



NIGER STATE GEOGRAPHIC INFORMATION SYSTEM (NIGIS) AGENCY

PROPERTY REGISTRATION AND TAX PAYMENT GUIDELINE FOR EASE OF DOING BUSINESS

PROPERTY REGISTRATION

In pursuant of the Niger State Geographic Information System Law, 2013.
Applicant can register their property following the steps below;

1. Obtain the Statutory Right of Occupancy Application form at,

NIGIS Customer Service Center,

Off Ladi Kwali Road, Ibrahim Badamasi Way, Minna, Niger State.

Phone No.: +2348024505605, Email: info@nigisservices.com

Or download the Application form from our website index page C-of-O Application From

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 listed below.

- i. Completed Application Form ([SRI](#) or [SRO](#))
- ii. Current Passport Photograph
- iii. If using an Authorized Representative, a signed Representative form and Photo ID is required
- iv. Declaration of Age/Birth Certificate
- v. Three years Tax Clearance <https://nigerigr.com/>
- vi. Certificate of Registration (Applicable to Cooperate Entities)
- vii. Article of Association (Applicable to Cooperate Entities)
- viii. Sales Agreement / Power of Attorney / Deed of Assignment
- ix. Confirmation Letter from District Head
- x. Court Affidavit for **all** Transaction(s)
- xi. Survey Plan to be prepared by a **Land Surveyor registered by SURCON.**

For more Information Email: info@nigisservices.com, or call us on 08024505605

- xii. Valuation Report to be prepared by an Estate Surveyor and Value **registered by ESVARBON**, if the property is developed.
- xiii. Site Analysis Plan/Environment Impact Assessment (EIA) to be prepared by a Town Planner **registered by TOPREC**.
- xiv. Processing Fee of N 40,000. <https://nigerigr.com/>

3. All documents in (2) above must be submitted to the Area Land Office [Visit Area office Page](#) to know your respective Area Land Officer or visit NIGIS Agency's Customer Service Centre for any enquiry
4. Applicants whose documents have not been cleared by the Vetting and Cadastral Units will receive a Call or SMS notifying them of the affected document(s) to be rectified.
5. All successful Applicants will receive a call or SMS notification for their **Offer Letter** and **Initial Bill** to be paid for the issuance of Certificate of Occupancy. The initial bill contains such fees as Premium, Ground Rent, Town Planning Fee, TDP Fee, Beacon Fee, Survey Fee, C-of-O Preparation Fee, C-of-O Registration Fee and Collection Fee (see table below for rates based on Land Use and), also the applicant will be informed of the subsequent Ground Rent to be paid yearly.

Contact **NIGIS** Service Centre @

Off Ladi Kwali Road, Ibrahim Badamasi Way, Minna, Niger State.

Phone No.: +2348024505605, Email: info@nigisservices.com

PROPERTY REGISTRATION FEES

S/N	ITEM	BILL PURPOSE	FEE PURPOSE	AMOUNT
1	RIGHT OF OCCUPANCY	Property Registration	Application Processing Fee	40,000
2			Ground Rent	See Rates
3			Premium	See Rates
4			Preparation of C-of-o	20,000
5			Registration of C-of-o	20,000
6			Site Analysis fees	5,000
7			Environmental Impact Assessment	30,000
8			Survey fees	See Rates
9			Beacon fee	1000 per Beacon
10			Title deed plan Fee	See Rates
11			C-of-o Collection fees	10,000

For more Information Email: info@nigisservices.com, or call us on 08024505605

6. Return your signed Acceptance Letter to the Customer Service at NIGIS (Acceptance Letter is a document that bind the Applicant to the terms and conditions for issuance of the Certificate of Occupancy) with evidence of payment of all fees stated in items 2(xiv) and 5 above to NIGIS Agency, (see annexure below). Please note that a maximum of 3 installment payments are acceptable and Applications cannot be further processed until full payments are paid.

Note:

If all requirements are met, the processes above are **FREE** except payment of **INITIAL BILL**, (the requirement as mentioned at 2(i - xiv) must be submitted by the Applicant without the involvement of any MDA)

7. Successful Applicants will be notified by phone and or by email when their Certificates of Occupancy are ready for collection. All collections shall be at the NIGIS Customer Service Centre within the hours of 9 a.m. and 4 p.m. Monday to Friday Contact the NIGIS Customer Service Centre if you have not received your collection notification after 30 working days. Check approved *C of O* [here](#).
8. All relevant fees/payment are being regulated by the **Niger State Tax Administration and Consolidation Act of 2022** <https://nigerigr.com/>

ANNEXURE

Convenient and secure way to pay your **Ground Rents** and **Land Related Charges** owed to Niger State Government. Outlined below are two separate methods

