



APPLICATION FOR CONSENT TO SUBDIVISION Application Form for Private and Organisation Title Holder

This Form has to be submitted attached to the SRI or SRO Form with Details of the new Parties of the Subdivision Layout. Subdivision of Plot split the Plot only for the same Title Holder.

To apply for Subdivision of Plot under R-of-O File Number:

1. Application Date: Day / Month / Year 2. Application for: Private Organisation Agent

3. Applicant Name: Title / Firstname / Middlename / Lastname 4. Phone: _____

Details of the Root Title Holder, Details of the Property and Details of the Subdivision

5. Root Title Holder Name: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

6. Gender: Male Female 7. Date of Birth: _____ 8. Registration Number (RC): _____ if applicable
(for private) (for private) (for organisation)

9. Nationality: _____ 10. State of Origin: _____ 11. Local Gov.: _____
(for private) (for private)

12. House No: _____ (7) Street Name: _____

District: _____ (Metropolitan) City/Town: _____ (Gombe) State: _____ (Gombe)

Additional Address Information: _____ (FHA Estate)

13. Phone: _____ 14. Email: _____

15. Property L.G.A.: _____ (Gombe LGA) 16. District: _____ (Metropolitan) 17. Town: _____ (Gombe)

18. Property Location and / or Plot Number: _____

19. Purpose for which the Land is used: _____

20. Parties and Parts of the Subdivision: (submit a SRI /SRO to apply for R-of-O or submit UCI / UCO to update each Parties File)

| File Number | Plot No | Plot Size | Parties Applicant Name | Land Application submitted |
|-------------|---------|-----------|------------------------|----------------------------|
| | | | Root Title Holder | Day / Month / Year |
| | | | Root Title Holder | Day / Month / Year |

21. Applicant Signature: _____

| Type of Applicant | Processing Fee |
|---|----------------|
| Private Individual | 10,000 |
| Corporate / Company | 10,000 |
| Institutions (School, Church, Health) | 10,000 |
| Civil Society and Non Gov. Organisation (NGO) | 10,000 |

PAYMENT

The Payment is not refundable and must be paid at GOGIS TSA Account. The Remita Retrieval Reference (RRR) & Receipt must be submitted together with the completed filled Application Form.

APPROVED IDENTIFICATION

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

Short Application Guidelines and Key steps in the processing of an application for Consent to Deed of Sublease (SDV)

1. Private Individual or Organisation R-of-O Title Holder who wants to undertake a subdivision (into two parts only) must apply with this SDV form.
2. Payment for the Processing Fee must be made into the GOGIS TSA Account, Gombe State IGR.
3. The Remita Retrieval Reference (RRR) & Receipt needs to be submitted with the completed application form and the required documents (see details above).
4. The Bank Teller needs to be submitted with the completed application forms and the required documents (see details above).
5. Proof of the applicants identity is required (see details above).
6. Proof of ownership for the property is required, such as R-of-O, C-of-O or a registered Assignment. **Subdivisions are possible only with Registered Titles!**
7. The Lease Term of the two new Titles will start from the Root Title Lease Term.
8. The land will need to be surveyed. The Office of the Surveyor General, Gombe or any Registered Surveyor can be contacted.
(existing survey data can be submitted to the Office of the Surveyor General in Gombe or GOGIS Service Centre)

(for more information get the full Application Guidelines from GOGIS Customer Service or www.gogis.gm.gov.ng)

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.

GOGIS Helpline: 0916 349 6046 or 0916 456 1443

Completed forms, evidence of payment and documents can be returned to:
GOGIS Service Centre, GRA Drive.

