

Sustainable Urban Land and Shelter Development Consultants (SULSDEC)



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1. PLOT APPLICATION

- a. Fill in the plot application form and make an initial deposit
 - i. Bring the filled form in person if you are within the radius of our Head Office or you can simply call +265 999 661 361, +265 1 774 512 or +265 884 742 136 +265 998 360 998 or Tel/Fax +265 1 770 001. Our representative will come to collect it.
 - ii. Make sure you attach your ID photo on the application form as indicated or you can simply email us your soft copy ID photo (with white background) to contact@sulsdec-mw.com or sales@sulsdec-mw.com and we will develop and attach your ID on your form.
 - iii. Make a photocopy or a scan of your passport (data page only) or driver's licence or voter registration card and attach it to the application or email it together with filled forms.
- b. Make a deposit of at least 25% of any given plot value and settle the remaining balance within a period of six months or you may suggest your comfortable payment plan based on your income (note that plot prices are priced in US dollars but payable in Malawi Kwacha at the selling rate of NBS Bank of the day such payment is made - This is done due to the instability/floatation of the kwacha which makes it difficult for us to import forex dependent materials such as galvanized water pipes and transformers electricity extensions).
 - i. Make sure you make your deposit or transfer your payment to the account number below:

**Sustainable Urban Land and Shelter Development Consultants (SULSDEC),
National Bank of Malawi,
Account Number: 1000651498,
Capital City Branch.**

STEPS TO ACQUIRE A PLOT AT SULSDEC

- ii. Make sure you email us or attach a copy of your deposit slip or details of your payment for filing.
- iii. At SULSDEC, we will acknowledge receipt by issuing a machine printed official receipt or e-mail you a soft copy of the same.
- iv. SULSDEC will open your file and shall send you the file number. Please quote your file number for all your future payment and any other correspondence so that we easily update our database.

c. Plot Allocation Process

- i. After you complete your payment, SULSDEC will write you an offer letter for the plot with development guidelines and a location plan for the plot.
- ii. You must read, understand and sign the plot offer letter and development guidelines.
- iii. Send the signed offer letter back to SULSDEC using the official contact details provided above.
- iv. SULSDEC board meeting and all invited guests approve and equitably allocate plots to all applicants that have finished paying for their plots.
- v. The board shall officially write you a plot allocation letter and shall send it to you by email provided
- vi. The Plot Allocation Letter shall also come together with a Site Plan for your allocated plot as stipulated in the Plot Allocation Letter

Notes:

- SULSDEC supports and compliments government initiative of ensuring equitable access to land, especially for women, the poor and elderly. The Company does not offer more than one plot to an individual.
- All land allocated to you is under the lease of the company.
- SULSDEC shall ensure that your plot is serviced with vehicular access, piped water and electricity close to your plot (the services are done gradually).
- You will be required to produce drawings for your proposed development and the same shall be scrutinized by our Development Planning and Control team. Be reminded that SULSDEC controls all development on land that falls under its jurisdiction. This is done to ensure that high standards are always upheld in all our planning areas.
- SULDEC also ensures that high quality landscape of its planning areas are always maintained. Our developed communities are always maintained to ensure high quality, safe and secure living environment for your family.
- At SULSDEC, we shall do our very best possible to enable you own a house of your own in Malawi.