



## NASARAWA GEOGRAPHIC INFORMATION SERVICE

# APPLICATION FOR REPLACEMENT OF TITLE DOCUMENT

### Application Form for Private and Organisation Title Holder

This Form has to be submitted attached to the UCI or UCO Form with Details of the Applicant. Proof of identity is required. Recognized official ID's include National ID Card, International Passport, Driver's Licence, and Voter's Registration Card.

To apply for Replacement of Document of R-of-O Number:

1. Application Date: Day / Month / Year      2. Application for:  Private       Organisation
3. Document to replace:  "Fresh C-of-O" Certificate of Occupancy (note: this is not a CTC)       New Offer of Terms and Condition for Right of Occupancy
4. Reason for Replacement:  Power of Attorney       Assignment       Change of Name       Deed of Gift       Devolution Order
- Other: \_\_\_\_\_

A) For replacement of Offer of Terms and Conditions (please write the Details from your Copy or Original Document)

5. Old Name on Title Document: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!
6. R-of-O Date on Offer: \_\_\_\_\_      7. Lease Term in Years: \_\_\_\_\_

B) For "fresh C-of-O" Certificate of Occupancy (please write the Details from your Copy or Original Document)

8. Commence Date of C-of-O: \_\_\_\_\_      9. Registration Particulars of C-of-O: Registration No: \_\_\_\_\_ Page: \_\_\_\_\_ Volume: \_\_\_\_\_
10. Governors Sign Date of C-of-O: \_\_\_\_\_      11. Registration Date of C-of-O: \_\_\_\_\_      12. Lease Term in Years: \_\_\_\_\_

Details for the New Document

13. New Name for Title Document: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!
14. Property L.G.A.: \_\_\_\_\_ (Lafia L.G.A.)      15. District: \_\_\_\_\_ (Bukan Sidi)      16. Town: \_\_\_\_\_ (Lafia)
17. Description of Location and /or Plot Number: \_\_\_\_\_
18. Purpose for which the Land is used: \_\_\_\_\_      19. Value of Improvement: \_\_\_\_\_
20. 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)
- Applicant Signature: \_\_\_\_\_      Phone: \_\_\_\_\_

Type of Replacement	Processing Fee
New Offer of Terms and Condition of R-of-O	20,000
Fresh Certificate of Occupancy	100,000

### **PAYMENT MUST REFER TO THE CBS INVOICE NUMBER!**

**You can pay the Application Fee:**

- online at [www.nasarawaigr.com](http://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

### Short Application Guidelines

Title Holders who wants to have their old Offer of Terms and Condition exchanged into a new Offer with the new Terms and Conditions (new Name, new Landuse, new Plotsize, new Lease Term) or Title Holders who wants a Replacement of their old C-of-O to get a new (fresh) C-of-O in their Name or Title Holders who wants a Replacement for registered Transaction, can apply with this RPL Form. The Applicant must complete this form and the UCI / UCO Form. A Copy of the old Document to Replace must be submitted together with this Forms.

**(for more Information get the full Application Guidelines from NAGIS Customer Service or [www.nagis.org](http://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.

