



MAJOR REFORMS IN THE LANDS BUREAU

The Electronic Document Management System (EDMS) – 2003

The Reforms at the Lands Bureau started during the administration of **His Excellency, Asiwaju Bola Ahmed Tinubu** with the implementation of the Electronic Document Management System. This Project entailed the scanning all the Certificates of Occupancy and other title documents at the Land Registry, so that title searches and Certified True Copied could be done electronically. We scanned over 30 million pages of documents on to the EDMS. This project eliminated the arduous task of manual searches and other related risks and manipulations.

The Electronic Certificate of Occupancy Project – 2014

The decision to change the yellow paper Certificate of Occupancy occurred during the administration of **His Excellency, Mr. Babatunde Raji Fashola** and was borne out of the need to curtail some identified risks, such as forgery, counterfeiting, cloning and delay. In addition to these factors, it became essential to move in line with modern technology and to put in place progressive and seamless processes in order to improve service delivery. It is pertinent to note that the yellow paper Certificate of Occupancy had been in use and unchanged since the promulgation of the Land Use Act 1978.

Objectives of The E-C of O Project

- (a) Ensuring that all State Land Certificate of Occupancy in circulation are genuine and verifiable;
- (b) Having in place an automated and secure process for issuing State Land Certificate of Occupancy
- (c) Increase public / investor confidence by instilling integrity in the State's Certificate of Occupancy
- (d) Encouraging a larger pool of registration of title which can then be used as collateral and enhance economic growth and thereby give life to dead assets.

The Integrated Land Administration Automation System - 2019

The Governor, **Mr. Babajide Olusola Sanwo-Olu** is extremely passionate about this Project and has provided full support and assistance to ensure the success of the project. The project will significantly transform the processing and procedures for obtaining title documents. It is the most salient and revolutionary project that has ever been embarked upon at the Lands Bureau and we are very excited about it. We want to leverage on the work done in the past and remodel land administration, infrastructure and architecture.



The Integrated Land Administration Automation System by Thompson Reuters (now Harris Computers) provides for a fully integrated end-to-end land administration platform for a sustainable and automated land administration environment, effectively reducing silos of information that exist across MDAs and thereby streamlining the entire workflow process. The Integrated Land Administration Automation System is a suite of technology modules that can conduct rapid inventory of land rights, automate and manage land records, create and maintain integrated geographic data and accurately value any property.

Some of the key considerations of these interventions are work flow and transaction centric which allows for complete modernization and automation of land administration.

The system will bring about content-sharing which enables different MDAs to work on the same data sources, it will bring about data security which eliminates unauthorised activity, it brings about reporting which enables government officials to make better and smarter decisions and brings about geographic information system which integrates with and use existing investment (such as the GIS) at the Office of the State Surveyor-General.

It further brings about record preservation, digitizing of paper records which means preservation and archiving of valuable historical records/documents. When the System is fully operational it will eliminate bureaucracy and all the other processing issues associated with land administration in the State.

This intervention will significantly reduce the time frame for obtaining the different titles from initiation to completion, it will multiply land transaction and optimize/increase revenue collection while reducing the cost of transaction and solidifying the credibility of land titles in the State.





FURTHER INITIATIVES AND REFORMS

- Deployment of Estate Surveyors and Valuers across all processing Directorates in Lands Bureau to achieve optimum performance.
- Creation of a new State Land allocation system, both for individual allocations and private estate developers that ensures easy access to allocated land and prompt issuance of the Certificate of Occupancy within 30 days of payment of all land charges.
- Digital Mapping of Lagos State thereby facilitating prompt and efficient service delivery at the Office of the State Surveyor General.
- Emailing Demand Notices to applicants for Governor's Consent. This enables the applicant to make payment faster without the need to come to Lands Bureau to collect the hard copy.
- A robust information packed website that also contains downloadable forms for any transaction you wish to conduct at Lands Bureau. The website contains all the information you need on Registration of Property including any new reform at the Lands Bureau.
- Encumbrance or litigation on title can be searched online under the Lis Pendis Program. There is a hyperlink to it on our website. The Les Pendis portal is an initiative of the Ministry of Justice and it provides information and statistics on land that are subject to litigation.
- Introduction of new Urban Renewal Policies that would create New Towns out of old communities. This is being spearheaded by the New Towns Development Authority (NTDA).
- Implementation of the Property Protection Law 2016, (a law designed to tackle the menace of Land Grabbers) with prison sentences ranging from 2 years, 10 year and 20 years. There is Special Taskforce that implements this law. The Honourable Attorney General and Commissioner for Justice is the Chairman while the Permanent Secretary, Lands Bureau is the Vice Chairman. The Coordinator of the Special Taskforce is based in the Ministry of Justice.





