

RECERTIFICATION



Provide passport picture for your C-of-O as individual or Company seal / stamp as organization

This form is free

KATSINA STATE GEOGRAPHIC INFORMATION SERVICE RECERTIFICATION AND ISSUANCE OF NEW SECURED CERTIFICATE OF OCCUPANCY

Details of applicant:

Application date: DD/MM/YYYY KTL: _____ KT / NC: _____
 Type of application: Individual Organization
 Name of Applicant: _____
 Name of Title: _____
 Gender: Male Female Date of Birth / Date of Registration (individual, organization): DD/MM/YYYY
 Registration Number (RC – organization): _____
 Nationality: _____ State of Origin: _____ Local Government: _____
 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: _____
 Name of former owner: _____
 Name of former owner2: _____
 Name of former owner3: _____
 Recertification document (proof of ownership): CofO (old type, 5pages) electronic CofO (2pages)
 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: _____
 Applicant signature: _____ Representative signature: _____

Documents to submit	Ind.	Org.
Payment receipt	x	x
Means of Identification (National ID, International passport, Drivers License or Voters' card)	x	x
Registration / Particulars of Directors		x
Certificate of Incorporation		x
Memorandum and Articles of Association		x
Original C-of-O for sighting purpose	x	x
Transaction Deed	x	x
Letter of Administration	x	

Recertification processing fee is

N20,000 for Individual
 N50,000 for Commercial (Petrol Station, Banks, Hotels)
 N50,000 for Industrial

Ind = Individual, Org = organization

**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.