



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

RECERTIFICATION AND ISSUANCE OF NEW CERTIFICATE-OF-OCCUPANCY Application Form for Organisation

| | | |
|---|--|-----------------------------------|
| Application Date: Day / Month / Year | EDL | File Number |
| <p>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.</p> | | |
| 1. Organization Type: <input type="checkbox"/> Corporate / Company <input type="checkbox"/> Institution (Schools, Church, Health) <input type="checkbox"/> NGO /Civil Society Organisation | | |
| 2. Name of Organisation: _____ | | |
| 3. Registration Number (RC): _____ | 4. Date of Registration: Day / Month / Year | 5. Local Gov.: _____ |
| 6. Organization Representative: Designation: _____ Phone: _____ | | |
| Title: _____ | First: _____ | Middle: _____ Surname: _____ |
| 7. Phone 1: _____ | Phone 2: _____ | 8. Email: _____ |
| 9. 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.: _____ | | |
| 10. Address of Organisation / Company or Headquarter: | | |
| House No.: _____ | Street Name: _____ | Ward: _____ |
| Village: _____ | City/Town: _____ | Local Gov.: _____ |
| State: _____ | Country: _____ | P.O. /P.M.B.: _____ C/O: _____ |
| Additional Address Information: _____ | | |
| 11. Purpose for which the Land is used / required: (for appropriate description see back page 11a) _____ | | |
| 12. Plot Condition: <input type="checkbox"/> Developed <input type="checkbox"/> Undeveloped | | |
| 13. Value of Improvement: _____ | 14. Lease Term required: _____ | |
| 15. Write your comment: _____ | | |

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.

Organization Representative Signature: _____

11 a. Specify the Landuse or the Purpose Clause and copy the description to item 18 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, 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

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

1. Corporate Seal
2. Corporate Affairs Commission Certificate of Incorporation / Registration
3. Photo ID of the CEO **or** a Director (**and** Authorized Representative) :
National ID Card **or** Intern'l Passport **or** Driver's license **or** Voter's Card
4. Land Transfer Documents such as Sales Agreement **or** Deed of Transfer **or** Inheritance Document
5. Survey Plan
6. Evidence of tax payment **or** Tax Clearance Certificate for the Organization **and** personal income tax **or** current Tax Clearance Certificate for the CEO **or** a Director
7. Utility Bill to verify Organization's office address
8. Court affidavit and Police Report for lost or stolen documents
9. if using an Authorized Representative, a signed appointment letter and Photo ID is required
10. Bank Teller receipt for ₦ 50,000 Processing Charge
11. Surrender C-of-o / Copy of R-of-O
12. 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.