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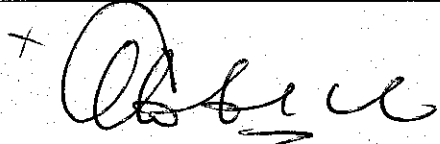
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

LAND ACQUISITION

DOCUMENT NO.: QP-SEDC-13

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Nelson Raon Kebing	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Acting Director, Property Division	General Manager, SEDC
DATE	21 July 2020	21 July 2020

ISSUED TO	IQD		
REVISION NO.	2	DATE	21 July 2020



QUALITY PROCEDURE			
TITLE	LAND ACQUISITION		
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1. OBJECTIVE

This procedure is to provide guidelines for application of land from the government.

2. SCOPE

This procedure is applicable during application of land from government for projects.

3. DEFINITION

- a) Government Land - Land that have not been allocated to any individual, company, Agency and still owned government.
- b) Cadastral Plan - Locality plan / plan that shows the land location.
- c) Document of Title - Land title, tax, occupational ticket or documents issued by Land & Survey Department as an evidence over the ownership of the land.
- j) L&S.80 Form - Form that contents land details, such as land location, premium, terms & conditions and so forth.

4. ABBREVIATIONS

- DIR(ID) - Director, Initiating Division
- DIR(CFD) - Director, Corporate Finance Division
- DIR(LAD) - Director, Legal Affairs Division
- DIR(PHY) - Director, Property Division
- AO(LAND) - Administrative Officer (Land Unit)
- LSD - Land & Survey Department

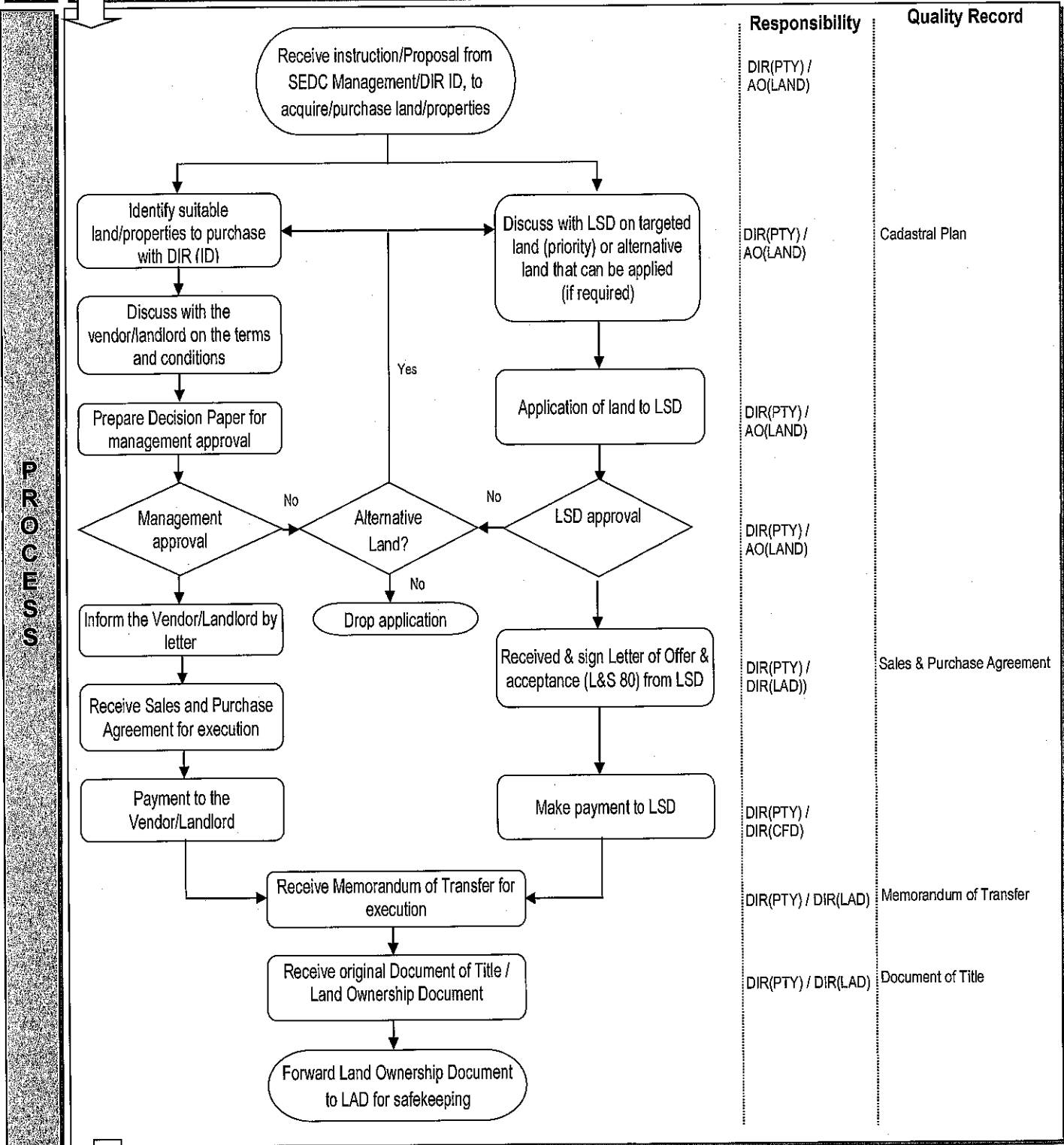
5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
-	Letter of Offer & Acceptance	Permanent	DIR(PHY)
-	L&S 80	Permanent	DIR(PHY)
-	Letters of Land Ownership i) Lease of Title ii) Provisional Lease iii) Temporary Occupational License iv) Occupation Ticket v) Lease of Crown Land	Permanent	LAD
-	Cadastral Plan	Permanent	DIR(PHY)
-	Application of Government Land	Permanent	DIR(PHY)
-	Payment Voucher for Land Premium	Permanent	DIR(CFD)
-	Official Receipt from LSD	Permanent	DIR(CFD)
-	Quit Rent Booklet	Permanent	DIR(PHY)
-	Document of Title	Permanent	DIR(LAD)



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IN-PUT • Land Acquisition / Purchase from Private Party



OUTPUT

PROCESS OUTPUT:

- Land obtained

REFERENCE DOCUMENTATION:

- None



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REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	<ul style="list-style-type: none"> • Cover Page - Change of General Manager's name and Acting Director's name • Page 2 - Abbreviations – Amend Legal Affairs Division to Legal Affairs & Secretarial Services Division
2.	<ul style="list-style-type: none"> • Cover Page, Page 2 - 4 Change the Quality Procedure name from Land Application to Land Acquisition • Item 4 Abbreviation Change of Division's name from Legal Affairs & Secretarial Services Division (LAD) to Legal Affairs Division (LAD) • Process Flow <ul style="list-style-type: none"> • Amend the process flow according to the current practice • Responsibility <ul style="list-style-type: none"> • Amend the responsibility DIR(ID) to AO(Land) • Quality Record <ul style="list-style-type: none"> • Remove Application of Government Land from the Quality Record • Remove the Payment Voucher for Land Premium from the Quality Record • Remove Official Receipt from LSD from the Quality Record