Asset Valuation

User - Guide

Asset Valuation Application

Steps

Government agency (parastatal or government institution) creates the application on the public portal.

Director of land valuation receives the application and approves thus assigning to a valuer.

Valuer computes office report after which the application is submitted to the director for harmonization.

The director of land valuation approves the application.

On approval, the director will define if the agency will be discounted for the process.

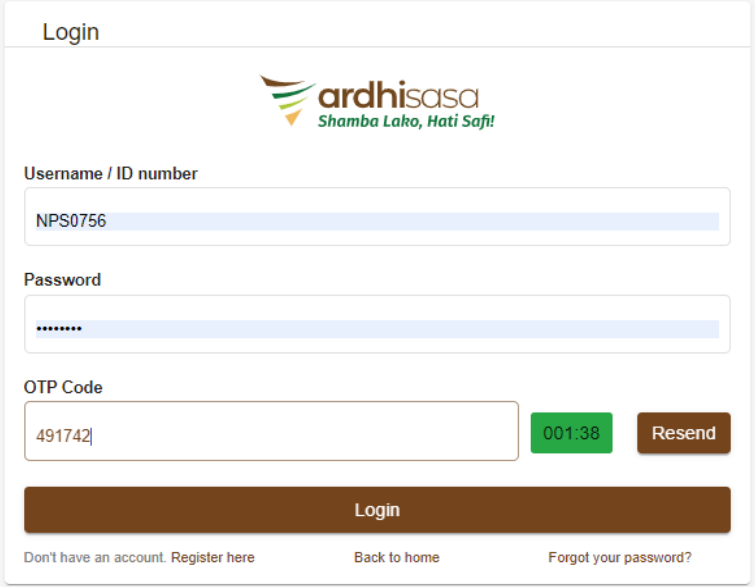
Invoice will be sent to the applicant; they can pay or request for waiver.

On approval, the agency can access the valuation report and certificate.

