



BENGIS
BENUE GEOGRAPHIC INFORMATION SERVICE

BENUE STATE GEOGRAPHIC INFORMATION SERVICE

RECERTIFICATION AND ISSUANCE OF NEW CERTIFICATE-OF-OCCUPANCY *Application Form for Organization*

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: _____

Date: Day / Month / Year

Section 1 ORGANIZATION DETAILS

Organization Type: Corporate / Company Institution (Schools, Church, Health) NGO / Civil Society Organisation

Name of Organization: _____

Registration Number (RC): _____ Date of Registration: Day / Month / Year Local Gov.: _____

Section 2 REPRESENTATIVE DETAILS

Organization Representative: Designation _____ Phone: _____

Title: _____ First: _____ Middle: _____ Surname: _____

Phone 1: _____ Phone 2: _____ Email: _____

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

Section 3 ADDRESS OF ORGANIZATION / COMPANY OR HEADQUARTER

Building No.: _____ Street Name: _____

Ward: _____ City/Town: _____ Local Gov.: _____

State: _____ Country: _____ P.O. / P.M.B.: _____ C/O: _____

Additional Address Information: _____

Section 4 DOCUMENTATION

Proof of Ownership: C of O (old type) Offer Letter Ground Rent Demand Digital C of O

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 Organization 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: (in Sq.m) _____ Plot No.: (if applicable) _____ Street Name: _____ Ward: _____

Area / District Name: _____ City/Town: _____ L.G.A.: _____

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

Plot Condition: Developed Undeveloped

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

Value of Improvement: _____ Lease Term required: _____

Write your 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.

Organization Representative Signature: _____

Section 6 LANDUSE DESCRIPTION

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

- RESIDENTIAL**
 - Private Residential
 - Staff Quarter / Life Camp
- 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 / Cafe'
 - 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
- INDUSTRIAL**
 - Quarry
 - Borrow Pit
 - Mining / Minerals
 - General Manufacturing
 - Metal or Wood Factory
 - Paper, Chemicals, Textil
 - Stones, Sediment, Ceramics
 - Water Packaging, Bottling
 - Agro-Allied
- 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
- MIXED USE**
 - Multi-Purpose
 - Special Development
 - Comprehensive Development
- AGRICULTURAL**
 - Farming
 - Horticulture
- PUBLIC UTILITY UNIT**
 - Post Office
 - Power Station/ Subst./ Transformer
 - TV Or Radiostation
 - Water Treatment Plant
 - Dump Site
- RELEGIOS**
 - Church
 - Mosque
 - Place Of Worship
 - Government Place Of Worship
- TRANSPORTATION**
 - Bus Depot
 - Motor Park
 - Lorry / Trailer Park

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
Surrender C-of-O / copy of R-of-O	Required

PAYMENT
The Amount Includes the Application Processing Fee NGN 20,000
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 234 0822 or 0913 112 0111

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

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

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