

Statutory Right of Occupancy Letter Collection Checklist

Checklist for property owners and agents · Ref: AGIS/CK/012 · Rev. 2026 · Federal Capital Territory Administration

A. INDIVIDUAL ALLOTTEE

- i. Original Land Application Acknowledgement Letter.
- ii. Genuine and verifiable means of identification of the collector (original) which must be one of the following;
 - a. Valid International/Travel Passport (preferred)
 - b. Valid National Identification Card
 - c. Valid National Driver's License (NDL).

If collecting by proxy, a dated letter of Authority duly signed by the original allottee/owner must first be submitted enclosed with A (ii) above.

B. CORPORATE ORGANISATIONS, GOVERNMENT MINISTRIES, DEPARTMENTS, AGENCIES/PARASTATAL (MDAs)

- i. Original Land Application Acknowledgement Letter.
- ii. Genuine and verifiable means of identification of the collector (original) which must be one of the following;
 - a. Valid International/Travel Passport (preferred)
 - b. Valid National Identification Card
 - c. Valid National Driver's License (NDL).
- iii. Certificate of Incorporation and Status Report (particulars of Directors) from the CAC.
- iv. Dated Letter of Authority on the company's official letter-headed paper.
- v. Board resolution duly signed by two (2) active Directors/Sole Director of the Company
- vi. Genuine and verifiable means of identification of the Directors (original) which must be one of the following;
 - a. Valid International/Travel Passport (preferred)
 - b. Valid National Identification Card
 - c. Valid National Driver's License (NDL).
- vii. In all cases, original form of Identification (preferably valid International Passport, National Identity Card and Driver's License) of the person(s) signing the Authority Letter should be brought for sighting at the point of collection.

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NOTE:

The R-of-O Release Officer has the right to request additional documents, or information, and/or make further clarification of the documents as the case may be.

Persons desirous of collecting a Right of Occupancy, whether in person or by proxy, are advised to comply fully with the stipulated requirements above to ease collection or risk outright refusal.

In some cases, more than one means of identification could be required.