

This Form is FREE

SCO

Surrender of Certificate of Occupancy



KADUNA STATE OF NIGERIA
KADUNA GEOGRAPHIC INFORMATION SERVICE

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

Don't pin the
face!

Application for Surrender of Old Certificate

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

KDL

File Number

FOR OFFICIAL USE ONLY

Application Date: Day / Month / Year

- Reason for Surrender of Certificate of Occupancy:
- Correct a mistake done by KADGIS (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	20,000
C-of-O Preparation Fee	20,000
C-of-O Registration Fee	10,000

Payment Guidelines

In the case of surrendering a certificate due to a mistake done by KADGIS, all fees specified are **waived** and the certificate is processed for **free**. In the case of voluntary surrender, only the processing fee is payable. In all other cases the fees payable are **non-refundable**. NB: KADGIS will always use the name as it appears on the identification documents **NOT** the 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.

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.