



RECERTIFICATION PROGRAMME GUIDELINES

1. The recertification application form shall be completed in full, and submitted directly to KADGIS Customer Service:
 - 1.1. an Individual Applicant shall use Form **ROI** while a company or organisation shall use Form **ROO**.
2. The application form should be submitted together with the following documents:
 - 2.1. Evidence of payment of **N40,000 application processing fee**; payment can be made at any commercial bank using the KADGIS PAYDIRECT account, or at KADGIS Customer Service by POS using debit or credit card;
 - 2.2. The original Certificate of Occupancy which shall be surrendered, or
 - 2.3. Where a Certificate of Occupancy was not issued, the original offer letter may be submitted;
 - 2.4. Where possible, submit a document that carries the KDL number; without the KDL number the processing of your application may be subject to delay;
 - 2.5. For individuals: photo identification document is required, such as: International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card; and a valid Tax Clearance Certificate. If a representative is appointed, they shall also be required to provide ID;
 - 2.6. For Organisations: a certified true copy of the Certificate of Incorporation Form C02, Form C07, Memorandum and Articles of Association, Tax Identification Number (TIN), VAT Number, and a valid Tax Clearance Certificate;
 - 2.7. For Organisation: The Chief Executive Officer, Managing Director, Chairman, or Proprietor shall provide accepted IDs such as: International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card; and a valid Tax Clearance Certificate. If a representative is appointed, they shall also be required to provide ID;
 - 2.8. For Institutions, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organisations (NGO): a Certificate of Registration by the appropriate Federal and Kaduna state government agency is required.
3. Where the Applicant is not the original owner or the person named in the Certificate of Occupancy, or in the Offer Letter, the Applicant is required to provide evidence of ownership (sale agreement) with a transaction document such as a Registered Deed of Assignment, a Deed of Gift or Deed of Devolution.
 - 3.1. where the Applicant is holding a Right of Occupancy in the name of the original owner, but does not have a Registered Deed, the Applicant shall submit the unregistered document (which shall include the signature of the original owner), and pay the additional processing fee of N20,000 and a fixed registration fee of N80,000.
4. Special Concessions are available for the duration of the Recertification Programme for obtaining Consent and for the Registration of documents:
 - 4.1. Where the Land Use or Land Purpose has been changed, or the plot Extended, merged, or sub-divided, the Applicant shall will apply for a retrospective Consent, and pay the additional processing fee of N20,000, and pay the concessionary fixed Consent rate of between N40,000 – N150,000, dependent upon the change and area;
 - 4.2. Where there has been a substantive contravention of land use regulations a penalty may also be applied;
 - 4.3. Once the payments have been made for the Consent and/or the Registration the application can proceed.
5. A bank (or other financial institutions) holding a Deed of Mortgage is required to recertify the title under the name of the Mortgagor. All the above requirements shall be fulfilled.
6. Where an original document has been lost or destroyed, the applicant shall make a police report and advertise the same in one local and one national newspaper. The police report, court affidavit, fire service report in case of fire incidence and advertisements shall then be submitted together with the application.
7. Upon submission of the application form together with the required documents, KADGIS shall produce an Acknowledgement Letter, which contains a list of all documents submitted, and where the original C-of-O or Offer of Grant is submitted, it will be cancelled, and a copy will be provided to the Applicant.
8. KADGIS shall thereafter verify the information and the documentation provided by the applicant in support of the application for recertification.
9. Should KADGIS have cause to doubt the accuracy or authenticity of the information or any document submitted in support of the application, it shall notify and invite the Applicant to resolve any conflict or disparity.
10. Upon verification of the Applicant's information and documentation, KADGIS will print a new digital Certificate of Occupancy. KADGIS will prepare the Recertification Bill, comprising the GIS Charting Fee, the C-of-O preparation and registration fees, any accrued outstanding Ground Rent based on the date of the original offer letter, taking into account payments made and recorded in the applicant's land file, and any other outstanding fees or charges.
11. The Kaduna State Government hereby waives any accrued and outstanding Ground Rent accumulated prior to 2004. For all outstanding Ground Rent from the first day of January 2004 till the date of the recertification the rate used to calculate accumulated Ground Rent payable shall be the approved rates in force at the time of application. The payment of outstanding accrued Ground Rent at that rate shall be considered the Penal Rate.
12. All outstanding Ground Rent (and any other items) shall be paid prior to the conveyance of the new digital Certificate of Occupancy.
13. After the 29th day of December 2017 any person holding a Statutory or Customary C-of-O which has not been recertified, or for which an application for recertification has not been made, shall be subject to monetary penalties as set in Section 9(3) of the Land Use Act, 2004.
14. FOR FURTHER INFORMATION REFER TO THE **KADUNA STATE LAND USE REGULATIONS**, or call KADGIS Customer Service.



