

#### Application for Assignment ASG

- Title document: Certificate of Occupancy.
- photo identification document (ID) of Assignee; accepted IDs include:
  - (i) *International Passport;*
  - (ii) *National ID Card;*
  - (iii) *Drivers Licence;*
  - (iv) *Voter Registration Card;*
  - (v) *Tax Identification Card;* and
- a valid *Tax Clearance Certificate;*

#### Application for Change of Land use CLU

No document needed but upon approval of the change of purpose the old document is to be surrendered to reflect the new use.

#### Application for Development Permit (Individual) BPI (For BSUPDB)

#### Application for Development Permit (Organisation) BPO (For BSUPDB)

#### Application for Legal Search Form LSA

Presentation of original title document; Certificate of Occupancy or Grant for Right of Occupancy

#### Application for Multiple Claimant MCF

- photo identification document (ID); accepted IDs include:
  - (vi) *International Passport;*
  - (vii) *National ID Card;*
  - (viii) *Drivers Licence;*
  - (ix) *Voter Registration Card;*
  - (x) *Tax Identification Card;* and
- a valid *Tax Clearance Certificate;*

#### Application for Right of Occupancy Individual ROI

1. photo identification document (ID); accepted IDs include:
  - (xi) *International Passport;*
  - (xii) *National ID Card;*
  - (xiii) *Drivers Licence;*
  - (xiv) *Voter Registration Card;*
  - (xv) *Tax Identification Card;* and
2. a valid *Tax Clearance Certificate;*
3. NIN number.

#### Application for Right of Occupancy Organization ROO

1. a certified true copy of the *Certificate of Incorporation,*
2. *Form C02,*
3. *Form C07,*
4. *Memorandum and Articles of Association,*
5. *Tax Identification Number,*
6. *VAT Number,* and
7. a valid *Tax Clearance Certificate;*

#### **For the Organisation Managing Director or Chairman**

1. a photo ID; accepted IDs include:
  - (a) *International Passport;*
  - (b) *National ID Card;*

- (c) *Drivers Licence;*
- (d) *Voter Registration Card;*
- (e) *Tax Identification Card; and*
- (f) *a valid Tax Clearance Certificate;*

**For Institutions**, such as educational (including schools, training centres, colleges and universities), medical (including hospitals, clinics and surgeries), religious (including mosques and churches) and Non-Governmental Organisations (NGO):

1. a *Certificate of Registration* by the appropriate Federal and Borno State government agency;

**For the Institution Managing Director or Chairman:**

1. photo identification document (ID); accepted IDs include:
  - (a) *International Passport;*
  - (b) *National ID Card;*
  - (c) *Drivers Licence;*
  - (d) *Voter Registration Card;*
  - (e) *Tax Identification Card; and*
  - (f) *a valid Tax Clearance Certificate.*

Application for Surrender of Old Certificate SCO

- *The Certificate of Occupancy or Grant of Right of Occupancy.*

Application for Mortgage Transaction MT

- Duly executed deed of legal mortgage.

Application for Trustee Form