

APPLICATION FOR REGIONAL NUMBER/EXAMINATION DATA

- Application on Letter Head of Licensed Surveyor addressed to Director, Survey and Mapping Division or his/her representative
- Full name of Licensed Surveyor's Client
- Region, District and Locality of parcel
- Three (3) Control Points to be used as points of departure and closure
- Licensed Surveyor's Signature
- Licensed Surveyor's Number
- Contacts/Telephone Number of Licensed Surveyor
- Date of Letter

ADDITIONALLY, LICENSED SURVEYOR MUST SUBMIT BIOGRAPHIC DATA OF HIS OR HER CLIENT AS FOLLOWS;

(Bio-data form to be obtained at Front Desk of CSAU during application for Regional Number)

- Name of Licensed Surveyor's client
- Gender of Client
- The nationality of Licensed Surveyor's client
- Address/House Number of Licensed Surveyor's client
- Copy of Photo ID of Client (Passport/Voter's ID/Driving License/ National ID)
- Mobile Telephone Number of Licensed Surveyor's Client
- E-mail address of Licensed Surveyor's Client if any.

APPLICATION FOR REPRINT OF ALREADY APPROVED PLAN

- Application on Licensed Surveyor's Letter Head
- Full name of Licensed Surveyor's client
- Regional Number of survey
- Locality name of parcel
- Eight (8) copies of certified plan for approval

- Photocopy of already approved plan (If available)

APPLICATION FOR REGULARIZATION OF STATE LAND

- Application letter signed by applicant/Solicitor/Estate Surveyor/his or her authorized representative with a power of attorney
- An approved site plan
- A copy of document granted by the pre-acquisition owner (optional)/ evidence of occupation
- A copy of applicants valid photo ID

OR

- A copy of evidence of legal existence (certificate to commence business and incorporation) and certificate of annual renewal plus a copy of photo ID of Company's representative

APPLICATION FOR PLAN APPROVAL

The computation file must contain the following: _

- Application on Letter head of Licensed Surveyor addressed to Director, Survey and Mapping Division or his/her representative
- Examination Section Data (Ex data)
- Raw Data /Field Data (Rinex Format)
- GPS processed data & summary (Point List)
- Beacon Index
- Bearing & Distances computation from computed Coordinates
- Plan Data
- Area Computation
- Diagram of Survey
- History of Survey
- Eight (8) copies of Certified Site plan
- All survey records above on CD (Plot file: AutoCad DXF or shape file)
- Completed Field Inspection Form
- File index

- Regional Number for the Survey
- Signature of Licensed Surveyor
- Licensed Surveyor's Number
- Date of letter
- Regional Number on top right corner of back of file

APPLICATION FOR STAMPING (FINANCIAL INSTRUMENT)

The Financial Instrument being submitted for stamping must clearly show the following:

- Date of the instrument
- Signature of party/parties
- Notary Public Seal (Mandatory only if Document is not Original)
- Consideration of Facility

APPLICATION FOR STAMPING (LAND CASES)

Please ensure that the document has the following;

- Title of document clearly stated
- Date of document
- Names and addresses of parties
- Consideration Rent, term/commencement date
- The following information on site plan must be the same in document:
 - i) Name of owner
 - ii) Land size and location of land
- Licensed Surveyor's and Director, Survey and Mapping Division's signatures and date
- Document must be Original or Certified True Copy or Photocopy with an affidavit
- Back of the site plan must be signed by the parties
- Signature of parties
- Signature of witnesses of parties with address

- Jurat (if document is thumb printed, etc)
- Solicitor's seal
- Oath of Proof must be executed
- Deponent must be completed by grantor's witness

APPLICATION FOR STAMPING (OTHER DOCUMENTS)

Please ensure that the document has the following;

- Date of instrument
- Signature of party/parties