



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

Organisation
Stamp

NASARAWA GEOGRAPHIC INFORMATION SERVICE

APPLICATION FOR MERGER OF PLOT

Application Form for Organisations

(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. 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 Survey Report Site-Plan TDP

13. Description of the Location of the Land: _____

14. L.G.A.: _____ 15. Plot Size: _____ 16. Value of Improvement: _____

17. Lease Term required: _____ Years (from oldest Title max. 99 years) 18. Purpose for which the Land is used: _____ (for appropriate description see back page 18a)

19. Parties to merge: _____ (please attache a separate sheet if more than 8 Plots to be merged)

File Numbers	Plot No	Proof of Ownership (copies are required to be submitted)	Date of Ownership
	if applicable	<input type="checkbox"/> Assignment <input type="checkbox"/> Part Surrender <input type="checkbox"/> I'm original Owner	Day / Month / Year
	if applicable	<input type="checkbox"/> Assignment <input type="checkbox"/> Part Surrender <input type="checkbox"/> I'm original Owner	Day / Month / Year
	if applicable	<input type="checkbox"/> Assignment <input type="checkbox"/> Part Surrender <input type="checkbox"/> I'm original Owner	Day / Month / Year
	if applicable	<input type="checkbox"/> Assignment <input type="checkbox"/> Part Surrender <input type="checkbox"/> I'm original Owner	Day / Month / Year
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	if applicable	<input type="checkbox"/> Assignment <input type="checkbox"/> Part Surrender <input type="checkbox"/> I'm original Owner	Day / Month / Year
	if applicable	<input type="checkbox"/> Assignment <input type="checkbox"/> Part Surrender <input type="checkbox"/> I'm original Owner	Day / Month / Year
	if applicable	<input type="checkbox"/> Assignment <input type="checkbox"/> Part Surrender <input type="checkbox"/> I'm original Owner	Day / Month / Year

20. Any comment: _____

Contact Person Signature: _____



18 a. Specify the Landuse or the Purpose Clause and copy the description to item 18 on the front page :

<input type="radio"/> RESIDENTIAL	<input type="radio"/> COMMERCIAL	<input type="radio"/> PUBLIC INSTITUTION	<input type="radio"/> INDUSTRIAL	<input type="radio"/> OPEN SPACE / GREEN AREA
<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"/> MIXED USE	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Hospital	<input type="radio"/> PUBLIC UTILITY UNIT	<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"/> AGRICULTURAL	<input type="checkbox"/> Plant Nursery	<input type="checkbox"/> Place Of Worship	<input type="radio"/> TRANSPORTATION	
<input type="checkbox"/> Farming	<input type="checkbox"/> Workshop	<input type="checkbox"/> Fire Service	<input type="checkbox"/> Bus Depot	
<input type="checkbox"/> Horticulture	<input type="checkbox"/> Petrol Filling Station	<input type="checkbox"/> Court / Jurisdiction	<input type="checkbox"/> Motor Park	
	<input type="checkbox"/> Gas Refilling Station	<input type="checkbox"/> Library	<input type="checkbox"/> Lorry / Trailer Park	
	<input type="checkbox"/> Fuel Depot	<input type="checkbox"/> Community Centre		
	<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	40,000	30,000	20,000
Corporate Affairs Commission (CAC) Certificate of Incorporation / Registration	required	required	required
Authorised Representative / Contact Person ID	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 for all Titles	required	required	required
Copy of R-of-O's or C-of-O's for all Titles	required	required	required
Transaction Deed (registered Transaction) for all Titles	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 (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 (company, institution or NGO), who want to merge 2 or more registered plots into 1 plot, must apply with this MPO form for a new Right of Occupancy. (Individual private Title Holder must apply with the MPI 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. The organisations authorised representative and contact person identification is required (see details above).
5. The Organisation Corporate Affairs Commission (CAC) Registration Number (RC) is required.
6. Proof of ownership for the property is required, such as R-of-O, C-of-O or a registered Assignment. **Only Registered Titles can be merged!** (Use PEX form for land not registered)
7. The applicants address must be properly described and the telephone numbers must be readable and complete (e-mail if available).
8. Select the intended Landuse from the 18a list above and place description in point 18.
9. All Parties, file numbers, means and date of acquisition must be listed in point 19.
10. The Lease Term of the merged Title will start from the oldest Title of the set of Parties.

Key Steps in the processing of the application for R-of-O 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 collection of the Acknowledgement Letter by the applicant.
- (c) The Director Town Planning approves and stamps the Site Inspection Reports of the old Root-Files. (eventually a Site Inspection is required to confirm the joining Land uses)
- (d) The survey data as approved by the Surveyor General is charted into the NAGIS Digital Cadastral System (in accordance with the Site Inspection Report).
- (e) 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.
- (f) The Terms and Conditions are signed and conveyed to the applicant after the Initial Bill is paid.
- (g) The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- (h) Once the Outstanding's are settled the C-of-O is conveyed to the applicant.
- (i) 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)

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!

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