



KWARA GEOGRAPHIC INFORMATION SERVICE (KW-GIS)
APPLICATION FOR STATUTORY RIGHT-OF-OCCUPANCY
Application Form for Organisations

Application Date: Day / Month / Year

KWL

File Number

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. Organization Type: ☐ Corporate / Company ☐ Institution (Schools, Mosque, Church, Health) ☐ NGO /Civil Society Organisation

2. Name of Organisation:

3. Registration Number (RC, BN, IT):

4. Date of Registration: Day / Month / Year

5. Phone 1:

Phone 2:

6. Email:

7. Organization Contact (CEO **OR** a Director): Designation:

TIN:

Tax Identification Number

Title:

First:

Middle:

Surname:

8. Phone 1:

Phone 2:

9. Email:

10. Identification: ☐ Int. Passport ☐ National ID Card ☐ Driver's Lic. ☐ Voter's Card ID No.:

11. Address of Organisation / Company or Headquarter:

12. House No.:

Street Name:

Ward:

Village

City/Town

Local Gov.:

State:

Country:

P.O. /P.M.B.:

C/O:

Additional Address Information:

(opposite of...,near to...)

13. Delivered in Person? ☐ YES ☐ NO If "No", provide the Representative details below:

14. Title:

First:

Middle:

Surname:

15. Phone 1:

Phone 2:

16. Email:

17. Identification: ☐ Int. Passport ☐ National ID Card ☐ Driver's Lic. ☐ Voters Card ID No.:

18. Is the parcel delineated by Survey Plan ?

☐ YES

☐ NO

19. Is the applying Organisation the original Land Owner ? ☐ YES ☐ NO If "No" how did you acquire the plot and who is the former Owner?

☐ Sales Agreement

☐ Deed of Conveyance/Assignment/Transfer

☐ Allocation Letter

☐ Customary Grant

☐ Deed of Gift

☐ Inheritance

☐ Letter of Administration

☐ Other:

Name of former Owner:

Date of Transaction:

Day / Month / Year

20. Plot Size:

21. Plot Number: (if applicable)

22. Street Name:

23. Quarter:

24. Village/Community:

25. City/Town:

26. Local Gov.:

27. Additional Address Information:

29. Purpose for which the Land is used / required:
(for appropriate description see below 29a)

30. Plot Condition: ☐ Developed ☐ Undeveloped

31. If developed, Value of Improvement:

31. Write any comment:

To your knowledge, is the land parcel the subject of any dispute? ☐ YES ☐ NO

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 and may be published in the media.

☐ I have read and I acknowledge the above declaration.

Organization Representative Signature:

29 a. Specify the Landuse or the Purpose Clause and copy the description to item 21 above :

- | | | | | |
|--|--|--|--|--|
| ☐ 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 | | | |

Referred by :

Referee ID :

Referee Phone No :

Documents to Submit for Application for C-of-O :

1. Corporate Seal
2. Corporate Affairs Commission Certificate of Incorporation/Registration
3. Photo ID of the CEO **or** a Director (**and** Authorized Representative) :
National ID Card **or** Intern'l Passport **or** Driver's license **or** Voter's Card
4. Land Transfer Documents such as Sales Agreement **or** Deed of Transfer **or** Inheritance Document, including Root of Title or Affidavit
5. Survey Plan (and Charting for Confirmation)
6. Tax Clearance Certificate of the Organization
7. Utility Bill to verify Organization's office address
8. Court affidavit and Police Report for lost or stolen documents
9. if using an Authorized Representative, a signed appointment letter and Photo ID is required
10. KW-IRS receipt
11. Site Inspection Report
12. Valuation Report
13. Site Analysis Report / Environmental Impact Assessment Report

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

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

Payment

A one-time, non-refundable Processing Charge of N50,000 is required.

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

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!

Version 1.04 (May 2025)