

# UPDATE FORM Organization



Provide  
Company seal /  
stamp as  
organization

This form is free

KATSINA STATE GEOGRAPHIC INFORMATION SERVICE  
**Update Information for Organization**  
**ISSUANCE OF NEW SECURED CERTIFICATE OF OCCUPANCY**

This form can be filled along with:  Assignment  Deed of Gift  Sublease  Subdivision  Merger

**Details of applicant:**

Application date: DD/MM/YYYY KTL: \_\_\_\_\_ KT / NC: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Title: \_\_\_\_\_

Date of Registration: DD/MM/YYYY Registration Number (RC): \_\_\_\_\_

Organization Representative: \_\_\_\_\_ Designation: \_\_\_\_\_

Representative Phone: \_\_\_\_\_ Representative Email: \_\_\_\_\_

**Contact:**

House No: \_\_\_\_\_ Street Name: \_\_\_\_\_

District: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_

Alternative Address Information: \_\_\_\_\_

Phone1: \_\_\_\_\_ Phone2: \_\_\_\_\_ Phone3: \_\_\_\_\_

Email: \_\_\_\_\_ TIN: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Contact Person Phone: \_\_\_\_\_

**Property Information:**

Is the applicant original title holder:  Yes  No If "No", how did you acquire it:

Regularization, Conversion (LTR)  Assignment  deed of gift  letter of administration  sublease

Other means: \_\_\_\_\_ Register / Transaction date: DD/MM/YYYY

Name of former owner: \_\_\_\_\_

Name of former owner2: \_\_\_\_\_

Name of former owner3: \_\_\_\_\_

Proof of ownership:  CofO (old type, 5pages)  electronic CofO (2pages)  RofO

Property L.G.A.: \_\_\_\_\_ District: \_\_\_\_\_ Town: \_\_\_\_\_

Property Location Description and / or Plot Number: \_\_\_\_\_

Purpose for which the Land is used: \_\_\_\_\_ Value of Improvement: \_\_\_\_\_

Comments to assist in the processing of C-of-O: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Representative Mobile Number: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Representative signature: \_\_\_\_\_

**Documents to submit**

Acknowledgement, Copy of RofO

Means of Identification (National ID, International passport, Drivers License or Voters' card)

Proof of Ownership

Registration / Particulars of Directors

Certificate of Incorporation

Memorandum and Articles of Association

**Completed forms and evidence of payment can be returned to KATGIS Office  
Garba Ja Abdulkadir State Secretariat Complex Katsina, Katsina State. Helpline: 09128962222, 09045000038**

**Disclaimer:** It is a punishable offense 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 is issued based on false or inaccurate information, the Governor at his sole discretion, will 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 provide on this form is public knowledge and may be published in the media.