

## Required Documents for Land Registration in Zambia (Ndola District)

Document	Purpose
1. National Registration Card (NRC)	Proof of identity (mandatory for all Zambian citizens)
2. Offer Letter / Letter of Allocation	Issued by Ndola City Council confirming land allocation
3. Site/Sketch Map or Survey Diagram	Shows boundaries and location of the land (certified by the Surveyor General)
4. TPIN Certificate	Issued by ZRA; proves the applicant is tax-compliant
5. Proof of Payment (Ground Rent Receipt)	Receipt for the statutory land charges paid to the Ministry of Lands
6. Completed Application Form / Letter	Official request for title registration submitted to the Commissioner of Lands
7. Company Registration Documents (if applicant is a company)	PACRA certificate, Board Resolution, and NRCs of directors
8. Affidavit (if needed)	Used when clarifying ownership, missing documents, or shared property claims
9. Consent to Assign (in case of land transfer)	Legal consent from the Commissioner of Lands for the property to change ownership
10. Clearance Letter from Council	Shows there are no outstanding disputes or fees on the land



### Optional / Supporting Documents

- Photos of the property (to show development or structures)
- Utility bills (as indirect proof of possession)
- Surveyor's report or beacon certificates