THE BUREAU'S MINISTERIAL RESPONSIBILITIES

- Land Policy and Land Management and Administration
- Acquisition of Land for State purposes.
- Land Registry (Administration & Control)
- Registration of Title documents
- Governor's Consent to subsequent transaction on Land
- Resolving Land Disputes between Individuals in conjunction with Ministry of Justice
- Neighborhood Improvement Charge (NIC) in areas not enumerated
- Servicing and Monitoring of Land Use and Allocation Committee.
- Allocation of Reclaimed Land in conjunction with Min. of Waterfront and Infrastructural Dev.
- Compensation for Acquired Lands.
- Land Use and Allocation Matters
- Issuance and Revocation of Certificate of Occupancy
- Dispute Resolution on Land Matters
- Creation and Management of Residential, Commercial and Industrial Schemes.
- Regularisation of Federal Government Grants
- Any other duty as may be assigned by the Governor





THE LANDS BUREAU FAMILY

The Lands Bureau is made up of six Directorates and two Agencies:

THE DIRECTORATES

- Land Use And Allocation Committee
- Directorate of Land Services
- The Land Registry Directorate
- Directorate of Land Regularisation
- Directorate of Finance and Accounts
- Directorate of Admin. and Human Resources

EXTRA MINISTERIAL AGENCIES

- Office of the State Surveyor - General
- New Towns Development Authority





LAND USE AND ALLOCATION COMMITTEE



Mrs Ololade Ajetunmobi
Executive Secretary
Land Use And Allocation Committee

The Land Use and Allocation Committee see to all matters relating to the following:

- ✦ Creation and Management of Residential & Industrial Schemes;
- ✦ Land allocation at various existing Schemes in the State to the public;
- ✦ Management of all existing Schemes in the State
- ✦ Regularization of Federal Government Grants
- ✦ Processing and issuance of Certificate of Occupancy (C of O) on state land
- ✦ Administering Ground Rent and computation of Demand Notice
- ✦ Management of Government Leases
- ✦ Renewal/Extension of Leases
- ✦ Processing Deemed Grant Consent (formerly Private C of O)
- ✦ Technical Committee on Excision Matters
- ✦ Dispute Resolution on Land Matters;
- ✦ Other duties as may be assigned by Mr. Governor, Governor of Lagos State



REGULARISATION OF FEDERAL GOVERNMENT GRANTS.

REQUIREMENTS:

- Formal letter to the Executive Secretary, Land Use and Allocation Committee Block 13 Room 5, Lands Bureau, The Secretariat, Alausa.
- Standard Allocation Form
- Purchase Receipt
- Passport Photographs 5cm x 5cm coloured with white background in case of applications for individuals
- Tax Clearance Certificate of the applicant
- Development Levy
- Copies of Form C07 in case of Company
- Two Directors Tax Clearance Certificates and Development Levy (Company)
- Attached Survey Plan in CTC must be clear and chartable
- All payment receipts of Land Charges for the Federal Government Allocation
- Certified True Copy of the Root of Title(s)
- Picture of the subject property
- Letter of Indemnity

ALLOCATION OF STATE LAND

REQUIREMENTS:

- Application Form N10,000
- Passport Photographs 5cm x 5cm colour white background
- Tax Clearance Certificate of the Applicant
- Development Levy
- Copies of Form C07 in case of company