LAND USE AND PURPOSE TABLE

GENERAL LANDUSE	DETAILED LANDUSE	PURPOSE
RESIDENTIAL	HIGH, MEDIUM, LOW DENSITY	STAFF QUARTERS / LIFE CAMP
RESIDENTIAL	HIGH, MEDIUM, LOW DENSITY	PRIVATE RESIDENTIAL
RESIDENTIAL	HIGH, MEDIUM, LOW DENSITY	GOVERNMENT RESIDENTIAL
RESIDENTIAL	HIGH, MEDIUM, LOW DENSITY	GOVERNMENT HOUSING ESTATE
COMMERCIAL	ACCOMMODATION	COMMERCIAL HOUSING ESTATE
COMMERCIAL	ACCOMMODATION	GUEST HOUSE
COMMERCIAL	ACCOMMODATION	HOSTEL
COMMERCIAL	ACCOMMODATION	HOTEL
COMMERCIAL	ACCOMMODATION	MOTEL
COMMERCIAL	EMPLOYMENT AREA	WAREHOUSE
COMMERCIAL	EMPLOYMENT AREA	WORKSHOP
COMMERCIAL	GAS & FUEL SUPPLY	FUEL DEPOT
COMMERCIAL	GAS & FUEL SUPPLY	GAS REFILLING STATION
COMMERCIAL	GAS & FUEL SUPPLY	PETROL FILLING STATION
COMMERCIAL	OFFICE & SERVICES	BANKING / INSURANCE / SERVICES
COMMERCIAL	OFFICE & SERVICES	CINEMA / THEATRE
COMMERCIAL	OFFICE & SERVICES	GARAGE / CARWASH
COMMERCIAL	OFFICE & SERVICES	OFFICE
COMMERCIAL	OFFICE & SERVICES	SPORTS FACILITY
COMMERCIAL	SHOPPING & MARKET	BAKERY / CAFÉ
COMMERCIAL	SHOPPING & MARKET	DISTRICT CENTRE
COMMERCIAL	SHOPPING & MARKET	DISTRICT MARKET
COMMERCIAL	SHOPPING & MARKET	NEIGHBOURHOOD CENTRE
COMMERCIAL	SHOPPING & MARKET	RESTAURANT/ FAST FOOD
COMMERCIAL	SHOPPING & MARKET	SHOPPING COMPLEX
COMMERCIAL	SHOPPING & MARKET	SHOPPING MALL / PLAZA
COMMERCIAL	SHOPPING & MARKET	SMALL SHOPS / CORNER SHOPS
COMMERCIAL	SHOPPING & MARKET	SUPERMARKET
MIXED USE	COMPREHENSIVE DEVELOPMENT	COMPREHENSIVE DEVELOPMENT (RESIDENTIAL)
MIXED USE	MULTIFUNCTIONAL DEVELOPMENT	MULTI-PURPOSE (COMMERCIAL)
MIXED USE	SPECIAL DEVELOPMENT	SPECIAL DEVELOPMENT (RESIDENTIAL BASE)
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	COMMUNITY CENTRE
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	COURT / JURISDICTION
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	FIRE DEPARTMENT
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	GOVERNMENT INSTITUTION (OFFICE)
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	LIBRARY
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	MILITARY BARRACKS
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	MILITARY FORMATION
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	POLICE BARRACKS
PUBLIC INSTITUTION	ADMINISTRATION / EXECUTIVE AND JUDICIARY	POLICE STATION
PUBLIC INSTITUTION	EDUCATIONAL USE	COLLEGE
PUBLIC INSTITUTION	EDUCATIONAL USE	DAY CARE
PUBLIC INSTITUTION	EDUCATIONAL USE	PRIVATE EDUCATIONAL INSTITUTION
PUBLIC INSTITUTION	EDUCATIONAL USE	GOV. EDUCATIONAL INSTITUTION / GOV. SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	INTERNATIONAL SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	RELIGIOUS SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	NIGHT SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	NURSERY & PRIMARY SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	NURSERY SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	PRIMARY SCHOOL

