



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

NASARAWA STATE OF NIGERIA
MINISTRY OF LANDS AND PHYSICAL PLANNING

APPLICATION FOR CONSENT TO SUBDIVISION Application Form for Private and Organisation Title Holder

This Form has to be submitted attached to the SRI or SRO Form with Details of the new Parties of the Subdivision Layout. Subdivision of Plot split the Plot only for the same Title Holder.

To apply for Subdivision of Plot under R-of-O File Number: _____

1. Application Date: _____ Day / Month / Year 2. Application for: Private Organisation Agent

3. Applicant Name: _____ Title / Firstname / Middlename / Lastname 4. Phone: _____

Details of the Root Title Holder, Details of the Property and Details of the Subdivision

5. Root Title Holder Name: !!! 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): _____ if applicable (for organisation)

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: _____

15. Property L.G.A.: _____ (Lafia L.G.A.) 16. District: _____ (Bukan Sidi) 17. Town: _____ (Lafia)

18. Property Location and / or Plot Number: _____

19. Purpose for which the Land is used: _____

20. Parties and Parts of the Subdivision: _____ (submit a SRI/SRO to apply for R-of-O or submit UCI / UCO to update each Parties File)

File Number	Plot No	Plot Size	Parties Applicant Name	Land Application submitted
			Root Title Holder	Day / Month / Year
			Root Title Holder	Day / Month / Year

21. Applicant Signature: _____

Type of Applicant	Processing Fee
Private Individual	10,000
Corporate / Company	10,000
Institutions (School, Church, Health)	10,000
Civil Society and Non Gov. Organisation (NGO)	10,000

PAYMENT

The Amount includes the Processing Fee for Subdivision and Site Inspection Fee.
The Payment is not refundable and must be paid at **DIAMOND BANK** into the Lands Revenue Account **0025645834** of the Nasarawa State Ministry of Finance.
The Bank Teller must be submitted together with the completed filled Application Form.

Short Application Guidelines and Key steps in the processing of an application for Consent to Deed of Sublease (SDV)

- Private Individual or Organisation R-of-O Title Holder who wants to undertake a subdivision (into two parts only) must apply with this SDV form.
- The applicant is also required to complete two SRI/SRO forms for the two parts (see conditions on the form).
- Payment for the Processing Fees must be made into the Lands Revenue Account, Nasarawa State Government (see details above).
- The Bank Teller needs to be submitted with the completed application forms and the required documents (see details above).
- Proof of the applicants identity is required (see details above).
- Proof of ownership for the property is required, such as R-of-O, C-of-O or a registered Assignment. **Subdivisions are possible only with Registered Titles!**
- The Lease Term of the two new Titles will start from the Root Title Lease Term.
- 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)

(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.

NAGIS Helpline: 0805 482 2552 or 0703 267 7637

Completed forms, evidence of payment and documents can be returned to either:
the Ministry of Lands and Physical Planning in Lafia or to the NAGIS Service Centre at Mararaban Gurku or to the Area Offices in Keffi, Nasarawa and Akwanga.