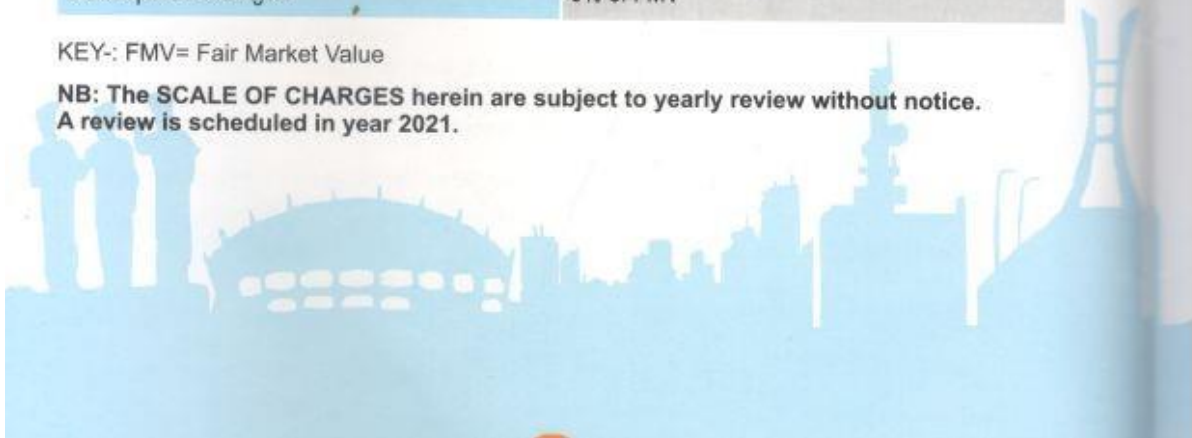


FEES/RATES/CHARGES

PARTICULAR	SCALE OF CHARGES
Allocation cost	65% of FMV of the land and building as contained in the Lagos State of Nigeria Official Gazette No. 10, Vol. 48, dated 5 th February, 2015
BREAKDOWN(GENERAL SCHEME)	
Premium	60% of FMV
Capital Contribution	25% of FMV
Survey Fee	5% of FMV
Ground Rent	1% of FMV
Stamp duty	2% of FMV
Registration and Conveyance	3% of FMV
Administrative Charges	1% of FMV
Development Charges	3% of FMV

KEY:- FMV= Fair Market Value

NB: The SCALE OF CHARGES herein are subject to yearly review without notice. A review is scheduled in year 2021.





DEEMED GRANT CONSENT PROCESSING

PARTICULARS	SCALE OF CHARGES
DEEMED GRANT CONSENT FEE	1.5% of the FMV
PUBLICATION FEE	₦10,000
STAMP DUTY FEE	.75% of the FMV
REGISTRATION FEE	.75% of the FMV

KEY:- FMV=Fair Market Value

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DIRECTORATE OF LAND SERVICES



ESV Joy Olufunmilayo Awe (Mrs.)
Director, Land Services

The Directorate of Land Services as a key component of Lands Bureau is saddled with the following responsibilities, among others:

- Process applications for Governor's Consent to subsequent transactions on land (Assignments, Subleases, Power of Attorney, Gifts and Mortgages) in line with the provisions of the Land Use Act, 1978.
- Acquisition/Revocation matters.
- Compensation matters.
- Village/Settlement Excisions.
- Land Policy Formulation.
- Valuation of Land/Buildings and Equipment.
- Land disputes resolution, Arbitrations, mediation and court appearances.
- Consultancy services to Ministries, Departments and Agencies (MDAs), of Government



GOVERNOR'S CONSENT ON SUBSEQUENT TRANSACTION ON LAND

Requirements

- Duly completed land form 1C (sworn to). The form is available at the Lands Services Directorate.
- Certified True Copy (CTC) of root of title, obtained from the Lands Registry
- Deeds/Instruments of transfer (3Nos.) with chartable survey plans annexed
- Passport photographs (4Nos.); individuals (assignees only)
- Certificate of Incorporation/Registration:-Companies/Registered Bodies (Assignee only).
- Site photographs with date and time
- Site location sketch
- Receipt for N10,500.00 (charting, endorsement and form 1C).
- Applicant's / Agent's means of identification.

