



**ITAUKEI
LAND TRUST BOARD**

APPLICATION TO LEASE COMMERCIAL

Type: COMMERCIAL - To align with Land Use Policy
Purpose: Commercial A, Commercial B, Commercial C, Commercial D and Rural Commercial
Land area: In accordance with minimal specification on the Town Planning Act Cap 139 General Provisions: Provision 9 [Schedules A and B]
Commercial A – 200sq. m
Commercial B – 200sq. m
Commercial C – 500sq. m
Commercial D – 600sq. m (Sewered) 800 sq. m (Unsewered)
Commercial in Rural Areas – at least 1000sq. m (shop with attached Residential unit)

APPLICATION NO *(for official use only)*

Date: _____

Authorized officer: _____

Note:

- 1 This form will need to be verified by an authorised iTaukei Land Trust Board officer, in the presence of the applicant(s).
NOTE: All incomplete applications will NOT be considered.
- 2 The following supporting documents must be submitted with this form.

Required Supporting Documents:

Personal ID card [Applicant can provide any of the following ID's: FNPF Card / Passport / Driver's License / Voters Registration card] NOTE: IF applicant is a foreigner a copy of their passport biodata page(s) is required.

Birth Certificate.

T.I.N Registration Card.

Last six (6) months Bank Statements.

Latest FNPF Statement.

Latest Salary Slip [To highlight Employer Details & Gross Salary details].

Confirmation of Employment [Letter from employer Highlighting Employment Status, Position and Salary].

Copy of latest utility bill.

Certificate of Registration for Companies & Company Structure [if applicant applying through a company].

Articles of Association

Five (5) year Business Plan & Concept Plan for Development.

Last three (3) years Financial Statement [for Company applications].

Majority consent of landowners for De-reservation process if land is within iTaukei Reserves.

Registered Deed of Trust [if applicable]

Non-Refundable Application fees: FJD\$109 [V.I.P].

Additional Requirements for Overseas Applicants:

Investor Permit from Department of Immigration.

Registered business Certificate / Registrar of company's / Cooperative registration.

Department of Immigration Approval [Foreigners].

TIN Letter/Joint Card from Fiji Inland Revenue and Customs Services [FIRCS].

Issuance of registered shareholders (If any) to be cleared from Reserve Bank of Fiji [RBF].

Approval from Government and any relevant agencies, depending on the nature of activity.

Foreign Investor Reporting.

Bank Statement for new bank account created in Fiji with a minimum of \$300,000. NOTE: If waived, then an approval letter from Ministry of Tourism & Civil Aviation [MTCA] is required

Other Requirements (In relation to type of proposal):

Conceptual Design / Architects impression if development is for a large-scale housing estate, industrial or retail commercial centre.

Business Plan.

Resume / Company profile (Were Applicable).

PART 1 APPLICATION TYPE

1 **APPLICATION TYPE:** Individual: Joint: Trust: Company: *(Proceed to Part 3)*
Other: Specify:

PART 2 APPLICANT DETAILS

2 APPLICANT DETAILS

2.1 Full Name(s)

2.2 Date of Birth:

Birth Registration No:

Age:

2.3 TIN No:

FNPF No:

Driver's License No:

Passport No:

2.4 Marital Status: Married:

Defacto:

Divorced:

Living Apart:

Never Married:

Widowed:

2.5 Residency: Resident:

Non-Resident:

Nationality *(as stated on passport):*

2.6 Citizenship: Fijian:

Dual:

Country:

Other:

Specify:

2.7a Primary Applicant's Official Address:

2.8a Applicant's 2 Official Address:

2.7b Primary Applicant's Postal Address:

2.8b Applicant's 2 Postal Address: *(Corresponding address if different from 2.7b)*

2.7c Phone Contact 1:

Phone Contact 2:

2.7d Fax No:

2.7e Email:

Recommended Personal Email

2.8c Phone Contact 1:

Phone Contact 2:

2.8d Fax No:

2.8e Email:

Recommended Personal Email

2.9 Confirming of mode to Serve Notices: Email:

Official Registered Residential Address:

Registered Postal Address:

Other:

Please Specify:

PART 3 COMPANY DETAILS *(For company application type)*

3 COMPANY DETAILS

3.1 Authorised Representative:

(Applicants to provide authorization letter from company with registered ID)

3.2 Position:

3.3 ID Provided: Drivers Licence:

Passport:

TIN:

