



# REAL ESTATE DEVELOPERS ASSOCIATION OF NIGERIA (REDAN)

2<sup>nd</sup> Floor,13, Ikeja Close, off Oyo Street, Area 2, Garki - Abuja.

Tel: 0816 346 2101

Email: redannigeria@yahoo.com; Website:www.redanonline.org.ng

## **GUIDELINE NOTES**

### **(For filling REDAN Application Form)**

#### **1.0 MEMBERSHIP**

##### **ELIGIBILITY**

Memberships is by application and open to corporate entities and professions in the built industry. For corporate applicant, the object of the business must relate to Housing/Real Estate Development

Membership of REDAN is open to:

- 1.Limited liability Companies
- 2.Registered Societies
- 3.Partnerships
- 4.Parastatals of State Governments Who Engage in Real Estate Development
5. Young Graduates, Students & Interns

#### **1.1 CATEGORY OF MEMBERSHIP**

S/N	CLASS OF MEMBERSHIP	STATUS
1.	FULL MEMBER	Real Estate Developer
2.	PROBATION MEMBER	Professionals/Young Graduates/Students/Interns & others understudying the Real Estate Value Chain

#### **1.2 REGISTRATION AND SUBSCRIPTION**

##### **(A) FULL MEMBER**

(i) APPLICATION FEE: =N10,000.00

(ii) REGISTRATION FEE: N100, 000.00

(iii) DEVELOPMENT LEVY:N140,000.00

(iv) ANNUAL SUBSCRIPTION:=N100.000.00

} *One time payment applicable to new members only*

**Total in 1<sup>st</sup> Year                      =N350, 000.00**

##### **(B) PROBATION MEMBER**

**(ii) ANNUAL REGISTRATION & SUBSCRIPTION FEE = N50.000.00**

All payment should be made to Zenith Bank Acct No: 1010477448

Account Name: Real Estate Developers Association of Nigeria

## **2.0 COMPANY ADDRESS AND CONTACT DETAILS**

Please ensure that the address and contact information being filled are correct and traceable at the time of filling this Form. It is important that you inform the National Secretariat of any change in address.

## **3.0 COMPANY REPRESENTATION DETAILS**

Your company Representative is a person to act on behalf of your management and represent the views of your organization. Your decision on nomination to REDAN events signifies your approval of their decision at REDAN meetings.

## **4.0 COMPANY BOARD OF DIRECTORS INFORMATION**

All this information are to be current with CAC.

## **5.0 COMPANY FINANCIAL INFORMATION**

This information must be reflected in your audit account.

## **6.0 COMPANY PREVIOUS EXPERIENCE**

The detail is better expressed in your Company Profile detailing status of past projects.

## **7.0 COMPANY CURRENT ONGOING PROJECTS**

The information will be verified by your state or zonal office. It is important the correct project Sites are listed here.

## **8.0 DATA UPDATE FOR EXISTING MEMBERS**

It is important that your old records are updated in REDAN Filling system. Please supply accurate information.

## **9. DOCUMENTS**

Please note that the following must be submitted with the completed application form.

- I. **Written Application on Company Letterhead paper using the format attached.**
- II. **Copy of Certificate of Incorporation, Memorandum and articles of Association (Forms Co2 & Co7)**
- III. **Audited accounts for last three Years.**
- IV. **Company Profile including organization structure showing the positions of directors, key personnel, their qualifications and functions.**
- V. **Project Brochures**
- VI. **Bank reference/Letter of introduction**
- VII. **Bank Cheque for Registration and subscription fees.**
- VIII. **Tax Clearance Certificate**
- IX. **Evidence of National Housing Fund contribution (in compliance with the NHF Act and National Housing Policy)**
- X. **Photo Identification of Major Shareholders and Directors**
- XI. **Execution of REDAN Membership Code of Conduct form**

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**Note:** Registration with **REDAN** is a precondition to registering with the Special Control Unit on Money Laundering (SCUML) and for obtaining facilities from the Development Finance Institutions like the Federal Mortgage Bank of Nigeria (FMBN), Family Homes Limited (FHFL) etc.

**(TO BE REPRODUCE ON APPLICANTS LETTERHEAD PAPER)**

Date:-----

The President  
Real Estate Developers' Association of Nigeria,  
Abuja.

Dear Sir,

**APPLICATION FOR REGISTRATION**

We,.....(Name of Company) hereby apply to  
be member of Real Estate Developers Association of Nigeria. We agree to abide  
with the Rules & Regulations and Constitution of the Association.

We enclose a cheque No...../photocopy of .....Bank teller  
for the Sum of =N=.....being payment of Registration and  
Subscription fees for the year .....which is refundable less  
administrative charges if the application is unsuccessful.

We hereby give our consent to REDAN to verify any document submitted with  
this application

Dated this.....day of .....20.....

*Yours faithfully*

.....  
SIGNATURE AND COMPANY STAMP

Name: .....

Designation.....

## **PROFILE OF REDAN**

The Real Estate Developments Association is the principal agency and umbrella body of the organizations real estate sector (private and public ) recognized by the Federation Government of Nigeria and saddled with the responsibility of ensuring availability of affordable Housing for all Nigerians

## **MISSION STATEMENT**

To effectively represent the members to achieve their corporate objectives and to effectively carry on their business as agents of development by ensuring public appreciation of the importance of **REDAN** and efforts it is making to meet the housing needs of Nigerians.

Ensuring balanced national legislative, regulatory and fiscal policy to provide the enabling framework and environment for effective housing delivery.

## **VISION STATEMENT**

To be Nigeria's most influential and credible voice in the Real Estate Development and Investment Industry.

A notable force in influencing industry policies and practices; with strong local and international recognition in all issues affecting the Nigeria Real Estate sector.

## **STRATEGIC DIRECTION:**

The Strategy of the Real Estate Developer's Association is to provide a forum for all real estate developers to collaborate for the common good of Nigerian. REDAN corporate with all tiers of government in Nigeria, their agencies and parastatals connected with land administration, planning, infrastructure development, housing provision and administration.