



## **TERMS OF REFERENCE (TOR) FOR THE REGISTRATION OF 153 STRATA TITLES AT LAGILAGI HOUSING ESTATE, SAMABULA, SUVA**

### **1. Background:**

The Public Rental Board (PRB) manages the Lagilagi Housing Estate that comprises 153 flats. To facilitate ownership rights, legal recognition, and proper management, the Board intends to register strata titles for 153 flats within the Estate.

### **2. Objective:**

The purpose of this Terms of Reference (ToR) is to outline the scope, objectives, and expectations for the solicitor/consultant(s) responsible for undertaking and completing the registration of strata titles for 153 flats at Lagilagi Housing Estate, ensuring compliance with the Property Law Act 1971, Land Transfer Act 1971, Registration Act 1879 and other relevant legislation and regulations.

### **3. Scope of Work:**

- 3.1. Review existing property documentation and land records related to Lagilagi Housing Estate.
- 3.2. Facilitate and complete the registration of the 153 individual Strata Unit Titles with the Registrar of Titles Office
- 3.3. Ensure all legal documentation and unit entitlements comply with the relevant Act and associated regulations.
- 3.4. Provide legal advice, support, and regular updates throughout the registration process.
- 3.5. Conduct site inspections and verify the physical boundaries and layouts of all flats.
- 3.6. Prepare and submit all necessary documentation for strata title registration in accordance with Fiji's legal requirements.
- 3.7. Coordinate with relevant government authorities, including the Registrar of Titles Office and Fiji Revenue & Customs Service.
- 3.8. Facilitate stakeholder consultations and address any legal or technical issues arising during the registration process.
- 3.9. Provide regular progress reports and finalize the registration certificates upon successful approval.

3.10. PRB to approve a draft Strata title terms and conditions before lodgement.

**4. Deliverables:**

- 4.1. Inception report outlining work plan and methodology.
- 4.2. Complete set of required registration documents for all 153 flats.
- 4.3. Progress reports at key milestones.
- 4.4. Finalised and issue strata titles for all flats.

**5. Timeline:**

The registration is expected to be completed by 31<sup>st</sup> July 2025. A detailed schedule, including key milestones and deadlines, will be agreed upon before the commencement of the work.

**6. Qualifications and Experience:**

The Solicitor/Consultant(s) must have:

- Proven experience in conveyancing and strata title registration in Fiji.
- Familiarity with Land Transfer Act 1971 and the Registration Act 1879 and other applicable legislation
- Strong technical knowledge of lands registration process, legal procedures, and property management.
- Excellent communication and stakeholder engagement skills.

**7. Confidentiality:**

The Solicitor/Consultant shall maintain strict confidentiality of all information, data, and documentation related to the Lagilagi Housing Estate and the registration process. This includes but is not limited to property details, legal documents, and stakeholder information. The Solicitor/Consultant shall not disclose any confidential information to third parties without prior written consent from the Board. All confidential materials shall be handled securely and shall be returned or destroyed upon completion of the assignment.

**8. Reporting and Communication:**

The Solicitor/Consultant will report to the General Manager, Timoci Naleba and maintain regular communication to provide updates on progress and any issues encountered.

**9. Contact Information:**

For further information or clarification, please contact Ms. Eseta Balabala at email [esetab@prb.com.fj](mailto:esetab@prb.com.fj), phone contact: 9920107.

16<sup>th</sup> May 2025

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Pita T. Waqanivalu

Acting General Manager