

This application must be completed and forwarded with appropriate plans to:

**PRINCIPAL SECRETARY
MINISTRY OF LANDS AND HOUSING
INDEPENDENCE HOUSE**

REPUBLIC OF SEYCHELLES

Immovable Property (Transfer Restriction) Act Cap. 95

Application for Sanction to lease, rent/hold an option to lease, rent immovable property

1. **Name of Applicant in full:**
(state whether Mr/Mrs/Miss)

Nationality:

Occupation:

2. **Permanent Address:**

3. **If a Company:**

(i) Name of Company:

(ii) Address of Registered Office:

(iii) State full names and nationalities of directors and shareholders:

(iv) State whether registered under the Companies Act 1972 and give Registration No.:

(v) If an overseas company state country in which originally formed:

(vi) State:

(a) percentage of share capital held by Non-Seychellois
.....%

(b) if the applicant company is controlled by another company additionally, state the above details in respect of the controlling company

(vii) Nature of business:

4. **Name and address of bankers in country of origin:**

5. **Name and address of bankers in Seychelles:**

6. **Name of Notary or Attorney:**

7. **Details of Permanent Resident Permit / Gainful Occupation Permit:**

8. **Description of property to be leased,**

rented, etc:

- Parcel Number/(s):
- Area in sq. metres:
- Location:

(Please attach the following documents relating to the property):

- (a) A Certificate of Ownership not less than 3 months from date of issue.*
- (b) A copy of the Title Deed(s) of the Vendor*

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9. **Give brief description of any buildings
Included on the property:**
(e.g.: dwelling house, business premises....)

Value in Rupees:

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10. **Name, Address and Nationality of Lessor:**

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11. **State period for which lease is applied for:
(term of lease)** (see Note 1):

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12. **Rent payable (yearly or monthly) in Rupees:**

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13. **State the currency which will be used for
the lease:** (e.g.: US Dollars, Euros,
Pounds Sterling, etc)

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14. **State the purpose of the proposed lease,
rent** (if to carry out a business activity,
state which:

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15. **In the case of a proposed development, has
planning permission been applied for:**

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16. **If a licence is required for the
proposed activity, please state
which licence has been applied for:**

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17. **Give details of any property now or previously
owned or leased by you in Seychelles:**
(Parcel No., Area, Location, Buildings...)

I apply for the Sanction of the Cabinet of Ministers to **lease, rent/hold an option to lease, rent** (delete as appropriate) the property described in this application. I certify that the particulars given herein are to the best of my knowledge true and correct.

Name:

Signed:

If signed by
an agent

Name:

Profession:

Address:

Owner's consent:.....

Name:.....

Date:

Official Use:

Received:

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NOTES

1. If Lease is for a term of more than 2 years, the following documents **must** be submitted with this application:

The Applicant

(a) In the case of an individual(s):

- Certified true copy of applicant/(s) valid passport details which must be accompanied by the contact details of the certifying Notary or Attorney.
- Copies of 2 utility bills as proof of residential address which should not be older than 3 months from the date of the application
- Original Current Police Clearance Certificate not older than 6 months from the date of the application in country of residence in the last 2 years.
- Signed declaration that the individual is not (or is) a Politically Exposed Person (PEP).
- Signed declaration of source of funds to be used for the proposed transaction (*declaration form attached*)
- Signed declaration of proof of funds from the originating bank validating the proposed transaction (e.g. a bank-signed bank statement showing the requisite balance of funds or a letter of reference stating availability of funds from the bank).

(b) In the case of a corporate body:

- Certificate of Incorporation
- Memorandum and Articles and Association.
- Register of shareholders and directors as per last company annual returns.
- Written declaration by the natural person(s) who are the ultimate beneficial owner(s) of the corporate body which is duly certified by a notary or attorney and with the contact details of the certifying notary or attorney.
- Signed declaration that the individual is not (or is) a Politically Exposed Person (PEP).
- Certified true copy of valid passport details of the ultimate beneficial owner(s), shareholders and directors holding more than 25% of the shares, which must be accompanied by the contact details of the certifying Notary or Attorney.
- Copies of 2 utility bills of the ultimate beneficial owner(s), shareholders and directors holding more than 25% of the shares, as proof of residential address which should not be older than 3 months from the date of the application.
- Original Current Police Clearance Certificate of the ultimate beneficial owner(s), shareholders and directors holding more than 25% of the shares, not older than 6 months from the date of the application in country of residence in the last 2 years.

- Signed declaration of source of funds to be used for the proposed transaction (*declaration form attached*)
- Signed declaration of proof of funds from the originating bank validating the proposed transaction. (e.g .a bank-signed bank statement showing the requisite balance of funds or a letter of reference stating availability of funds from the bank).

The Lessor

(a) in the case of an individual(s):

- Certified true copy of lessor(s) valid passport details which must be accompanied by the contact details of the certifying Notary or Attorney.
- Copies of 2 utility bills as proof of residential address which should not be older than 3 months from the date of the application.
- Where the Lessor(s) is/are Non-Seychellois Original Current Police Clearance Certificate not older than 6 months from the date of the application in country of residence in the last 2 years.

(b) in the case of a corporate body:

- Certificate of Incorporation.
- Memorandum and Articles and Association.
- Register of shareholders and directors as per last company annual returns
- Written declaration by the natural person(s) who are the ultimate beneficial owner(s) of the corporate body which is duly certified by a notary or attorney and with the contact details of the certifying Notary or Attorney.
- Certified true copy of valid passport details of the ultimate beneficial owner(s), shareholders and directors holding more than 25% of the shares, which must be accompanied by the contact details of the certifying Notary or Attorney.
- Copies of 2 utility bills of the ultimate beneficial owner(s), shareholders and directors holding more than 25% of the shares, as proof of residential address which should not be older than 3 months from the date of the application.
- Where the Lessor(s) is/are Non-Seychellois Original Current Police Clearance Certificate of the ultimate beneficial owner(s), shareholders and directors holding more than 25% of the shares, not older than 6 months from the date of the application in country of residence in the last 2 years.
- Certified true copies of valid passport details with the contact details of the certifying Notary or Attorney for each director and for each shareholder holding 25% or more of the shares of the corporate body.

N.B All submitted documents which are not in English or French language must be translated with the full contact details of the translator.

Please take note of the translation rules as per below:

- Document in a language other than English or French must be accompanied by a literal English or

French original translation prepared by an acceptable translator. Acceptable translators include:

- A member of a professional translation service
- A Government Department (which is authorized to translate document)
- Embassy / Consulate
- Certified license Translator

- The original translation must be submitted with a copy of the original-language document. A photocopy or a certified copy of the translation will **not** be accepted.
- The translator must sign, date and apply his stamp/seal or the translation office's stamp/seal on all pages of the original translation **and** on all pages of the copy of the original-language document.
- Translations prepared by persons including relatives, friends, acquaintances or other volunteer agencies are **not** acceptable.