Government Agency Dashboard

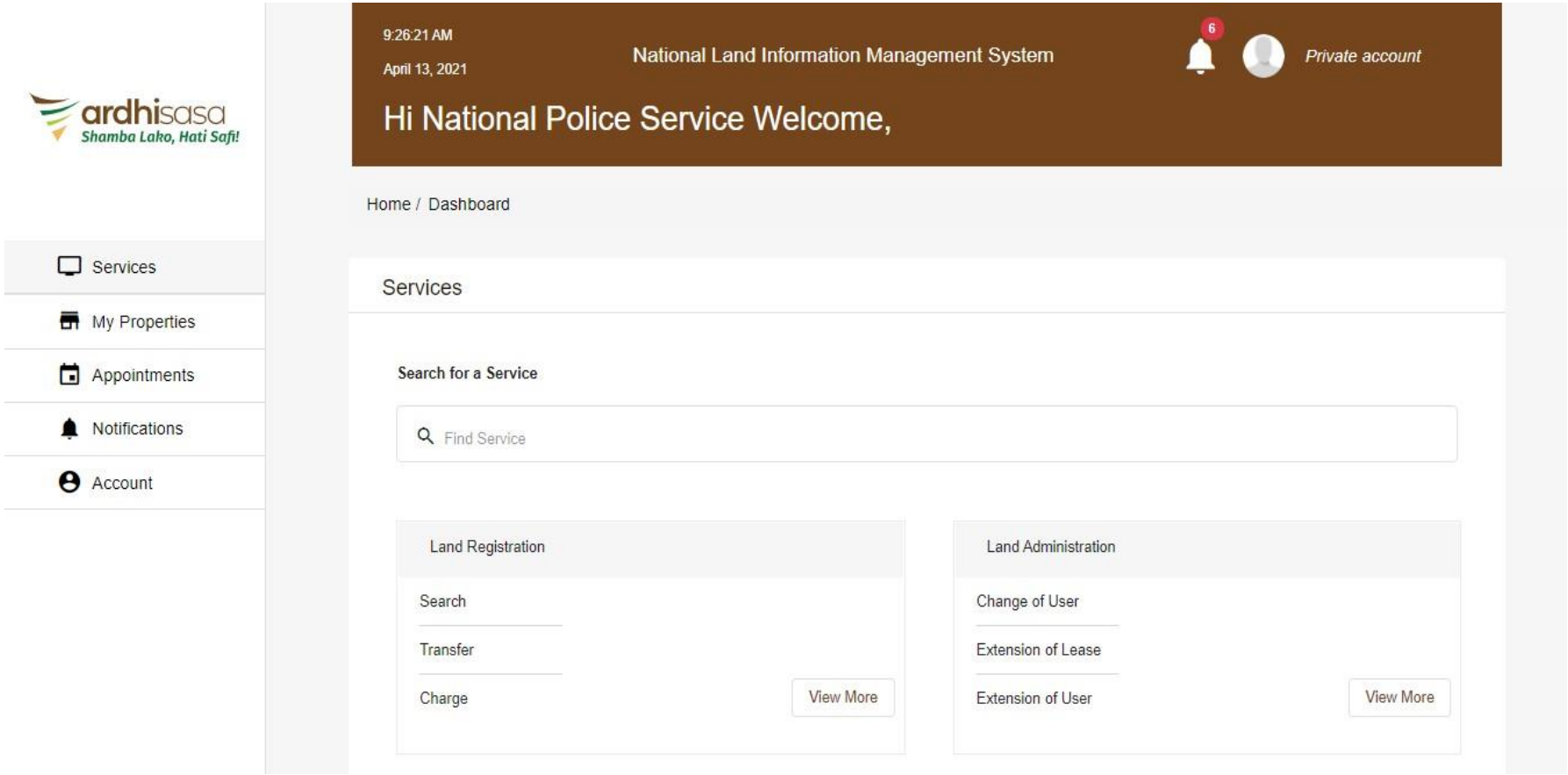
Government Agency Login

The user logs in using their username, password and an OTP sent to their phone



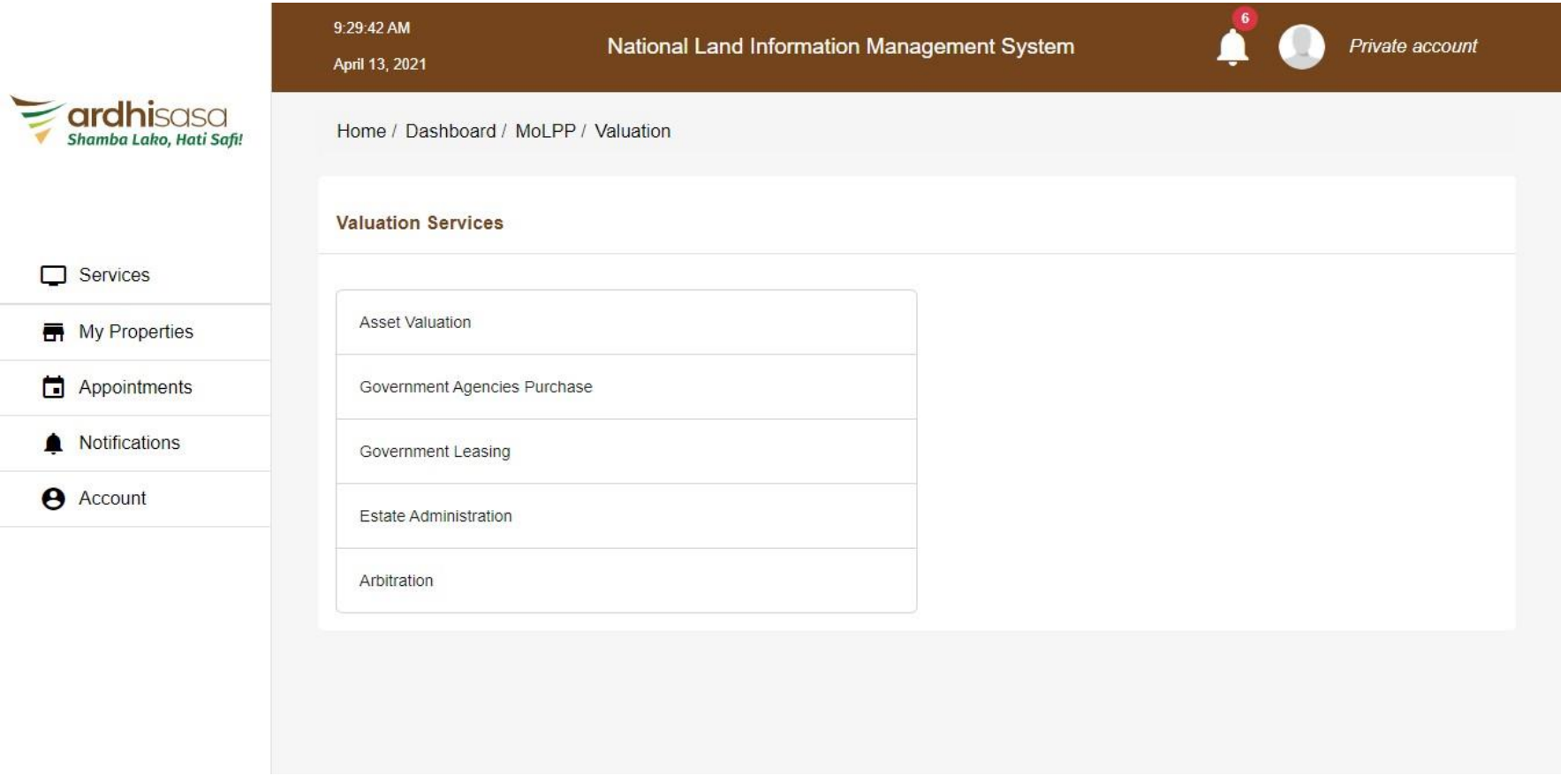
Listing of Services

The dashboard displays the services from which the applicant views Valuation Services



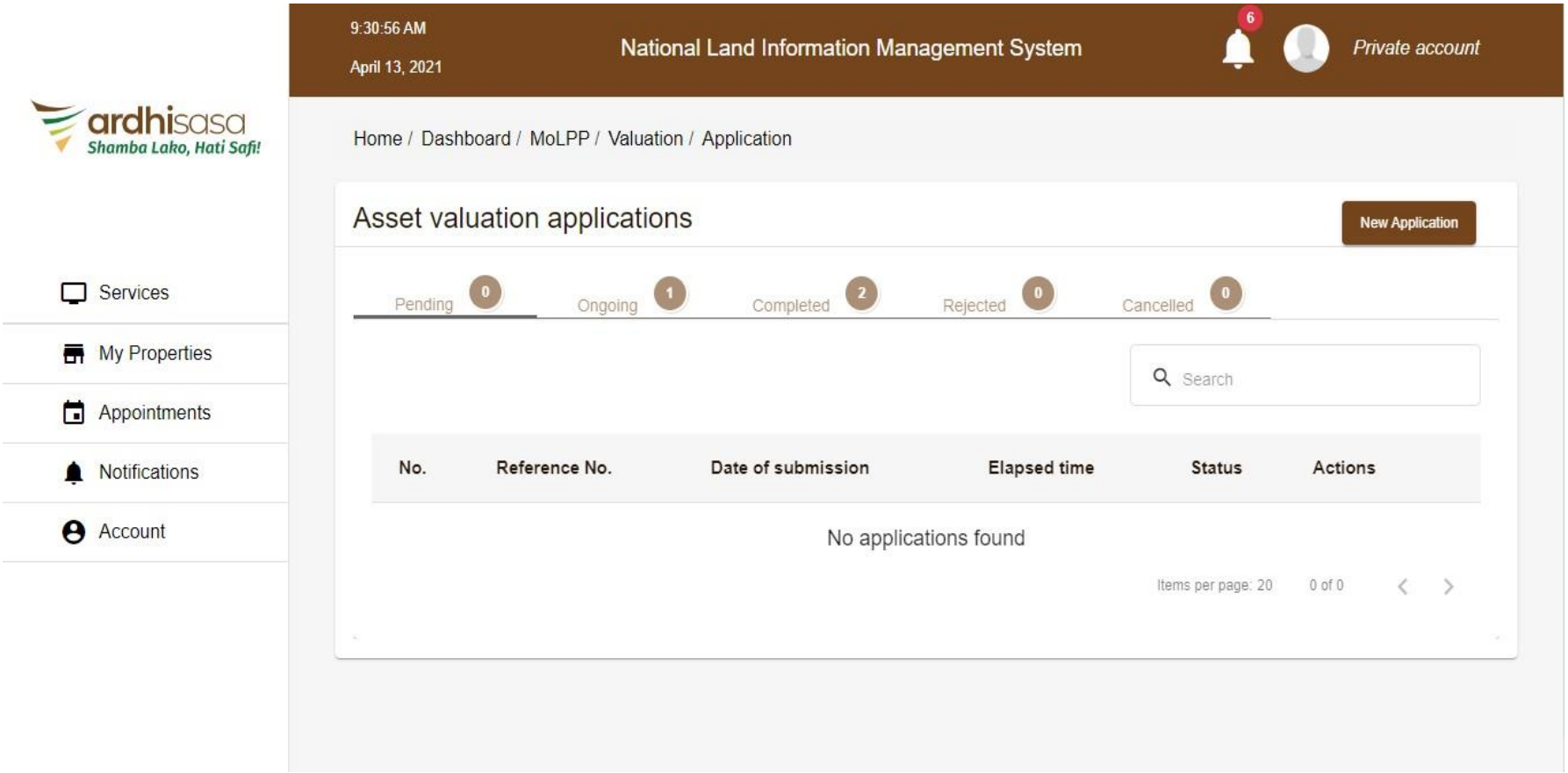
User selects Asset Valuation

The list displayed will show all department processes, user selects asset valuation



