



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

Please attach
1 Passport
Picture for your
C-of-O
here carefully at
the Edge of the
Photo.
Don't pin the
Face!



NASARAWA GEOGRAPHIC INFORMATION SERVICE

APPLICATION FOR PART SURRENDER
Application Form for Private Individuals

Please attache SRI / SRO Forms for Application for Right of Occupancy to this PSI Form for any Party in the Subdivision of the new Layout.

1. Application Date: Day / Month / Year (Please complete this form. Fill in **CAPITAL LETTERS** and tick the appropriate items. Read Instructions at the back page and refer to full Application Guidelines.)

2. Title: First: fullname Middle: fullname Surname: fullname

3. Gender: Male Female 4. Date of Birth: 5. Occupation: 6. Children:

7. Nationality: 8. State of Origin: 9. Local Gov.:

10. Marital Status: Single Married Separated Divorced Widowed

11. Religion: Christianity Islam None Other specify:

12. Education: Primary Secondary Tertiary Other specify:

13. 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)

14. Phone1: Phone 2: Phone 3:

15. TIN: Tax Identification Number 16. Email:

17. Delivered in Person? Yes No If "No" give name and phone of Representative. Phone:

First: Middle: Surname:

18. Document of Demarcation submitted: Survey Data / Coordinates Subdivision Plan / Layout Site-Plan TDP

19. Description of the Location of the Land:

20. L.G.A.: 21. Purpose for which the Land is used:
(for appropriate description see back page 21a)

22. Parties of Applicants for the assigned Plots in the Subdivision: (submit a SRI /SRO to apply for R-of-O or submit UCI / UCO to update each Parties File)

File Number	Plot No	Plot Size	Parties Applicant Name	Land Application submitted
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year

(please attache a separate sheet if more than 8 Parties)

23. Any comment:

Applicant Signature: Representative Signature (see Item 17) :



21 a. Specify the Landuse or the Purpose Clause and copy the description to item 21 on the front page :

<input type="radio"/> RESIDENTIAL	<input type="radio"/> COMMERCIAL	<input type="radio"/> PUBLIC INSTITUTION	<input type="radio"/> INDUSTRIAL	<input type="radio"/> OPEN SPACE / GREEN AREA
<input type="checkbox"/> Private Residential	<input type="checkbox"/> Commercial Housing Estate	<input type="checkbox"/> Nursery School	<input type="checkbox"/> Quarry	<input type="checkbox"/> Play Ground / Picnic Area
<input type="checkbox"/> Staff Quarter / Life Camp	<input type="checkbox"/> Hotel	<input type="checkbox"/> Day Care	<input type="checkbox"/> Borrow Pit	<input type="checkbox"/> Recreation and Holiday Resort
	<input type="checkbox"/> Hostel	<input type="checkbox"/> Nursery & Primary School	<input type="checkbox"/> Mining / Minerals	<input type="checkbox"/> Amusement Park
	<input type="checkbox"/> Motel	<input type="checkbox"/> Primary School	<input type="checkbox"/> General Manufacturing	<input type="checkbox"/> Game Reserve / Zoo
	<input type="checkbox"/> Guest House (Hospitality)	<input type="checkbox"/> Secondary School	<input type="checkbox"/> Metal or Wood Factory	<input type="checkbox"/> Sports Area
	<input type="checkbox"/> Restaurant / Fast Food	<input type="checkbox"/> University	<input type="checkbox"/> Paper, Chemicals, Textile	<input type="checkbox"/> Golf Course
	<input type="checkbox"/> Neighbourhood Centre	<input type="checkbox"/> Research Institute	<input type="checkbox"/> Stones, Sediment, Ceramics	<input type="checkbox"/> Equestrian Centre
	<input type="checkbox"/> Shopping Mall / Plaza	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Water Packaging, Bottling	<input type="checkbox"/> Country Club / Health Farm
	<input type="checkbox"/> Small Shops / Corner Shops	<input type="checkbox"/> Training / Vocation Cent. / College	<input type="checkbox"/> Agro-Allied	<input type="checkbox"/> Neighbourhood Park
	<input type="checkbox"/> District Market	<input type="checkbox"/> Clinic		<input type="checkbox"/> Recreational Centre
	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Hospital		<input type="checkbox"/> Entertainment Complex
<input type="radio"/> MIXED USE	<input type="checkbox"/> Shopping Complex	<input type="checkbox"/> Veterinary Clinic	<input type="radio"/> PUBLIC UTILITY UNIT	<input type="checkbox"/> Cemetery
<input type="checkbox"/> Multi-Purpose	<input type="checkbox"/> Office	<input type="checkbox"/> Dental Clinic	<input type="checkbox"/> Post Office	<input type="checkbox"/> National Memorial Park
<input type="checkbox"/> Special Development	<input type="checkbox"/> Banking /Insurance /Services	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Power Station/ Subst./ Transformer	<input type="checkbox"/> Local Park
<input type="checkbox"/> Comprehensive Development	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Church	<input type="checkbox"/> TV Or Radiostation	<input type="checkbox"/> District Park
	<input type="checkbox"/> Bakery / Cafe'	<input type="checkbox"/> Mosque	<input type="checkbox"/> Water Treatment Plant	<input type="checkbox"/> Prayer Site
	<input type="checkbox"/> Plant Nursery	<input type="checkbox"/> Place Of Worship	<input type="checkbox"/> Dump Site	
<input type="radio"/> AGRICULTURAL	<input type="checkbox"/> Workshop	<input type="checkbox"/> Fire Service	<input type="radio"/> TRANSPORTATION	
<input type="checkbox"/> Farming	<input type="checkbox"/> Petrol Filling Station	<input type="checkbox"/> Court / Jurisdiction	<input type="checkbox"/> Bus Depot	
<input type="checkbox"/> Horticulture	<input type="checkbox"/> Gas Refilling Station	<input type="checkbox"/> Library	<input type="checkbox"/> Motor Park	
	<input type="checkbox"/> Fuel Depot	<input type="checkbox"/> Community Centre	<input type="checkbox"/> Lorry / Trailer Park	
	<input type="checkbox"/> Garage / Carwash			
	<input type="checkbox"/> Internet Café			
	<input type="checkbox"/> Cinema / Theatre			
	<input type="checkbox"/> Sports Facility			

