



# Regular Registration Required Documents

## *Individual Application*

1. Completed application form (ROI)
2. Passport photograph
3. Utility bill that carries the contact address that matches the address on the application form
4. Valid ID card of both the owner and representative
5. Evidence of processing payment (Processing Fee)
6. Site analysis report, satellite imagery and sketch plan
7. District head confirmation letter
8. Transaction document (Deed of assignment with NBA seal on it or Deed of Gift with NBA seal)
9. Letter of administration or right of possession if the transaction document is inherited