

PSME REQUIREMENTS

A. Application

- i. That all applications for plot subdivisions, mergers and extensions, as the case may be, shall be made by the allottee/title holder to the Department of Land Administration for processing. Such requests shall be addressed to:

The Director,
Department of Land Administration,
Federal Capital Territory Administration,
Abuja.
- ii. The application shall be accompanied by the following:
 - a) A duly completed PSME Applicant Data Form;
 - b) Evidence of payment of non-refundable PSME application fee to the Department of Land Administration;
 - c) Photocopy of document(s) of grant of land (R-of-O and C-of-O);
 - d) Evidence of payments of all prescribed fees i.e. ground rent, statutory right of occupancy fees and assignment fees where applicable;
 - e) Photocopy of CAC documents, board resolution and tax clearance where applicable;
 - f) Detailed subdivision/merger/extension survey plan prepared, and sealed by a registered surveyor;
 - g) Photocopy of approved building plan where applicable; and
 - h) Photocopy of valid means of identification of allottee/title holder; in the case of corporate organisation, photocopies of valid means of identification of proprietors/trustees/directors.
- iii. The PSME application and the above-mentioned supporting documents shall be submitted at:

The Department of Land Administration,
Federal Capital Territory Administration,
No. 4, Peace Drive,
Central Business District,
Abuja.

B. Fees Payable

That the PSME fees payable shall be as follows:

i. Application Fees – a non-refundable application fee for plot subdivisions, mergers or extensions (PSME)

a) FCC Phase I – Five Million Naira (~~₦~~5,000,000.00)

b) FCC Phase II – Four Million Naira (~~₦~~4,000,000.00)

c) FCC Phase III – Three Million Naira (~~₦~~3,000,000.00)

d) FCC Phase IV – Two Million Naira (~~₦~~2,000,000.00)

e) FCC Phase V – One Million Naira (~~₦~~1,000,000.00)

f) Area Council (AMAC) – One Million Naira (~~₦~~1,000,000.00)

g) Area Council (Bwari) – One Million Naira (~~₦~~1,000,000.00)

h) Area Council (Kuje) – Five Hundred Thousand Naira
(~~₦~~500,000.00)

i) Area Council (Gwagwalada) – Five Hundred Thousand Naira
(~~₦~~500,000.00)

j) Area Council (Kwali) – Two Hundred and Fifty Thousand Naira
(~~₦~~250,000.00)

k) Area Council (Abaji) – Two Hundred and Fifty Thousand Naira
(~~₦~~250,000.00)

C. Mode of Payment - All fees shall be paid to the Federal Capital Territory Administration by e-payment through REMITA Portal by visiting <https://remita.net>, and clicking on Pay TSA & States, then select FEDERAL CAPITAL TERRITORY ADMIN, Enter/Select FCT DEPARTMENT OF LAND ADMINISTRATION; then choose the applicable fee(s) to be paid.