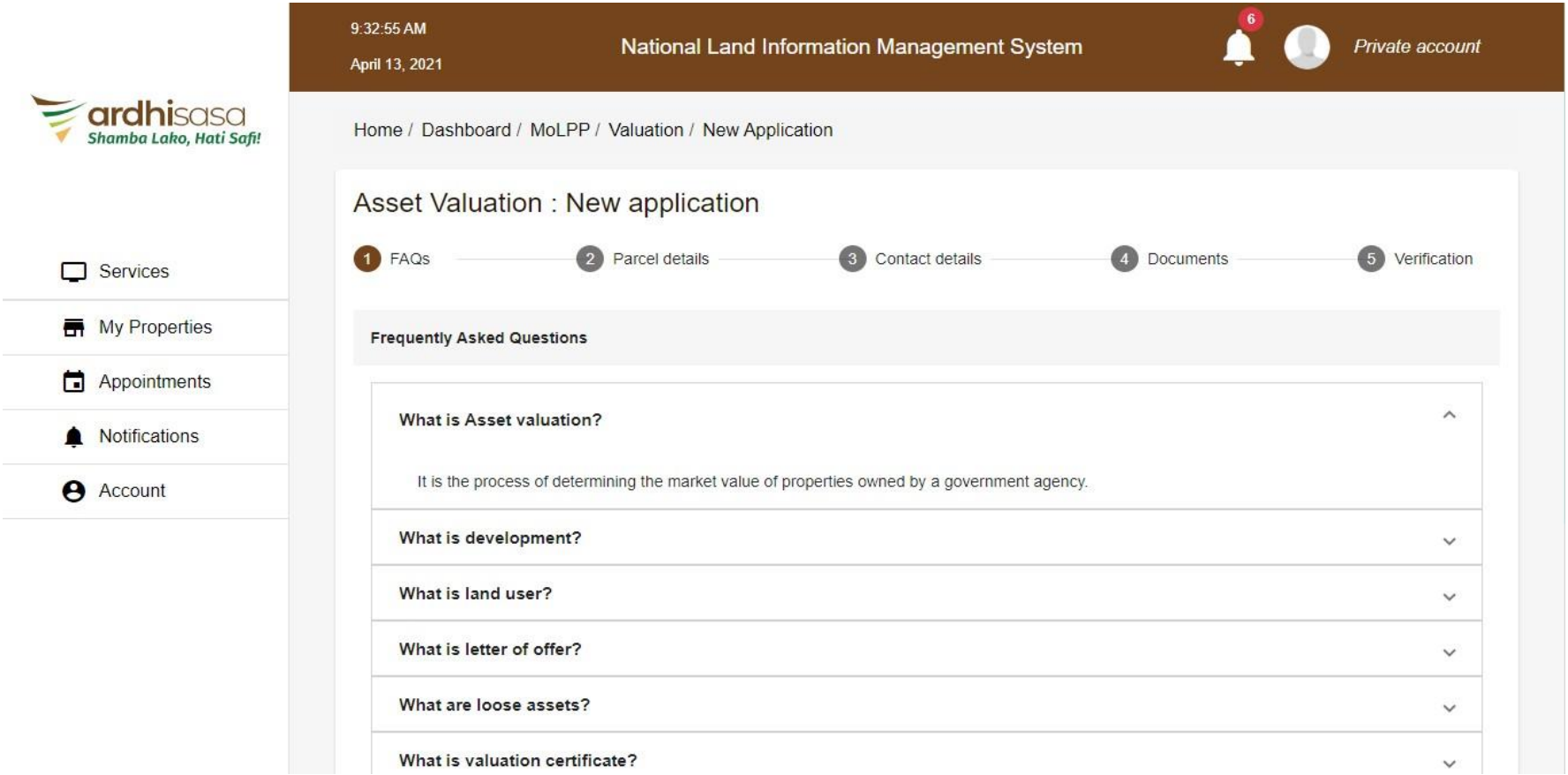
New Application

The user clicks on the New Application action button to initiate an application



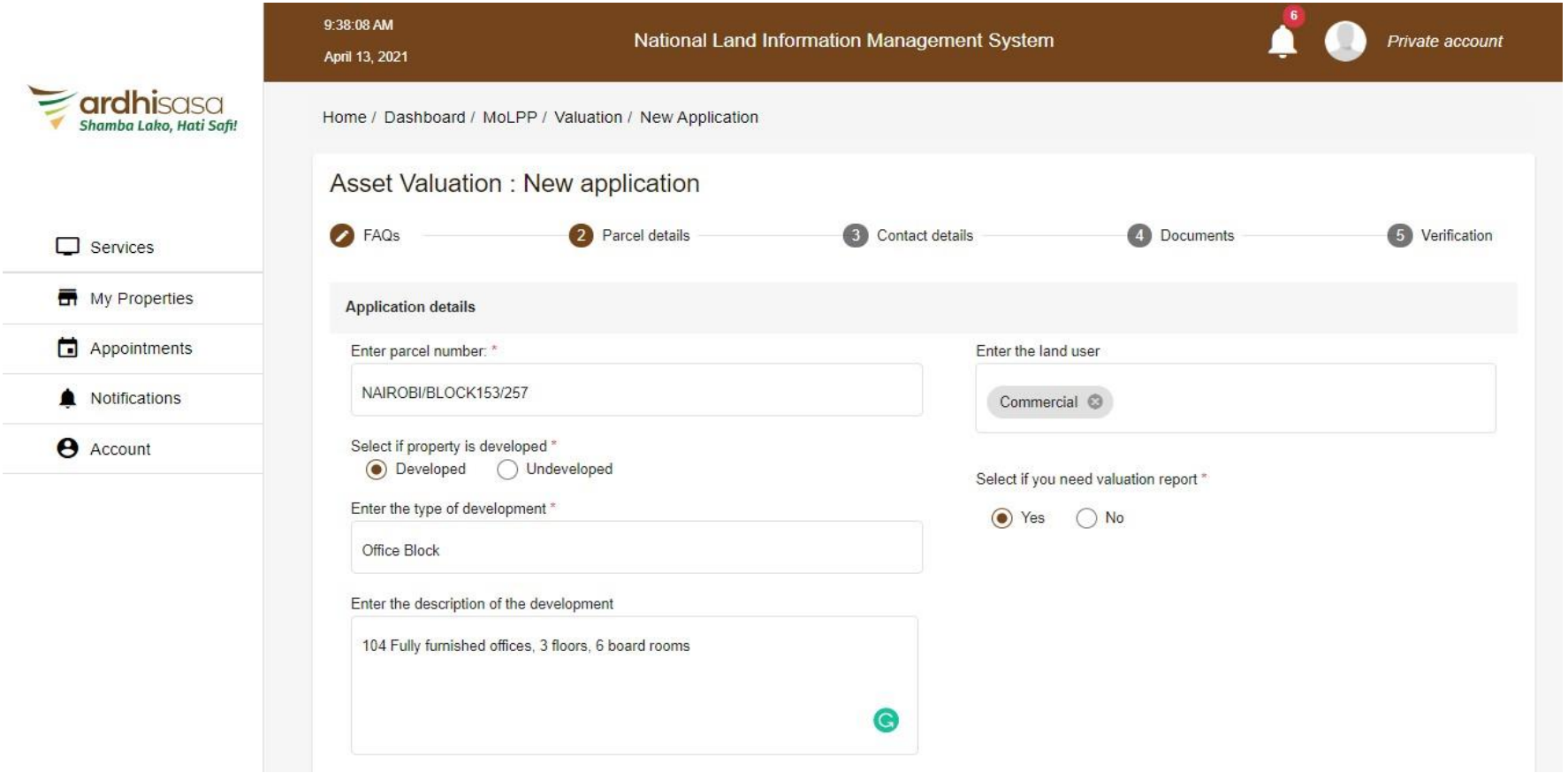
Making An Application – FAQs

