



FOR OFFICIAL USE ONLY
Payment Detail Stamp
Processing Fee Amount
Receipt Number
Signature Accountant

Organisation
Stamp

NASARAWA GEOGRAPHIC INFORMATION SERVICE

APPLICATION FOR PLOT OF LAND FROM GOVERNMENT LAYOUT
Application Form for Organisations

FOR OFFICIAL USE ONLY (INFO DESK): Corporate / Company Institution (Schools, Church, Health) NGO / Civil Society Organisation **NS** File Number

1. Application Date: Day / Month / Year (Please complete this form. Fill in **CAPITAL LETTERS** and tick the appropriate items. See also the back page for more description and further information and refer to the Application Guidelines.)

2. Name of Organisation: _____

3. Registration Number (RC): _____

4. Nation of Registration: _____ 5. Local Government: _____ (not required)

6. Contact Person: Designation: _____ Phone: _____
Title: _____ First: _____ Middle: _____ Surname: _____

7. Address of Organisation / Company Headquarter:
House No: _____ (7) Street Name: _____ (Shendan)
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. Email: _____

11. Specify the required Landuse or the Purpose (tick for Landuse or for Purpose from List, grey filled figures are not available):
- | | | | | |
|--|--|---|---|---|
| <input type="radio"/> RESIDENTIAL
<input type="checkbox"/> Private Residential
<input type="checkbox"/> Staff Quarter / Life Camp | <input type="radio"/> COMMERCIAL
<input type="checkbox"/> Commercial Housing Estate
<input type="checkbox"/> Hotel
<input type="checkbox"/> Hostel
<input type="checkbox"/> Motel
<input type="checkbox"/> Guest House (Hospitality)
<input type="checkbox"/> Restaurant / Fast Food
<input type="checkbox"/> Neighbourhood Centre
<input type="checkbox"/> Shopping Mall / Plaza
<input type="checkbox"/> Small Shops / Corner Shops
<input type="checkbox"/> District Market
<input type="checkbox"/> Supermarket
<input type="checkbox"/> Shopping Complex
<input type="checkbox"/> Office
<input type="checkbox"/> Banking /Insurance /Services
<input type="checkbox"/> Warehouse
<input type="checkbox"/> Bakery / Cafe'
<input type="checkbox"/> Plant Nursery
<input type="checkbox"/> Workshop
<input type="checkbox"/> Petrol Filling Station
<input type="checkbox"/> Gas Refilling Station
<input type="checkbox"/> Fuel Depot
<input type="checkbox"/> Garage / Carwash
<input type="checkbox"/> Internet Café
<input type="checkbox"/> Cinema / Theatre
<input type="checkbox"/> Sports Facility | <input type="radio"/> PUBLIC INSTITUTION
<input type="checkbox"/> Nursery School
<input type="checkbox"/> Day Care
<input type="checkbox"/> Nursery & Primary School
<input type="checkbox"/> Primary School
<input type="checkbox"/> Secondary School
<input type="checkbox"/> University
<input type="checkbox"/> Research Institute
<input type="checkbox"/> Educational Institution
<input type="checkbox"/> Training / Vocation Cent. / College
<input type="checkbox"/> Clinic
<input type="checkbox"/> Hospital
<input type="checkbox"/> Veterinary Clinic
<input type="checkbox"/> Dental Clinic
<input type="checkbox"/> Laboratory
<input type="checkbox"/> Church
<input type="checkbox"/> Mosque
<input type="checkbox"/> Place Of Worship
<input type="checkbox"/> Fire Service
<input type="checkbox"/> Court / Jurisdiction
<input type="checkbox"/> Library
<input type="checkbox"/> Community Centre | <input type="radio"/> INDUSTRIAL
<input type="checkbox"/> Quarry
<input type="checkbox"/> Borrow Pit
<input type="checkbox"/> Mining / Minerals
<input type="checkbox"/> General Manufacturing
<input type="checkbox"/> Metal or Wood Factory
<input type="checkbox"/> Paper, Chemicals, Textil
<input type="checkbox"/> Stones, Sediment, Ceramics
<input type="checkbox"/> Water Packaging, Bottling
<input type="checkbox"/> Agro-Allied | <input type="radio"/> OPEN SPACE / GREEN AREA
<input type="checkbox"/> Play Ground / Picnic Area
<input type="checkbox"/> Recreation and Holiday Resort
<input type="checkbox"/> Amusement Park
<input type="checkbox"/> Game Reserve / Zoo
<input type="checkbox"/> Sports Area
<input type="checkbox"/> Golf Course
<input type="checkbox"/> Equestrian Centre
<input type="checkbox"/> Country Club / Health Farm
<input type="checkbox"/> Neighbourhood Park
<input type="checkbox"/> Recreational Centre
<input type="checkbox"/> Entertainment Complex
<input type="checkbox"/> Cemetery
<input type="checkbox"/> National Memorial Park
<input type="checkbox"/> Local Park
<input type="checkbox"/> District Park
<input type="checkbox"/> Prayer Site |
| <input type="radio"/> MIXED USE
<input type="checkbox"/> Multi-Purpose
<input type="checkbox"/> Special Development
<input type="checkbox"/> Comprehensive Development | | | <input type="radio"/> PUBLIC UTILITY UNIT
<input type="checkbox"/> Post Office
<input type="checkbox"/> Power Station/ Subst./ Transformer
<input type="checkbox"/> TV Or Radiostation
<input type="checkbox"/> Water Treatment Plant
<input type="checkbox"/> Dump Site | |
| <input type="radio"/> AGRICULTURAL
<input type="checkbox"/> Farming
<input type="checkbox"/> Horticulture | | | <input type="radio"/> TRANSPORTATION
<input type="checkbox"/> Bus Depot
<input type="checkbox"/> Motor Park
<input type="checkbox"/> Lorry / Trailer Park | |

