

INSTRUCTIONS

1. This Application form is provided free of charge and is not for sale.
2. Only one form per application may be submitted by the Title Holder
3. Re-certification Application forms can be downloaded online from the KANGIS website at <https://.kangis.gov.ng>
4. Each applicant must pay the re-certification processing fee as applicable for each type of purpose using the Online portal or at the Customer Service Center.
5. Ensure that you provide a valid mobile phone number (or Whatsapp line) and or Email.
6. You must complete all the required fields in the application form in **BLACK INK, USING CLEAR, UPPER CASE (BLOCK) LETTERS.**
7. The following documents should be submitted along with your filled form for processing;

- i. Duly completed application form
- ii. Evidence of payment of the re-certification processing fee.
- iii. Original Certificate of Occupancy (CofO) of Plot/Letter of Administration (RoFO)
- iv. Any Court Judgment(s) duly lodged in the past in respect of the plot
- v. Any of the following Identification documents;
 - a. Valid International Passport (e-passport)
 - b. New Driver's License
 - c. National ID Card (NIN Card)
 - vi. Letter of Authority/Mandate (for authorized representatives)
 - vii. Two (2) recent Passport Photograph's attach 1 on the passport section

For Organization/Corporate Bodies ONLY:

- viii. Certificate of Incorporation
- ix. Registration/Particulars of Directors: this is part of the company registration documents from Corporate Affairs Commission (CAC)
- x. Memorandum and Articles of Association
- xi. Registered Deed of Mortgage for mortgaged properties.

8. You can include any other document(s) or information that you consider to be useful in processing your application.

9. Completed forms should be brought along with ALL required documents to KANGIS Customer Service Centre located at for processing and payment at the address below;

10. For further information, please contact the KANGIS Customer Service Center at the address below;

KANGIS Complex 2 Dr Bala Muhammad Way, Nassarawa G.R.A. Kano.
Tel: +234 (0)900 0000 00, +234 (0) 900 000 000 +234 (0) 810 0000 000
Email: recertification@kangis.gov.ng, info@kangis.gov.ng, support@kangis.gov.ng, Website: <https://.kangis.gov.ng>

11. Please read and fill out the form carefully. Any mistake may cause delay or outright cancellation of your application.

FOR OFFICIAL USE ONLY:

SECTION D

D1: DOCUMENTS CONFIRMATION SECTION

- i. Duly completed application form
 - ii. Evidence of payment of the re-certification processing fee.
 - iii. Original Certificate of Occupancy (CofO) of Plot/Letter of Administration (RoFO)
 - iv. Any Court Judgment(s) duly lodged in the past in respect of the plot
 - v. Any of the following Identification documents;
 - a. Valid International Passport (e-passport)
 - b. New Driver's License
 - c. National ID Card (NIN Card)
 - vi. Letter of Authority/Mandate (for authorized representatives)
 - vii. Two (2) recent Passport Photograph's attach 1 on the passport section
- #### **For Organization/Corporate Bodies ONLY:**
- viii. Certificate of Incorporation
 - ix. Registration/Particulars of Directors: this is part of the company registration documents from Corporate Affairs Commission (CAC)
 - x. Memorandum and Articles of Association
 - xi. Registered Deed of Mortgage for mortgaged properties.

D2: PAYMENT INFORMATION SECTION

Receipt No/ Teller No:

Method of Payment: Online PoS Bank

Bank Name

Representation Plot Owner Authorized Representative

New File No:

Acknowledgment Generated Yes No

Processed By:

Signature:

Date:

Terms & Conditions of Service

Declaration:

- a. It is a criminal offence to provide false information or make misleading inputs when completing this form. Should it be discovered that a Certificate of Occupancy was granted based on inaccurate or deceptive information, the Kano State Government reserves the right to revoke the Certificate at its sole discretion. Additionally, KANGIS reserves the authority to reject any application that is incomplete or improperly filled out and shall bear no responsibility for such rejection.
- b. You may be prosecuted if we find out that your Certificate of Occupancy or Land of Grant (RoFO) is Fake or Falsified at the point of submission.
- c. Payment of Re-certification processing fee is non-refundable and does not guarantee issuance of new Digital Certificate of Occupancy for cases of incomplete and/or invalid Application requirements.

I agree with the above terms and conditions of service Yes No

Signature/Thumb Print: (please sign/Thumb Print clearly **within** the box provided)

Date: