



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:	<input type="checkbox"/> Int. Passport	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Driver's Lic.	<input type="checkbox"/> 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: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																					E-mail: _____

Section 4 DOCUMENTATION

Parcel Delineation:	<input type="checkbox"/> the Parcel is delineated by:	<input type="checkbox"/> Survey Plan	<input type="checkbox"/> Survey Data / Coordinates	<input type="checkbox"/> Site-Plan	<input type="checkbox"/> TDP
	<input type="checkbox"/> the Parcel is <u>NOT</u> delineated and a Property Identification is needed for my TDP (Obtain a Property Identification Form)				
Is the applying Organisation the original Land Owner ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "No" how did you acquire the plot and who is the former Owner?		
<input type="checkbox"/> Sales Agreement	<input type="checkbox"/> Deed of Conveyance/Assignment/Transfer	<input type="checkbox"/> Allocation Letter	<input type="checkbox"/> Customary Grant		
<input type="checkbox"/> Deed of Gift	<input type="checkbox"/> Inheritance	<input type="checkbox"/> Letter of Administration	<input type="checkbox"/> 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

RELEGIOS

- 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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