This Form is FREE and NOT FOR SALE
(this Form can be copied)

SRO
Statutory Right of Occupancy Organization

BENGIS
BENUE GEOGRAPHIC INFORMATION SERVICE

BENUE STATE GEOGRAPHIC INFORMATION SERVICE

APPLICATION FOR STATUTORY RIGHT-OF-OCCUPANCY

Application Form for Organizations

(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.)

File Number: _____ Application Date: Day / Month / Year

Section 1 ORGANIZATION DETAILS

Name of Organization: _____

Registration Number (RC): _____ Date of Registration: Day / Month / Year Local Government: (not required)

Section 2 REPRESENTATIVE DETAILS

Contact Person: Designation: _____ Phone: _____

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

Identification: ☐ Int. Passport ☐ National ID Card ☐ Driver's Lic. ☐ Voter's Card ID No: _____

Section 3 ADDRESS OF ORGANIZATION/ COMPANY OR HEADQUARTER

Building 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.: 111111 C/O: _____

Additional Address Information: _____

Phone 1: _____ Phone 2 : _____ Phone 3: _____

TIN: | | | | | | | | | | | | | | E-mail: _____

Section 4 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 applying Organisation 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

☐ 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: _____

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

Purpose for which the Land is used / required:
(for appropriate description see below Section 6) _____

Plot Condition: ☐ Developed ☐ Undeveloped

Value of Improvement: _____ Lease Term required: _____

Write any comment: _____

Section 5 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

ID Number: Passport, National ID, Driver LIcense, Voters Card

Contact Person Signature: _____

Section 6 LANDUSE DESCRIPTION

Specify the Landuse or the Purpose Clause and copy the description to Section 4:

○ 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

○ RELEGIOUS
- ☐ Church
- ☐ Mosque
- ☐ Place Of Worship
- ☐ Government Place Of Worship

Documents to submit according to type of Organization	
Corporate Seal	Required
Corporate Affairs Commission (CAC) Certificate of Incorporation / Registration	Required
Copy of National ID Card **or** Int.Passport **or** Driving License **or** Voters Card for Corporate Representative / Contact Person.	Required
Evidence of Tax Payment **or** Current Tax Clearance Certificate for Corporation, and CEO/Corporate Representative	Required
Survey Map **or** TDP **or** Coordinates **or** Site Plan	Required
Sales Agreement **or** Deed of Conveyance/Assignment/Transfer **or** Allocation Letter **or** Customary Grant **or** Deed of Gift **or** Inheritance Document.	Required
Site Inspection Report	*Optional*
Utility Bill	*Optional*
Court Affidavit (for lost or stolen documents)	Required

PAYMENT

The Application Processing Fee is Categorized below:
Commercial **: NGN 32,500 NGN**
Industrial**: 40,000 NGN**
Agricultural: **30,000 NGN**

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 234 0822 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.

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