

FCT DEPARTMENT OF LAND ADMINISTRATION
Requirements For Land Application

INDIVIDUAL REQUIREMENTS

1. Duly completed Land Application Form
2. Two (2) recent passport-sized photographs with a white background
3. Copy of Valid Tax Clearance
4. Copy of National Identification card/slip
5. Copy of valid means of identification (Data page of International Passport or Driver's License)
6. Copy of birth certificate or declaration of age
7. Copy of Remita payment receipt for Land Application processing fee.

LIMITED LIABILITY/PUBLIC LIABILITY COMPANY REQUIREMENTS

1. Duly completed Land Application Form
2. Board Resolution
3. Certificate of Incorporation
4. CAC form C02 and C07 or Status Report
5. Memorandum and Articles of Association
6. Copy of Valid Tax clearance Certificate of the Company
7. Copy of National Identification card/slip of all Directors
8. Copy of valid means of identification (Data page of International Passport or Driver's License) of all Directors
9. Copy of Identity card of the individual making the submission
10. Copy of Remita payment receipt for Land Application processing fee.

GOVERNMENT ORGANISATION/AGENCY REQUIREMENTS

1. Duly completed Land Application Form
2. Act of Establishment
3. Copy of National Identification card/slip of the Director General/MD/Chairman
4. Copy of valid means of identification (Data page of International Passport or Driver's License) of all Directors
5. Copy of office Identity card of the Director General/MD/Chairman
6. Copy of Identity card of the individual making the submission
7. Copy of Remita payment receipt for Land Application processing fee.

COOPERATIVE SOCIETY/NGO REQUIREMENTS

1. Duly completed Land Application Form by a Trustee
2. Board Resolution
3. Certificate of Incorporation/Registration (as applicable)
4. CAC form C02 and C07 or Status Report (if registered with CAC)
5. Constitution of the Cooperative/NGO report (if registered with CAC)
6. List of Trustees or Incorporated Trustees
7. Copy of National Identification card/slip of all Trustees
8. Copy of valid means of identification (Data page of International Passport or Driver's License) of all Trustees
9. Copy of Identity card of the individual making the submission
10. Copy of Remita payment receipt for Land Application processing fee.