Defines key terminologies that are used repeatedly in the application



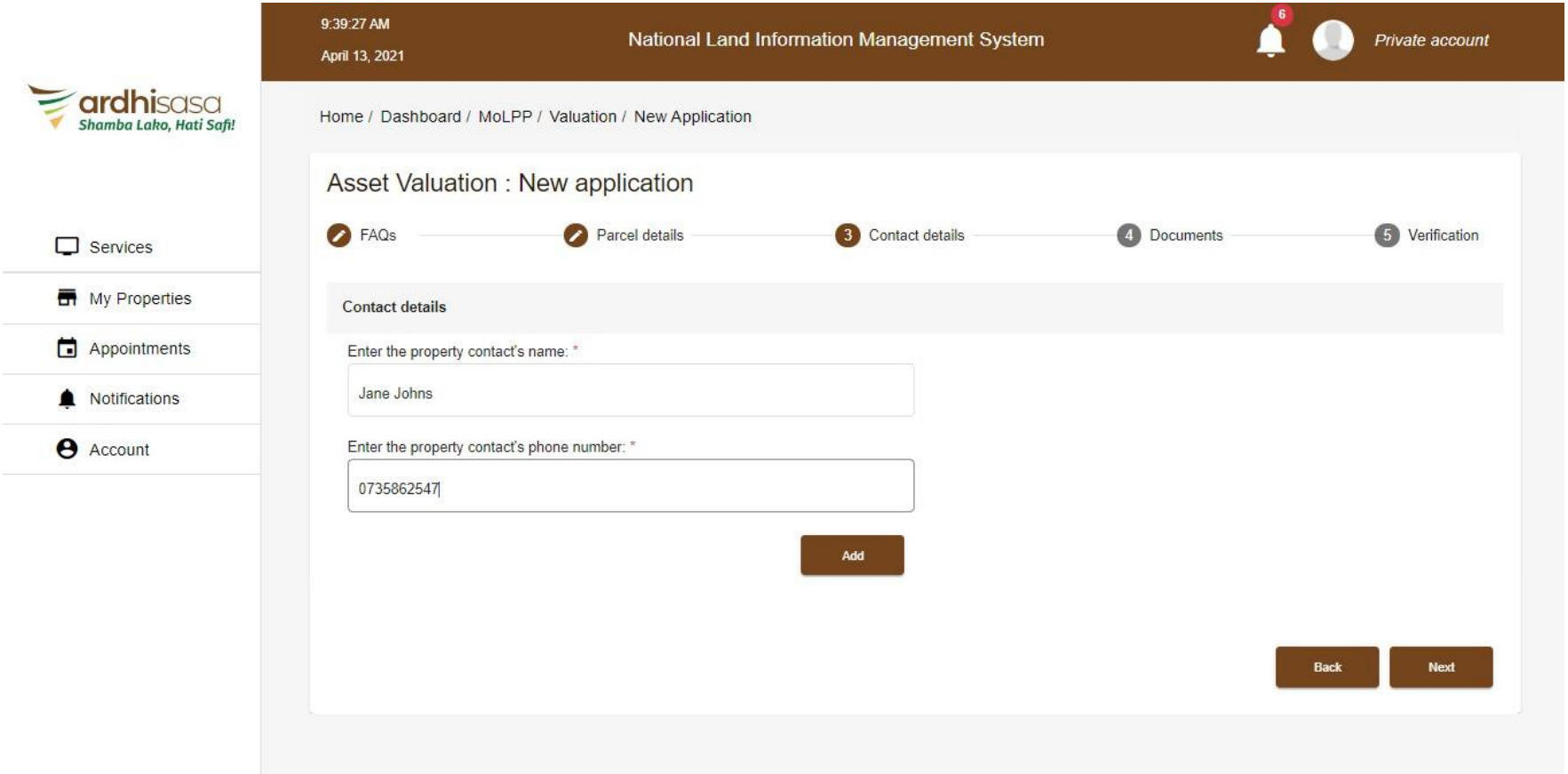
Making An Application – Parcel Details

Parcel details are keyed in on the provided template



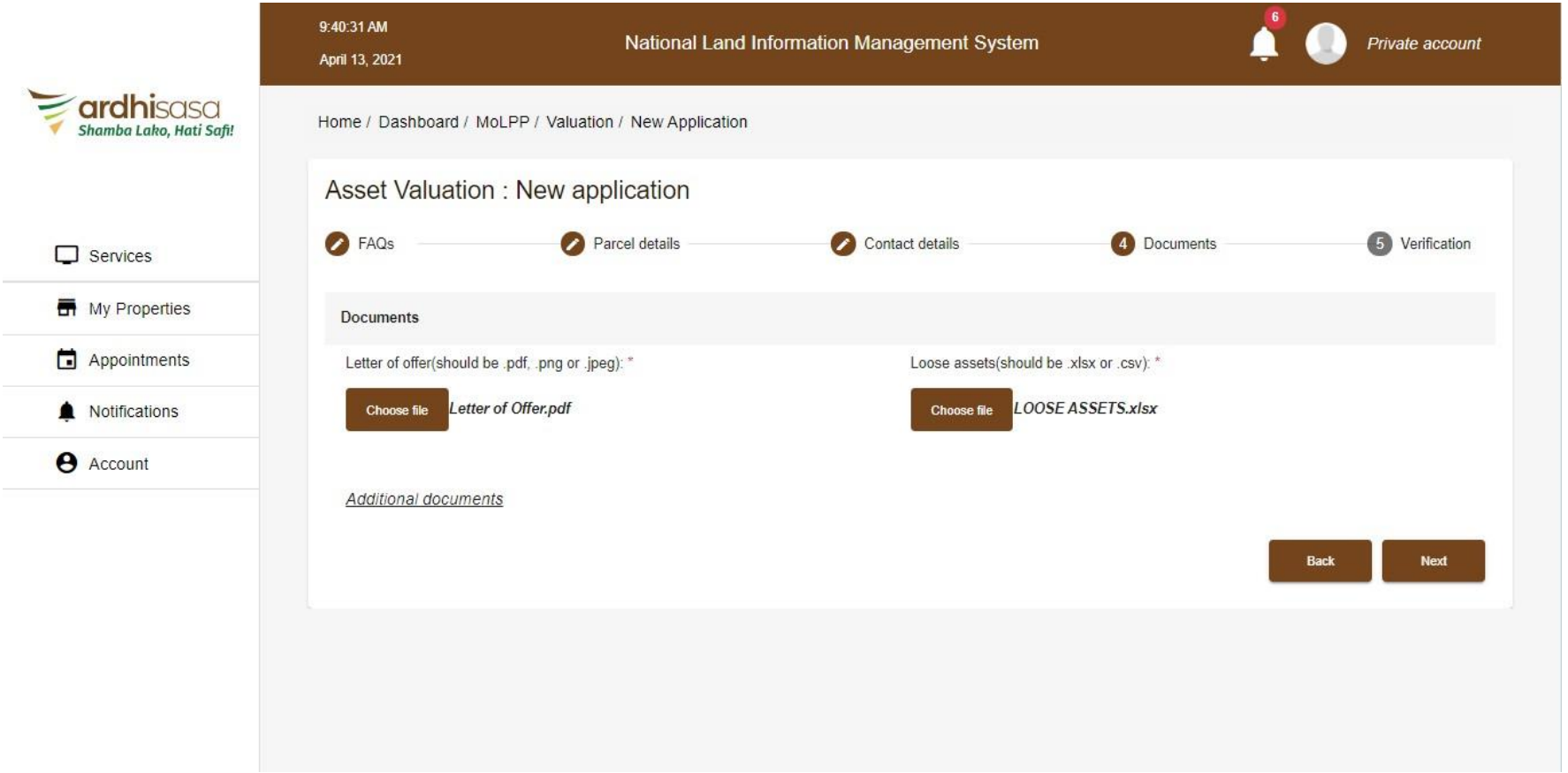
Making An Application – Contact Details

