



**NASARAWA STATE OF NIGERIA
MINISTRY OF LANDS AND URBAN DEVELOPMENT**

**ISSUANCE OF NEW SECURED CERTIFICATE-OF-OCCUPANCY
Update Form for Organisation Title Holder**

FOR OFFICIAL USE ONLY (INFO DESK): Corporate Institutional NGO Governmental Diplomatic Officer checked

1. Date: Day / Month / Year (Applicants whose details have changed since their File was opened, should fill and submit this Form to allow NAGIS to issue your C-of-O. This Form can also be used to update your Details after you receive your C-of-O at the Deeds Registrars office. Extra Fees will be charged for Reprint of C-of-O.)

2. Name of Organisation: _____

3. Registration Number (RC): _____ 4. Date of Registration: _____ 5. Local Government: _____ (not required)

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

7. Address of Organisation:
House No: _____ (7) Street Name: _____ (Ahmadu Bello) Street Extension: _____ (Way)
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. Office Phone: _____ 10. E-mail: _____

11. Is the applying Organisation the original Title Holder? Yes No If "No", who is the Allotee and how did you acquire the plot?
 Change of Ownership Power of Attorney Assignment Deed of Gift Sublease Other: _____
Name of Allotee: _____ Register Date: Day / Month / Year

12. Documents received: C-of-O (old Type) Bill for R-of-O Terms and Condition (R-of-O) Ground Rent Demand Secured C-of-O (blue framed)
Any other Bill for Outstanding Payments (specify): _____

13. 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)

14. Comments that could assist the authority in processing this application: _____

15. Name of Receiver / Representative: _____ Mobile: _____
Representative Signature: _____

COM - Commercial; INST - Institutional; NGO - Non Governmental Organizations;
GOV - Governmental; DIP - Diplomatic; marked as R = required and O = optional

Submit the Documents according to the Type of Organization	COM	INST	NGO	GOV	DIP
a) Acknowledgement Letter	R	R	R	R	R
b) ID Card of Receiver / Representative	R	R	R	R	R
c) Transaction Deed or Letter of Administration	R	R	R	R	R
d) Certificate of Incorporation	R	R			
e) Registration			R		
f) Site-Plan or Survey Data or TDP or Coordinates	O	O	O	O	O

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:
to the Ministry of Lands and Urban Development in Lafia or to the NAGIS Service Centre at Mararaban Gurku or to the Area Offices in Keffi, Nasarawa and Akwanga.

