REPUBLIC OF THE MARSHALL ISLANDS

CONFIDENTIAL

C.M. 123 (2021)

FOR ACTION
Minister of Justice, Immigration and Labor
Minister of Finance, Banking and Postal Services

FOR INFORMATION
All Ministers

SUBJECT: Approval of the attached Land Registration Authority's (LRA) Regulations with Schedule 1: By-Laws.

At its meeting on August 12, 2021, the Cabinet:

1. **approved** the attached LRA Regulations with Schedule 1: By-Laws.

David Kabua
President

Earlie Carter Bing
Clerk of the Cabinet

[Reference – C.P. 8803 (2021)]
Signed by the President on August 12, 2021.

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

LAND REGISTRATION AUTHORITY REGULATIONS 2020

PART I. AUTHORITY AND PURPOSE

1. AUTHORITY.

a. These Regulations are made and promulgated pursuant to Section 418 of the *Land Registration Recordings and Registrations Act 2003* (24 MIRC Ch. 4), with subsequent amendments thereto.

b. The Board of Directors, under the supervision of the Minister responsible for the LRA, shall have the general authority to enforce these Regulations. The Registrar will be responsible for implementing the *Land Recordings and Registrations Act of 2003* ("Act"), including the applicable statutes of the Republic of the Marshal Islands on which these Regulations are based.

c. Subject to the Constitution and the laws of the Republic of the Marshall Islands, it is at the discretion of the Board of Directors to prescribe the conditions on which the LRA operates and will have such other functions and powers as may be conferred upon it pursuant to the Act.

2. PURPOSE.

The LRA is the lead agency to protect, conserve and manage the Republic's precious land resources. The purpose of these Regulations is to ensure transparency and accountability of the LRA processes. Land is sacred in Marshallese society. These Regulations will provide the guidelines to the LRA on how to act as an impartial body, not allowing any prejudice or outside influence interfere with its actions. These Regulations shall also give the Board of Directors the discretion in making the final decision on important matters and disputes.

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

PART I. AUTHORITY AND PURPOSE

3. AUTHORITY.

d. These Regulations are made and promulgated pursuant to Section 418 of the *Land Registration Recordings and Registrations Act 2003* (24 MIRC Ch. 4), with subsequent amendments thereto.

e. The Board of Directors, under the supervision of the Minister responsible for the LRA, shall have the general authority to enforce these Regulations. The Registrar will be responsible for implementing the *Land Recordings and Registrations Act of 2003* ("Act"), including the applicable statutes of the Republic of the Marshal Islands on which these Regulations are based.

f. Subject to the Constitution and the laws of the Republic of the Marshall Islands, it is at the discretion of the Board of Directors to prescribe the conditions on which the LRA operates and will have such other functions and powers as may be conferred upon it pursuant to the Act.

4. PURPOSE.

The LRA is the lead agency to protect, conserve and manage the Republic's precious land resources. The purpose of these Regulations is to ensure transparency and accountability of the LRA processes. Land is sacred in Marshallese society. These Regulations will provide the guidelines to the LRA on how to act as an impartial body, not allowing any prejudice or outside influence interfere with its actions. These Regulations shall also give the Board of Directors the discretion in making the final decision on important matters and disputes.

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

PART II. ORGANIZATIONAL STRUCTURE

5. BOARD OF DIRECTORS.

3.1 Authority of the Board of Directors

The Board of Directors (hereinafter "Board") shall consist of five members who shall be appointed by the Cabinet. The Board shall govern the LRA.

The Board shall have the oversight of LRA under the supervision of the Minister responsible to the Authority and to ensure that its staff adheres to the Constitution and the laws of the Republic, policies set by the Cabinet and policies and procedures set by the Board from time to time.

3.2 By-Laws
The Board shall be governed by the By-Laws passed by the Board. The By-Laws are attached herein as Schedule 1 of these Regulations.

6. LRA ORGANIZATIONAL STRUCTURE.

6.1 Organization Structure

The LRA shall consist of a Board of Directors, Registrar, Deputy Registrar and Office Administrator.

6.1.1 Registrar

The Registrar shall have the following responsibilities:

a. Budget planning;
b. Conducting and attending meetings;
c. Liaising with business representatives, government officials and traditional leaders;
d. Drafting reports;
e. Maintaining good records of land documents;
f. Reviewing applications to register land ownership;
g. Issuing certificates of registrations;
h. Issuing notices of objections for applications;
i. Attending relevant Nitijela and Budget Coordinating Committee hearings; and

j. Performing other duties as assigned at the discretion of the Board.

