collections shall be at the TAGIS Customer Service Centre between the hours of 9 a.m. and 2 p.m., Monday to Friday (excluding public holidays). We are committed to a Thirty (21 working days) processing period after all Charges are paid. Contact the TAGIS Customer Service Centre if you have not received your collection notification after 30 working days.
10. For further information, refer to the Taraba State Lands Administration and Geographic Information Service Establishment Law 2023 or call the TAGIS Customer Service Centre on +234 813 614 9787, +2348156611097 or email at tarabagis1@gmail.com, or visit our website at <https://www.tarabagis.com/index.php> visit our office at Taraba Geographic Information System, TADP Complex Jalingo, Taraba State.

Signed:

Signed: General Manager

Taraba Geographic Information System



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SCHEDULE FOR PREMIUM & GROUND RENT (ADDITIONAL CHARGES FOR C OF O APPLICATION)							
S/N	PLOT SIZE (FEET)	AREA (SQRMTR)	LANDUSE	Sheet1 ZONE A	ZONE B	ZONE C	ZONES D & E
1	50x100	450	Residential	28,000.00	21,000.00	17,000.00	12,000.00
			Commercial	49,500.00	35,000.00	26,000.00	18,000.00
			Industrial	N/A	N/A	N/A	N/A
			Agricultural	N/A	N/A	N/A	N/A
			Institutional	31,000.00	23,000.00	18,000.00	13,000.00
2	100x100 (1 Plot)	930	Residential	49,500.00	35,500.00	26,500.00	17,000.00
			Commercial	94,000.00	63,500.00	45,000.00	28,500.00
			Industrial	N/A	N/A	N/A	N/A
			Agricultural	N/A	N/A	N/A	8,500.00
3	100x200 (2 Plots)	1800	Residential	89,000.00	62,000.00	44,000.00	26,000.00
			Commercial	174,000.00	116,000.00	80,000.00	48,000.00
			Industrial	314,000.00	197,000.00	125,000.00	66,000.00
			Agricultural	N/A	N/A	N/A	9,000.00
			Institutional	100,000.00	68,500.00	48,000.00	28,000.00
4	200x200 (4 Plots)	3600	Residential	170,000.00	116,000.00	80,000.00	44,000.00
			Commercial	341,000.00	224,000.00	152,000.00	89,000.00
			Industrial	620,000.00	386,000.00	242,000.00	125,000.00
			Agricultural	N/A	N/A	N/A	10,000.00
5	200x300 (6 Plots)	5580	Residential	192,000.00	129,000.00	89,000.00	48,000.00
			Commercial	259,000.00	175,000.00	119,500.00	63,500.00
			Industrial	524,000.00	342,500.00	231,000.00	133,500.00
			Agricultural	956,500.00	593,500.00	370,500.00	189,000.00
			Institutional	N/A	N/A	N/A	11,000.00
6	300x300 (9 Plots)	8370	Residential	293,500.00	196,000.00	133,500.00	70,500.00
			Commercial	384,500.00	259,000.00	175,000.00	91,500.00
			Industrial	782,000.00	510,000.00	342,500.00	196,000.00
			Agricultural	1,430,500.00	886,500.00	552,000.00	280,000.00
			Institutional	N/A	N/A	N/A	13,000.00
7	1 Hectare (10 Plots)	9300	Residential	436,500.00	290,000.00	196,000.00	102,000.00
			Commercial	476,000.00	287,000.00	194,000.00	101,000.00
			Industrial	868,000.00	566,000.00	380,000.00	217,000.00
			Agricultural	1,589,000.00	984,000.00	612,000.00	310,000.00
			Institutional	N/A	N/A	N/A	13,500.00
			Institutional	484,500.00	321,500.00	217,000.00	112,500.00