ACQUISITION/REVOCATIONS AND COMPENSATION MATTERS

Acquisition/Revocation Matters: Procedure

- Proposed project by the State or its agencies.
- State directive to acquire/revoke.
- Site Identification/Selection.
- Reconnaissance survey
- Survey plan/description preparation (Surveyor-General)
- Preparation/Endorsement of Revocation Notices (Governor)
- Service of Revocation notices (affected owners) and documentation of same in Land Registry.
- Publication of Revocation Notices (in widely circulated Newspapers) and Official gazette.

COMPENSATION MATTERS

Procedure

- Submission of Claims for acquired/revoked land/title document/building plan
- Title investigation
- Charting of perimeter Survey Plan
- Inspection/valuation or assessment of unexhausted improvement on the land.
- Recommendation of assessed amount of compensation for approval by Mr. Governor.
- Preparation/execution of Indemnity Bond
- Payment of Compensation/Release of letter of allocation for alternative land (in lieu of monetary compensation).



VILLAGES/SETTLEMENTS EXCISION

REQUIREMENTS:

- Application letter by the intending Villages/Settlers of Community on letter head, addressed to Permanent Secretary, Lands Bureau.
- Sun print perimeter survey plan of the land requested for excision
- Brief profile/history of the village/settlement/community containing:
 - ⊙ Name of Oba/Baale or Community head
 - ⊙ Population.
 - ⊙ Occupation of inhabitants/settlers.
 - ⊙ Location Sketch of the community/Village/Settlement
 - ⊙ Size of previous excision (if any)





REFORMS

- Social media as means of communicating with the customers.
- Effective use of Lands Bureau Notice Board for effective dissemination of information.
- Collaboration with Lagos State Real Estate Regulatory Agency (LASRERA) on streamlining of activities of land documentation agents to provide enabling environment and ease of operation.
- Release of registered Governor's Consent deeds now made easier at Land Services.
- Publication of endorsed consent deeds in national Newspaper and registration of same after 14 days of no objection nominal fee of N20,000 (Twenty thousand naira) i.e. payable (Subject to change).
- Creation of Data Banking Section in the Acquisition, Revocation and compensation unit for ease of record keeping and retrieval of documents. All documents are scanned and uploaded.
- Demand Notices for payment of Consent Charges via Lagos State central billing system platform.
- Demand Notices are now also sent by email and WhatsApp for faster and easier communication. This is in addition to posting the hard copy.



REFORMS FOR YEAR 2021

Electronic Governor's Consent

- ✍ Applicant will be able to lodge their applications online.
- ✍ Applicants will be able to monitor their applications online without necessarily coming to the Bureau.
- ✍ It will improve the time taken to process applications. We envisage that Governor's consent will be processed in less than 30 days.
- ✍ It will allow officers to work without disturbance.
- ✍ It will allow certain officers work from home as at any other places when the system is fully automated.
- ✍ It will reduce the rate of errors committed where work is done manually.





FEES/RATES/CHARGES

	PARTICULAR	SCALE OF CHARGES
CONSENT	CONSENT FEE (Normal)	1.5% of Fair Market Value
	CAPITAL GAINS TAX	0.5% of Fair Market Value
	STAMP DUTY	0.5% of Fair Market value
	REGISTRATION FEES	0.5% of Fair Market Value

KEY: FMV= Fair Market Value
Lagos State of Nigeria Official Gazette
No. 10. Vol. 48 of 5th February, 2015
(Subject to review)

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DIRECTORATE OF LAND REGISTRY



Ms. Tokunbo Alli-Balogun
Registrar of Titles

The Land Registry Directorate is a very sensitive part of the Lands Bureau that is saddled with the responsibility of keeping an up-to-date record of all land transactions in the State. It is the only Agency of Government that is statutorily empowered to store registered documents relating to land by virtue of:

- Land Instrument and Registration Law, CAP L58 (Laws of Lagos State 2003)
- Registration of Titles Law, Cap 4 (Laws of Lagos State 2003)
- Registered Land Law, Cap R1 (Laws of Lagos State 2003)
- Registration of Titles Law, (Laws of Lagos State 2015)

The Land Registry coordinates the following:

- Storage of proper records of all Land transactions in Lagos State
- Registration of Deed/Assent/Vesting Deed, Court Judgment, Deed of Release, issuance of loss of documents, Certified True Copy (CTC), and conducting search.
- Registration of instrument affecting Land in Lagos.
- Administration of the Electronic Document Management System (E.D.M.S).
- Scanning of Title Documents commenced in February, 2005; so far more than 10.5 million pages of Title Documents have been scanned and achieved.
- Digitization of Land title through Aumentum system