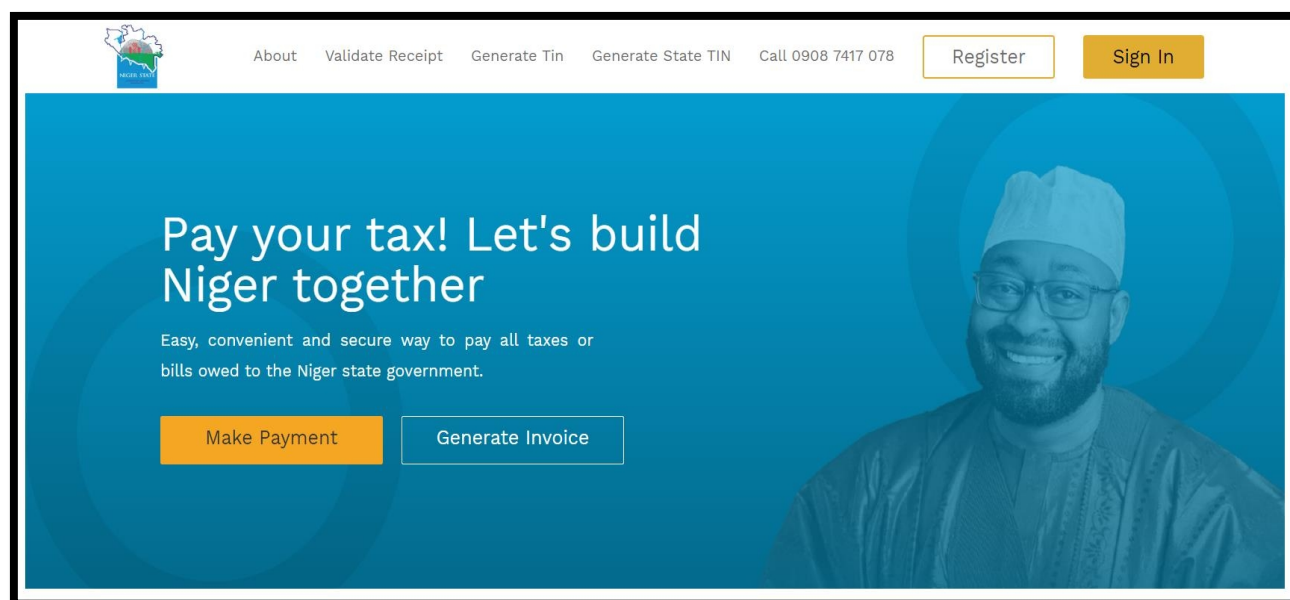
METHOD ONE

STEP 1.

Visit <https://nigerigr.com/> to **Sign in** or **register** to pay bills or taxes as an Individual, corporate, state agency or federal agency.

STEP 2.

Click Generate an invoice.



STEP 3.

Select identity either as an individual, corporate, state agency or federal agency.

On the **Search Form** enter the revenue heads below as applicable to what you want to pay for;

- Ground Rent
- Processing Fee
- Consent Form

For more Information Email: info@nigisservices.com, or call us on 08024505605

- Site Analysis
- Consent Fees
- Search Fees
- Survey Fees
- Change of Purpose
- Registration Fees
- Environmental Impact Analysis (E.I.A)
- Sales of Map
- Capital Gain Tax (C.G.T)

Kindly fill the following details to proceed

Who are you?

☒ Individual ☐ Corporate ☐ **1** Federal Agency ☐ State Agency

What do you want to pay for?

Proceed

If 1 and 2 above requirement are met, proceed to the next step.

STEP 4.

You will be required to fill the form below and the fields with red asterisks symbols are mandatory fields.

The information **MUST** be Tax payers' information.

If all requirements are met, you can proceed to the next step.

You are An Individual, you are paying for GROUND RENT bill (MINISTRY OF LANDS AND HOUSING). kindly fill the rest of the form to proceed.

Full Name*

Enter your full name here

Email

Enter your email here

Phone Number

Enter your phone number here

TIN

Enter your TIN here

If you have a bill from GROUND RENT (MINISTRY OF LANDS AND HOUSING), Enter the bill number here

GROUND RENT (MINISTRY OF LANDS AND HOUSING) bill number

This field is optional

State*

Niger



State of Residence

LGA*

Agaie



LGA of Residence

Address*

Enter your address here

Proceed

STEP 5.

After the submission of the above form a Tax profile would be created with a Payer Id and detailed information from the previous steps.

You can then Signup to view all your invoices, payment and receipts but you are also advice to “*submit copy of the receipts to Head of Lands department in NIGIS Agency*”.

