

## Recertification Program

### General Facts

#### 1. Recertification Area

- All LGA in Katsina State, or
- All Urban and / or Rural Areas.

#### 2. Time Frame

- 1st period 1 Year with standard Processing Fee 20,000 Naira
- First 6 month with reduction of 15,000 Naira Processing Fee
- 2nd period 6 month with extended Processing Fee. (20,000 Naira)
- More extensions can follow with determinable time period.
- Review of all Rents and Fees after 1 Year. (general Rent Revision)

#### 3. Purpose of Recertification

- Exchange and issuance of the new digitally secured C-of-O.
- Encouraging Transaction and Mortgaging with C-of-O's.
- Conversion of NCL, KDL, Land File Number to KTL
- Ground Rent Revenue generation.
- Revenue generation of any other Outstanding. (e.g. Part Surrender or MISC Transaction)
- Update current Owner and Owners details. (owners contact for Ground Rent demands)
- Capture Miscellaneous Transaction. (Regularization of Title as Fast Track Assignments with flat Rate)

#### 4. Documents to recertify

- Original old C-of-O. (old Type, 5 pages)
- Copy Offer of Terms and Condition (RofO) collected, accepted and paid.
- Copy Offer of Terms and Condition (RofO) collected, accepted and not paid.
- Copy Offer of Terms and Condition (RofO) collected, not yet accepted and not paid.
- No Recertification for revoked Title.
- No Recertification for part surrendered Root Title.



**5. Documents to surrender**

- Original old C-of-O. (old Type, 5 pages),
- Copy of Offer of Terms and Condition (R-of-O).

**6. Documents required for Recertification**

- Evidence of payment for Recertification. (Recertification Processing Fee)
- Application Form RECERTIFICATION.
- Proof of Ownership. (copy C-of-O, copy Offer of Terms and Condition R-of-0)
- Proof of Identity. (ID, Drivers License, Int. Passport, Voters Card)
- Copy of Transaction if Applicant is not Title Holder on document. (e.g. Power of Attorney, Deed of Assignment, Deed of Mortgage, Sublease)
- Affidavit and News Paper Advertisement and Police Report for lost documents.

**7. Transferred Titles**

- New C-of-O in Name of new Title Holder for approved and registered Assignments.
- New C-of-O in Name of new Title Holder for approved and registered irrevocable Power of Attorney.
- New C-of-O in Name of Title Holder for approved and registered Mortgaged Title.
- New C-of-O in Name of original Title Holder for approved and registered Subleases.
- New C-of-O in Name of new Title Holder for approved and registered Devolution Order.
- New C-of-O in Name of new Title Holder for approved and registered Deed of Gift.

**8. Recertification Procedure (quick description)**

- Application and Surrender of C-of-O.
- Acknowledgment.
- File Tracing.
- Vetting (Vetting Team to check all documents and proof of ownership).
- Property Identification (Survey or Plot Identification Field Team).
- Account Statement (generate Bills and balance with existing Payments).
- Generating of white C-of-O copy.
- Confirmation List for New digitally secured C-of-O.



- Printing of New C-of-O Form.
- Signing and scanning (Deed Registry).
- Customer alert (SMS or phone, collection and outstanding).
- Payment of all Outstanding by the customer before collection of the new C-of-O.
- Issuance of new digitally secured C-of-O including conveyance.