Documents to submit for Application of R-of-O	PRIVATE
Online Payment Receipt referring to CBS Invoice No (2 to 5 Plots only)	52,000
Online Payment Receipt referring to CBS Invoice No (more than 5 Plots)	202,000
One Passport sized Photograph	required
Copy of National ID Card or Inter. Passport or Driving License or Voters Card	required
Current Tax Clearance Certificate (TIN included)	optional
Layout or Site Plan or Survey Report or Coordinates or TDP	required
Agreement (transfer or sale) for all Titles	required
Return of Offer of R-of-O's and Return of C-of-O's (Surrender)	required
Police Report and Court Affidavit	Lost or Stolen Documents
Two daily newspaper advertisements (one national and one state)	

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. Private Individual R-of-O Title Holder who wants to subdivide or Part Surrender there registered Property must apply with this PSI Form. (Organisations applying such as a corporate company, institution or NGOs must apply with the PSO Form)
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. Proof of the applicants identity is required (see details above).
5. One passport sized photograph of the applicant is required. White background please. DONT staple or pin the picture on the face.
6. Proof of Ownership for the Property is required. Such as R-of-Os and C-of-Os or registered Assignments. **Only Registered Titles can be Part Surrendered!**
7. Parties who have already applied for an R-of-O must update their details using the UCI/UCO form.
8. Any new Party must apply for an R-of-O using the SRI/SRO Form (see conditions on the form).
9. If the applicant is going to be a Party to the sub division or Part Surrender he must also be listed in point 16 and apply using the SRI form (the old Root File will be closed).
10. The Lease Term of the new Titles will start for every Party from the Root Title Lease Term.
11. The land will need to be surveyed. The Office of the Surveyor General, Nasarawa or any Registered Surveyor can be contacted. (existing survey data can be submitted to the Office of the Surveyor General in Lafia or NAGIS Service Centre, Karu)

Key Steps in the processing of the application to subdivide or Part Surrender after the submission of the Application Form and required Documents!

- (a) Verification of the required documents by the NAGIS Customer Service.
- (b) NAGIS Service Centre opens the permanent "NS" file and each applicant collects their own Acknowledgement Letter.
- (c) The survey data as approved by the Surveyor General is charted into the NAGIS Digital Cadastral System (in accordance with the Site Inspection Report).
- (d) Town Planning Recommendation and Approval in line with the site inspection reports of the old Root File.
- (e) The Registration Fee of 3% of Consideration of the Standard Value is due, payable by the new Parties to the sub division or Part Surrender.
- (f) Stamping and Registration of the Consent to Part Surrender is undertaken by the MLUD Deeds Registrar.
- (g) Each Offer of Terms and Condition for the R-of-O, the Initial Bill and Acceptance Letter are recommended by the Dr. Lands and approved by the DG NAGIS.
- (h) The Terms and Conditions are signed and conveyed to each applicant after the Initial Bill is paid.
- (i) Each Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- (j) Once the Outstanding's are settled the C-of-O is conveyed to the individual applicant.
- (k) 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.

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.

NAGIS Helpline: 0805 482 2552 or 0703 267 7637



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

