



Affix
Organization
Stamp or
RC Number

TARABA STATE OF NIGERIA
TARABA GEOGRAPHIC INFORMATION SERVICE
Application For Grant/Re-Grant of Right of Occupancy (Statutory/Customary)

TEMP	(Fill in CAPITAL LETTERS and tick the appropriate items. DO NOT FOLD this form)	TSL
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An application processing fee must be paid before or at the point of the submission of this application.

For the duration of the Systematic Recertification Programme, the Taraba Government is offering fixed rate concession fees to obtain a retrospective Consent for a change of land use/purpose and change to the size of a plot.

For the duration of the Systematic Recertification Programme, the Taraba government is offering fixed rate concession fee to Register Deeds.

A registration preparation fee must be paid.

FOR OFFICIAL USE ONLY

Application Date: Day / Month / Year

Application Fees: ☐ Application Processing Fee ☐ Consent Preparation Fee ☐ Re-Grant Preparation Fee ☐ Registration Preparation Fee

Application Type: ☐ Regular Property Registration ☐ Recertification ☐ Regularization ☐ Re-Grant ☐ Direct Allocation ☐ Change of Name

Organization Type: ☐ Corporate/Company ☐ NGO/Civil Society ☐ Government (G-Items) ☐ Private Institution (Education, Religious, Medical)

BOX 1 APPLICANT

All applicants must complete Box 1 in full. All applicants must submit the original documents used to identify the organization; they will be copied and returned. The original identification document used to prove identity of the MD/CEO/Chairman/Representative must be submitted; it will be copied and returned.

Name of Organization: _____

Corporate Affairs Commission Number (CAC): _____ Date of Registration: _____

TIN: _____ Phone: _____ Email: _____

CEO/MD/Chairman/Representative Information:

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

Designation: _____ Phone: _____ Email: _____

Identification: ☐ International Passport ☐ National I.D. Card ☐ Voter Registration Card
 ☐ Tax Identification Card ☐ Driver's License ID Number: _____

BOX 2 ADDRESS

All applicants must complete Box 2 in full. This should be your normal business address or headquarters. A utility bill or bank statement in the applicant's name With the business address will be required to verify this address:

House No: _____ Street Name: _____

District: _____ City/Town: _____ State: _____

Country: _____ P.O./P.M.B. _____ C/O: _____

Additional Address Information: _____

BOX 3 REPRESENTATIVE

Applicants who wish to appoint a representative must complete Box 3 in full. The original identification document used to prove the identity of the representative must be produced; it will be copied and returned. Applicants Note: the representative is authorised to submit and receive information and documents pertaining to this application.

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

Designation: _____ Phone: _____ Email: _____

Identification ☐ International Passport ☐ National I.D. Card ☐ Voter Registration Card
 ☐ Tax Identification Card ☐ Driver's License ID Number: _____



TAGIS

TAGIS Donga Road P.M.B. 1105 Jalingo, Taraba State
Enquiry: 08061765501 - Email: info@tarabagis.com
Version 1 (May, 2025)

TAGIS



BOX 4 OWNERSHIP

Applicants for **Systematic Recertification, Regular Property Registration** must complete box 4, and produce all the relevant documents, with minimum requirements indicated below. If you have multiple relevant documents, please submit them.

Systematic recertification: 4A and/or 4C

Regular Property Registration: 4B and/or 4C

4D: If you need to register a deed.

4A: Complete this section if you possess a Certificate of Occupancy (Statutory or Customary), an offer Letter, or a Certified True Copy, and surrender the original document, A copy of the document, marked CANCELLED will be returned.

☐ Statutory C-of-O ☐ Offer Letter ☐ Rofo Number _____ ☐ CTC ☐ Customary C-of-O

Allotee Name (Name in Document) _____ Offer/Commence Date: _____

4B: Complete this section if you process a transaction or similar document, submit the document. The document will be copied, and the original returned.

☐ Sales Agreement ☐ Inheritance ☐ Gift ☐ Letter of Administration ☐ Affidavit
☐ Federal Offer ☐ Court Judgement ☐ State offer ☐ LGA Offer ☐ Customary Offer

Name of Former Owner: _____ Transaction Date: _____

4C: Complete this section if you process a transaction or similar document, submit the document which will be copied, and the original returned.

☐ Deed of Assignment ☐ Deed of Gift ☐ Deed of Devolution ☐ Deed of Mortgage ☐ Deed of Release

Name of Former Owner: _____ Transaction Date: _____

4D: Complete this section if you need to register a document, pay the additional fee and submit the document to be Registered. Upon approval the document will be registered and the original returned upon the payment of registration fee (fixed concession for the duration of the recertification programme. Concession not applicable for deed of mortgage, deed of release and power of attorney). Indicate here type of document to register

☐ Deed of Assignment ☐ Deed of Gift ☐ Deed of Devolution ☐ Deed of Mortgage ☐ Deed of Release

BOX 5 PLOT

Applicant for Systematic Recertification, Systematic Property Registration, and Regular Property Registration must complete Box 5, and produce all the relevant documents, with minimum requirement indicated below. If you have multiple relevant documents, please submit them.

5A: Complete this section and submit the demarcation document. The document will be copied and the original returned.

☐ Survey Plan ☐ TDP ☐ No Demarcation Apply for GIS Charting Report (Survey Fees Apply)

Land Use _____ Purpose _____ Plot Size _____

LGA _____ District _____ Ward _____

Plot Description/Address: _____

5B Complete this section if you require a consent, Pay the additional fee and indicate the consent required below, for the duration of the systematic recertification programme the following fixed consent fees apply. Change of Land Use, extension, merger or sub-division serious contravention may also be subject to penalties. After consideration the applicant will be informed of the conditions of the consent, and on payment of the Consent fee (and any additional penalty), the consent will be given.

☐ Change of land use/purpose ☐ Extension ☐ Merger ☐ Subdivision

Do you require monuments (survey Fees Apply): ☐ Yes ☐ No

BOX 6 DIRECT ALLOCATION

Applicants for Direct Allocation must complete Box 6

Layout Name: _____ Layout District: _____

Plot Number: _____

Size of Plot: _____

Improvement Value: _____ Sign/Date: _____

LUAC SEC.

BOX 7 SIGNATURE

All applicants must affix their signature: the application will not be accepted without signature, in the case of a representative, they must also affix their signature

CEO/MD/Chairman/Rep Signature: _____ Representative Signature: _____



Any false information or documents submitted will result in prosecution

