

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

Use this form to update your Contact Data, or any other Data related to your application or file
FOR OFFICIAL USE ONLY

Update Type: Contact Data Update Representative Update File/Application Update

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.