



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 PLOT OF LAND FROM GOVERNMENT LAYOUT

# KORODOMA (KARU L.G.A.)

FOR OFFICIAL USE ONLY  
(INFO DESK):

Private

Corporate/  
Company

Institution  
(Schools, Church, Health)

NGO/  
Civil Society Organisation

NS

File Number

Plot Number: \_\_\_\_\_

Plot Size: (m2): \_\_\_\_\_

Landuse: \_\_\_\_\_

Residential

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 and for the **DOCUMENTS TO BE SUBMITTED**. Uncompleted Application Forms will lead into **NO R-of-O.**)

2. Name of Applicant: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

3. Address and Contact Details of Applicant (for Organisation Address of the Headquarter or main Institution):

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)

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Phone 3: \_\_\_\_\_

Email: \_\_\_\_\_

4. Contact Person: Designation: \_\_\_\_\_

Title: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. Tax Identification Number of Applicant (if Private or Organisation):

TIN: \_\_\_\_\_ Tax Identification Number

6. Business Registration Number of Applicant (only if Organisation):

Registration Number (RC): \_\_\_\_\_ if applicable  
(for organisation)

7. Additional Information for Private Applicant only:

Gender:  Male  Female Date of Birth: \_\_\_\_\_ Local Gov.: \_\_\_\_\_

Nationality: \_\_\_\_\_ State of Origin: \_\_\_\_\_

Marital Status:  Single  Married  Separated  Divorced  Widowed

Religion:  Christianity  Islam  None  Other specify: \_\_\_\_\_

Education:  Primary  Secondary  Tertiary  Other specify: \_\_\_\_\_

8. Preferred Layout or Location: \_\_\_\_\_ 9. Required Plot Size (sqm): \_\_\_\_\_

10. Write your comment: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_



Land use Descriptions and the Purpose Clause (to be specified on the front page):

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

	PRIVATE			
<b>Required Documents and Processing Fee for Private Individuals</b>	Online Payment Receipt referring to CBS Invoice No or POS payment in NAGIS	50,000		
	One Passport sized Photograph	required		
	Copy of National ID Card or Inter. Passport or Driving License or Voters Card	required		
	Current Tax Clearance Certificate	optional		
<b>Required Documents and Processing Fee for Organisations</b>		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		

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

**PAYMENT**

**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.

**APPROVED IDENTIFICATION**

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

**Short Application Guidelines**

1. Private or organizational applicants need to complete this APL form to apply for a Plot of Land from a Government Layout or from land owned by Government. (Applications for 2 people such as "Mr and Mrs" is not possible)
2. Payment for the Processing Fee must be made into the Lands Revenue Account, Nasarawa State Government (see details above).
3. The Bank Teller needs to be submitted with the completed application form and the required documents (see details above).
4. Proof of the applicants identity is required (see details above documents to be submitted).
5. One passport sized photograph of the applicant is required. White background please. DONT staple or pin the picture on the face.
6. The applicants 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](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.

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!



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