REQUIREMENTS FOR REGISTRATION

VESTING RIGHTS

DEED OF ASSENT – Letters of Probate / VESTING DEED – Letters of Administration

REQUIREMENTS:

- Application letter requesting to register a Deed of Assent/Vesting Deed– with functional telephone lines and e-mail addresses
- 2 (Two) copies of Deed of Assent/Vesting Deed
- Deed must be dated, signed and each page initialed
- Passport Photographs of all the Administrators/Executors to be attached to the Deed
- Front cover of Deed must be signed and sealed by Solicitor that prepared the Deed
- Spiral/Book binding
- Certified True Copy (CTC) of Root of Title
- Certified True Copy (CTC) of the Letter of Administration/Will
- Sworn Affidavit deposed by the Administrators/Executors attesting to the vesting.
- Original (for sighting) and 1(one) copy of a valid means of Identification of all the Administrator(s)/Executor.
- Payment Receipts



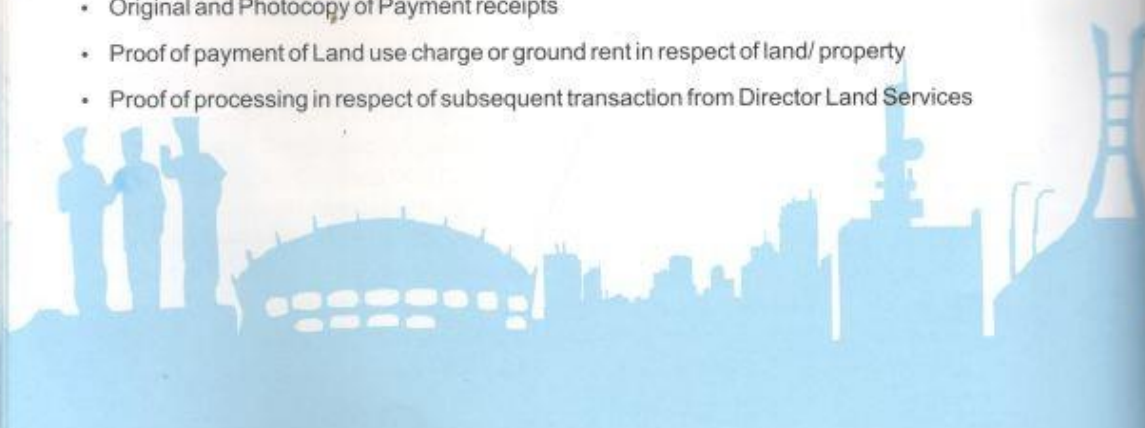


REQUIREMENTS FOR LOST/DESTROYED TITLE DOCUMENTS

CERTIFICATE OF OCCUPANCY- EXTRACT OF TITLE DOCUMENT

REQUIREMENTS:

- Application letter requesting for an Extract of Title document – with functional telephone lines and e-mail addresses
- 2 (Two) copies of the following information/documentation (spiral binding):-
 - a. Affidavit of Loss (passport photograph attached)
 - b. Police Report on the missing document with full details of Title
 - c. Newspaper Publication in a National newspaper ($\frac{1}{4}$ (quarter page).
 - d. Certified True Copy (CTC) of the Title document
- Two Extra sets of colour passport photograph (5 by 5) with white background.
- Valid means of Identification of the Applicant (1(one) copy and Original (for sighting)
- Letter of Authority (where application is being processed on behalf of title holder)
- Original and Photocopy of Payment receipts
- Proof of payment of Land use charge or ground rent in respect of land/ property
- Proof of processing in respect of subsequent transaction from Director Land Services





ISSUANCE OF NEW LAND CERTIFICATE

REQUIREMENTS:

- Application letter requesting for the issuance of a new Certificate
- 2 (Two) copies of the following information/documentation (spiral binding):-
 - a. Affidavit of Loss (passport photograph attached)
 - b. Police Report on the missing document with full details of Title
 - c. Certified True Copy (CTC) of the Title document
- Two Extra sets of colour passport photograph (5 by 5) with white background.
- Valid means of Identification of the Applicant (1(one) copy and Original (for sighting)
- Letter of Authority (where application is being processed on behalf of title holder)
- Original and Photocopy of Payment receipts