The applicant adds a contact person and their contact details



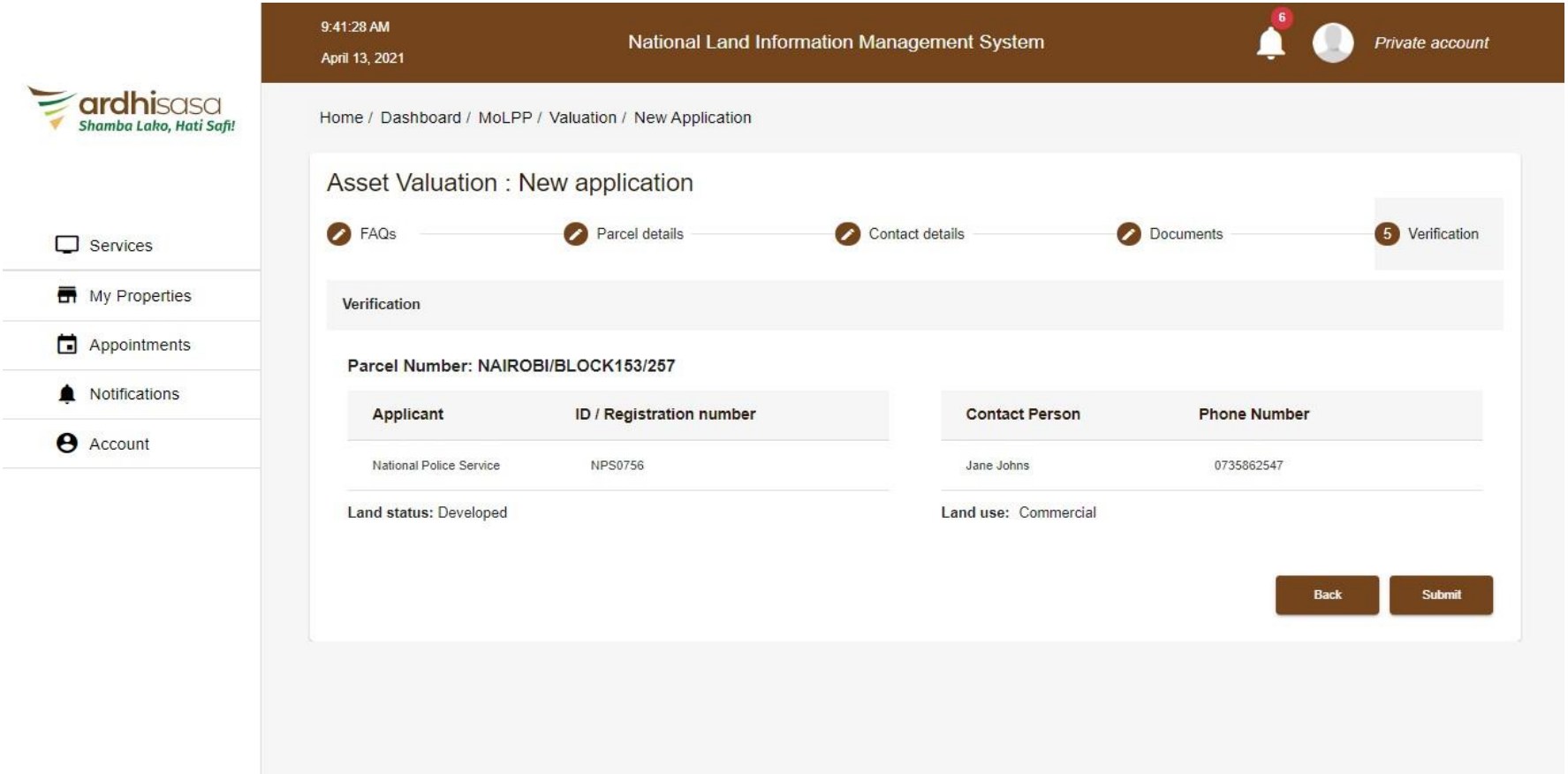
Making An Application – Document Upload

Applicant uploads letter of offer and loose assets documents in the recommended format