For more Information Email: info@nigisservices.com, or call us on 08024505605

A tax profile with the Payer Id FG-250489 has been created for you. You can register later to view all your invoices, payments and receipts.

You are An Individual, you are paying for GROUND RENT bill (MINISTRY OF LANDS AND HOUSING). Kindly confirm your invoice.

Payer ID

FG-250489

Full Name*

Abdullahi Nasiru

Email

abdul9sr@gmail.com

Phone Number*

07039498738

TIN

External Reference (Bill number) from GROUND RENT (MINISTRY OF LANDS AND HOUSING)

Niger State

Address*

No. 14 Elizabeth Shaba Road Opposite Police State Head Qtrs Minna,
Niger State.

Amount to Pay

0.00

Enter the amount you wish to pay

Confirm Invoice

STEP 6.

Enter the amount to pay as indicated in your **Initial Bill** or **Demand Notices**.

You can now confirm and proceed to the next step and have a preview of your final invoice.

You can use Bank transfer or Online payment!!!

BIN:1001525072

[View Invoice](#) | [View Receipts](#)

Name

Abdullahi Nasiru

Invoice Amount Due (after discount)

N20,000.00

Payer ID

FG-250489

MDA

MINISTRY OF LANDS AND
HOUSING

Revenue Head

GROUND RENT

External Ref. Number

Niger State

TIN

Amount to pay N

20,000.00


ⓘ Part payment is not allowed for this invoice


for more Information Email: info@nigisservices.com, or call us on 08024505605


STEP 7.


Choose a payment method as indicated below.


Payment Methods


Bank Transfer


Online Payment


Bank Branch


POS


ATM

Follow the steps below to make payments on your bank's mobile banking platform;

STEP 1 Login to your **bank mobile application** and select **transfer to bank.**

STEP 2 Select **'Parkway Readycash'** as the receiving bank and input the your **Bank3D Invoice Number (BIN) 1001525072** as the receiving bank account number.

STEP 3 Enter the exact amount to pay in the **'Amount to transfer'** field that is **₦20,000.00** and proceed.

For more Information Email: info@nigisservices.com, or call us on 08024505605

METHOD TWO

STEP 1

Visit Remita using this link <https://login.remita.net/remita/onepage/NGSG/biller.spa> to pay bills or taxes as an Individual, corporate, state agency or federal agency.

STEP 2.

As shown below, in the “Who do you want to pay*” search for
MINISTRY OF LANDS AND HOUSING – NIGER STATE GOVERNMENT

STEP 3.

On the “**Name or Service Purpose**” enter the revenue heads below as applicable to what you want to pay for;

- Ground Rent
- Processing Fee
- Consent Form
- Site Analysis
- Consent Fees

For more Information Email: info@nigisservices.com, or call us on [08024505605](tel:08024505605)

- Search Fees
- Survey Fees
- Change of Purpose
- Registration Fees
- Environmental Impact Analysis (E.I.A)
- Sales of Map
- Capital Gain Tax (C.G.T)

MINISTRY OF LANDS AND HOUSING - NIGER STATE
GOVERNMENT

Who do you want to pay *

MINISTRY OF LANDS AND HOUSING - NIGER STATE GOVERNMENT

Name of service/purpose *

Amount To Pay (₦) *

₦

Select currency *

NGN - Nigerian Naira


Payer's name *

Payer Phone *

Payer Email *

Verification expired. Check the checkbox again.

☐ I'm not a robot


 reCAPTCHA
[Privacy](#) • [Terms](#)

By clicking **Submit** you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

SUBMIT

RESET

You will be required to fill the above form and the fields with red asterisks symbols are mandatory fields. Also, check the “I’m not a robot” checkbox.

For more Information Email: info@nigisservices.com, or call us on [08024505605](tel:08024505605)

STEP 4.

Choose one of the payment method indicated below for your payment. Then click pay.

SELECT A PAYMENT OPTION

- Card ☒
- Bank Transfer
- USSD
- eNaira
- Bank Branch
- Remita
- Wallet
- Phone Number
- Internet Banking
- Bank Account

MINISTRY OF LANDS AND HOUSING - NIGER STATE GOVERNMENT

CARD NUMBER

1234 5678 9012 3456

EXPIRY DATE **CVV**

MM / YY 123

Service Charge: NGN 261.25

Pay NGN 10,261.25

Secured by **remita** GET IT ON Google Play

Signed;

The General Manager,

Niger State Geographic Information System (NIGIS) Agency.

Off Ladi Kwali Road, Ibrahim Badamasi Way, Niger State

Phone Number: +234 802 450 5605 | Email: info@nigisservices.com

30/06/2025

For more Information Email: info@nigisservices.com, or call us on [08024505605](tel:08024505605)