



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

Organisation  
Stamp

## NASARAWA GEOGRAPHIC INFORMATION SERVICE APPLICATION FOR PART SURRENDER Application Form for Organisations

Please attache SRO / SRO Forms for Application for Right of Occupancy to this PSO Form for any Party in the Subdivision of the new Layout.

1. Application Date: Day / Month / Year      2. Organisation Type:  Corporate / Company     Institution (School, Church, Health)     Civil Society or Non Gov. Organisation (NGO)

3. Name of Organisation: \_\_\_\_\_

4. Registration Number (RC): \_\_\_\_\_      5. Date of Registration: \_\_\_\_\_      6. Local Government: \_\_\_\_\_ (not required)

7. Contact Person: Designation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ First: fullname Middle: fullname Surname: fullname

8. 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)

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

10. TIN: Tax Identification Number \_\_\_\_\_      11. E-mail: \_\_\_\_\_

12. Document of Demarcation submitted:  Survey Data / Coordinates     Subdivision Plan / Layout     Site-Plan     TDP

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

14. L.G.A.: \_\_\_\_\_      15. Purpose for which the Land is used: \_\_\_\_\_  
(for appropriate description see back page 15a)

16. Parties of Applicants for the assigned Plots in the Subdivision: (submit a SRI /SRO to apply for R-of-O or submit UCI / UCO to update each Parties File)

File Number of Parties	Plot No	Plot Size	Parties Applicant Name	Land Application submitted
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year
				Day / Month / Year

(please attache a separate sheet if more than 8 Parties)

17. Any comment: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

15 a. Specify the Landuse or the Purpose Clause and copy the description to item 15 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, 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="checkbox"/> Bakery / Cafe'	<input type="checkbox"/> Mosque	<input type="checkbox"/> Dump Site	<input type="checkbox"/> Prayer Site
<input type="radio"/> <b>AGRICULTURAL</b>	<input type="checkbox"/> Plant Nursery	<input type="checkbox"/> Place Of Worship		
<input type="checkbox"/> Farming	<input type="checkbox"/> Workshop	<input type="checkbox"/> Fire Service	<input type="radio"/> <b>TRANSPORTATION</b>	
<input type="checkbox"/> Horticulture	<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 (2 to 5 Plots only)	52,000	52,000	52,000
Online Payment Receipt referring to CBS Invoice No (more than 5 Plots)	202,000	202,000	202,000
Corporate Affairs Commission (CAC) Certificate of Incorporation / Registration	required	required	required
Authorised Representative / Contact Person ID	required	required	required
Current Tax Clearance Certificate	required	required	required
Environmental Impact Assessment Report (EIA) and Feasibility Studies	optional		
Layout or Site Plan or Survey Report or Coordinates or TDP	required	required	required
Agreement (transfer or sale) for all Titles	required	required	required
Return of Offer of R-of-O's and Return of C-of-O's (Surrender)	required	required	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

1. Organisation R-of-O Title Holder (Companies, Institutions, NGOs), who wants to subdivide or Part Surrender there registered Property must apply with this PSO Form (Individual private Person Title Holder must apply with the PSI Form)
2. 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).
3. The CBS Online Receipt or POS Receipt need to be submitted together with the completed application form and the required documents (see details above).
4. Proof of the applicants identity is required (see details above).
5. One passport sized photograph of the applicant is required. White background please. DONT staple or pin the picture on the face.
6. Proof of Ownership for the Property is required. Such as R-of-Os and C-of-Os or registered Assignments. **Only Registered Titles can be Part Surrendered!**
7. Parties who have already applied for an R-of-O must update their details using the UCI/UCO form.
8. Any new Party must apply for an R-of-O using the SRI/SRO Form (see conditions on the form).
9. If the applicant is going to be a Party to the sub division or Part Surrender he must also be listed in point 16 and apply using the SRI form (the old Root File will be closed).
10. The Lease Term of the new Titles will start for every Party from the Root Title Lease Term.
11. The land will need to be surveyed. The Office of the Surveyor General, Nasarawa or any Registered Surveyor can be contacted. (existing survey data can be submitted to the Office of the Surveyor General in Lafia or NAGIS Service Centre, Karu)

### Key Steps in the processing of the application to subdivide or Part Surrender after the submission of the Application Form and required Documents!

- (a) Verification of the required documents by the NAGIS Customer Service.
- (b) NAGIS Service Centre opens the permanent "NS" file and each applicant collects their own Acknowledgement Letter.
- (c) The survey data as approved by the Surveyor General is charted into the NAGIS Digital Cadastral System (in accordance with the Site Inspection Report).
- (d) Town Planning Recommendation and Approval in line with the site inspection reports of the old Root File.
- (e) The Registration Fee of 3% of Consideration of the Standard Value is due, payable by the new Parties to the sub division or Part Surrender.
- (f) Stamping and Registration of the Consent to Part Surrender is undertaken by the MLUD Deeds Registrar.
- (g) Each Offer of Terms and Condition for the R-of-O, the Initial Bill and Acceptance Letter are recommended by the Dr. Lands and approved by the DG NAGIS.
- (h) The Terms and Conditions are signed and conveyed to each applicant after the Initial Bill is paid.
- (i) Each Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- (j) Once the Outstanding's are settled the C-of-O is conveyed to the individual applicant.
- (k) 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: 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.



Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your application!



Version 7 (July 2020)