



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

Organisation Stamp

NASARAWA GEOGRAPHIC INFORMATION SERVICE

## APPLICATION FOR STATUTORY RIGHT-OF-OCCUPANCY Application Form for Organisations

FOR OFFICIAL USE ONLY (INFO DESK):	<input type="checkbox"/>	Corporate / Company	<input type="checkbox"/>	Institution (Schools, Church, Health)	<input type="checkbox"/>	NGO / Civil Society Organisation	<b>NS</b>	File Number
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(Please complete this form. Fill in **CAPITAL LETTERS** and tick the appropriate items. Read Instructions at the back page and refer to full Application Guidelines.)

1. Application Date: Day / Month / Year

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

9. TIN: \_\_\_\_\_ Tax Identification Number 10. E-mail: \_\_\_\_\_

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

12. Is the applying Organisation the original Land Owner?  Yes  No If "No" how did you acquire the plot and who is the former Owner?

Change of Ownership  Customary C-of-O  Power of Attorney  Assignment  Allocation Letter  Part Surrender

Sublease  Deed of Gift  Letter of Administration  Other: \_\_\_\_\_

Name of former Owner: \_\_\_\_\_ Date of Transaction: Day / Month / Year

13. L.G.A.: \_\_\_\_\_ 14. Plot Size: \_\_\_\_\_ 15. Plot Number: \_\_\_\_\_ (if applicable)

16. Description of the Location of the Land: \_\_\_\_\_

17. Purpose for which the Land is used / required: \_\_\_\_\_ (for appropriate description see back page 17a)

18. Value of Improvement: \_\_\_\_\_ 19. Lease Term required: \_\_\_\_\_

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)

21. Write any comment: \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_



17 a. Specify the Landuse or the Purpose Clause and copy the description to item 17 on the front page :

<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, Textile	<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 Café			
	<input type="checkbox"/> Cinema / Theatre			
	<input type="checkbox"/> Sports Facility			

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

Documents to submit according to Type of Organization	COM	INST	NGO
Online Payment Receipt referring to CBS Invoice No or POS payment in NAGIS	30,000	20,000	10,000
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 (EIA) and Feasibility Studies		optional	
Site Plan or Survey Report or Coordinates or TDP	required	required	required
Change of Ownership and Clearance Form and Agreement (transfer or sale) or Transaction Deed or Letter of Administration or Allocation Letter (Part Surrender or NIPDC e.g.)		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](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

- Organisations applying such as a corporate company, institution or NGOs need to complete this SRO form to apply for Right of Occupancy.
- 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).
- The CBS Online Receipt or POS Receipt need to be submitted together with the completed application form and the required documents (see details above).
- The organisations authorised representative and contact persons identification is required (see details above).
- The Organisation Corporate Affairs Commission (CAC) Registration Number (RC) is required.
- Proof of ownership for the property is required (Change of Ownership and Clearance Form, Allocation Letter, Customary C-of-O, Registered Transaction).
- Any Power of Attorney or Assignment or Sales Agreement that has not been registered will require a Local Government Change of Ownership and Clearance Form in the name of the applicant and signed and proofed by Local Government authorities.
- The organisations address must be properly described and the telephone numbers must be readable and complete (e-mail if available).
- The authorised representative or contact person needs to book a Site Inspection Visit with the Town Planner, Ministry Lands Urban Development (MLUD).
- The property must be surveyed. The Office of the Surveyor General or any private Registered Surveyor can be contacted.  
(Existing Survey Data can be submitted to the Office of the Surveyor General or NAGIS Service Centre in Karu)

### Key Steps in the processing of the application for R-of-O after the submission of the Application Form and required Documents!

- Verification of the required documents by the NAGIS Customer Service.
- Site inspection undertaken by the MLUD Town Planning Officer and the completion of the Site Inspection Report.
- NAGIS Service Centre opens the permanent "NS" file and collection of the Acknowledgement Letter by the applicant.
- The Director Town Planning approves and stamps the Site Inspection Report recommendations.
- The survey data as approved by the Surveyor General is charted into the NAGIS Digital Cadastral System (in accordance with the Site Inspection Report).
- 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.
- The Terms and Conditions are signed and conveyed to the applicant after the Initial Bill is paid.
- The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- Once the Outstanding's are settled the C-of-O is conveyed to the applicant.
- 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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