DEED OF RELEASE

REQUIREMENTS:

- Application letter requesting for the Registration of Release of Mortgage/Charge.
- 2 (Two) copies of Deed of Release (duly stamped)
- Deed must be dated, signed and each page initialed
- Front cover of Deed must be signed and sealed by Solicitor that prepared the Deed
- Spiral/Book binding
- Certified True Copy (CTC) of the Deed of Mortgage
- Letter of Authority (where application is being processed on behalf of title holder)
- Original and Photocopy of Payment receipts

OBTAINING CERTIFIED TRUE COPY (CTC)/E-SEARCH

REQUIREMENTS:

- Duly completed Form 3 (Search)/ Form 5 (CTC)
- Original Payment receipts





SCALE OF CHARGES

S/N	PRODUCT	CHARGES
1.	SEARCH	₱3,750.00
2.	CERTIFIED TRUE COPY	₱5,625.00
3.	SURVEY PLAN FOR C.T.C OF DEED	₱1,875.00
4.	FOR C.T.C. OF TITLES	₱5,625.00
5.	COMPOSITE PLAN	₱37,500.00
6.	WITHDRAWAL OF CAUTION	₱13,250
7.	REGISTRATION OF COURT JUDGEMENT/ ORDER	₱15,000.00
8.	MEMORANDUM OF LOSS	₱18,750.00
9.	DEED OF SURRENDER	₱18,750.00
10.	MORTGAGES	0.5% OF THE PROPERTY VALUE
11.	RELEASE OF MORTGAGE	₱18,750.00
12.	DEED OF ASSEST	₱37,000
13.	VESTING DEED	₱37,500
14.	LOST CERTIFICATE	₱100,000.00
15.	CAUTION	₱100,000.00
16.	UPSTAMPING	1.50%
17.	SUPPLEMENT DEED	1.50%
18.	DEED OF ASSIGNMENT	3%
19.	SUBLEASE	3%
20.	LEASE	3%
21.	CERTIFICATE OF PURCHASE	NA
22.	TRANSFER	NA
23.	GIFT	NA
24.	AGREEMENT	NA

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DIRECTORATE OF LAND REGULARISATION



Mr Taofik Olalekan Adenuga
FNIYS, FRICS, FCAI, FIMC, MNIM, MCIH.
Director Land Regularisation

Regularization of title to land is the process of granting title to those who have erroneously purchased uncommitted Government acquisition. The conditions precedents for regularization are that:

- ✍ The subject site must not fall within a Committed Government Acquisition.
- ✍ The subject site must not fall within an existing Forest Reserve or Agricultural Land Use.
- ✍ The subject site must not fall on road alignment.
- ✍ The appropriate Setback must be observed.
- ✍ The appropriate distances from Drainage Systems, Canals, Oil and Gas Pipelines, Electricity Substation, High Tension Power Line, Electricity and Telephone poles, Water Pipelines, etc., as laid down by Physical Planning and Town Planning Laws must be observed.
- ✍ The subject site must fall within the permitted Regularisation Area



REQUIREMENTS FOR REGULARISATION

- Covering letter by the agent or person filing the application for regularisation stating the accomplished documents. The covering letter must contain current address, telephone number and where possible an e-mail address.
- Duly completed application form obtainable from Lands Bureau.
 - ⊙ N5,000.00 (Five Thousand Naira) for residential land
 - ⊙ N10,000.00 (Ten Thousand Naira) for commercial land.
 - ⊙ Form must be dated and signed
 - ⊙ 3 (Three) Passport Photographs (5 x 5) with white background.
- Letter of Authority by the applicant and means of identification (where application is being processed on behalf of applicant)
- Land Information Certificate obtainable from Office of the State Surveyor-General
- Photocopy of Purchase Receipt with evidence of Stamp Duty
- Certificate of Incorporation for company and form C07 showing particulars of Directors.
- Current Tax Clearance Certificate or Electronic Tax Clearance Certificate
- Sketch Map of Site location
- 2 (Two) Sun-prints of Survey plan
- Photograph of the subject site showing date



