



**ISSUANCE OF NEW SECURED CERTIFICATE-OF-OCCUPANCY**  
*Update Form for Organisation Title Holder*

UCI in combination with:  PIT  ASG  POA  MOT  GIF  SUB  PEX  CLU  RPL  CTC  DVO  CNA

1. Date: Day / Month / Year (Applicants whose details have changed since their File was opened, should fill and submit this Form to allow NAGIS to issue your C-of-O. This Form can also be used to update your Details after you receive your C-of-O at the Deeds Registrars office. Extra Fees will be charged for Reprint of C-of-O.)

2. Name of Organisation: \_\_\_\_\_

3. Registration Number (RC): \_\_\_\_\_ 4. Date of Registration: \_\_\_\_\_ 5. Local Government: \_\_\_\_\_ (not required)

6. Contact Person: Designation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

7. Address of the Organisation:  
House No: \_\_\_\_\_ (7) Street Name: \_\_\_\_\_ (Shendan Road)  
District: \_\_\_\_\_ (Bukan Sidi) City/Town: \_\_\_\_\_ (Lafia) State: \_\_\_\_\_ (Nasarawa)  
Country: \_\_\_\_\_ (Nigeria) P.O. /P.M.B.: \_\_\_\_\_ (040 Lafia) C/O: \_\_\_\_\_  
Additional Address Information: \_\_\_\_\_ (Rukuba Barracks)

8. Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Phone 3: \_\_\_\_\_

9. TIN: \_\_\_\_\_ Tax Identification Number 10. E-mail: \_\_\_\_\_

11. Is the applying Organisation the original Title Holder?  Yes  No If "No" how did you acquire the Plot and who is the former Owner?  
 Change of Ownership  Customary C-of-O  Power of Attorney  Assignment  Allocation Letter  Part Surrender  
 Sublease  Deed of Gift  Letter of Administration  Other: \_\_\_\_\_  
Name of former Owner: \_\_\_\_\_ Register Date: Day / Month / Year

12. Proof of Ownership:  C-of-O (old Type)  Bill for R-of-O  Terms and Condition (R-of-O)  Ground Rent Demand  Secured C-of-O (blue framed)  
Any other Bill or Document to proof Ownership (specify): \_\_\_\_\_

13. Demarcation of Plot:  the Plot is surveyed (Survey Data submitted)  the Plot is NOT surveyed and I need a Property Identification for my TDP  
(if your Plot is not surveyed please fill an Property Identification Form PIT)

14. Comments to assist the processing of C-of-O: \_\_\_\_\_

15. Name of Representative: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Representative Signature: \_\_\_\_\_

COM - Commercial / Company ; INST - Private Institution ; NGO - Civil Society and Non Gov. Org.

Documents to submit according to Type of Organization	COM	INST	NGO
Acknowledgement Letter	required	required	required
Certificate of Incorporation / Registration	required	required	required
Authorised Representative / Contact Person ID	required	required	required
Proof of Ownership (copy of R-of-O or C-of-O)	required	required	required
Site Plan or Survey Report or Coordinates or TDP	optional	optional	optional

**Declaration:**

It is a punishable offence to provide any false information and / or make any false statements or claims when completing this form. Where it is subsequently discovered that a Certificate of Occupancy was issued based on false or inaccurate information, the Governor may at his sole discretion, revoke such Certificate of Occupancy. The Governor reserves the right to reject any application form not properly or fully completed and shall not incur any liability for any such rejection. The information you supply on this form is public knowledge may be published in the media.

