



PROPERTY REGISTRATION GUIDELINE (ORGANIZATION)

In Accordance with the provisions of 'EDOGIS Law & Other Matters Connected Therewith 2018' Section 5 (d).

1. Obtain the Statutory Right of Application form for Organization (SRO) from:
EDOGIS Customer Service Centre
Block B, 102 Sapele Road,
Benin City
+234 813 614 9787

or download the Form from our website under Download Forms Section or [Statutory Right of Occupancy - Organization](#)

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 EDOGIS and this appointment must be by filling an Authorised Representative Form which can be downloaded here [A-Rep Form](#).
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 Agreement or Deed of Transfer or Inheritance Document
 - Survey Plan (Original copy)
 - 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://eras.eirs.gov.ng/Login/Individual>
 - In lieu of Tax Clearance, Applicants in the diaspora will be required to pay a Development Levy of ₦100,000:00 to EDOGIS Access Bank Account Number 0777515446
 - Utility Bill to verify the Organization's Address
 - Court Affidavit and Police Report for lost or stolen documents
 - If Using an Authorised Representative, a signed letter/ form, and photo ID is required.
4. Applicants will be given an Invoice Number (generated from the system) through which they can then proceed to any Bank to make payment of a one-time, non-refundable deposit of ₦150,000:00 Prime Charge (Processing Fee). Other fees such as the Premium and Current Ground Rent will also be charged but will be given at the Offer stage. All charges and fees are payable to EDOGIS Access Bank Account Number 0777515446 or through PayDirect (at any Bank) or through Interswitch [E-Payment](#)
5. All documents as in (3) above must be submitted to the EDOGIS Customer Service Centre along with a Bank Teller/ Bank print-out for the ₦150,000:00 prime charge or mailed to EDOGIS Office at #102, Sapele Road, Benin City, Edo State, Nigeria.
6. Applicants whose documents have been cleared by the Vetting and Cadastral Units will receive an Acknowledgement Letter, while 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 Levy), and an Acceptance Letter, unless a Plot Identification/ Inspection is needed. Contact the EDOGIS Service Centre 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 with evidence of payment of all fees to EDOGIS. Please note that a maximum of 3 instalment payments are acceptable and Applications cannot be further processed until full payments are paid.
9. 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 EDOGIS Customer Service Centre within the hours of 9 a.m. and 2 p.m., Monday to Friday (excluding public holidays). We are committed to a Thirty working day (30 working days) processing period after all Fees and Charges are paid. Contact the EDOGIS Customer Service Centre if you have not received your collection notification after 30 working days.
10. For further information refer to the Edo State Lands Administration and Geographic Information Service Law, 2018, or call the EDOGIS Customer Service Centre on +234 813 614 9787, +2348156611097 or email at info@edogis.org, or visit our website at www.edogis.org

Signed: Managing Director, EDOGIS 2022. Copyright reserved.