



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

Organisation
Stamp

EDO STATE GEOGRAPHIC INFORMATION SERVICE

APPLICATION FOR STATUTORY RIGHT-OF-OCCUPANCY

Application Form for Organisations

| | | |
|--|------------|-------------|
| FOR OFFICIAL USE ONLY (INFO DESK): <input type="checkbox"/> Corporate / Company <input type="checkbox"/> Institution (Schools, Church, Health) <input type="checkbox"/> NGO / Civil Society Organisation | EDL | File Number |
|--|------------|-------------|

1. Application Date: _____ (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.)
Day / Month / Year

2. Name of Organisation: _____

3. Registration Number (RC): _____ 4. Date of Registration: _____ 5. Local Government: _____ (not required)

6. Contact Person: Designation: _____ Phone: _____
 Title: _____ First: firstname _____ Middle: middlename _____ Surname: familyname _____

7. Address of Organisation / Company or Headquarter:
 House No: _____ (7) Street Name: _____ (Sapele Road) Community: _____ (Ugbor)
 City/Town: _____ (Benin) District: _____ State: _____ (Edo)
 Country: _____ (Nigeria) P.O. /P.M.B.: _____ C/O: _____
 Additional Address Information: _____

8. Phone 1: _____ Phone 2: _____ Phone 3: _____

9. TIN: _____ Tax Identification Number 10. E-mail: _____

11. 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)

12. Is the applying Organisation the original Land Owner ? Yes No If "No" how did you acquire the plot and who is the former Owner?
 Change of Ownership Customary C-of-O Power of Attorney Assignment Allocation Letter Part Surrender
 Inheritance Deed of Gift Letter of Administration Other: _____
 Name of former Owner: _____ Date of Transaction: _____ Day / Month / Year

13. L.G.A.: _____ 14. Plot Size: _____ 15. Plot Number: _____ (if applicable)

16. Description of the Location of the Land: _____

17. Purpose for which the Land is used / required:
(for appropriate description see back page 17a) _____

18. Value of Improvement: _____ 19. Lease Term required: _____

20. Write any comment: _____

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.

I have read and acknowledge the above declaration

Contact Person Signature: _____

17 a. Specify the Landuse or the Purpose Clause and copy the description to item 17 on the front page :

