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CTC

Certified True Copy of Document

Version 1

ZAMFARA STATE OF NIGERIA

ZAMFARA GEOGRAPHIC INFORMATION SYSTEM

APPLICATION FOR CERTIFIED TRUE COPY OF DOCUMENT

Application Form for Private and Organization Title Holder

This Form has to be submitted attached to the ROI or ROO Form. with Details of the Applicant. Proof of identity is required. Recognized official ID's include National ID Card, International Passport, Driver's Licence, and Voter's Registration Card.

To apply for Certified True Copy of Document under R-of-O Number: _____

Name of Title Holder: _____

1. Application Date: ____/____/____ 2. Application for: ☐ Private Organisation

2. Document to replace with a Certified True Copy: ☐ C-of-O Certificate of Occupancy ☐ Offer of Terms and Condition for Right of Occupancy

☐ Registered Power of Attorney ☐ Deed of Assignment ☐ Deed of Sublease ☐ Deed of Gift ☐ Devolution Order

☐ Other: _____

3. Reason for Certified True Copy: ☐ Original Document got lost ☐ Original Document got stolen

4. Required Document submitted: ☐ Court Affidavit ☐ Police Report ☐ two daily Newspaper Advertisements (one national and one state)

5. Name of the Applicant: _____

6. Phone of Applicant: _____ 7. TIN: _____

8. Is the Applicant the Title Holder? ☐ Yes ☐ No If"No" give name and phone of Representative.

9. Name of Representative: _____

10. Demarcation of Plot: ☐ the Plot is surveyed (Survey Data submitted) ☐ the Plot is NOT surveyed and I need a Property Identification for my TDP
(if your Plot is not surveyed please fill a property Identification Form PIT)

Applicant Signature: _____ Phone: _____

Application Processing Fee	₦ 10,000
Printing and Seal of C of O	₦ 25,000
Extra document Stamp duty	₦ 10,000 (Per Page)
Ground rent (m^2 by Zonal rate)	₦

PAYMENT

The payment is not refundable and shall be through ZAGIS TSA Account with invoice number generated from payzamfara.com

Short Application Guidelines

Title Holders with lost or stolen Documents can apply for Certified True Copy. Police Report, Court Affidavit and 2 Newspaper Advertisement to proof the lost or stolen Document. Applicant shall complete this form and the ROI/ROO

(for more Information get the full Application Guidelines from ZAGIS Customer Service or visit zagis.zm.gov.ng)

Declaration:
It is a punishable offence to provide any false information and / or make any false statements or claims when completing this form. Where it is subsequently discovered that a Certificate of Occupancy was issued based on false or inaccurate information, the Governor may at his sole discretion, revoke such Certificate of Occupancy. The Governor reserves the right to reject any application form not properly or fully completed and shall not incur any liability for any such rejection. The information you supply on this form is public knowledge may be published in the media.

Completed forms, evidence of payment and documents can be returned to :ZAGIS Service Centre Gusau.

ZAGIS Helpline: +234 8140000248, +234 8023800027, +234 7010004310, +234 9139999825

Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your application