

**First Phase - Steps for landowners to follow in filing a lease, variation of lease at etc.**

1. Get a proposal plan or a final lease diagram at a Private Surveyor or Ministry of Justice (MOJ)
2. Uplift updated Register of Title or list of landowners of the said land from the MOJ
3. Identify area if it's under occupation right or not; if it is, require court order and consent from the occupier(s), if occupier deceased require death certificate for confirmation
  1. Copy of document can be uplifted from MOJ
4. See a lawyer, land agent and counsel to prepare document for lease
5. File application for MOAO (meeting of assembled owners) at MOJ

MOAO application fee @\$100

**Second Phase - Steps for court staff to follow through for a MOAO**

6. MOAO application check and received (document required: application signed and dated, updated register of title, lease diagram, occupation right court order, draft deed of lease);
7. Advise applicant from the date receiving of the application, there's a month wait for a landowners meeting to be set;
8. Give a running number and advise any available JP to direct meeting;
9. Once meeting is directed;
10. Set a date for a landowners meeting;
11. Notice issued out to applicant to distribute to landowners;
12. Explain notice and proxies to the applicant;