



Please attach
1 Passport
Picture for your
C-of-O
Don't pin the Face!

EDO STATE GEOGRAPHIC INFORMATION SERVICE

RECERTIFICATION AND ISSUANCE OF NEW CERTIFICATE-OF-OCCUPANCY

Version 1.2

RECERTIFICATION

1. Application Date: Day / Month / Year

Recertification of R-of-O Number: EDL

Details of Applicant

2. Application applies as: Private Organisation Agent

3. Name of Applicant: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

4. Gender: Male Female 5. Date of Birth: (for private) 6. Registration Number (RC): (for organisation) if applicable

7. Nationality: (for private) 8. State of Origin: (for private) 9. Local Gov.:

10. House No: (7) 11. Street Name: (Uwa Street)

12. District: 13. City/Town: (Benin) 14. State: (Edo)

15. Additional Address Information: (Ogida Barracks)

16. Phone: 17. Email: 18. TIN: Tax Identification Number

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

First: Middle: Surname:

20. Identification: International Passport National ID Card Voter Registration Card Tax Identification Card
 Driver's License Other, Specify ID Number

21. Is the Applicant the original Title Holder? Yes No If "No" how did you acquire the Plot and who is the former Owner?

Customary C-of-O Assignment Power of Attorney Deed of Gift Letter of Administration Sublease Other:

Name of former Owner: Register Date: Day / Month / Year

22. Recertified Document (Proof of Ownership): C-of-O Terms and Condition (R-of-O)

23. 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)

24. Comments to assist the processing of C-of-O:

25. Name of Representative: Mobile:

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

Applicant Signature: Representative Signature:

Documents to submit: x =required	COM	INST	NGO	GOV	Private
a) Registration / Particulars of Director	x	x	x		
b) Certificate of Incorporation	x	x			
c) Memorandum and Articles of Association	x	x	x		
d) Surrender C-of-O / copy of R-of-O	x	x	x	x	x
e) Transaction Deed / Power of Attorney	x	x	x	x	x
f) Letter of Administration	x	x	x	x	x
g) Court Affidavit	x	x	x	x	x

According to the Application type submit the documents marked by cross (COM - Commercial; INST - Institutional; NGO - Non Governmental Organisations; GOV - Governmental; Private - Individuals;

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 filled 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.