3.4 ID Number:

3.5 Registered Company Name:

3.6 Registration Number:

Company Registration TIN:

3.7a Registered Company Address:

3.7b Fax No:

3.7c Phone Contact:

3.7d Registered Company Email for official correspondence:

3.8 List of Company Directors:

Name:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Position

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

PART 4 EMPLOYMENT DETAILS

4 EMPLOYMENT DETAILS

4.1 Employment Status: Permanent: Part - Time: Casual: Contract: Self Employed:
Seasonal Worker:

4.2 Employer:

(If self employed provide the registered business name)

4.3 Occupation:

4.4 Employers Address:

4.5 Start Date:

Business Contact Number:

4.6 Job Title (Position):

4.7a Employers Address:

4.7b Employers Address: *(If different from 4.7a)*

Start Date:

Business Contact Number:

Job Title:

Start Date:

Business Contact Number:

Job Title:

PART 5 FINANCIAL DETAILS

5 FINANCIAL DETAILS (Please provide details for total income and expenses if Joint application).

5.1 Salary/Wage Frequency: Amount [Net]:

5.2 Total Household Income per Month (To Include Applicant 2 if Joint):

5.3 Bank Name:

5.4 INCOME: Annual Income & Source (Include any other that may be different from No. 5.1):

5.5 CREDITORS: (List any accounts balances owing to other Financial Institutions, Credit Companies, Lease back arrangements, Hire-Purchase etc.) **Please provide supporting statement balances.

5.6a INCOME AND EXPENSES - If joint application, financial information for Applicant 2 to be included in the budget summary below.

(Please ensure all required supporting evidence of income and statements are submitted along with this application)

Monthly Income

Gross Salary: \$
Annual Rent Received: \$
Other Regular Annual Income: \$
Monthly Net Income (Take Home Pay): \$

Monthly Repayments (including fees)

Housing Loan: \$
Car Loan: \$
Unsecured Loans: \$
Credit/Master Cards: \$
Hire Purchase: \$
Rent: \$
Insurance: \$
Maintenance: \$
NET SURPLUS: \$

5.6b ASSETS AND LIABILITIES (Outstanding Balance)

Mortgage Loan Owed: \$
Personal Loan: \$
Credit Card Balance: \$

Hire Purchase Balance: \$
Any Other Liabilities: \$

5.6c ASSETS (Est. Market Value)

Vehicle: \$
Real Estate Property: \$
Deposits & Investments: \$

Life Insurance: \$
FNPF Balance: \$

5.7 SECURITY of PAYMENT - Any security offered for payment of rent:

5.8 Guarantor:

i Guarantor 1 - Full Name

ii Guarantor 2 - Full Name

Official Residential Address:

Official Residential Address:

i Guarantor 1 - Postal Address:

Email:

DOB:

Phone Contact:

Relationship to Applicant:

Employment Status:

Employer:

Signature:

Date:

ii Guarantor 2 - Postal Address:

Email:

DOB:

Phone Contact:

Relationship to Applicant:

Employment Status:

Employer:

Signature:

Date:

PART 6 LAND DETAILS

6 LAND DETAILS

6.1a Do you have an existing iTaukei Lease: Yes: No:

6.1b If Yes please provide your Case ID:

6.2 Name of LAND:

6.3 LAND Area Applied (Acres or Hectares (HA):

6.4 KORO:

TIKINA:

YASANA:

6.5 LAND location and description:

“FOR OFFICIAL USE”

6.6 LAND OWING UNIT (LOU)

i LOU Name:

ii TLC Sheet TLC Lot #:

iii Area:

iv LOU/Code:

v Is the Applicant a member of this LOU? YES: NO:

6.7 Reserve land: YES: (go to Question 6.8) NO:

6.8 Reserved for

6.9 Survey Reference:

6.10 New or Expiring Lease:

i TLTB Case No:

ii TLTB File No:

6.11 Details of Exiting Leases:

File No.	Rent	Balance	Mortgaged To	Mortgage Sum	FSC Farm No
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Other Encumbrances (explain/list):

PART 7 APPLICANTS DECLARATION

7.1 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.

7.2a Applicant 1

7.2b Applicant 2 (if joint application)

Signature:

Signature:

Date:

Date:

7.2c TLTB Witness

Job Title (Position):

Signature:

Date:

In its efforts to ensure any Iāuakei leases issued by the Board is to the best and most valued transaction in terms of its commercial viability, TLTB hereby reserves the right to carry out any due diligence on the applicant in terms of the information provided.