Deeds Registration Requirement Checklist

INDIVIDUAL

i. Consent Letter from the Assignor/Application to the Director, Land Administration
ii. Copy of Right of Occupancy (original will be sighted)
iii. Copy of Certificate of Occupancy (original will be sighted)
iv. Evidence of payment of Certificate of Occupancy bill
v. Evidence of payment of Ground rent bill paid to date
vi. Valid identity card (ID) and NIN of Assignor and Assignee
vii. Copy of recent Tax clearance for the past three (3) years

LIMITED LIABILITY COMPANY

i. Application to the Director of Land signed by two (2) Directors of the company on letter-headed paper (Names and nationality at the bottom of the letter-headed paper)
ii. Board resolution signed by two (2) Directors of the company on letter-headed paper (Names and nationality at the bottom of the letter-headed paper)
iii. Copy of Right of Occupancy (original will be sighted)
iv. Copy of Certificate of Occupancy (original will be sighted)
v. Evidence of payment of Certificate of Occupancy bill
vi. Evidence of payment of Ground rent paid to date
vii. Valid identity card (ID) of at least two (2) Directors of the company
viii. Form CAC 2 and CAC 7
ix. Copy of recent Tax clearance for the past three (3) years