



Ministry of Lands & Mineral Resources

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CHECKLIST

Lease Renewal Applications

The following documents must be submitted with the application forms:

1. COMPANIES

1.	Standard Application Form
2.	Certified True Copy of the following:
a.	Title – 2 weeks old from Registrar of Titles
b.	Company Registration Certification
c.	Schedule of Shareholders and Directors
d.	TIN Letter
3.	Citizenship: Passport bio-data page of Shareholders and Directors to enable due diligence to be carried out
4.	City Rates (Within Town Boundary)
5.	Rental fully paid up to expiry date
6.	Renewal Fees \$32.70 FJD (\$30.00 + \$2.70 VAT) <i>*Subject to Change in VAT</i>

2. INDIVIDUALS

1.	Standard Application Form (Lessee / Trustee / Power of Attorney)
2.	Certified True Copy of the following:
a.	Title – 2 weeks old from Registrar of Title
b.	Probate (where applicable)
c.	Power of Attorney – Titles Office (where applicable)
d.	TIN Letter (Lessee/Trustee/Power of Attorney)
e.	Passport bio-data page (Lessee/Trustee/Power of Attorney)
3.	City Rates (Within Town Boundary)
4.	Rental fully paid up to expiry date
5.	Renewal Fees \$32.70 FJD (\$30.00 + \$2.70 VAT) <i>*Subject to Change in VAT</i>

Note:

Additional information required for **agricultural leases**

1.	CTC of cane production for the last 5 years from FSC and CTC of contract card for cane belt area.
2.	Land Use Classification Report from Ministry of Agriculture.
3.	5 Years Farm Plan.

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