



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

Organisation  
Stamp

## 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"/> <b>RESIDENTIAL</b>           | <input type="radio"/> <b>COMMERCIAL</b>               | <input type="radio"/> <b>PUBLIC INSTITUTION</b>              | <input type="radio"/> <b>INDUSTRIAL</b>                     | <input type="radio"/> <b>OPEN SPACE / GREEN AREA</b>   |
| <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, Textil           | <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="radio"/> <b>MIXED USE</b>             | <input type="checkbox"/> Supermarket                  | <input type="checkbox"/> Hospital                            | <input type="radio"/> <b>PUBLIC UTILITY UNIT</b>            | <input type="checkbox"/> Entertainment Complex         |
| <input type="checkbox"/> Multi-Purpose             | <input type="checkbox"/> Shopping Complex             | <input type="checkbox"/> Veterinary Clinic                   | <input type="checkbox"/> Post Office                        | <input type="checkbox"/> Cemetery                      |
| <input type="checkbox"/> Special Development       | <input type="checkbox"/> Office                       | <input type="checkbox"/> Dental Clinic                       | <input type="checkbox"/> Power Station/ Subst./ Transformer | <input type="checkbox"/> National Memorial Park        |
| <input type="checkbox"/> Comprehensive Development | <input type="checkbox"/> Banking /Insurance /Services | <input type="checkbox"/> Laboratory                          | <input type="checkbox"/> TV Or Radiostation                 | <input type="checkbox"/> Local Park                    |
|  | <input type="checkbox"/> Warehouse                    | <input type="checkbox"/> Church                              | <input type="checkbox"/> Water Treatment Plant              | <input type="checkbox"/> District Park                 |
| <input type="radio"/> <b>AGRICULTURAL</b>          | <input type="checkbox"/> Bakery / Cafe'               | <input type="checkbox"/> Mosque                              | <input type="checkbox"/> Dump Site                          | <input type="checkbox"/> Prayer Site                   |
| <input type="checkbox"/> Farming                   | <input type="checkbox"/> Plant Nursery                | <input type="checkbox"/> Place Of Worship                    |   |  |
| <input type="checkbox"/> Horticulture              | <input type="checkbox"/> Workshop                     | <input type="checkbox"/> Fire Service                        | <input type="radio"/> <b>TRANSPORTATION</b>                 |  |
|  | <input type="checkbox"/> Petrol Filling Station       | <input type="checkbox"/> Court / Jurisdiction                | <input type="checkbox"/> Bus Depot                          |  |
|  | <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 Cafe'               |  |   |  |
|  | <input type="checkbox"/> Cinema / Theatre             |  |   |  |
|  | <input type="checkbox"/> Sports Facility              |  |   |  |

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

<b>Documents to submit according to Type of Organization</b>	COM	INST	NGO
Certified Bank Teller of Lands Revenue Account	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**

The Amount includes the Processing Fee for Application and Allocation of Plot, the Preparation Fee for the Offer of the Right of Occupancy and the Site Inspection Fee.

The Payment is not refundable and must be paid at **DIAMOND BANK** into the Lands Revenue Account **0025645834** of the Nasarawa State Ministry of Finance.

The Bank Teller must be submitted together with the completed filled Application Form.

#### **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 of 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. 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 Ministry of Lands and Physical Planning (MLPP) Commissioner 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 MLPP Commissioner.
- (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.

**NAGIS Helpline: 0805 482 2552 or 0703 267 7637**

Completed forms, evidence of payment and documents can be returned to either: the Ministry of Lands and Physical Planning in Lafia or to the NAGIS Service Centre at Mararaban Gurku or to the Area Offices 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!

