



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

Organisation
Stamp

NASARAWA GEOGRAPHIC INFORMATION SERVICE

APPLICATION TO PARTICIPATE SITE AND SERVICES PROGRAM Application Form for Organisations only

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

If this Application applies to an Existing Application for R-of-O please write File Number (R-of-O Number): _____ ! existing File Number if applicable ?

I surrender my application for R-of-O for the same Land from Date: Day / Month / Year Signature: _____

1. Application Date: Day / Month / Year (Please complete this form. Fill 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. Date of Registration: _____ 5. Local Government: _____ (not required)

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

7. Address of Organisation / Company or Headquarter:
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. TIN: Tax Identification Number _____ 9. Phone: _____ 10. E-mail: _____

11. Document of Demarcation submitted: Survey Data / Coordinates Survey Report Site-Plan TDP

12. Is the applying Organisation the first Property Owner ? Yes No If "No" see 12a for Acquisition and first Ownership (please attache a separate sheet if more than one former Owner)

12a.	Name of original Land Owner	Size	Date of Ownership
			Day / Month / Year
			Day / Month / Year
			Day / Month / Year
			Day / Month / Year
			Day / Month / Year

13. L.G.A.: _____ 14. Plot Size: _____ 15. Number of Plots in the Layout: _____

16. Description of the Location of the Land: _____

17. Time required for construction: _____ 19. Source of Financing Improvement: _____ 20. Lease Term required: _____

21. Any comment: _____

Contact Person Signature: _____



Documents to submit according to Type of Organization	COM	INST	NGO
Online Payment Receipt referring to CBS Invoice No (2 to 5 Plots only)	52,000	52,000	52,000
Online Payment Receipt referring to CBS Invoice No (more than 5 Plots)	202,000	202,000	202,000
Corporate Affairs Commission (CAC) Certificate of Incorporation / Registration	required	required	required
Authorised Representative / Contact Person ID	required	required	required
Current Tax Clearance Certificate	required	required	required
Environmental Impact Assessment Report (EIA) and Feasibility Studies	optional		
Layout or Site Plan or Survey Report or Coordinates or TDP	required	required	required
Agreement (transfer or sale) for all Titles	required	required	required
Return of Offer of R-of-O's and Return of C-of-O's (Surrender)	required	required	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

Applicants (Estate Developers) who wish to subdivide land and allocate parcels to individual clients without registering the land (estate) under a Right of Occupancy must apply using this SSP form.

The Site and Services Programme enables the Applicant to provide clients with individual sites for R-of-O titling, and to provide agreed services in the Estate (such as access roads and drainage).

Key Requirements for Site and Services Application

1. Verification of the required documents (see above) by the NAGIS Customer Service.
2. The perimeter survey data must be submitted in digital format (autocad.dwg) and approved by the Surveyor General
3. A detailed Landuse Map and Estate Plan must be submitted in digital format (autocad.dwg) and approved by the Town Planning Director.
4. A Power of Attorney for each individual client must be submitted together with a bank teller of the Registration Fee of 3% of the Standard Evaluation.
5. A Letter of Intent will be issued to the Applicant after all requirements are fulfilled.
6. After acceptance of the Letter of Intend, the Applicant can submit the individual Client Application forms (SRI/SRO) for Statutory Right of Occupancy.

Key steps in the processing of individual client application for Statutory Right of Occupancy (SRI/SRO)

- (a) The key steps in the process are described on the SRI/SRO application form - please refer to this form.
- (b) 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).
- (c) The CBS Online Receipt or POS Receipt need to be submitted together with the completed application form and the required documents. (details above)
- (d) The Right of Occupancy will be prepared, approved, and signed in the name of each individual client (the SRI/SRI applicant).

Please note: An Estate Developer who has already applied for Statutory Right of Occupancy for an estate, but has **NOT** paid the Initial Bill, can surrender there application for Statutory Right of Occupancy and apply to participate the Site and Services Programme.

(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!

