

TYPE	ITEM	PAGE #	OPERATOR		LAND OFFICER VERIFICATION		
			YES	NO	YES	NO	REMARK
APPLICATION	Application Form						
	Corporate Stamp (RC number)						
	Owner Photograph (passport sized)						
PAYMENT	Certified Bank Teller						
	Other						
	Ministry of Finance Receipt						
IDENTIFICATION	Owner ID						
	Contact Person ID						
	Authorised Representative ID						
	Certificate of Incorporation (CAC)						
	Business Registration Certificate						
	Particulars of Directors						
	Memorandum and Articles of Association						
TAX	Current Tax Clearance Certificate						
PROPERTY	Site Plan						
PROOF OF OWNERSHIP	Sales Agreement						
	Power of Attorney						
	Assignment						
	Other						
	Other						
	Clearance Form						
	Change of Ownership Form						
	Customary Cofo						
PROPERTY	Survey data (coordinates)						
	Final Survey Booklet						
	Layout						
	Other						
	Other						
Operator (Sign) _____ Date _____				Land Officer (Sign) _____ Date _____			