

# Estates Purchasing

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1- Inviting land owner after performing legal formalities by legal department.

2- Land owner should have identity certificate and documents of the land.

3- Referring to official expert for evaluating land by legal department.

The maximum period of performing : 7 days

4- Announcing evaluation result to land owner by legal department.

The maximum period of performing : 5 days.

5- Referring to the board of official expert if it is not agreed by the owner.

The maximum period of performing : 10 days.

6- Regulating documents in the office of the notary public if the owner accepts.

The maximum period of performing : 30 days.

7- Receiving and regulating document and sending them to financial affairs.

The maximum period of performing : 2 days.

8- Investigating documents by list regulating department – general audit.

The maximum period of performing : 7 days.

9- Credit supplying and cheque issuing.

The maximum period of performing : 7 days.

Total time : 68 days

## Explanations

1- In the case of the disagreement in stage 5, the subject will result in using legal bill, article 9.

2- In every stage of investigating in financial affairs, if the documents are incomplete and are not approved by financial affairs, should be referred to legal department and again all procedure will be repeated.