FEES/RATES/CHARGES
DIRECTORATE OF LAND REGULARISATION

PARTICULARS	SCALE OF CHARGES
PREMIUM	25% of the assessed value rate derived from the Fair Market Value
ANNUAL GROUND RENT	1% of the Premium
DEVELOPMENT CHARGES	2% of the Premium
STAMP DUTY FEES	0.5% of the Premium
REGISTRATION	0.5% of the Premium
NTDA FEE	2.0% of the Premium

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Mr. Taiwo Ogedengbe
Director, Finance and Accounts

The finance and Accounts Directorate is responsible for overseeing the entire finance and related activities of the Bureau as well as the clients of the Bureau.

The Directorate is responsible for processing and overseeing control over the payment procedure to ensure a seamless and easy means for allottees to pay for the respective plots allocated to them on Government Schemes.

WORK FLOW/ACTIVITIES REPORT

- ✦ Confirmation of Revenue payments receipts using the Alpha-Beta online real-time database and liaison with their staff.
- ✦ Ensure safe-keeping of the funds of the Bureau.

DIRECTORATE OF FINANCE AND ACCOUNTS

- ✦ Ensure proper recordings of all Financial transactions for the Directorate of Lands Bureau.
- ✦ Handling of all bank related transactions for the Bureau.
- ✦ Funds processing and disbursement of funds to employees of the Bureau and affected third parties.
- ✦ Opening and processing of variation cards for salary short payment to the employees of Lands Bureau.
- ✦ Processing and payment of the monthly Running cost to the staff and salary of the Ad-hoc staff of Land Bureau.
- ✦ Opening and up keeping of the Cash Book both manual and electronic.
- ✦ Preparation and reconciling the oracle Financial statement monthly at the state Treasury Office.
- ✦ Advising the Management of the Bureau on Financial Matters.
- ✦ Liaison with the Office of the Auditor-General for the audit of the bureau's Accounts for the year.
- ✦ Liaison with the State Treasury Office for the remittances due to the Bureau and banking of same.
- ✦ Providing application forms to clients.



LANDS BUREAU AGENCY ORACLE CODE 23004

S/N	REVENUE NAME	AGENCY CODE	REVENUE CODE
1	Neighbourhood Improvement Charge (NIC)	23004	31431
2	Regularisation of State Land	23004	32595
3	Regularisation of Prime Property- V/I	23004	32921
4	Regularisation Federal Gant Development Charges	23004	34501
5	Regularisation of Prime Property- Ikeja	23004	34501
6	Regularisation of Prime Property- Eko Akete (Ocean)	23004	33326
7	Approval Fees For Subsequent Transaction (Consent)	23004	32201
8	Approval Fees for Subsequent Transaction (Assignment)	23004	32650
9	Approval Fees for Subsequent Transaction (Sub Lease)	23004	32651
10	Approval Fees for Subsequent Transaction (Mortgage)	23004	32652
11	Approval Fees for Subsequent Transaction (Form 1c)	23004	32653
12	Approval Fees for Subsequent Transaction (Endorsement)	23004	32654
13	Approval Fees for Subsequent Transaction (Consent)	23004	32655
14	Lands Registry Transactions	23004	32202
15	Lands Registry Transaction (Up Stamping)	23004	32643
16	Lands Registry Transaction (Registration)	23004	32644
17	Lands Registry Transaction (Caution Fees)	23004	32202
18	Lands Registry Transaction (Certified True Copy)	23004	32645



