



ITAUKEI LAND TRUST BOARD

APPLICATION TO LEASE – PURPOSES OTHER THAN AGRICULTURE

Note: 1.Applicant to fully complete this Form. **All incomplete applications will NOT be considered.**

2. The following information must be submitted with this Application Form.

- (a) Personal ID Card (FNPF/Passport/ Driver’s License/**Voter ID**).
- (b) Birth Certificate.
- (c) T.I.N Registration#
- (d) Last six (6) months Bank Statements.
- (a) Copy of the last months FEA and Water Bill.**
- (e) Salary slip and Confirmation of Employment Letter from Employer (if in paid employment).
- (f) Certificate of Registration for Companies (if applicant is a Company) & Company Structure, **Articles of Association.**
- (g) Five (5) year Business Plan & Concept Plan for Development.
- (h) Financial Statement (last 3 years for Company).
- (i) Majority consent (60%) of landowners for dereservation if land is within iTaukei reserve.
- (j) **Non-refundable** application fees of \$109.00 VIP (Comm/Ind), \$545.00 VIP (Tourism) & \$109.00 VIP (Eco-Tourism) and \$54.50 VIP for Residential leases.

Additional Requirements For Overseas Applicants:

- (k) Investment Fiji Requirements (RBF Clearance) & Evidence of Foreign Investment Registration Certificate.
- (l) Department of Immigration Approval.

Other Requirements:

- (m) Approval in Principle by the Ministry of Tourism.(Tourism Lease).
- (n) Locality Plan of area applied for Feasibility Study (where applicable).
- (o) Entrepreneurship (For Tourism Lease).
- (p) Projected Cash Flow.
- (q) Approved Environment Impact Assessment (Tourism Lease and other developments of more than 10 lots).
- (r) Physical planning approval from the Director of Town and Country Planning which will include the environment and conservation aspect of the project. (Tourism Lease).
- (s) Projected Cash Flow.
- (t) Valuation of Existing Assets.
- (u) Resume.

1. APPLICANT DETAILS

- 1.1 Full **Birth Certificate** Name: _____
- 1.2 Date of Birth: _____ **Age:** _____

- 1.3 TIN No: _____ FNPF No: _____ Driver's License No: _____
Passport No: _____
- 1.4 Occupation/ Nature of Business (if Company): _____
- 1.5 Business Registration No: _____ Date of Registration: _____
- 1.6 Marital Status if Individual: _____
- 1.7 Home Address (Company/Individual): _____
- 1.8 Office Address of Company: _____
- 1.9 Company Phone No: _____ Email Address: _____
- 1.10 Postal Address: _____
- 1.11 Telephone/Mobile#: _____
- 1.12 Number of Dependents & Age: _____
- 1.13 Annual Income & Source for Company: _____
- 1.14 Are you LOU Member: Yes or No : _____
- 1.15 Name of Mataqali/ Yavusa/ Tikina: _____

2.0 **EMPLOYMENT DETAILS**

- 2.1 If in paid employment: Employers Name: _____
- 2.2 Date Employed: _____ Phone No of Employer: _____
- 2.3 Employment Status - Permanent: _____ Part-Time: _____ Casual: _____
- 2.4 Job Title (Position): _____
- 2.5 Weekly Salary if Part-Time Worker: _____
- 2.6 Fortnightly Salary if Permanent Worker: _____
- 2.7 Combined Family Income for Month: _____
- 2.8 Banker & Branch: _____
- 2.9 Annual Income (Salary & Other Earnings) : _____
- 2.10 If Company, Annual Income including other Earnings: _____
- 2.11 If Company, Source of Annual Income: _____

3.0 **LAND DETAILS**

- 3.1 Name of Land _____
- 3.2 Area Applied: _____
- 3.3 Tikina: _____
- 3.4 Yasana: _____
- 3.5 Term Requested: _____
- 3.6 Annual Rent Offered: _____
- 3.7 New/ Expiring Lease: _____ Case# _____ TLTB File# _____

3.8 **LAND OWNING UNITS**

LOU Name	TLC Sheet	TLC Lot #	Area	LOU/ Code

- 3.9 Reserve Land: Yes _____ No _____
- 3.10 Reserved for _____

3.11 Survey Ref: _____
 3.12 Describe Location of Land _____

4.0 **Details of Existing Leases:**

File No.	Rent	Balance	Mortgaged To	Amount	FSC Farm No.	Other Encumbrances

4.1 Any security offered for payment of Annual rental _____

5.0 **DECLARATION**

I/We certify that the information contained in this application and in all continuation sheets attached is true, accurate and complete in every particular.

In any situation where the use of the subject land deviates from the purpose it is required for OR information I/we have provided to TLTB in the form above have changed I declare and agree to first seek the consent of the TLTB or inform the Board respectively.

I/We authorize TLTB to seek any further information required regarding my/our accounts and financial arrangements with my/our Bankers or other Financial Institution or my/our Creditors.

Applicant One - Full Name: _____ Signature: _____
 Date: _____

Applicant Two - Full Name: _____ Signature: _____
 Date: _____

TLTB Witnessing Officer - Full Name: _____ Designation: _____
 Signature: _____ Date: _____

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