



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

Please attach  
1 Passport  
Picture for your  
C-of-O  
here carefully at  
the Edge of the  
Photo.  
Don't pin the  
Face!

**APPLICATION FOR CONVERSION OF CUSTOMARY TITLE**  
*Application Form for Private Individuals*

FOR OFFICIAL USE ONLY (INFO DESK): <input type="checkbox"/> Private	<b>GSL</b>	File Number
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1. Application Date: Day / Month / Year (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.)

2. Title: First: fullname Middle: fullname Surname: fullname

3. Gender:  Male  Female 4. Date of Birth: \_\_\_\_\_ 5. Occupation: \_\_\_\_\_ 6. Children: \_\_\_\_\_

7. Nationality: \_\_\_\_\_ 8. State of Origin: \_\_\_\_\_ 9. Local Gov.: \_\_\_\_\_

10. Marital Status:  Single  Married  Separated  Divorced  Widowed

11. Religion:  Christianity  Islam  None  Other specify: \_\_\_\_\_

12. Education:  Primary  Secondary  Tertiary  Other specify: \_\_\_\_\_

13. House No: (7) Street Name: \_\_\_\_\_ (Bauchi Road)

District: \_\_\_\_\_ (Metropolitani) City/Town: \_\_\_\_\_ (Gombe) State: \_\_\_\_\_ (Gombe)

Country: \_\_\_\_\_ (Nigeria) P.O./P.M.B.: \_\_\_\_\_ (107 Gombe) C/O: \_\_\_\_\_

Additional Address Information: \_\_\_\_\_

14. Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Phone 3: \_\_\_\_\_

15. TIN: \_\_\_\_\_ Tax Identification Number 16. Email: \_\_\_\_\_

17. Delivered in Person?  Yes  No If "No" give name and phone of Representative. Phone: \_\_\_\_\_

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

18. Document of Demarcation submitted:  Survey Data / Coordinates  Survey Report  Site-Plan  TDP

19. Is the Applicant 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  Other: \_\_\_\_\_

Name of former Owner: \_\_\_\_\_ Date of Transaction: Day / Month / Year

20. L.G.A.: \_\_\_\_\_ 21. Plot Size: \_\_\_\_\_ 22. Plot Number: \_\_\_\_\_ (if applicable)

23. Description of the Location of the Land: \_\_\_\_\_

24. Purpose for which the Land is used / required: \_\_\_\_\_ (for appropriate description see back page 24a)

25. Value of Improvement: \_\_\_\_\_ 26. Lease Term required: \_\_\_\_\_

27. Demarcation of Plot:  The Plot is surveyed (Survey Data submitted)  The Plot is **NOT** surveyed, choose preferred surveyor  Government surveyor  Private surveyor

28. Write your comment: \_\_\_\_\_

Applicant Signature: _____		Representative Signature (see Item 17): _____
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24 a. Specify the Landuse or the Purpose Clause and copy the description to item 24 on the front page :

- |  |   |  |   |  |
|--|---|--|---|--|
| <input type="radio"/> <b>RESIDENTIAL</b>           | <input type="radio"/> <b>COMMERCIAL</b>               | <input type="radio"/> <b>PUBLIC INSTITUTION</b>              | <input type="radio"/> <b>INDUSTRIAL</b>                     | <input type="radio"/> <b>OPEN SPACE / GREEN AREA</b>   |
| <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"/> <b>MIXED USE</b>             | <input type="checkbox"/> Supermarket                  | <input type="checkbox"/> Hospital                            | <input type="radio"/> <b>PUBLIC UTILITY UNIT</b>            | <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="checkbox"/> Bakery / Cafe'               | <input type="checkbox"/> Mosque                              | <input type="checkbox"/> Dump Site                          | <input type="checkbox"/> Prayer Site                   |
| <input type="radio"/> <b>AGRICULTURAL</b>          | <input type="checkbox"/> Plant Nursery                | <input type="checkbox"/> Place Of Worship                    |   |  |
| <input type="checkbox"/> Farming                   | <input type="checkbox"/> Workshop                     | <input type="checkbox"/> Fire Service                        | <input type="radio"/> <b>TRANSPORTATION</b>                 |  |
| <input type="checkbox"/> Horticulture              | <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              |  |   |  |

**Documents to submit for Application of R-of-O**

<b>Evidence of Payment</b>	Remita Retrieval Reference (RRR) & Receipt for Processing	15,000
<b>Proof of Identity</b>	One Passport sized Photograph	required
	Copy of National ID Card or Inter. Passport or Driving License or Voters Card	
<b>Proof of Ownership</b>	Customary C-of-O or Customary Title Document	required
	Site Plan or Survey Report or Coordinates or TDP	required
<b>Other Documents</b>	Current Tax Clearance Certificate	optional
	Police Report and Court Affidavit and Two daily newspaper advertisements (one national and one state)	optional

**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**

1. Private Individual applicants need to complete this CON form to apply for a Right of Occupancy (Applications for 2 people such as "Mr and Mrs" is not possible).
2. Payment for the Processing Fee must be made into the GOGIS TSA Account, Gombe State IGR.
3. The Remita Retrieval Reference (RRR) & Receipt needs to be submitted with the completed application form and the required documents (see details above).
4. Proof of the applicants identity is required (see details above).
5. One passport sized photograph of the applicant is required. White background please. DONT staple or pin the picture on the face.
6. The Customary C-of-O as original and as a Copy is required as Proof of ownership for the property.
7. Any Power of Attorney or Assignment or Sales Agreement that has not been registered must be submitted as a copy of the original.
8. The applicants address must be properly described and the telephone numbers must be readable and complete (e-mail if available).
9. The applicant needs to book a Site Inspection Visit with the Town Planners at the office.
10. 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, Gombe)

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

- (a) Verification of the required documents by the Ministry of Lands and Survey Lands Officer;
- (b) Site inspection undertaken by the Town Planning Officer and the completion of the Site Inspection Report.
- (c) GOGIS Service Centre opens the permanent "GSL" file and collection of the Acknowledgement Letter by the applicant.
- (d) The Director Town Planning approves and stamps the Site Inspection Report recommendations.
- (e) The survey data as approved by the Surveyor General is charted into the GOGIS Digital Cadastral System (in accordance with the Site Inspection Report).
- (f) The Offer of Terms and Conditions for the R-of-O, Initial Bill and Acceptance Letter are recommended by the DL and approved by the Commissioner MLS.
- (g) The Terms and Conditions are signed and conveyed to the applicant after the Initial Bill is paid.
- (h) The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- (i) Once the Outstanding's are settled the C-of-O is conveyed to the applicant.
- (j) 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 Center, Gombe. [www.gogis.gm.gov.ng](http://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!

