

## **NIGER STATE GEOGRAPHIC INFORMATION SYSTEM (NIGIS) AGENCY**

### **RECERTIFICATION AND ISSUANCE OF NEW CERTIFICATE-OF-OCCUPANCY AND TAX PAYMENT GUIDELINE FOR EASE OF DOING BUSINESS**

## **RECERTIFICATION REGISTRATION**

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

1. Obtain the Recertification Application form at **NIGIS Customer Service Center**,  
Address: Off Ladi Kwali Road, Ibrahim Badamasi Way, Minna, Niger State.  
Phone No.: +234 802 450 5605, Email: [info@nigisservices.com](mailto:info@nigisservices.com)

**Or** download the Application form on our website, Click the links below  
[Recertification for Individual \(RECI\)](#) **or** [Recertification for Organisation \(RECO\)](#)

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 ([RECI](#) **or** [RECO](#))
  - ii. Current Passport Photograph or Corporate Seal for Organisation
  - iii. If using an Authorized Representative, a signed Representative form and Photo ID is required
  - iv. Valid ID Card of the Applicant **or** the CEO or a Director for Organisation
  - v. Current Tax Clearance (**Within 3 years**) <https://nigerigr.com/>
  - vi. Birth Certificate **or** Declaration of Age
  - vii. Corporate Affairs Commission Certificate of Incorporation / Registration
  - viii. Registered Deed of Assignment **or** Registered Deed of Gift
  - ix. Letter of administration or right of possession, if the transaction document is inherited
  - x. Court affidavit and Police Report for lost or stolen documents
  - xii. Surrender Old CofO for Cancellation **or** Offer Letter/Intent Letter **or** Allocation Letter

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

3. All documents in (2) above must be submitted to the Area Land Office  
[Visit Area office Page](#) along with the processing fee payment receipt of N 30,000.
4. Applicants whose documents aren't cleared will receive a Call or SMS for an Incomplete Application Notice, notifying them of the affected document(s) to be rectified.
5. All successful Applicants will receive a call for their **Recertification Bill to be paid for the issuance of new Certificate of Occupancy. The Recertification bill contains such fees as Ground Rent, and any other outstanding fees.**  
(see table below for Payable Fees for Recertification process).

#### RECERTIFICATION FEE

S/N	BILL PURPOSE	FEE PURPOSE	AMOUNT
1	Recertification	Processing Fee	N 30,000
2		Ground Rent	<a href="#">See Rates</a>

6. Return your **evidence of payment of all fees stated in items 5 above to the Customer Service at NIGIS. For payment guide (see Annexure below).**
7. Successful Applicants will be notified by phone call and or by SMS 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. —
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

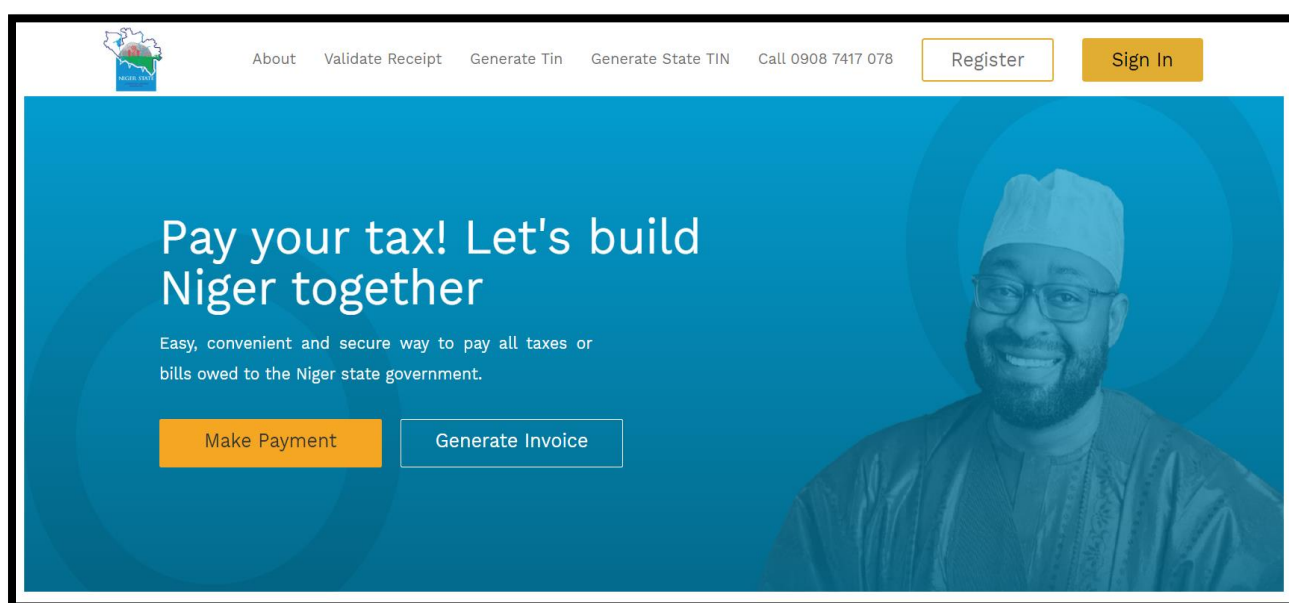
### METHOD ONE

#### 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](mailto: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](mailto: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)

₦20,000.00

Payer ID

FG-250489

MDA

MINISTRY OF LANDS AND  
HOUSING

Revenue Head

GROUND RENT

External Ref. Number

Niger State

TIN

Amount to pay ₦

20,000.00


ⓘ Part payment is not allowed for this invoice


for more Information Email: [info@nigisservices.com](mailto: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](mailto: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

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- 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
 

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](mailto: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](mailto:info@nigisservices.com)

30/06/2025

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