GENERAL LANDUSE	DETAILED LANDUSE	PURPOSE
PUBLIC INSTITUTION	EDUCATIONAL USE	SECONDARY SCHOOL
PUBLIC INSTITUTION	EDUCATIONAL USE	TRAINING / VOCATION CENTRE
PUBLIC INSTITUTION	EDUCATIONAL USE	RESEARCH INSTITUTE
PUBLIC INSTITUTION	EDUCATIONAL USE	UNIVERSITY
PUBLIC INSTITUTION	HEALTH FACILITY	CLINIC
PUBLIC INSTITUTION	HEALTH FACILITY	DENTAL CLINIC
PUBLIC INSTITUTION	HEALTH FACILITY	GOV. HOSPITAL / CLINIC
PUBLIC INSTITUTION	HEALTH FACILITY	HOSPITAL
PUBLIC INSTITUTION	HEALTH FACILITY	LABORATORY
PUBLIC INSTITUTION	HEALTH FACILITY	SPECIALIST / DIAGNOSTIC HOSPITAL
PUBLIC INSTITUTION	HEALTH FACILITY	VETERINARY CLINIC
PUBLIC INSTITUTION	RELIGIOUS INSTITUTION	CHURCH
PUBLIC INSTITUTION	RELIGIOUS INSTITUTION	MOSQUE
PUBLIC INSTITUTION	RELIGIOUS INSTITUTION	PLACE OF WORSHIP
PUBLIC INSTITUTION	PUBLIC SERVICE	NON GOVERNMENTAL ORGANIZATION
AGRICULTURAL	AGRICULTURAL / FARMING	FARMING
AGRICULTURAL	AGRICULTURAL / FARMING	GRAZING LAND
AGRICULTURAL	AGRICULTURAL / FARMING	URBAN AGRICULTURE
AGRICULTURAL	AGRICULTURAL / FARMING	PLANT NURSERY
AGRICULTURAL	AGRICULTURAL / FARMING	ORCHARD
AGRICULTURAL	AGRICULTURAL / FARMING	CATTLE TRAIL
PUBLIC UTILITY UNIT	GAS, ELECTRICITY & WATERSUPPLY	POWER STATION / SUBSTATION / TRANSFORMER
PUBLIC UTILITY UNIT	GAS, ELECTRICITY & WATERSUPPLY	SEWER TREATMENT PLANT
PUBLIC UTILITY UNIT	GAS, ELECTRICITY & WATERSUPPLY	WATER TREATMENT PLANT
PUBLIC UTILITY UNIT	POST AND TELECOMMUNICATION	POST OFFICE
PUBLIC UTILITY UNIT	POST AND TELECOMMUNICATION	TV OR RADIOSTATION
PUBLIC UTILITY UNIT	WASTE DISPOSAL	DUMP SITE
PUBLIC UTILITY UNIT	WASTE DISPOSAL	RECYCLING FACILITY
INDUSTRIAL	AGRO INDUSTRY	AGRO ALLIED INDUSTRY
INDUSTRIAL	AGRO INDUSTRY	MEAT PACKAGING / SLAUGHTERHOUSE
INDUSTRIAL	HEAVY INDUSTRY	QUARRY
INDUSTRIAL	HEAVY INDUSTRY	BORROW PIT
INDUSTRIAL	HEAVY INDUSTRY	TEXTIL
INDUSTRIAL	HEAVY INDUSTRY	MINING
INDUSTRIAL	LIGHT INDUSTRY	GENERAL MANUFACTURING
INDUSTRIAL	LIGHT INDUSTRY	METALL OR WOOD FACTORY
INDUSTRIAL	LIGHT INDUSTRY	PAPER, CHEMICALS, TEXTIL
INDUSTRIAL	LIGHT INDUSTRY	STONES, SEDIMENT, CERAMICS
INDUSTRIAL	LIGHT INDUSTRY	CLEAN ENERGY
INDUSTRIAL	LIGHT INDUSTRY	WATER PACKAGING, BOTTLING
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	AIRPORT
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	BUS DEPOT
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	LORRY / TRAILER PARK
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	MOTOR PARK
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	PUBLIC PARKING
TRANSPORTATION	PUBLIC TRANSPORT UTILITY	RAILWAY STATION
OPEN SPACE	RECREATIONAL	AMUSEMENT PARK
OPEN SPACE	RECREATIONAL	COUNTRY CLUB / HEALTH FARM
OPEN SPACE	RECREATIONAL	DISTRICT PARK
OPEN SPACE	RECREATIONAL	ENTERTAINMENT COMPLEX