Guideline for Processing Certified True Copy (CTC)

INDIVIDUAL ALLOTTEES:

1. Consent letter/Letter of application from the title holder for the required document.
2. Extract on loss from the crime diary of the Nigerian Police
3. Affidavit for loss of documents from the High Court.
4. Public notice for loss of documents in Three (3) National dailies for RofO and CofO, Letter of Intent and other Registered Documents and one (1) National daily for Land Application, Acknowledgement letter and Recertification acknowledgement letter.
5. Payments of Statutory Right of Occupancy (RofO) Bill.
6. Payment of outstanding Ground Rents Bills.
7. Submit a copy of valid identification of the allottee/Title holder (Data Page of International Passport).
8. NIN of the titleholder/applicant.

CORPORATE ALLOTTEES:

1. Letter of application for CTC of required documents, duly signed by any two (2) directors of the organization.
2. Copy of Certificate of Incorporation.
3. CTC of Form CAC 07 & Form C02 from the Corporate Affairs Commission.
4. Status Report of The Company.
5. Board resolution to obtain CTC signed by any two (2) serving directors of the organization.
6. Copy of a valid means of identification of both directors / NIN of the 2 Directors.
7. T.I.N of the company.
8. Payment of outstanding ground rents.
9. Payment of Statutory Right of Occupancy (RofO) bill.
10. Extract for loss documents from the Police by one of the directors.
11. Affidavit for loss of documents from the High Court by one of the Directors.
12. Public notice on loss in three (3) national dailies specifying missing documents.

PAYABLE BILLS:

CTC of Certificate of Occupancy (CofO)	-	₦500,000.00
Old Certificate of Occupancy (CofO)	-	₦250,000.00
CTC of Right of Occupancy (RofO)	-	₦250,000.00
CTC of Letter of Intent	-	₦250,000.00
CTC of Land application Acknowledgement	-	₦ 50,000.00
CTC of Recertification Acknowledgement	-	₦ 50,000.00
Other registered documents	-	₦ 5,000.00 per page

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