



KWARA GEOGRAPHIC INFORMATION SYSTEMS (KW-GIS)
APPLICATION FOR MERGER/EXTENSION OF PLOT
Application Form for Private Individuals

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

(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.)

1. Application Date: Day / Month / Year

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: (Ilorin Road)

District: (Ilorin West) City/Town: (Ilorin) State: (Kwara)

Country: (Nigeria) P.O. /P.M.B.: (54, GRA) C/O:

Additional Address Information: (Ilorin)

14. Phone1: 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 ☐ Layout Map ☐ Site-Plan ☐ TDP

19. Description of the Location of the Land:

20. L.G.A.: 21. Plot Size: 22. Value of Improvement:

23. Lease Term required: Years (from oldest Title max. 99 years) 24. Purpose for which the Land is used: (for appropriate description see back page 24a)

25. Parties to merge: (please attach a separate sheet if more than 5 Plots to be merged)

File Numbers	Plot No	Proof of Ownership (copies are required to be submitted)	Date of Ownership
	if applicable	☐ Assignment ☐ Part Surrender ☐ I'm original Owner	Day / Month / Year
	if applicable	☐ Assignment ☐ Part Surrender ☐ I'm original Owner	Day / Month / Year
	if applicable	☐ Assignment ☐ Part Surrender ☐ I'm original Owner	Day / Month / Year
	if applicable	☐ Assignment ☐ Part Surrender ☐ I'm original Owner	Day / Month / Year
	if applicable	☐ Assignment ☐ Part Surrender ☐ I'm original Owner	Day / Month / Year

26. Any comment:

Applicant Signature: Representative Signature (see Item 17) :

18 a. Specify the Landuse or the Purpose Clause and copy the description to item 18 on the front page :

☐ RESIDENTIAL	☐ COMMERCIAL	☐ Religious School	☐ Bus Stand	☐ INDUSTRIAL
☐ Private Residential	☐ Hotel (16 and Above)	☐ Other Tertiary Institution	☐ Public Parking	☐ Quarry
☐ Government Residential	☐ Hostel	☐ Laboratory	☐ Telecom Mast / Station	☐ Borrow Pit
☐ Government Housing Estate	☐ Guest House (1-10 Rooms)	☐ Primary/Secondary School(Public)	☐ Community Hall	☐ Mining
☐ Palace	☐ Guest House (11-15 Rooms)	☐ Primary/Secondary School(Private)	☐ Local Eatery	☐ General Manufacturing
☐ MIXED USE	☐ Restaurant / Fast Food	☐ Hospital(Public)	☐ Private Hall	☐ Metal or Wood Factory
☐ Commercial - Residential	☐ Shops	☐ Hospital(Private)	☐ PUBLIC UTILITY UNIT	☐ Paper, Chemicals, Textile
☐ Residential - Industrial	☐ Shopping Mall / Plaza	☐ Research Institution	☐ Power Station	☐ Stones, Sediment, Ceramics
☐ Gas & Fuel Supply	☐ Small Shops / Corner Shops	☐ Pharmacy	☐ Sewage Treatment Plant	☐ Agro-Allied Industry
☐ Gas Plant	☐ Market	☐ Hostel With Shops	☐ Game Reserve / Zoo	☐ Showroom (Furniture,Electronics)
☐ Petrol Filling Station	☐ Supermarket	☐ Motor Park	☐ Water Treatment Plant	☐ Pharmaceutical
☐ AGRICULTURAL	☐ Shopping Complex	☐ Truck Park / Lorry	☐ Dump Site	☐ Organized Mechanic Workshop
☐ Agricultural Farmland	☐ Office Complex	☐ Clinic	☐ Play Ground	☐ Block Making
☐ Plantation	☐ Commercial Bank	☐ Ware House	☐ Recycling Facility	☐ Meat Packaging/Slaughterhouse
☐ Urban Agriculture	☐ Housing Estate	☐ Event Hall	☐ Public Institution	☐ Steel Industry
☐ Ranch	☐ Microfinance Bank / Cash Centre	☐ Amusement Park	☐ Secretariat(State/Local)	☐ Water Packaging, Bottling or Sachet Product
☐ Fish Pond	☐ Cinema / Theatre	☐ Holiday Resort	☐ Government Institution (Office)	☐ Rice Mill
☐ Poultry	☐ Carwash(Road Side)	☐ Picnic Area	☐ Library	☐ Food Processing
☐ Religious	☐ Carwash(Modern)	☐ Golf Course	☐ Court / Jurisdiction	☐ Feed Mills
☐ Church	☐ Laundry	☐ Sport Area	☐ Fire Department	☐ Sawmill
☐ Church (Private)	☐ Sports Facility	☐ Night Club	☐ Barracks	
☐ Mosque	☐ Betting and Lottery	☐ Recreational Centre	☐ Non Governmental Organization	
☐ Mosque (Private)	☐ Tv or Radiostation	☐ Country Club / Health Farm		
☐ Shrine	☐ Polytechnic	☐ Medical Laboratory Diagnostic Centre(Private)		
	☐ University	☐ Medical Laboratory Diagnostic Centre(Public)		
	☐ Day Care	☐ Other (Vocational,JMB Centre,Computer Centre)		
	☐ College of Education			

Documents to submit for Application of R-of-O	PRIVATE
Application Processing Fee	5,000
One Passport sized Photograph	required
Copy of National ID Card or Inter. Passport or Driving License or Voters Card	required
Current Tax Clearance Certificate (TIN included)	optional
Survey Plan or Coordinates or TDP for all Titles	required
Transaction Deed (registered Transaction) for all Titles	required
Copy of R-of-O's or C-of-O's for all Titles	required
Police Report and Court Affidavit	Lost or Stolen Documents
Two daily newspaper advertisements (one national and one state)	

PAYMENT

The Payment is not refundable and must be paid to KW-IRS.

APPROVED IDENTIFICATION

National ID Card; International Passport; Drivers Licence; Voter Registration Card.

Short Application Guidelines

1. Private Individual R-of-O Title Holder, who wants to merge 2 or more registered plots into 1 plot, must apply with this MPI form for a new Right of Occupancy. (Organisations applying such as a corporate company, institution or NGOs must apply with the MPO form)
2. Payment for the Processing Fee must be made to KW-IRS.
3. The 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. DO NOT staple or pin the picture on the face.
6. Proof of ownership for the property is required, such as R-of-O, C-of-O or a registered Assignment. **Only Registered Titles can be merged!** (Use PEX form for land not registered)
7. The applicants address must be properly described and the telephone numbers must be readable and complete (e-mail if available).
8. Select the intended Landuse from the 24a list above and place description in point 24.
9. All Parties, file numbers, means and date of acquisition must be listed in point 25.
10. The Lease Term of the merged Title will start from the oldest Title of the set of Parties.

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 KW-GIS Office;
- (b) KW-GIS Service Centre opens the permanent "KWL" file and collection of the Acknowledgement Letter by the applicant.
- (c) The Director Town Planning approves and stamps the Site Inspection Reports of the old Root-Files.
(eventually a Site Inspection is required to confirm the joining Land uses)
- (d) The survey data as approved by the Surveyor General is charted into the KW-GIS Digital Cadastral System (in accordance with the Site Inspection Report).
- (e) The Offer of Terms and Condition for the R-of-O, Initial Bill and Acceptance Letter are recommended by the DL and approved by the Commissioner MLS.
- (f) The Terms and Conditions are signed and conveyed to the applicant after the Initial Bill is paid.
- (g) The Certificate of Occupancy (C-of-O) is prepared, checked, approved and signed by the Governor. The Outstanding Ground Rent is calculated and billed.
- (h) Once the Outstanding are settled the C-of-O is conveyed to the applicant.
- (i) Ground rent needs to be paid in full every year (account statements are available from the KW-GIS Service Centre).

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

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.

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

Completed forms, evidence of payment and documents can be returned to: KW-GIS Service Centre, Commissioner's Lodge Way, GRA, Ilorin.

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

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