12. Preferred Layout or Location: _____ 13. Required Plot Size (sqm): _____

14. Write your comment: _____

Contact Person Signature: _____

COM - Commercial / Company ; INST - Private Institution ; NGO - Civil Society and Non Governmental Organizations

Documents to submit according to Type of Organization	COM	INST	NGO
Online Payment Receipt referring to CBS Invoice No or POS payment in NAGIS	80,000	65,000	40,000
Corporate Affairs Commission (CAC) Certificate of Incorporation / Registration	required	required	required
Authorised Representative / Contact Person ID	required	required	required
Memorandum and Articles of Association	required	required	required
Current Tax Clearance Certificate (TIN included)	required	required	required
Environmental Impact Assessment Report (EIAR) and Feasibility Studies	optional		

PAYMENT MUST REFER TO THE CBS INVOICE NUMBER!

You can pay the Application Fee:

- **online at www.nasarawaigr.com (CBS, Central Billing System)**

or

- **with POS or Online Payment direct at NAGIS Service Centre, Karu**

or

- **with POS or Online Payment direct at NAGIS Head Office, Lafia**

APPROVED IDENTIFICATION

National ID Card; International Passport; Drivers Licence; Voter Registration Card.

Short Application Guidelines

1. Organisations applying such as a corporate company, institution or NGOs need to complete this APO form for a Plot of Land from a Government Layout or from land owned by Government.
2. Payment for the Processing Fee must be made Online in reference to the CBS Invoice Number or with POS or Online Payment in NAGIS (see details above).
3. The CBS Online Receipt or POS Receipt need to be submitted together with the completed application form and the required documents (see details above).
4. The organisations authorised representative and contact persons identification is required (see details above).
5. The Organisation Corporate Affairs Commission (CAC) Registration Number (RC) is required.
6. The organisation address must be properly described and the telephone numbers must be readable and complete (e-mail if available).

Key Steps in the processing of the application to acquire a plot of land after the submission of the Application Form and required Documents!

- (a) NAGIS Service Centre opens the permanent "NS" file and collection of the Acknowledgement Letter by the applicant.
- (b) The Allocation of a Plot is recommended by the DG NAGIS and approved by the Governor of Nasarawa State.
- (c) The Offer of Terms and Condition for the R-of-O, Initial Bill and Acceptance Letter are recommended by the Dr. Lands and approved by the DG NAGIS.
- (d) The Terms and Conditions are signed and conveyed to the applicant after the Initial Bill is paid.
- (e) The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- (f) Once the Outstanding's are settled the C-of-O is conveyed to the applicant.
- (g) Ground rent needs to be paid in full every year (account statements are available from the NAGIS Service Centre).

(for more Information get the full Application Guidelines from NAGIS Customer Service or www.nagis.org)

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.

NAGIS Helpline: 0805 482 2552 or 0703 267 7637

Completed forms, evidence of payment and documents can be returned to either:
NAGIS Head Office, Lafia or to the NAGIS Service Centre, Karu or to the Area Offices of the Ministry Lands and Urban Development in Keffi, Nasarawa and Akwanga.



Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your application!

