



# 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 application using the Online portal or at the Customer Service Center.
5. Ensure that you provide a valid mobile phone number and or Whatsapp line.
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. Certificate of Occupancy (CofO) of Plot/Right of Occupancy (Rofo)
  - iv. All payment Receipts for the plot in possession of the Applicant, including receipts for Registration, Ground Rent
  - v. Any Court Judgment(s) duly lodged in the past in respect of the plot
  - vi. Identification documents;
    - a. Valid International Passport (e-passport)
    - b. New Driver's License
    - c. National ID Card (NIN Card)
  - vii. Letter of Authority/Mandate (for authorized representatives)
  - viii. Two (2) recent Passport Photograph's attach 1 on the passport section
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](mailto:recertification@kangis.gov.ng), [info@kangis.gov.ng](mailto:info@kangis.gov.ng), [support@kangis.gov.ng](mailto: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 D1: DOCUMENTS CONFIRMATION SECTION

- i. Duly completed application form
- ii. Evidence of payment of the re-certification processing fee: This will be provided to you by the bank where payment was made in the form of a duly stamped bank teller (deposit slip or electronic payment receipt).
- iii. Certificate of Occupancy (C-of-O) of the Plot or any other legal instrument of land acquisition/transfer of rights.
- iv. All payment Receipts for the plot in the possession of the Applicant, including Receipts for Registration, Ground Rent etc.
- v. ANY Court Judgment(s) duly lodged in the past, in respect of the plot.
- vi. Identification documents;
  - a. Valid international Passport (e-Passport)
  - b. New Driver's License
  - c. National ID Card
- vii. Letter of Authority/Mandate (for authorized representative)
- viii. 2 Recent Passport Photograph's attach 1 on the Passport Section

### SECTION D2: PAYMENT INFORMATION

|                           |                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------|
| Receipt No/<br>Teller No: | <input type="text"/>                                                                       |
| Method of Payment:        | Online <input type="checkbox"/> PoS <input type="checkbox"/> Bank <input type="checkbox"/> |
| Bank Name                 | <input type="text"/>                                                                       |
| Representation            | <input type="checkbox"/> Plot Owner <input type="checkbox"/> Authorized Representative     |
| New File No:              | <input type="text"/>                                                                       |
| Acknowledgment Generated  | <input type="checkbox"/> Yes <input type="checkbox"/> No                                   |
| Processed By:             | <input type="text"/>                                                                       |
| Signature:                | <input type="text"/>                                                                       |
| Date:                     | <input type="text"/> <input type="text"/> <input type="text"/>                             |

#### Declaration:

- a. It is a criminal offense 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. 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: (please sign clearly **within** the box provided below)

Date: