



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

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

(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. Organisation Type: ☐ Corporate / Company ☐ Institution (School, Church, Health) ☐ Civil Society or Non Gov. Organisation (NGO)

3. Name of Organisation: _____

4. Registration Number (RC): _____ 5. Date of Registration: _____ 6. Local Government: _____ (not required)

7. Contact Person: Designation: _____ Phone: _____

Title: _____ First: _____ fullname _____ Middle: _____ fullname _____ Surname: _____ fullname _____

8. Address of Organisation / Company or Headquarter: _____

House No: _____ (7) Street Name: _____ (GRA Road)

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

Country: _____ (Nigeria) P.O. /P.M.B.: 102 Ilorin C/O: _____

Additional Address Information: _____ GRA

9. Phone 1: _____ Phone 2 : _____ Phone 3: _____

10. TIN: _____ Tax Identification Number 11. E-mail: _____

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

13. Description of the Location of the Land: _____

14. L.G.A.: _____ 15. Plot Size: _____ 16. Value of Improvement: _____

17. Lease Term required: _____ Years (from oldest Title max. 99 years) 18. Purpose for which the Land is used: _____ (for appropriate description see back page 18a)

19. Parties to merge: _____ (please attach a separate sheet if more than 8 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
	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

20. Any comment: _____

Contact Person Signature: _____

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 according to Type of Organisation	COM	INST	NGO
Application Processing Fee	40,000	30,000	20,000
Corporate Affairs Commission (CAC) Certificate of Incorporation / Registration	required	required	required
Authorised Representative / Contact Person ID	required	required	required
Current Tax Clearance Certificate (TIN included)	required	required	required
Environmental Impact Assessment Report (EIA) and Feasibility Studies	optional		
Survey Plan or Coordinates or TDP for all Titles	required	required	required
Copy of R-of-O's or C-of-O's for all Titles	required	required	required
Transaction Deed (registered Transaction) for all Titles	required	required	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. Organisation R-of-O Title Holder (company, institution or NGO), who want to merge 2 or more registered plots into 1 plot, must apply with this MPO form for a new Right of Occupancy. (Individual private Title Holder must apply with the MPI 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. The organisations authorised representative and contact person identification is required (see details above).
5. The Organisation Corporate Affairs Commission (CAC) Registration Number (RC) is required.
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 18a list above and place description in point 18.
9. All Parties, file numbers, means and date of acquisition must be listed in point 19.
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) KWGIS 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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