

STATE LAND LEASES

S/NO.	SERVICES	REQUIREMENTS	USER CHARGES - LE	TIMELINE
LL01	Advertisement of available state land parcels to the public.	Registered perimeter survey cadaster plan and Plots well planned and laid out in line with country planning regulation.	Free	1 working day
LL02	Obtain application form from the Website of the Ministry.	Published updated application form.	Free	
LL03	Receiving and processing applications from applicants for residential leases.	Proof of Citizenship, completed application form supported by 2 passport size photos, national ID card, Voters ID card, Driving License or National Passport.	See check list for processing fee.	1 working day
LL04	Receiving and processing application from applicants for commercial leases.	Financial security, registration certificates, company/organization's profile.	See check list for processing fee.	1 working day
LL05	Interviews for residential and commercial leases.	Application documents are correct and authentic and approval of short-listed candidates by the State Land Allocation Committee.	Free	3 working days
LL06	Issuance of Offer Letter by the PS.	Approval by the Honorable Minister of Lands.	Free	1 working day
LL07	Acceptance of Lease Offer.	Signed acceptance form submitted not later than 2 working days after date of issuance.	Free	2 working days
LL08	Preparation, processing and signing of the Survey Plan.	Evidence of the lease offer letter and receipts of at least one year lease rent payment and Survey Charges.	Payment of at least 1st year's lease rent (See checklist for Lease Rent Fees) - Depend on the size of land. (See checklist for survey charges)	3 working days
LL09	Preparation and registration of the lease agreement.	Offer letter with updated payment receipts and a signed survey plan.	Check Law Officers Department.	Check Law Officers Department.

STATE LAND FREEHOLD

S/NO.	SERVICES	REQUIREMENTS	USER CHARGES - LE	TIMELINE
FH01	Obtain application form from the Website of the Ministry.	Published updated application form.	Free	
FH02	Receiving and processing applications for residential freehold.	Offer letter and lease agreement with up-to-date payment receipts, photographs of the completed or almost completed structure showing roof level. Two passport size photos and completed application form and building permitted, evidence of citizenship	See check list for processing fee.	1 working day
FH03	Assessment of freehold application for residential purpose and site visits for property valuation by Housing Division.	Application documents are correct and authentic.	Free	1 working day
FH04	Approval and issuance of freehold letter.	Development should be at ground floor beam level.	Free	2 working days
FH05	Acceptance and payment of freehold charges.	Paid to NRA and secures receipt of the stipulated purchase price.	The stipulated purchase price. (See checklist for	2 working days

			various purchase prices).	
FH06	Site surveys, preparation and processing of the freehold survey plan.	Evidence of the freehold approval letter and the purchase price receipt.	Survey charges (see checklist for varied survey charges).	3 working days
FH07	Preparation and registration of the conveyance.	Freehold approval letter with complete payment receipts and a signed freehold survey plan.	Check Law Officers Department/OARG.	Check Law Officers Department/OARG.

PRIVATE LANDS

S/NO.	SERVICES	REQUIREMENTS	USER CHARGES - LE	TIMELINE
PLO1	Obtain Declaration Form by Licensed Surveyors on the website of the Ministry.	Published updated Declaration Form.	Free	
PLO2	Billing and paying of bills by Licensed Surveyors (LS).	Completed Declaration Form. Plans completely drawn indicating all access roads and adjacent properties. Plans should be signed and sealed by Licensed Surveyor.	See checklist for varied billing prices	1 working day
PLO3	Plans submitted by Licensed Surveyor for checking computation and cartographic standard and errors at the New England Computation Section	All necessary and supporting documents attached for referencing. All computation forms attached. Plan drawn to satisfy all cartographic standards, signed by a licensed surveyor and bills paid.	See checklist for processing fees	2 working day
PLO4	Plans submitted by Computation Section to Planning Division for planning clearance.	Plans already finished the PLO3 service without any alteration prior.	Free	2 working day
PLO5	Plans submitted by Planning Division to State Lands Clarence Section for State Land Clearance, Headquarter, Youyi Building.	Plans already finished the PLO4 service without any alteration prior to submission for service PL05 at the state Land Clearance Section, Headquarter Youyi Building.	Free	2 working days
PLO6	Plans submitted by State Land Clarence Section to Charting Section for Charting, Headquarter, Youyi Building.	Plans cleared off State Land and entered into the database. Plotted correctly on an attached tracing paper on scales of 1/2,500 fir Western Urban and 1/10,000 for western Rural or a text file with the extension (txt) containing only the boundary coordinates in a readable USB storage devise	Free	2 working days
PLO7	Inspection of site by both the Charting Officer and the Licensed Surveyor to verify all details on plan are the true representation of the Real Property before final charting if the need arises.	Plans cleared off State Land and entered into the database. A text file with the extension (txt) containing only the boundary coordinates in a readable USB storage device.	See checklist for site inspection fees	2 working days
PLO8	Plans submitted to the Hon. Minister for Integrity Checks by the Permanent Secretary.	Plans completed Service PLO1, PLO2, PLO3, PLO4, PLO5, PLO6 and initialized, accompanied by the Integrity Checklist (general)	Free	2 working days
PLO9	Plans forwarded to the Director of Surveys and Lands for his final approval and signature.	Plans successfully completed Service PLO7 and initialized. Director of Surveys and Lands finally approves.	Free	2 working days
	Printing of official and clients' copy of the signed plan.	Plans signed by the Director of Surveys and Lands on his final approval and entered in the Director of Surveys and Lands outgoing database.	See price list for official copies	1 working day

