



## ISSUANCE OF NEW SECURED CERTIFICATE-OF-OCCUPANCY

### Update Form for Individual Title Holder

Attach Passport  
Photo that will be  
used for the  
C-of-O

Don't pin the  
Face!

Application Date: Day / Month / Year	<b>EDL</b>	File Number
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This form is for applicants whose details have changed since their file was opened, or after they have received their C-of-O, and need a new C-of-O issued to reflect the changes

1. Title: First: Middle: Surname:

2. Phone 1: Phone 2: 3. Email:

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

5. Gender:  Male  Female 6. Date of Birth: Day / Month / Year 7. Occupation: 8. No. of Children:

9. Nationality: 10. State of Origin: 11. Local Gov.:

12. Marital Status:  Single  Married  Separated  Divorced  Widowed

13. Religion:  Christianity  Islam  None  Other specify:

14. Education:  Primary  Secondary  Tertiary  Other specify:

15. House No.: Street Name: Ward:

Village: City/Town Local Gov.:

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

Additional Address Information:

16. Delivered in Person?  YES  NO If "No" provide the following:

17. Title: First: Middle: Surname:

18. Phone 1: Phone 2: 19. Email:

20. Identification:  Int. Passport  National ID Card  Driver's Lic.  Voters Card ID No.:

21. Is the Parcel delineated by Survey Plan ?  YES  NO

22. Is the Applicant 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:

23. Proof of Ownership:  C-of-O (old type)  Bill for R-of-O  Terms and Conditions (R-of-O)  Ground Rent Demand  Secured C-of-O (green framed)

Any other Bill or Document to prove Ownership (specify):

24. Purpose for which the Land is used / required:

(for appropriate description see back page 24a)

To your knowledge, is the land parcel the subject of any dispute?

YES

NO

**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.

Applicant Signature: \_\_\_\_\_

Representative Signature (see Item 16): \_\_\_\_\_

**24 a. Specify the Land Use or the Purpose Clause and copy the description to item 20 on the front page :**

- RESIDENTIAL**
  - Private Residential
  - Staff Quarter / Life Camp
- MIXED USE**
  - Multi-Purpose (Mostly Commercial)
  - Comprehensive Development (Mostly Residential)
  - Special Development
- AGRICULTURAL**
  - Farming
  - Horticulture
- COMMERCIAL**
  - 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
  - Event Centre
- PUBLIC INSTITUTION**
  - 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
  - Church
  - Mosque
  - Place Of Worship
  - Fire Service
  - Court / Jurisdiction
  - Library
  - Community Centre
  - State Government Office
  - Federal Government Office
  - Morgue
- INDUSTRIAL**
  - Quarry
  - Borrow Pit
  - Mining / Minerals
  - General Manufacturing
  - Metal or Wood Factory
  - Paper, Chemicals, Textile
  - 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

**Documents to Submit for Application for R-of-O :**

1. One passport-sized photograph
2. Photo ID :  
National ID Card **or** Intern'l Passport **or** Driver's Licesnse **or** Voter's Card
3. Land Transfer Documents such as Sales Agreement **or** Deed of Transfer **or** Inheritance Document
4. Survey Plan
5. Evidence of personal income tax **or** current Tax Clearance Certificate
6. Utility bill to verify Applicant's home address
7. Court affidavit and Police Report for lost or stolen documents
8. If using an Authorized Representative, a signed appointment letter and Photo ID is required
9. Bank Teller receipt for ₦ 50,000 Processing Charge
10. Site Inspection Report **Optional**

**Payment**

A one-time, non-refundable Processing Charge of ₦50,000 is required.

The charge must be paid to **ACCESS BANK**, Account Number **0777515446**

The bank teller receipt must be submitted together with the completed Application Form.

**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.