- | | | | | |
|---|---|--|--|--|
| <p><input type="radio"/> RESIDENTIAL</p> <p><input type="checkbox"/> Private Residential</p> <p><input type="checkbox"/> Staff Quarter / Life Camp</p> | <p><input type="radio"/> COMMERCIAL</p> <p><input type="checkbox"/> Commercial Housing Estate</p> <p><input type="checkbox"/> Hotel</p> <p><input type="checkbox"/> Hostel</p> <p><input type="checkbox"/> Motel</p> <p><input type="checkbox"/> Guest House (Hospitality)</p> <p><input type="checkbox"/> Restaurant / Fast Food</p> <p><input type="checkbox"/> Neighbourhood Centre</p> <p><input type="checkbox"/> Shopping Mall / Plaza</p> <p><input type="checkbox"/> Small Shops / Corner Shops</p> <p><input type="checkbox"/> District Market</p> <p><input type="checkbox"/> Supermarket</p> <p><input type="checkbox"/> Shopping Complex</p> <p><input type="checkbox"/> Office</p> <p><input type="checkbox"/> Banking /Insurance /Services</p> <p><input type="checkbox"/> Warehouse</p> <p><input type="checkbox"/> Bakery / Cafe'</p> <p><input type="checkbox"/> Plant Nursery</p> <p><input type="checkbox"/> Workshop</p> <p><input type="checkbox"/> Petrol Filling Station</p> <p><input type="checkbox"/> Gas Refilling Station</p> <p><input type="checkbox"/> Fuel Depot</p> <p><input type="checkbox"/> Garage / Carwash</p> <p><input type="checkbox"/> Internet Café</p> <p><input type="checkbox"/> Cinema / Theatre</p> <p><input type="checkbox"/> Sports Facility</p> | <p><input type="radio"/> PUBLIC INSTITUTION</p> <p><input type="checkbox"/> Nursery School</p> <p><input type="checkbox"/> Day Care</p> <p><input type="checkbox"/> Nursery & Primary School</p> <p><input type="checkbox"/> Primary School</p> <p><input type="checkbox"/> Secondary School</p> <p><input type="checkbox"/> University</p> <p><input type="checkbox"/> Research Institute</p> <p><input type="checkbox"/> Educational Institution</p> <p><input type="checkbox"/> Training / Vocation Cent. / College</p> <p><input type="checkbox"/> Clinic</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Veterinary Clinic</p> <p><input type="checkbox"/> Dental Clinic</p> <p><input type="checkbox"/> Laboratory</p> <p><input type="checkbox"/> Church</p> <p><input type="checkbox"/> Mosque</p> <p><input type="checkbox"/> Place Of Worship</p> <p><input type="checkbox"/> Fire Service</p> <p><input type="checkbox"/> Court / Jurisdiction</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Community Centre</p> | <p><input type="radio"/> INDUSTRIAL</p> <p><input type="checkbox"/> Quarry</p> <p><input type="checkbox"/> Borrow Pit</p> <p><input type="checkbox"/> Mining / Minerals</p> <p><input type="checkbox"/> General Manufacturing</p> <p><input type="checkbox"/> Metal or Wood Factory</p> <p><input type="checkbox"/> Paper, Chemicals, Textil</p> <p><input type="checkbox"/> Stones, Sediment, Ceramics</p> <p><input type="checkbox"/> Water Packaging, Bottling</p> <p><input type="checkbox"/> Agro-Allied</p> | <p><input type="radio"/> OPEN SPACE / GREEN AREA</p> <p><input type="checkbox"/> Play Ground / Picnic Area</p> <p><input type="checkbox"/> Recreation and Holiday Resort</p> <p><input type="checkbox"/> Amusement Park</p> <p><input type="checkbox"/> Game Reserve / Zoo</p> <p><input type="checkbox"/> Sports Area</p> <p><input type="checkbox"/> Golf Course</p> <p><input type="checkbox"/> Equestrian Centre</p> <p><input type="checkbox"/> Country Club / Health Farm</p> <p><input type="checkbox"/> Neighbourhood Park</p> <p><input type="checkbox"/> Recreational Centre</p> <p><input type="checkbox"/> Entertainment Complex</p> <p><input type="checkbox"/> Cemetery</p> <p><input type="checkbox"/> National Memorial Park</p> <p><input type="checkbox"/> Local Park</p> <p><input type="checkbox"/> District Park</p> <p><input type="checkbox"/> Prayer Site</p> |
| <p><input type="radio"/> MIXED USE</p> <p><input type="checkbox"/> Multi-Purpose</p> <p><input type="checkbox"/> Special Development</p> <p><input type="checkbox"/> Comprehensive Development</p> | | | <p><input type="radio"/> PUBLIC UTILITY UNIT</p> <p><input type="checkbox"/> Post Office</p> <p><input type="checkbox"/> Power Station/ Subst./ Transformer</p> <p><input type="checkbox"/> TV Or Radiostation</p> <p><input type="checkbox"/> Water Treatment Plant</p> <p><input type="checkbox"/> Dump Site</p> | |
| <p><input type="radio"/> AGRICULTURAL</p> <p><input type="checkbox"/> Farming</p> <p><input type="checkbox"/> Horticulture</p> | | | <p><input type="radio"/> TRANSPORTATION</p> <p><input type="checkbox"/> Bus Depot</p> <p><input type="checkbox"/> Motor Park</p> <p><input type="checkbox"/> Lorry / Trailer Park</p> | |

COM - Commercial / Company ; INST - Private Institution ; NGO - Civil Society and Non Governmental Organizations

| Documents to submit according to Type of Organization | COM | INST | NGO |
|--|--------------------------|----------|----------|
| Corporate Affairs Commission (CAC) Certificate of Incorporation / Registration | required | required | required |
| Authorised Representative / Contact Person ID | required | required | required |
| Memorandum and Articles of Association | required | required | required |
| Site Plan or Survey Report or Coordinates or TDP | required | required | required |
| Change of Ownership and Clearance Form and Agreement (transfer or sale) or | required | required | required |
| Transaction Deed or Letter of Administration or Allocation Letter (Part Surrender or NIPDC e.g.) | required | | |
| Police Report and Court Affidavit | Lost or Stolen Documents | | |

PAYMENT

The Amount includes the Processing Fee for Application, the Preparation Fee for the Offer of the Right of Occupancy and the Site Inspection Fee.

The Payment is not refundable and must be paid at **ACCESS BANK**, Account Number **0777515446**.

The Bank Teller must be submitted together with the completed Application Form.

APPROVED IDENTIFICATION

National ID Card; International Passport; Drivers Licence; Voter Registration Card.

EDOGIS Helpline: 0813 614 9787 or 0815 661 1097

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

Completed forms, evidence of payment and documents should be returned to: EDOGIS Office at 102 Sapele road, Benin City, Edo State, Nigeria.