



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

BENUE STATE GEOGRAPHIC INFORMATION SERVICE

APPLICATION FOR STATUTORY RIGHT-OF-OCCUPANCY *Application Form for Private Individuals*

(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.)

FOR OFFICIAL USE ONLY (INFO DESK): Private

File Number: _____

Application Date: Day / Month / Year

Section 1 APPLICANT DETAILS

Title: _____ First: _____ First Name Middle: _____ Middle Name Surname: _____ Family Name

Gender: Male Female Date of Birth: Day / Month / Year Occupation: _____ No. of Children: _____

Nationality: _____ State of Origin: _____ Local Gov.: _____

Marital Status: Single Married Separated Divorced Widowed

Religion: Christianity Islam None Other specify: _____

Education: Primary Secondary Tertiary Other specify: _____

House No: _____ 8 Street Name: _____ (Beach Road) Ward: _____ (Wailwayo)

Village/Community _____ (High Level) City/Town _____ (Makurdi) L.G.A: _____ (Guma)

State: _____ (Benue) Country: _____ (Nigeria) P.O./P.M.B.: _____ (1111) C/O: _____

Additional Address Information: _____ (Airforce Base Makurdi)

Phone 1: _____ Phone 2: _____ 15. ID No: Passport, Nat. ID, Driver Lic., Voters Card

TIN:

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 Email: _____

Section 2 NEXT OF KIN DETAILS (Specify 1 Person)

Next of Kin: First: _____ Middle: _____ Surname: _____

Date Of Birth _____ Phone Number _____ Relationship _____ Gender: Male Female

Full Address _____

Section 3 INHERITANCE DETAILS

Inheritance: First: _____ Middle: _____ Surname: _____

Full Address _____

Section 4 REPRESENTATIVE DETAILS

Delivered in Person? Yes No If "No" give name and phone of Representative. Phone: _____

First: _____ First Name Middle: _____ Middle Name Surname: _____ Family Name

Full Address _____

Section 5 DOCUMENTATION

Parcel Delineation: the Parcel is delineated by: Survey Plan Survey Data / Coordinates Site-Plan TDP

the Parcel is **NOT** delineated and a Property Identification is needed for my TDP (Obtain a Property Identification Form)

Is the Applicant the original Land Owner? Yes No If "No" how did you acquire the Plot and who is the former Owner?

Sales Agreement Deed of Conveyance/Assignment/Transfer Allocation Letter Customary Grant

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

Deed of Gift Inheritance Letter of Administration Other:

Name of Former Owner: _____ Date of Transaction: Day / Month / Year

Plot Size: _____ Plot Number: (if applicable) _____ Street Name: _____ Ward: _____

Village / Community: _____ City / Town: _____ L.G.A.: _____

Additional Address Information: _____

Purpose for which the Land is used / required:
(for appropriate description see below Section 7) _____

Plot Condition: Developed Undeveloped

Value of Improvement: _____ Lease Term required: _____

Write your comment: _____

Section 6 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 and may be published in the media.

I have read and I acknowledge the above declaration

Applicant Signature: _____ Representative Signature: _____

Section 7 LANDUSE DESCRIPTION

Specify the Landuse or the Purpose Clause and copy the description to Section 5:

RESIDENTIAL

- Private Residential
- Staff Quarter / Life Camp

MIXED USE

- Multi-Purpose
- Special Development
- Residential Estate

AGRICULTURAL

- Farming
- Horticulture

COMMERCIAL

- Commercial Housing Estate
- Hotel
- Hostel
- Motel
- Guest House (Hospitality)
- Restaurant / Fast Food
- Neighbourhood Centre
- Shopping Mall / Plaza
- Small Shops / Corner Shops
- District Market
- Supermarket
- Shopping Complex
- Office
- Banking /Insurance /Services
- Warehouse
- Bakery / Café
- Plant Nursery
- Workshop
- Petrol Filling Station
- Gas Refilling Station
- Fuel Depot
- Garage / Carwash
- Internet Café
- Cinema / Theatre
- Sports Facility

INSTITUTIONAL

- Nursery School
- Day Care
- Nursery & Primary School
- Primary School
- Secondary School
- University
- Research Institute
- Educational Institution
- Training / Vocation Cent. / College
- Clinic
- Hospital
- Veterinary Clinic
- Dental Clinic
- Laboratory
- Fire Service
- Court / Jurisdiction
- Library
- Community Centre
- Government Office

INDUSTRIAL

- Quarry
- Borrow Pit
- Mining / Minerals
- General Manufacturing
- Metal or Wood Factory
- Paper, Chemicals, Textil
- Stones, Sediment, Ceramics
- Water Packaging, Bottling
- Agro-Allied

PUBLIC UTILITY UNIT

- Post Office
- Power Station/ Subst./ Transformer
- TV Or Radiostation
- Water Treatment Plant
- Dump Site

TRANSPORTATION

- Bus Depot
- Motor Park
- Lorry / Trailer Park

OPEN SPACE / GREEN AREA

- Play Ground / Picnic Area
- Recreation and Holiday Resort
- Amusement Park
- Game Reserve / Zoo
- Sports Area
- Golf Course
- Equestrian Centre
- Country Club / Health Farm
- Neighbourhood Park
- Recreational Centre
- Entertainment Complex
- Cemetery
- National Memorial Park
- Local Park
- District Park
- Prayer Site

RELIGIOUS

- Church
- Mosque
- Place Of Worship
- Government Place Of Worship

Documents to submit for Application of C-of-O	PRIVATE
One Passport sized Photograph	Required
Copy of National ID Card or Int. Passport or Driving License or Voters Card	Required
Evidence of Tax Payment or Current Tax Clearance Certificate	Required
Survey Map or TDP or Coordinates or Site Plan	Optional
Sales Agreement or Deed of Conveyance / Assignment / Transfer or Allocation Letter or Customary Grant or Deed of Gift or Inheritance Document or Letter of Administration	Required
Site Inspection Report	Optional
Utility Bill	Required
Court Affidavit (for lost or stolen documents)	Required

PAYMENT

The Amount Includes the Application Processing Fee **NGN 19,000**

You are expected to pay this amount or any other bill by coming to BENGIS Service Centre where a Remita Reference Number (RRR) code will be generated for you, then you are to pay into any Commercial Bank using the RRR code.

The Payment is non Refundable.

BENGIS Helpline: 0708 064 0436 or 0913 112 0111

Email: info@benuegis.org; Web: www.benuegis.org

Completed forms, evidence of payment and documents should be returned to: BENGIS Office at Beach Road, PMB 102040, Makurdi, Benue State, Nigeria.

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