



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

Organisation
Stamp

GOMBE STATE OF NIGERIA
GOMBE GEOGRAPHIC INFORMATION SYSTEMS

APPLICATION FOR CONVERSION OF CUSTOMARY TITLE
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	GSL	File Number
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(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.)

1. Application Date: 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: _____ fullname Middle: _____ fullname Surname: _____ fullname
7. Address of Organisation / Company or Headquarter:
 House No: _____ (7) Street Name: _____ (Bauchi Road)
 District: _____ (Metropolitan) City/Town: _____ (Gombe) State: _____ (Gombe)
 Country: _____ (Nigeria) P.O./P.M.B.: _____ (107 Gombe) C/O: _____
 Additional Address Information: _____ (FHA Estate)
8. Phone 1: _____ Phone 2: _____ Phone 3: _____
9. TIN: _____ Tax Identification Number 10. E-mail: _____
11. Document of Demarcation submitted: Survey Data / Coordinates Survey Report Site-Plan TDP
12. Is the applying Organisation the original Land Owner ? Yes If "YES", the details and a copy of the Customary Title is required. Customary C-of-O
 No If "No" how did you acquire the Plot and who is the former Owner? Please indicate below.
 Sale Agreement Power of Attorney Assignment Subdivision others: _____
- 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. Demarcation of Plot: The Plot is surveyed (Survey Data submitted) The Plot is NOT surveyed, choose preferred surveyor Government surveyor Private surveyor
21. Write any comment: _____

Contact Person Signature: _____



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

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

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

Documents to submit according to Type of Organization		COM	INST	NGO
Evidence of Payment	Remita Retrieval Reference (RRR) & Receipt for Processing	30,000	20,000	10,000
Proof of Identity	Corporate Affairs Commission (CAC) Certificate of Incorporation / Registration	required	required	required
	Authorised Representative / Contact Person ID	required	required	required
Proof of Ownership	Sale Agreement or Power of Attorney or Assignment or Letter of Administration or Allocation Letter or any other Transaction document	required	required	required
	Site Plan or Survey Report or Coordinates or TDP	required	required	required
Additional Documents	Environmental Impact Assessment Report (EIA) and Feasibility Studies	required	required	required
	Memorandum and Articles of Association	required	required	required
Other Documents	Current Tax Clearance Certificate (TIN included)	optional		
	Police Report and Court Affidavit and Two daily newspaper advertisements (one national and one state)	Lost or Stolen Documents		

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

- Organisations applying such as a corporate company, institution or NGOs need to complete this SRO form to apply for Right of Occupancy.
- Payment of the Processing Fee must be made into the GOGIS TSA Account, Gombe State IGR.
- The Remita Retrieval Reference (RRR) & Receipt needs to be submitted with the completed application form and the required documents (see details above).
- The Organisations authorised representative and contact persons identification is required (see details above).
- The Organisation Corporate Affairs Commission (CAC) Registration Number (RC) is required.
- The Customary C-of-O as original and as a Copy is required as Proof of ownership for the property.
- Any Power of Attorney or Assignment or Sales Agreement that has not been registered must be submitted as a copy of the original.
- The Organisations address must be properly described and the telephone numbers must be readable and complete (e-mail if available).
- The authorised representative or contact person needs to book a Site Inspection Visit with the Town Planners office.
- The property must be surveyed. The Office of the Surveyor General or any private Registered Surveyor can be contacted.
(Existing Survey Data can be submitted to the Office of the Surveyor General or GOGIS Service Centre in Gombe)

Key Steps in the processing of the application for R-of-O after the submission of the Application Form and required Documents!

- Verification of the required documents by the Ministry of Lands and Survey Lands Officer;
- Site inspection undertaken by the Ministry of Lands and Survey Town Planning Officer and the completion of the Site Inspection Report.
- GOGIS Service Centre opens the permanent "GSL" file and collection of the Acknowledgement Letter by the applicant.
- The Director Town Planning approves and stamps the Site Inspection Report recommendations.
- The survey data as approved by the Surveyor General is charted into the GOGIS Digital Cadastral System (in accordance with the Site Inspection Report).
- The Offer of Terms and Condition for the R-of-O, Initial Bill and Acceptance Letter are recommended by the DL and approved by the Commissioner MLS.
- The Terms and Conditions are signed and conveyed to the applicant after the Initial Bill is paid.
- The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- Once the Outstanding's are settled the C-of-O is conveyed to the applicant.
- Ground rent needs to be paid in full every year (account statements are available from the GOGIS Service Centre).

(for more Information get the full Application Guidelines from GOGIS Customer Service Centre, Gombe. 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.

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

GOGIS Helpline: 0916 349 6046 or 0916 456 1443



Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your application!



Version 4 (May 2022)