PRICES OF PROPERTIES IN AND AROUND THE WESTERN AREA IN RESPECT OF LEASE RENTS AND FREEHOLD

LEASES IN THE WESTERN AREA						
CATEGORY		Business District Areas	Touristic Development Areas	Urban Areas	Peri-Urban Areas	Rural Areas
A) Commercial	Land Size	15,000,000.00	20,000,000	10,000,000	8,000,000.00	5,000,000
	<i>Less than 1 Acre</i>					
	<i>1 Acre - 5 Acres</i>	25,500,000	34,000,000	17,000,000	13,600,000	8,500,000
	<i>5 - 10 Acres</i>	38,250,000	51,000,000	25,500,000	20,400,000	12,750,000
Above 10 Acres, an additional payment of Le 5,000,000.00 is required for each additional acre						
B) Industrial	Land Size	Business District Areas	Touristic Development Areas	Urban Areas	Per-Urban Areas	Rural Areas
	<i>Less than 1 Acre</i>	30,000,000	40,000,000	20,000,000	16,000,000	10,000,000
	<i>1Acre - 5 Acres</i>	50,000,000	68,000,000	34,000,000	32,000,000	20,000,000
	<i>5 - 10 Acres</i>	153,000,000	102,000,000	51,000,000	81,600,000	25,500,000
C) Residential						
	<i>Per Plot</i>	2,000,000		1,500,000	1,500,000	
FREEHOLD IN THE WESTERN AREA						
Freehold will be determined by a comprehensive property valuation process						

PRICE LIST FOR THE PROCESSING OF PROPERTIES IN THE WESTERN AREA LS PLANS/SLS

NON-REFUNDABLE PROCESSING FEE FOR COMMERCIAL STATE LAND LEASE APPLICATION IS LE 500,000

NON-REFUNDABLE PROCESSING FEE FOR PRIVATE STATE LAND LEASE APPLICATION IS LE 250,000

SURVEY CHARGES PER TOWN LOT FOR SLS RESIDENTIAL PLANS IS LE 200,000

SURVEY CHARGES PER TOWN LOT FOR SLS COMMERCIAL PLANS IS LE 300,000

SURVEY CHARGES PER TOWN LOT FOR PRIVATE PLANS IS LE 50, 000

SUPPLY OF TECHNICAL INFORMATION, MAPS OF ALL SCALE LE 50,000 PER COPY

COORDINATE LE 20, 000

OFFICIAL COPY OF LICENSSED SURVEYOR LE 10,000.00 PER COPY PLAN

PRICE LIST FOR THE PROCESSING OF PROPERTIES SITE PLANS IN THE PROVINCES

SURVEY CHARGES FOR PRIVATE PLANS 50,000.00 ABOVE ONE ACRE 100,000.00

SURVEY CHARGES FOR SLS PLANS 100,000.00

SURVEY CHARGES FOR SLS ABOVE 1 ACRE 500,000

NOTES: ALL PAYMENTS SHOULD BE MADE TO THE NATIONAL REVENUE AUTHORITY