






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	LAND OWNERSHIP APPLICATION
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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Subject:	LAND OWNERSHIP APPLICATION	
		Page No.: 3 of 6

Table of Contents

1	Introduction.....	3
1.1	Purpose	4
1.2	Scope.....	4
1.3	Responsibilities.....	4
2	Definitions and Abbreviations	4
2.1	Definitions.....	4
2.2	Abbreviations.....	4
3	Procedure Details.....	4
4	Risk Assessment.....	6
5	References	6

	Universiti Islam Sultan Sharif Ali (UNISSA)	Doc. No.: SOP-ADMIN-008
		Rev. No.: 00
	PROCEDURES MANUAL	Effective Date: 28 th September 2022
Section:	ADMINISTRATION SECTION	Page No.: 4 of 6
Subject:	LAND OWNERSHIP APPLICATION	

This procedure manual will help all staff in understanding the procedure of processing land ownership application.

1.1 Purpose

To guide and ensure that the Staff in processing land ownership application so that application is organize according to Government regulation

1.2 Scope

This scope of this manual is to ensure that all land ownership application and follow the regulation set by the government and the need of applicant

1.3 Responsibilities

Responsibility	Description
Registrar	To sign letter to Prime Minister Office
Assistant Registrar Administration	To sign letter to Prime Minister Office on behalf of Registrar To check whether application is complete or not
Supervisor	To prepare letter for Registrar or Assistant Registrar to sign To check whether application is complete or not
Clerk	To prepare letter for Registrar or Assistant Registrar to sign To make copy official letter with attached document and distribute the copy to relevant officer and file
Faculty Clerk	To submit application form to Registrar
Office Assistant	To submit completed application letter to Prime Minister Office
Applicant	To write a letter and attached relevant document

2 Definitions and Abbreviations

2.1 Definitions

land ownership application

It is platform for applicant to apply for Land Ownership from Prime Minister Office


2.2 Abbreviations

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3 Procedure Details



Activity	Details	Responsible Person	Documented Information	Duration
Start	1. Writing applying letter			
	1.1 Applicant write a letter for applying land ownership to Registrar with attach document: Identity Card Land Grant and details	Applicant		
Writing letter				
Submit Letter	2. Submission Application			
	2.1 submit to Registrar through respective Faculty/Centre/Section/Unit with document needed or direct to Registrar	Applicant or Respective Faculty/ Centre/ Department/ Unit Clerk		
Receive and process	3. Receiving applicant Land Ownership Application			
	3.1 Receive application	Registrar Clerk		1-2 working days
	3.2 Registrar give instruction minute to Admin Assistant Registrar	Registrar		
	3.3 Receive instruction minute	Admin Assistant Registrar		
	3.4 Check whether relevant document is attach. If not attach Application will be returned to applicant	Admin Assistant Registrar		
	3.5 Instruction minute to Admin Clerk or Supervisor to prepare letter	Admin Assistant Registrar		
4. Preparing Letter				
Preparing letter	4.1 Preparing covering Letter for submission of application to Prime Minister Office	Supervisor/ Admin Clerk		1-2 working days
	4.2 Check covering letter and applicant attach document	Registrar / Assistant Registrar Administration		
Sign cover letter	4.3 Sign covering letter	Registrar / Assistant Registrar Administration		
A				
	4.4 Copying Sign covering letter and distribute to relevant officer and put into relevant file	Admin Clerk		
Sign cover letter	5. Submission of application			
	5.1 Submitting Application to Prime Minister Office for approval	Officer Assistant		1-2 working days

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Section:	ADMINISTRATION SECTION	Effective Date: 28 th September 2022
Subject:	LAND OWNERSHIP APPLICATION	
Page No.:	6 of 6	

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4 References