6.1.2 Deputy Registrar

The Deputy Registrar shall have the following duties:

a. Receiving registration applications, succession orders, instruments defining land interests for recording, objections, and other relevant filings;
b. Investigating and making recommendations to the Registrar on the completeness of documents and what actions are required;
c. Preparing and issuing public notices as may be directed by the Registrar;
d. Assisting with the maintenance of physical land records as well as electronic land records inputted to the computerized LRA System ("LRMS");
e. Undertaking searches to satisfy requests for land information and investigating objections and claims with respect to the guarantee;
f. Preparing certificate of registrations for action by the Registrar;
g. Making copies of all instruments defining land interest presented for recording the registration and systematically organizing the archives of these records;
h. Liaising with the Lands and Survey Division of the Minister of Culture and Internal Affairs on survey requests to support registration);
i. Recording applications for registration and instruments presented for recording on cadastral record maps;
j. Producing reports on current lease rental rates in the Marshall Islands;
k. Computing resources of the LRA and ensuring a backup regime is implemented; and
l. Perform any and all other duties as assigned by the Registrar.

6.1.3 Executive Secretary (Office Administrator)

The Office Administrator shall have the following duties:

a. Filing and maintaining office records, minutes and reports;
b. Making and answering phone calls;
c. Procuring necessary office supplies;
d. Making travel arrangements for the LRA;
e. Issuing land registration applications, notices of objections and other relevant

filings, in order of priority for the Registrar's action;

f. Preparing and issuing public notices as may be directed by the Registrar or Deputy Registrar;
g. Assisting with requests for title searches on land;
h. Preparing certificates of registration for the Action of the Registrar;
i. Maintaining file copies of all leases, mortgages and other land interests presented for recording and registration;
j. Maintaining and distributing minutes of all LRA meetings in the manner directed by the Registrar;
k. Maintaining fixed assets journal;
l. Maintaining monthly folders for Disbursements and Cash Receipts, bank statements and check reconciliation reports; and
m. Performing any other duties as assigned by the Registrar or the Deputy Registrar.

PART III. BOARD REPORTS

7. FIVE-YEAR STRATEGIC PLAN –

5.1 Registrar may draft a Five-Year Strategic Plan for the Board's review when deemed necessary.

6. REPORTING REQUIREMENTS

The LRA shall be required to submit reports to the Board according to the following schedule and format.

6.1 Reporting to the Board

The LRA shall submit a report to the Board when requested.

6.2 Year End Financial, Financial Statements

After the closing of the financial year, the Registrar shall provide to the Board with a draft Financial Statement for approval.

Once the Board approves the Financial Statements, LRA shall submit them to the Office

of the Auditor General to audit no later than 14 days after approval.

6.3 Annual Report

The Registrar shall prepare a draft Annual Report no later than 60 days after the fiscal year ends. The draft Annual Report shall be submitted to the Board for approval according to Schedule 2. Once the Board has approved the Annual Report, the Registrar shall transmit a copy of the report to the Minister responsible for LRA. The annual Report shall be a public document.

PART IV. PERSONNEL PROCEDURES

7. PERSONNEL PROCEDURES OF THE LRA

The LRA shall use as a guide the Public Service Regulations. The LRA shall follow the procedures under the Public Service Regulations to resolve any personnel conflict. The LRA has authority to add its own specific personnel regulations.

8. ADVERTISEMENT AND ANNOUNCEMENT OF POSITIONS

8.1 Positions with job descriptions shall be advertised on the radio, television, newspaper and internet.

8.2 The LRA shall post bulletins where practical at all public areas. At the minimum, these bulletins shall be posted at Public Service Commission and all government offices and agencies on Majuro and Ebeye.

8.3 Advertisement and announcement of positions shall be for a period of not less than 30 days. It is at the Board's discretion to extend the duration of the advertisement beyond 30 days if deemed necessary. In the event LRA does not receive applications, then advertisement will continue until there is a sufficient number of applications to be considered by the Board.

9. CRITERIA FOR HIRING

The LRA is an equal opportunity employer and will ensure that the principles of employment equality are applied to recruitment, promotion, training and work experience and to all terms and conditions of employment.

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

10. CONTRACT OF EMPLOYMENT

10.1 All contracts must be entered into with the LRA and approved by the Board. The Chairman of the Board shall sign on behalf of the LRA. All employment contracts shall be 4-year contracts subject to renewal on the date set forth in the contract unless decided otherwise by the Board. The Board shall approve any changes to the contract during the renewal process.

