

Date: 31/07/2025

Ref: MCLG/LA_02_2025

To:

All Directors of Corporate Services
All Government Ministries, Departments, Authorities and Agencies

Subject: Transfer Back of Properties Application – Returning Previously Allocated Government Property to the Lands Authority

Dear Directors,

This circular is intended to inform all government entities¹ of the procedure to be followed when returning government-allocated property to the Lands Authority.

Transfer Back of Property Application Requirement

Entities returning government property must submit a Transfer Back of Properties Application. The Lands Authority launched an online application – **TB1** – on Monday, July 21st, 2025. The scope of this application is to ensure that Government property that is no longer required for operational use must be formally transferred back to the Lands Authority to ensure proper estate management, facilitate reallocation, and to regulate the use of public assets.

Application process

- **Submission Method**

Applications are to be submitted online through the Lands Authority's website: <https://onlineportal.landsauthority.org.mt/Application/TB1>

- **Prerequisites**

Government entities submitting an application must ensure to meet all the specified prerequisites to ensure a streamlined application process and a seamless transition.

¹ Entities includes bodies within the Public Sector and Public Service, including Ministries and Government departments.



The Lands Authority will process the application and conduct a verification process. Eventually, entities will receive a confirmation of property return, and records will be updated accordingly. Government entities must return the property in an improved state of repair as compared to when it was originally allocated. The Lands Authority reserves the right to request that the property be restored by the outgoing entity or to claim any costs it incurs for the property's restoration.

Thank you.

Robert Vella
CEO – Lands Authority

