



Version 12



File Number or Reference Number

R-of-O Number

Organisation
Stamp

NASARAWA GEOGRAPHIC INFORMATION SERVICE

ISSUANCE OF NEW SECURED CERTIFICATE-OF-OCCUPANCY

Update Form for Organisation Title Holder

UCI in combination with: ☐ PIT ☐ ASG ☐ POA ☐ MOT ☐ GIF ☐ SUB ☐ PEX ☐ CLU ☐ RPL ☐ CTC ☐ DVO ☐ CNA

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 the Organisation:

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. Is the applying Organisation the original Title Holder? ☐ 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: _____ Register Date: Day / Month / Year

12. Proof of Ownership: ☐ 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 or Document to proof Ownership (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 PIT)

14. Comments to assist the processing of C-of-O: _____

15. Name of Representative: _____ Mobile: _____

Representative Signature: _____

COM - Commercial / Company ; INST - Private Institution ; NGO - Civil Society and Non Gov. Org.

Documents to submit according to Type of Organization	COM	INST	NGO
Acknowledgement Letter	required	required	required
Certificate of Incorporation / Registration	required	required	required
Authorised Representative / Contact Person ID	required	required	required
Proof of Ownership (copy of R-of-O or C-of-O)	required	required	required
Site Plan or Survey Report or Coordinates or TDP	optional	optional	optional

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

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