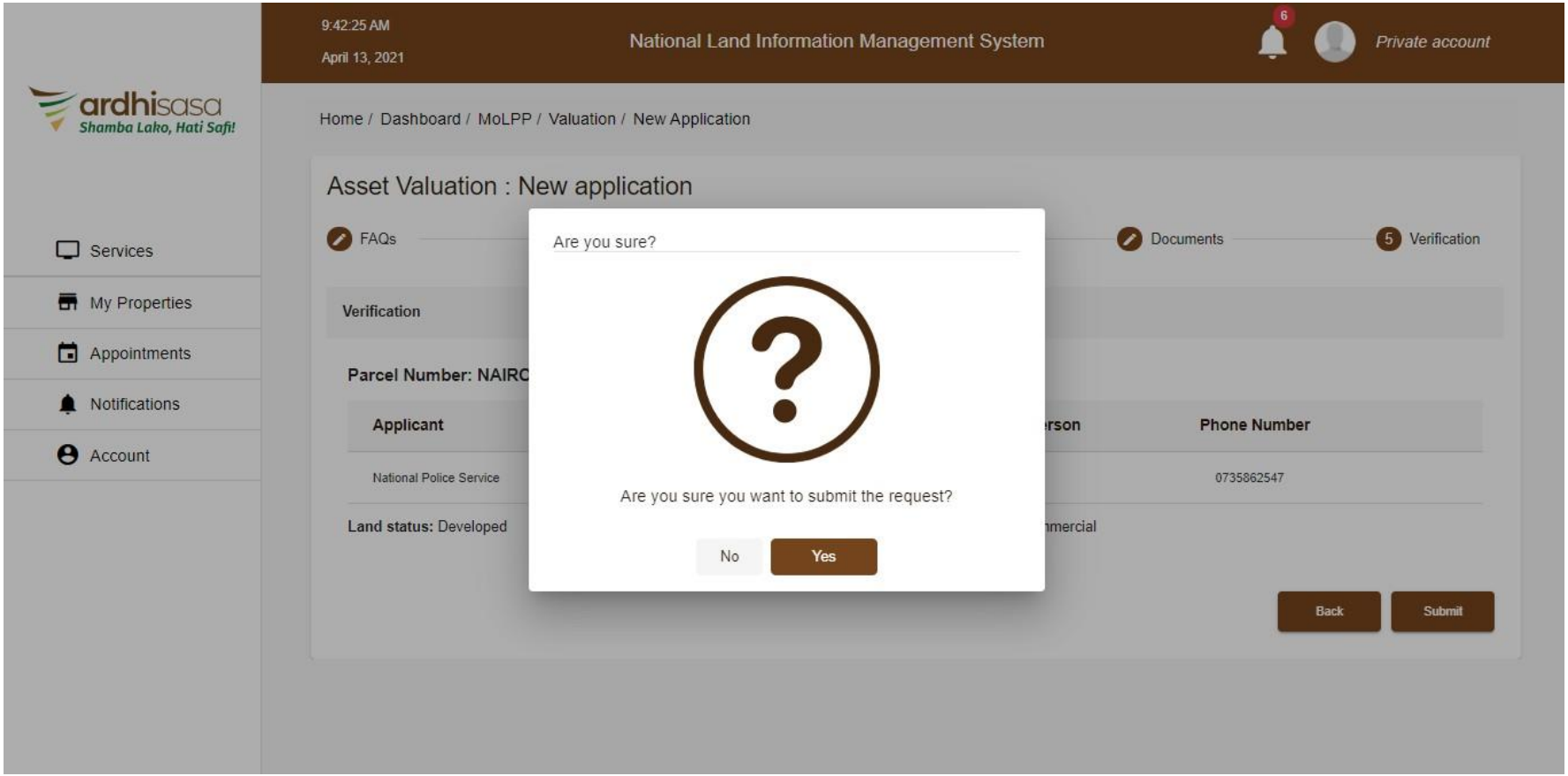
Making An Application – Verification

A summary of the application is displayed for verification then submission can be done



Confirmation of application submission

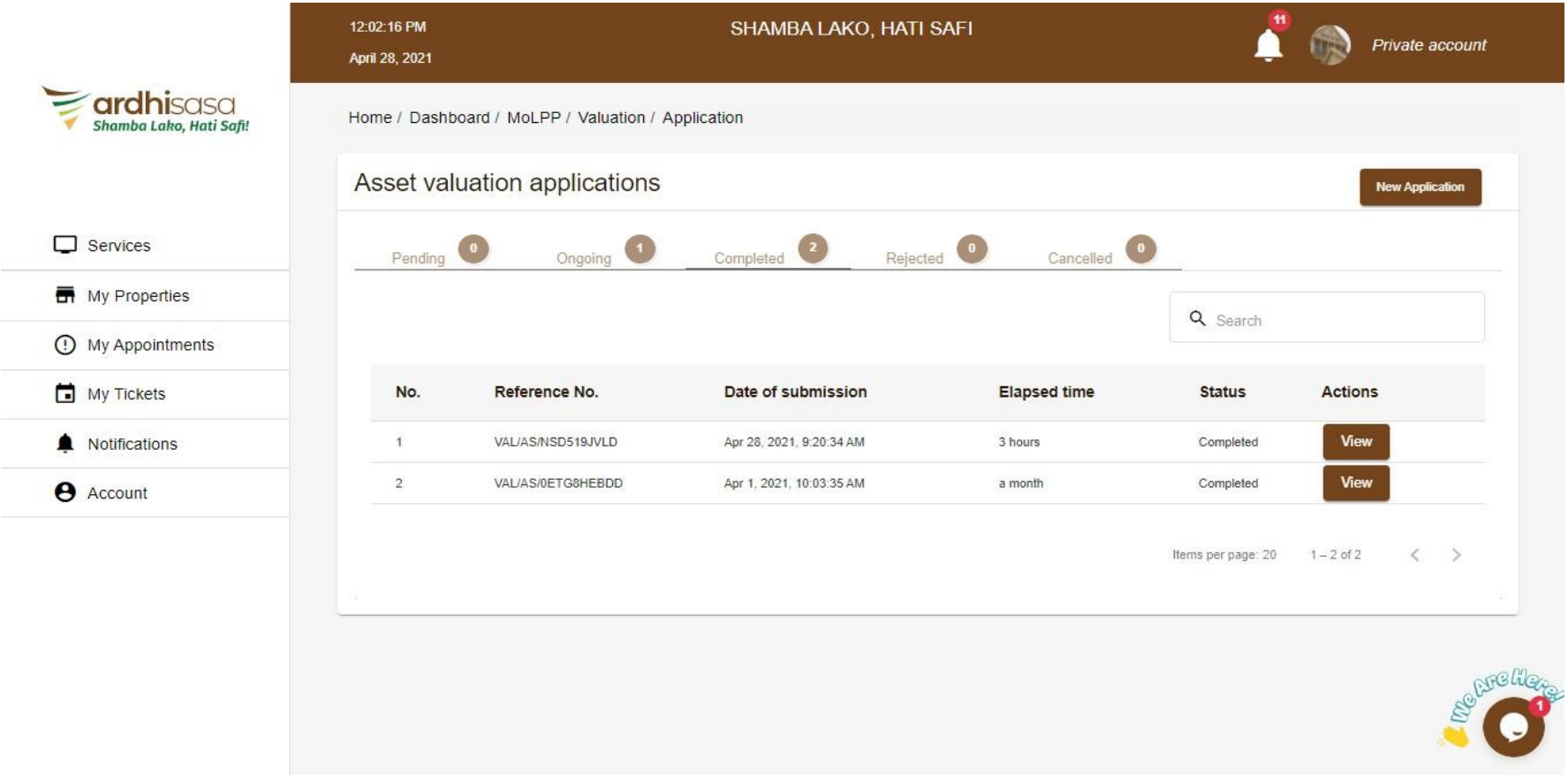
The system queries the applicant for confirmation before submission