LANDS BUREAU AGENCY ORACLE CODE 23004

S/N	REVENUE NAME	AGENCY CODE	REVENUE CODE
19	Lands Registry Transaction (Search Fees)	23004	32202
20	Lands Registry Transaction (Loss of Certificate)	23004	32646
21	Lands Registry Transaction (Release of Charge)	23004	32202
22	Lands Registry Transaction (Information Fees)	23004	32647
23	Lands Registry Transaction (Processing Fees)	23004	32648
24	Lands Registry Transaction (Assess Fees for C-of-O)	23004	32649
25	Survey Fees	61004	34101
26	Survey Fees (Charting Fees)	61004	32203
27	Permit for Use of Set - Backs & Open Spaces	23004	32413
28	Land Development Charges	23004	32501
29	Transactions on State Land	23004	32502
30	Transaction on State Land (Ground Rent)	23004	32638
31	Transaction on State Land (Land Charges)	23004	32639
32	Transaction on State Land (Lumpsum Charges)	23004	32640
33	Transaction on State Land (Premium)	23004	32641
34	Transaction on State Land (Regularisation Fee)	23004	32642
35	Transactions on Private Land	23004	32503
36	Sale of Prime State Land	23004	32504
37	Regularisation of Govt. Acquisition (North Central)	23004	33335
38	Regularisation of Govt. Acquisition (North East)	23004	34534
39	Regularisation of Govt. Acquisition (North West 1)	23004	33327
40	Regularisation of Govt. Acquisition (North West 2)	23004	33328



LANDS BUREAU AGENCY ORACLE CODE 23004

S/N	REVENUE NAME	AGENCY CODE	REVENUE CODE
41	Regularisation of Govt. Acquisition (South - East)	23004	33329
42	Regularisation of Govt. Acquisition (South - West)	23004	33330
43	Neighbourhood Improvement Charge	23004	32924
44	Private Estate Developers Scheme	23004	32575
45	Sales of Application Forms	23004	32534
46	Proceeds from Sustainable Land Development	23004	32664
47	Extension of Land	23004	31702
48	Private Sector Developer Programme	23004	33408
49	Illegal Extension on Government Land	23004	33310
50	Consent Fees on Deemed Grant	23004	31403
51	Regularization of Prime Property - Ikeja	23004	32919
52	Regularization of Prime Property - Ikoyi	23004	32920
53	Regularization of Prime Property - V/I	23004	34501
54	Federal Regularization Ground Rent	23004	34539
55	Federal Regularization Grant Development Charges	23004	34540
56	Federal Regularization Ground Rent	23004	34539
57	Federal Regularization Grant Development Charges	23004	34540
58	Regularization Annual Ground Rent	23004	34542
59	Regularization on Development Charges	23004	34543
60	NEWS PAPER PUBLICATION	23004	33348
61	Registration and Conveyance	23004	0008388
62	Application Forms	23004	4040087

NB: The REVENUE AND AGENCY CODES herein are subject to change without notice.



APPLICATION FORMS

• GENERAL	N5,000.00
• COMMERCIAL	N20,000.00
• PRIME	N10,000.00
• REGULIRISATION (RESIDENTIAL)	N5,000.00
• REGULIRISATION (COMMERCIAL)	N10,000.00
• C of O (GENERAL)	N5,000.00
• OBJECTION FORM	N20,000.00
• PRIVATE ESTATE DEVELOPERS	N20,000.00

N/B Form are obtainable from The Directorate of Finance & Accounts

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FEES/RATES/CHARGES FINANCE AND ACCOUNTS

PARTICULAR	RATE
COMMERCIAL	N20,000
PRIME	N10,000
REGULARISATION(COMMERCIAL)	N10,000
CERTIFICATE OF OCCUPANCY	N5,000
GENERAL	N5,000
REGULARISATION(RESIDENTIAL)	N5,000
CONSENT	FREE



DIRECTORATE OF ADMINISTRATION AND HUMAN RESOURCES



Mrs. Tolani Oshodi FCID, ACIPM
Director, Admin and Human Resource

The Directorate of Admin & Human Resources is to provide the effective engagement of our staff in achieving the overall objectives of Government.

FUNCTIONS:

- ✦ Coordinates strategic deployment of staff through workforce planning.
- ✦ Develop plans to implement the strategies and ensure the right number of people with the right skills and competence are available to enable Lands Bureau meet its goals.
- ✦ Plan and direct employee development, performance management and career management processes and programmes to improve individual and organizational effectiveness and to give employees the best opportunities to develop their careers.
- ✦ Advise Management on employee relations issues.
- ✦ Preparation and defense of Personnel Budgets.
- ✦ Coordinates Learning and Development for members of staff.
- ✦ Provide daily administrative support to all Directorates.



CONTACT ADDRESS:

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