



Ministry of Lands & Mineral Resources

Head Office
iTaukei Trust Fund Board Complex
Nasese, Suva
(South Wing – Ground Floor & First Floor)

P.O Box 2222
Government Buildings, Suva, Fiji
Ph: (+679) 3313 555 | Fax: (+679) 3239754
www.lands.gov.fj

DIRECTOR LANDS CONSENT

Consent To Transfer

CHECKLIST

The following documents must be submitted with the application forms:

1. INDIVIDUALS

1.	Registered on MyLeaseInfo
2.	Certified True Copy of Title from Registrar of Titles – 2 weeks old
3.	Certified True Copy of Power of Attorney from Registrar of Titles (if applicable)
4.	Covering Letter
5.	Application Form
6.	Estate Matters – certified true copy of probate (if applicable)
7.	Certified True Copy of TIN Letter and valid photo ID or Joint Card for both parties
8.	Confirmation of citizenship – valid passport bio data or letter from Department of Immigration
9.	Land rent paid
10.	City rate paid (if within municipality boundary)
11.	Consent Fees \$109.00 (\$100.00 + \$9.00 VAT) <i>*Subject to Change in VAT</i>

2. FUTHER REQUIREMENTS FOR TRANSFER TO COMPANY

Certified True Copy (CTC) of:	
a.	Company registration Certificate
b.	Company TIN Letter
c.	Schedule of Shareholders and Directors
d.	Confirmation of citizenship for Shareholders and Directors – valid passport bio data or letter from Department of Immigration

3. CHECHLIST FOR APPLICATIONS TO CONSENT SALE AND PURCHASE AGREEMENT

1.	Registered on MyLeaseInfo
2.	Certified True Copy of Title from Registrar of Titles – 2 weeks old
3.	Certified True Copy of Power of Attorney from Registrar of Titles (if applicable)
4.	Application Letter
5.	Copy of Sale and Purchase Agreement (undated)
6.	Land rent paid
7.	City rate paid
8.	Estate matters- Certified True Copy of probate (if applicable)
9.	Certified True Copy of Power of attorney (if applicable)
10.	Certified True Copy of Tin Letter and Photo ID or Joint Card (FRCA/FNPF)
11.	Consent Fees \$109.00 (\$100.00 + \$9.00 VAT) <i>*Subject to Change in VAT</i>

All queries can be directed to: landsinfo@govnet.gov.fj