



Following documents are required when legal clarification is required for Sub division / Amalgamation

- **Deeds** – certified true copy of the ownership deed with a copy of deed of previous owner
- **If owner is a company** – certified copy of the Certificate of Incorporation and a Board Resolution, authorized by two directors or one Director of the company. Authorized officer of the company, a copy of the articles of the company shall be submitted.

The company secretary shall witness common seal in the indemnity, application of Sub Division and other relevant documents

If signatory is by one director or an authorized officer of the company, a copy of the articles of the company shall be submitted

- **Power of Attorney** - certified copy of the registered Power of Attorney and an Affidavit by the Power of Attorney holder (Format of the affidavit can be collected from the City Planning division)
- **When there is a name change** – an Affidavit on the several names used by the Applicant should be submitted.
- **When road reservation or access or private street amalgamated to the land** – submit the soil right through deeds and the consent of road users shall be submitted