10.2 Employee contracts shall have an initial 90-day probationary period. Upon the conclusion of probation, the Board shall review the employee's performance before granting regular employment status to the employee.

10.3 All approved employment contracts shall be documented and filed at the LRA Office.

11. PAYSCALE

The salaries and wages for employees of the Authority may be aligned with the Public Service Commission pay scales unless decided otherwise by the Board.

13. OVERTIME

Overtime shall be aligned with the Public Service Regulations requirements for overtime hours.

14. HOUSING

Only off-island recruited expatriate employees are eligible for a housing allowance. Procedures for granting housing allowances shall be subject to the Regulations of the Public Service Commission.

15. SUSPENSION OF EMPLOYMENT

15.1 The Registrar may suspend an employee without pay for the following reasons:

a. If the employee is regularly absent from duty without approval.

b. For absences exceeding two days, the Registrar shall require a note from a qualified medical practitioner stating the nature of the illness or accident and the length of time the employee was or will be unfit for duties;

c. If the employee is charged with any offenses;

d. If the employee is found to have participated in any form of harassment, including sexual harassment in the workplace;

e. Proven deception of the LRA or its staff by the employee.

15.2 It is up to the Board's discretion to suspend an employee, including the Registrar, without pay for these and other reasons. The Board must provide the suspended employee with the Board's reasoning for suspension.

16. SEXUAL HARRASSMENT OFFENSES

16.1 The LRA defines sexual harassment as unwanted sexual advances, requests for sexual favor or visual or physical conduct of a sexual nature including but not limited to the following:

a. Submission to such conduct is made a term or condition of employment, or
b. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating hostile of offensive working environment.

16.2 It is not acceptable for any staff member to sexually harass another staff member or customer. Sexual harassment on the job shall be reported to the proper authorities and shall give the LRA grounds for termination of any employee engaging in or aiding in sexual harassment in the workplace.

17. PERSONNEL FILES

The Registrar shall maintain adequate records of personnel for up to seven (7) years containing, at minimum, the following:

a. Job Application
b. Criminal Clearance Report
c. Health Certificate
   Report
d. Letter of Acceptance from the Chairman of the
   Board
e. Employee Terms of Reference (TOR)
f. Contract
g. Attorney General's concurrence as to
   form
h. Addendums to the
   Contract
i. Internal communication to the Employee (including disciplinary actions if applicable)

PART V. FINANCIAL AND INTERNAL CONTROL

18. GENERAL LRA RESPONSIBILITIES

18.1 The Board approves financial policies and delegates the administration of the financial policies to the Registrar and Fiscal/Financial Officer. The Board shall review these policies and procedures as the Nitijela and the Office of the Auditor General adopt new laws or rules adopted by the Government Accounting Standards Board (GASB).

18.2 Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts; disbursements, payroll; reconciliation of bank accounts; etc. All Financial activity must be approved by the Chairman.

18.3 The Fiscal/Financial Officer shall maintain current and accurate logs of the chart of accounts, financial statements, annual financial reports and other necessary files and make them available upon request by the Board or any other government authority.

19. INTERNAL CONTROL

19.1 Internal Control

Internal control over financial reporting is a process affected by those charged with governance, and other personnel are required to provide reasonable assurance about the achievement of the entity's objectives with regard to reliability of financial reporting,

effectiveness and efficiency of operations, and compliance with RMI laws.

19.2 Accounting Standards

9.2.1 Standards

LRA shall follow and observe the Generally Accepted Accounting Principles (GAAP) and rules adopted by U.S. Government Accounting Standard Bureau (GASB) as well as accounting standard of the Republic of the Marshall Islands as specified under the *Financial Management Act 1990* (11 MIRC Ch. 1), and any other applicable laws and regulations of the Republic.

19.2.2 Basis of Accounting

Accounts are maintained on an accrual basis, except for income, which is accounted for on a cash basis.

19.3 The Registrar and Fiscal/Financial Officer shall take all practical steps to ensure that all funds have been received and recorded. The basic principle is that there must be supporting evidence for both the acceptance and disbursement of funds. The evidence must be available for review by the Chairman, Vice Chairman, or Acting Chairman of the Board order to approve disbursement and sign checks.

19.3.1 Four designated signatories shall be composed of members of the Board and the Fiscal/Financial Officer. They shall have signature rights on LRA's checking account. At least two of the four designated signatories are required to deposit, withdraw or issue a check. The Board shall designate in writing the authorized LRA staff to verify the placement of orders or the purchase of goods or services in the event the Fiscal/Financial Officer is on leave or unavailable.

