

State Properties Department – Contracts Section

Selling government land

Procedural steps SPD-04		
Processed by	Process	Location
Receptionist	Receive and verify application and supporting documents Enter all information within the system (incomplete application needs to be resubmitted)	Reception
Staff	(Application goes to the Contract Section staff under State Properties department via predefined workflow of the system for approval and Head of Section and Head of Department are notified)	Contracts Section
Staff	Reviews the application and verify whether the land is registered under state's name provided by title deed. If land is private property or designated for others then the application will be rejected	Contracts Section
Staff	Prepares memo and forwards it to Land Acquisition Department to determine price and provides feedback to contracts section	Contracts Section
Land Acquisition Department	Determine price by square meter	Land Acquisition Dept.
Staff	Updates the application with recommendation and forwards it to Minister's Office for approval	Contracts Section
Minister's Office	Reviews and approve the application	Minister's Office
Staff	Prepares Contract to be signed by both parties and informs the applicant to pay land price	Contracts Section
Applicant	Deposit land price at ministry's account and provide receipt of payment	Bank
Staff	After obtaining signature from buyer (applicant), contract is the forwarded to Minister's office for Signature	Contracts Section
Minister's Office	Validates and signs the contract	Minister's Office
Staff	Sends memo to Property registration department to register the land on buyer's name and informs Reception	Contracts Section
Receptionist	Informs the applicant to collect new deeds from property registration department, closes the request in the system and updates the status as "completed"	Reception
Receptionist	In case minister's office rejects the request, he will provide his justification for rejection. Reception staff informs the applicant about the rejection of application with proper justification and close the request in the system	Reception
Process duration		20 working days