



KWARA GEOGRAPHIC INFORMATION SERVICE (KW-GIS)

APPLICATION FOR CERTIFIED TRUE COPY OF LOSS OF DOCUMENT

Application Form for Private and Organisation Title Holder

Please complete this form in CAPITAL LETTERS and tick the appropriate boxes. Instructions are provided at the back page

1. Application Date: Day / Month / Year

KWL

file number

2. Name of the Title Holder: _____

3. The Title Holder is: ☐ Private ☐ Organisation

4. Documents for which CTC is requested: ☐ Certificate of Occupancy ☐ Offer of Terms and Condition for Right of Occupancy

☐ Deed of Assignment ☐ Deed of Gift ☐ Deed of Sublease ☐ Devolution Order

☐ Other : _____

5. Reason for Certified True Copy: ☐ Original Document got lost or stolen ☐ Banking requirement ☐ Court case

☐ Other : _____

6. Required Document submitted: ☐ Court Affidavit ☐ Police Report ☐ daily Newspaper Advertisements (one national or/and one state)

☐ Transaction ☐ Litigation

7. Name of Applicant: Title / Firstname / Middlename / Lastname or Name of Organisation, Company, School, Mosque e.g.

8. Phone 1: Phone 2: 9. TIN: Tax Identification Number

Declaration:

It is a punishable offence to provide any false or misleading information and / or make any false statements or claims when completing this form. 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.

Applicant Signature: _____

Document to Certified True Copy	Processing Fee
Offer of Terms and Condition of R-of-O	20,000
Certificate of Occupancy	50,000
Registered Transaction	25,000

PAYMENT

A one-time, non-refundable Processing Charge of N10,000 is required.

KW-IRS receipt must be submitted together with the completed filled Application Form.

Short Application Guidelines and Key steps in the processing of an application for Certified True Copy of Loss of Document (CTC)

1. This Payment is non- refundable and must be paid KW-IRS. KW-IRS Receipt must be submitted together with the completed Application Form.
2. Recognized official ID's include National ID Card, International Passport, Driver's Licence, and Voter's Registration Card

(for more Information get the full Application Guidelines from KW-GIS Customer Service or www.kwgis.org)

KW-GIS Helpline: 0706 669 6401 or 0701 356 3921

Email: info@kwgis.org; Web: www.kwgis.org

Completed forms, evidence of payment and documents should be returned to:

KW-GIS Office at Commissioner's Lodge Way, G.R.A., Ilorin, Kwara State, Nigeria.

Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your application!