19.4 Auditing Standards and Procedures

19.4.1 Auditing

As specified under Article VIII, Section 15, of the Constitution, LRA is subject to an independent audit review by the Office of the Auditor General that includes financial, performance and program audits.

19.4.2 Disclosure

The Registrar and Fiscal/Financial Officer shall disclose all information required by the Office the Auditor General when instructed and without delay. Any misuse of LRA funding and violations of the law by any employee of the LRA, including members of the Board, is subject to reporting by the Auditor General to the Office of the Attorney General of such misuse and violations.

20. Budget

Notwithstanding the following procedures, LRA shall be subject to the *Financial LRA Act 1990.*The Registrar and Fiscal/Financial Officer shall draft the budget with the assistance of the Deputy Registrar in consultation with the Chairman of the Board.

The draft budget shall be submitted to the Board no later than the 1st of May of every year for the next succeeding fiscal year. The Board shall approve the budget in draft form no later than June 1st.

Once approved by the Board, the Registrar and Fiscal/Financial Officer shall submit the budget to the Budget Coordinating Committee. LRA shall comply with instructions detailed in the budget circular.

The Registrar, Fiscal/Financial Officer and the Chairman of the Board shall represent the Authority when the Nitijela Budget and Public Accounts Committee call for a public hearing. Any member of the Board or staff member may attend any of the public hearings.

21. COMPACT

21.1 When the Authority receives fund from the U.S. Government as provided under the Compact of Free Association, the RMI Government, including its affiliates, is subject to the Fiscal Procedures Agreement thereunder.

21.2 The LRA's budget shall be a Performance based budgeting with inputs and outcomes of each program budget.

21.3 Performance based budgeting shall be applied to all of the Authority's budget projections and be based on the Authority's current Strategic Plan and other work plans.

22. BUDGET RE-PROGRAMMING

The Registrar may reprogram an expense item in the budget that does not vary the line item by more than 10% subject to the prior approval of the Board. The manner of approval shall be by resolution

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

of the Board with conditions set at the Board's discretion.

22.1 Any reprogramming shall comply with the Constitution and the *Financial Management Act 1990.*

22.2 LRA shall be subject to the *Over-expenditure and Over-obligation of Appropriated Funds Act 1977* (11 MIRC Ch.9).

PART VI. FISCAL MATTERS

23. RESTRICTIONS ON EXPENDITURES

No LRA officer or employee shall make or authorize an expenditure from or create or authorize an obligation under any appropriation, apportionment, reapportionment or allotment of funds in excess of the amount available therefrom; nor shall any such officer or employee involve LRA in any contract or other obligation for the payment of money for any purpose in advance of appropriations made for such purpose.

24. INDEBTEDNESS

24.1 The LRA shall not borrow or commit to borrow funds without the approval of the Board.

24.2 The LRA shall be subject to the *Government Borrowing Act 1985* (11 MIRC Ch. 10), *General Fiscal Matters Act* and *Financial LRA Act 1990.*

24.3 Pursuant to Section 1206 of the *General Fiscal Matters Act,* no amount shall be recorded as an obligation of the LRA unless it is supported by documentary evidence.

PART VII. CODE OF CONDUCT

25. LRA's responsibilities to the people

The Constitution is the supreme law of the Republic and the Marshallese people have a right to a responsible and ethical government of which LRA is a part. LRA reaffirms this commitment to upholding these basic fundamental rights of the people and that any of its actions must have the full trust and confidence of the Marshallese people.

26. Limitation of authority of the Board

The Board's authority is limited by the Act. The Board shall not act in any way that infringes the Constitution and the laws and regulations of the Republic. The Board shall not take instructions or actions to the contrary.

The members of the Board shall be subject and bound all of the provisions of the *Ethics in Government Act 1993* (3 MIRC Ch. 17) and *Criminal Code, 2011* (31 MIRC Ch. 1).

27. Limitation of authority of LRA staff

The authority of LRA staff is limited by the Act. LRA shall not act in any way that infringes the Constitution and the laws and regulations of the Republic. LRA staff shall not take instructions or actions that are contrary to law even if those instructions or actions come from the Board or the Minister responsible to LRA.

The members of the Board shall be subject to and bound by the provisions of the *Ethics in Government Act 1993* and *Criminal Code, 2011.*

28. Work Ethics

LRA staff must work together in a cooperative, respectful and ethical manner.

