

This Form is FREE



BORNO STATE OF NIGERIA
BORNO GEOGRAPHIC INFORMATION SERVICE

Application for Surrender of Old Certificate

Please attach
Passport
Picture that will
be used for the
new C-of-O

Don't pin the
face!

(Fill in CAPITAL LETTERS and tick the appropriate items. DO NOT FOLD this form)

BO

File Number

FOR OFFICIAL USE ONLY

Application Date: Day / Month / Year

- Reason for Surrender of Certificate of Occupancy:
- Correct a mistake done by BOGIS (Specify below)
 - Correct a mistake done by the applicant (Specify below)
 - Obtain a new Certificate after an Assignment
 - Obtain a new Certificate after a Change of Land Use
 - Obtain a new Certificate after a Change of Name
 - Voluntary Surrender and (e.g. financial reason)

Specify The Exact Mistake(s): _____

C-of-O Particulars: Register / Volume / Page Registration Date: Day / Month / Year Form Number: _____

Applicant Information

Full Name: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School !!!

Phone 1: _____ Phone 2: _____ Email: _____

Full Address: _____

Representative Information

First: _____ Middle: _____ Surname: _____

Phone 1: _____ Phone 2: _____ Email: _____

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

Applicant Signature: _____ Representative Signature: _____

Fees Payable	
Processing Fee	15,000
C-of-O Preparation Fee	20,000
C-of-O Registration Fee	10,000

Payable Registration and Preparation Fees:

	Residential	Commercial Institution	Industrial	Agricultural	Petroleum or GAS Filling Station	Cornershop
Registration Fee	N5,000.00	N10,000.00	N25,000.00	N2,000.00	N10,000.00	N5,000.00
Preparation Fee	N5,000.00	N10,000.00	N25,000.00	N2,000.00	N10,000.00	N5,000.00

Payment Guidelines

In the case of surrendering a certificate due to a mistake done by BOGIS, all fees specified are **waived** and the certificate is processed for **free**. In the case of voluntary surrender, only the processing fee is in all other cases the fees payable are **non-refundable** NB: BOGIS will always use the name as it appears on the identification documents **NOT** application form. If an applicant wants to go with the name on the form, a standard court affidavit needs to be submitted confirming the name spelling which is different than the identification Document. **Payment should be paid into BOGIS ZENITH BANK Account 1017010815.**

Short Application Guidelines

Title Holders who wants to surrender their old Secured Certificate of Occupancy to exchange it with a new Secured Certificate of Occupancy containing amendments to their terms and conditions of occupancy, must apply with this SCO form. Applications must be submitted together with the old Secured C-of-O. Applicants who apply with this form due to Assignment, Change of Land use, or Change of Name must have already received approvals in a previous application.

For further enquires, Contact us at:
BOGIS Customer Care Unit, Numan/Biu Road, PMB 1081,
Maiduguri - Borno State.

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