Government Agency

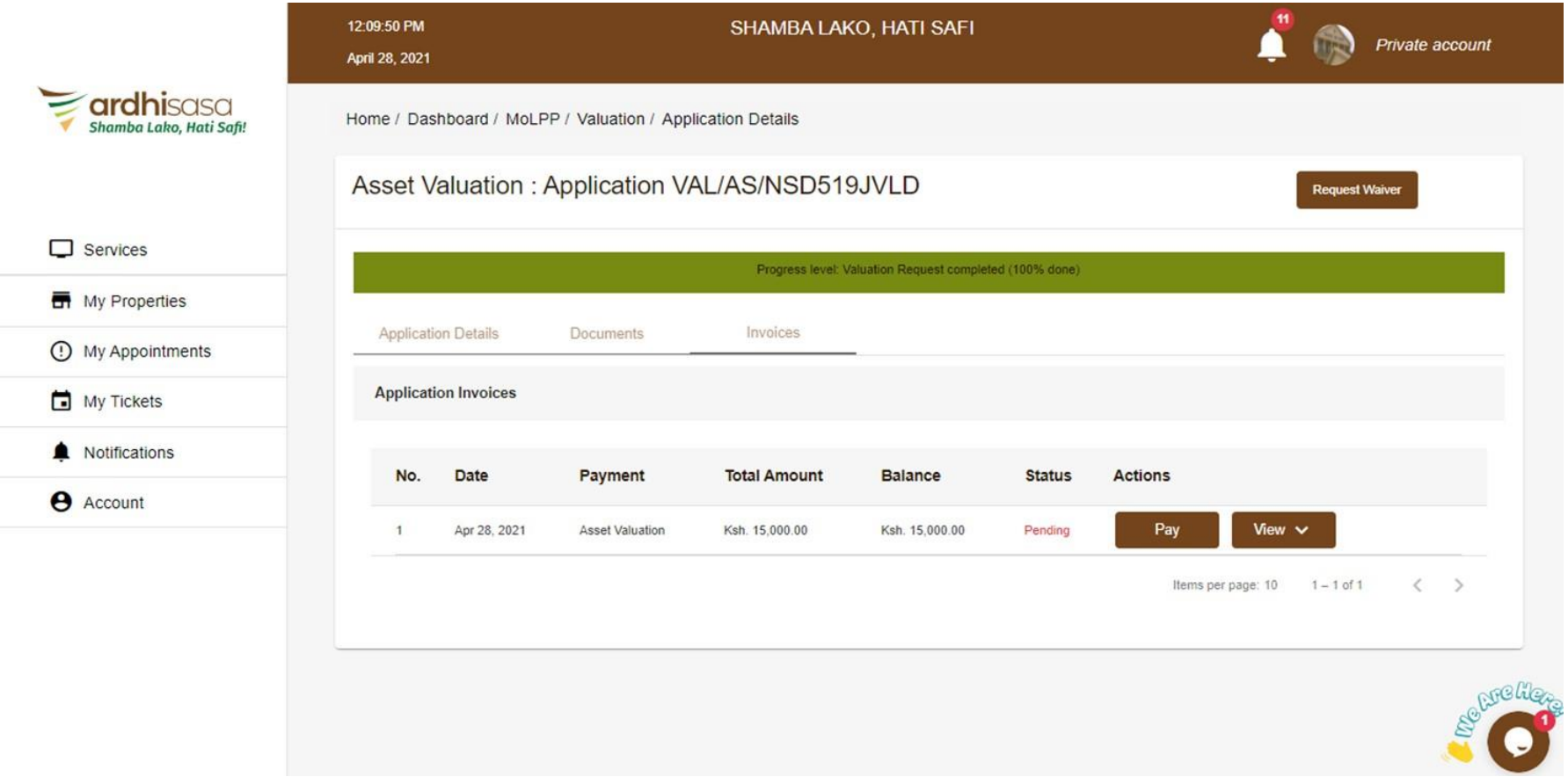
Approved Application

The applicant logs in to view the progress of the application, it is under the approved applications tab



