OVERVIEW OF THE RECERTIFICATION SUB MODULE UNDER KLAES, WRITTEN IN A POLISHED, ENTERPRISE-STYLE FORMAT

Contents

Recertification Sub Module – Programmes Module (KLAES)

The **Recertification Sub Module** within KLAES is designed to modernize and streamline the process of validating and reissuing Certificates of Occupancy (CofOs) for existing land titles. By integrating automation, geospatial intelligence, and digital document management, the system ensures accuracy, transparency and efficiency at every stage.

End-to-End Recertification Workflow

1. **Application Capture & File Number Generation**

   o The applicant submits the **Recertification Form**, accompanying documents and **evidence of payment**.

   o Details are captured through the KLAES **Application Interface**.

   o A **NewKANGISFileNo** is automatically generated by the system.

   o The **Recertification Acknowledgement Sheet** is instantly produced, signed by the applicant and scanned into the system.

2. **Billing & Payments**

   o The **Bills & Payments Interface** manages all fees associated with the Recertification process.

   o Payment status is linked directly to workflow progression.

3. **Legacy Data Migration**

   o The **Migrate Data Interface** allows seamless import of pre-KLAES Recertification data for centralized management.

4. **Verification Sheet Generation**

   o The **Verification Sheet** is auto-populated with key file references (**MLSFileNo, KANGISFileNo, NewKANGISFileNo**) from the captured data.

   o Land Officers review and complete this form to confirm initial validation.

5. **GIS Data Capture & Vetting**

   o Spatial and non-spatial data are captured through both the KLAES **frontend interface** and **ArcGIS** applications.

   o The output, a **Vetting Sheet,** includes mapped parcel boundaries, coordinates and land use attributes, and is signed by GIS Department representatives.

6. **File Digitization & Archival**

   o The file and application are captured into the **Document Management System (DMS)** using the **EDMS Sub Module.**

   o This ensures that all documents are indexed, scanned and page-typed for easy retrieval.

7. **Certification Stage**

   o Once vetted, the application moves to the Certification Phase, producing:

      ▪ **CofO Front Page**

      ▪ **Title Deed Plan (TDP)**

   o These documents are merged into the official CofO format.

8. **Batch Processing & Approval Lists**

   o **DG's List** – Generated per batch, listing CofOs ready for Director General's approval.

o **Governor's List** – Mirrors the DG's list for Governor's endorsement, ensuring each batch follows the official approval chain.

Key Advantages in an Enterprise Environment

- **Automation** – Reduces manual errors with auto-generated file numbers, acknowledgment sheets and verification forms.

- **Geospatial Accuracy** – GIS-based vetting ensures precise location data for each title.

- **End-to-End Digital Records** – Full document lifecycle management via EDMS and RFID tracking.

- **Batch Efficiency** – Streamlined production of CofOs with official approval templates.

- **Legacy Integration** – Migrates historical recertification data for a unified digital archive.

Recertification Sub Module
KLAES

APPLICATION → VERIFICATION → BILLING → GIS VETTING → DMS CAPTURE → BATCH APPROVAL LISTS

DMS CAPTURE ← CERTIFICATION ← CERTIFICATION