



## Conversion Required Documents

### *Customary to Statutory Organisation Application*

1. Completed application form (ROO)
2. Organization seal or stamp, registration certificate, MOU, CO7, particulars of directors/secretary
3. Utility bill that carries the contact address that matches the address on the application form
4. Valid ID card of both the Managing Director(s) and representative
5. Evidence of processing payment for Application and transaction if applicable (Processing Fee)
6. Local Government Certificate of occupancy or Federal Offer letter.
7. Survey Plan (Title Deed Plan)
8. Transaction document (Deed of assignment with NBA seal on it or Deed of Gift with NBA seal)
9. Letter of administration or right of possession if the transaction document is inherited