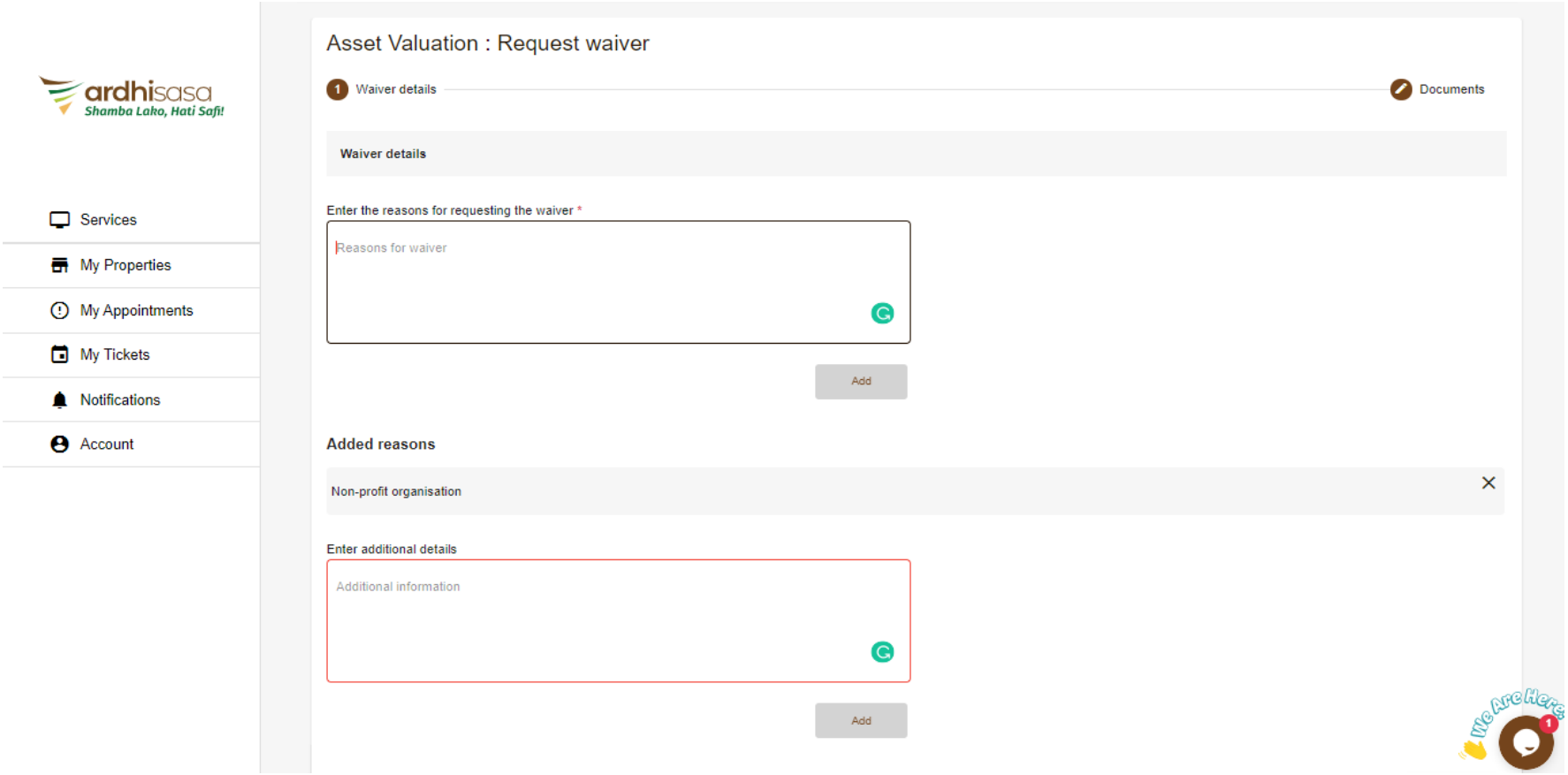
Invoice

The generated invoice will be visible under this tab



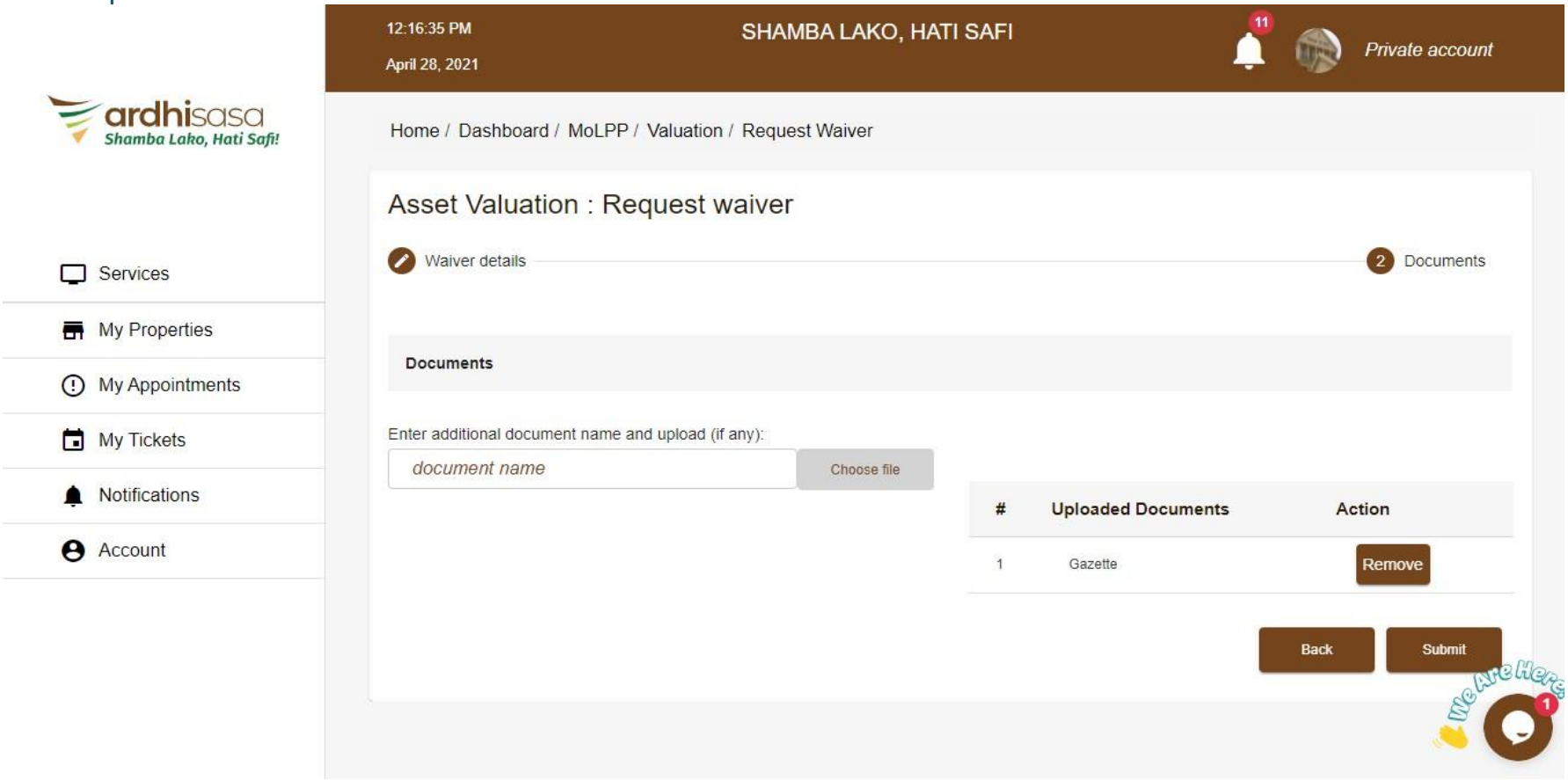
Request for Waiver

The government agency will give reasons why they are requesting for the waiver



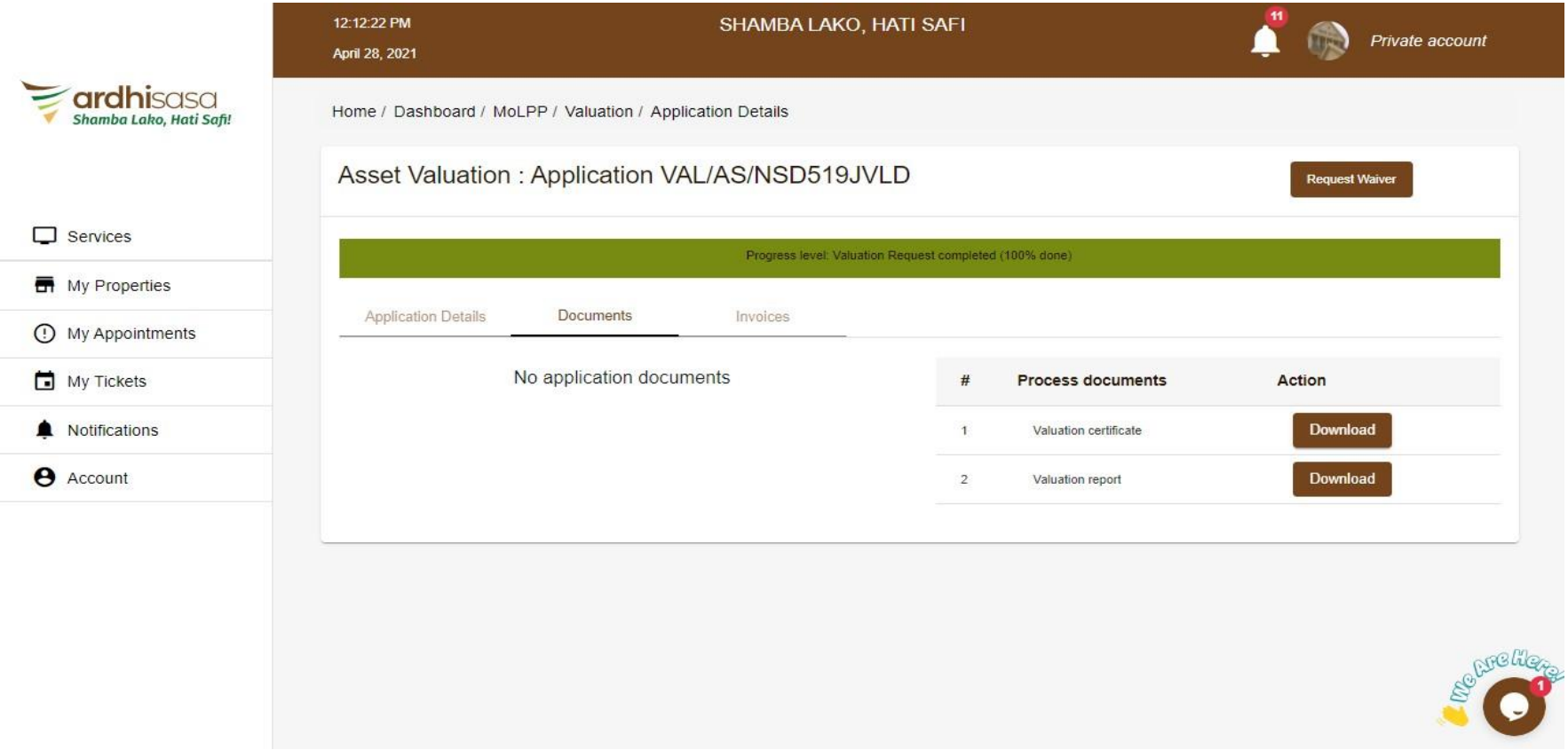
Request for Waiver

The government agency will upload the relevant documents to back up the request(if any) then submit the request



Waiver Approval

1. The waiver request may be approved and redefines the payments to be made (if any)
2. The waiver may be rejected and the reasons for the rejection are communicated to the applicant.

Documents Tab

Process Documents will be available for viewing, download and printing after payments have been made