



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

CHECKLIST

Advertised Lots

The following documents must be submitted with the application forms:

1. AGRICULTURAL LEASE (Bona Fide | Local Farmers ONLY)

1.	Birth Certificate
2.	Five year cropping plan from Ministry of Agriculture
3.	Other Holdings Search from Register of Titles Office for applicant and spouse
4.	TIN Letter of applicant and spouse (if married)
5.	FNPF/Joint Card
6.	Passport/Voter Card
7.	Marriage certificate
8.	Certified True Copy of the following:
a.	Months Bank Statement (Last three months) – current balance minimum \$5,000 of both applicant and spouse.
b.	FNPF Statement
c.	Pay/Wages Slip

2. RESIDENTIAL LEASE

1.	Birth Certificate
2.	Other Holdings Search from Register of Titles Office for applicant and spouse
3.	TIN Letter of applicant and spouse (if married)
4.	FNPF/Joint Card
5.	Passport/Voter Card
6.	Marriage Certificate
7.	Certified True Copy of the following:
a.	Months Bank Statement (Last three months) – current balance minimum \$10,000 or FNPF Statement housing eligibility of \$10,000
b.	Pay/Wages Slip

3. COMMERCIAL | INDUSTRIAL LEASE

a. INDIVIDUAL

1.	Birth Certificate
2.	Other Holdings Search from Register of Titles Office for applicant and spouse
3.	TIN Letter of applicant and spouse (if married)
4.	FNPF/Joint Card



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5.	Passport/Voter Card
6.	Marriage certificate
7.	Certified True Copy of the following:
a.	Months Bank Statement (Last three months) – current balance minimum
i.	Commercial \$30,000 or FNPF Statement housing eligibility of \$30,000
ii.	Industrial \$50,000 or FNPF Statement housing eligibility of \$50,000
b.	Pay/Wages Slip

b. COMPANY

1.	Company registration certificate/ Certified True Copy of Trust Deed (For mataqali/tokatoka)
2.	Schedule of Directors & Shareholders
3.	Citizenship of Directors and Shareholders
4.	TIN Letter of Company
5.	Financial Statement for last three years (for existing company)

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