



Please attach
1 Passport
Picture for your
C-of-O
here carefully at
the Edge of the
Photo.
Don't pin the
Face!

APPLICATION FOR SURRENDER OF C-of-O Application Form for Private and Organisation Title Holder

Proof of identity is required.

Recognized official ID's include National ID Card, International Passport, Driver's Licence, and Voter's Registration Card.

To apply for Surrender of Certificate of Occupancy for R-of-O Number: _____

Name of Title Holder: _____

1. Application Date: Day / Month / Year _____

2. Application for: Private Organisation

2. Reason for Surrender of Certificate of Occupancy: exchange to obtain new Secured C-of-O Certificate of Occupancy

Voluntary Surrender (e.g. financial reason)

5. Name of R-of-O Title Holder: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

6. Gender: Male Female

7. Date of Birth: _____
(for private)

8. Registration Number (RC): _____
(for organisation) if applicable

9. Nationality: _____
(for private)

10. State of Origin: _____
(for private)

11. Local Gov.: _____

12. House No: _____ (7) Street Name: _____ (Shendan Road)

District: _____ (Bukan Sidi) City/Town: _____ (Lafia) State: _____ (Nasarawa)

Additional Address Information: _____ (Rukuba Barracks)

13. Phone: _____

14. Email: _____

6. Contact Person: Designation: _____ Phone: _____

Title: _____ First: _____ fullname Middle: _____ fullname Surname: _____ fullname

Applicant Signature: _____ Phone: _____

Document to Surrender	Processing Fee
Certificate of Occupancy	free

Short Application Guidelines

Title Holders who wants to surrender their Certificate of Occupancy to exchange it with the new Secured Certificate of Occupancy must apply with this SRR form. The Application must be submitted together with the old C-of-O.

(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.

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 C-of-O!