There is no dress code, but all employees must maintain to keep a clean and professional appearance for representing LRA.

Absolutely, NO ALCOHOL, CIGARETTES AND OTHER TOBACCO PRODUCTS, BETTLENUT OR ILLEGAL DRUGS are allowed at work. LRA is a Drug, Tobacco and Alcohol-free workplace.

Absolutely, NO PORNOGRAPHIC and other explicit material are allowed on the premises or on any of the computers or while using Internet.

29. Prohibition on Discrimination

The Constitution protects all individuals from discrimination on the basis of race, color, language, political or other opinion, national or social origin, place of birth, family status or descent any action thereof is STRICLY PROHIBITED by LRA.

30. Prohibition on Sexual Harassment

The Authority defines sexual harassment as unwanted sexual advances, requests for sexual favor or visual or physical conduct of a sexual nature including but not limited to the following:

- Submission to such conduct is made a term or condition of employment, or

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

- Submission to or rejection of such conduct is use as a basis for employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating hostile of offensive working environment

It is not acceptable for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is not acceptable.

31. Personal Responsibility to Report Illegal and Unlawful Acts

Any Board member and LRA staff who witnesses any unlawful acts committed by other Board members and LRA staff, and took no action to stop or report it, is subject to disciplinary action up to and including discharge from employment as well as subject to criminal

No one is above the law and any instructions given by a superior to a subordinate or by a Board member to LRA staff that contravenes the Constitution and the laws and regulations of the Republic, said subordinate or staff has an obligation a duty to report said instructions to the relevant office(s)

PART VIII. ADOPTION, AMENDMENT OR REPEAL OF REGULATIONS

32. ADOPTION.

The LRA shall be subject to the *Marshall Islands Administrative Procedures Act* 1979 (6 MIRC Ch.1).

33. AMENDMENT AND REPEAL.

The Board may at any time amend or repeal, in whole or in part, by unanimous decision of the Board via resolution.

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

Schedule 1: By-Laws

PREAMLE:

Pursuant to Section 410 and 418 of the Land Registration and Recording Act of 2003 (24 MIRC CH 4) (hereafter "the Act"), the Board hereby make these BY- Laws to govern its activities.

Article I: Officer of the Board

Section I.

There shall be a Chairman, whom shall be elected by the Board unless appointed by the Cabinet. The Chairman shall be responsible for the general oversight of the Authority.

The Vice Chairman shall be elected by the Board.

Section II:

The Registrar shall be an ex-officio member of the Board and shall serve as the Secretary of the Board. In the event the Registrar is unable to serve, the Deputy Registrar shall serve as Secretary.

Section III.

Subject to the approval of the minister responsible for LRA, the Chairman may recommend and appoint any member of the Board to act as Chairman (Acting) during his or her absence and the absence of the Vice Chairman.

Article II: Calling of Meetings

Section I:

The Board shall hold quarterly meetings at such times and places as shall be determined by the Chairman. Any Director who, unless excused, missed three (3) consecutive Board meetings shall be terminated. The Minister shall be advised so as to find a replacement.

Section II.
Special meetings for any purposes may be called by the Chairman, or, if the Chairman is absent or unable to or refuse to act, by the Vice Chairman or by any three members of the Board.

Section III.
Written notice of the time and place of meetings shall be delivered personally, or sent by email to each member at least one week in advance. In the case of special or emergency meeting, notice shall be reasonably given when appropriate. The Registrar shall be responsible for the delivering such notices.

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

Article III:

Section I.

Each of the members of the Board shall have an equal vote on any matter placed before the Board for consideration.

Section II.

Three members of the Board shall constitute a quorum for the transaction of any business. A quorum once present is not broken by the subsequent departure of a member of the Board.

Section III.

The action of a majority of the Board present at a meeting is valid as an act of the Board. If, during a meeting, there is a tie in the vote on matter, the matter in question shall not be valid until and unless the fifth member break the tie and votes accordingly.

Section IV.

At the discretion of the Board, vote may be taken by consensus or may be recorded individually.

Article IV: Disclosure of and dis qualification for, interest

Section I.

Pursuant to Section II of the Act, if a member has a personal interest in the subject matter of any question before a meeting of the Board:

- The member shall disclose the interest at the meeting, and
- Shall take no part in the deliberation (except as directed by the Board), of in a decision of the Board on the question.

Section II.

A disclosure under Section I of this Article shall be recorded in the minutes of the meeting.

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

Article V: Action to be taken by the Board

Section I.

Actions required or permitted to be taken by any member may be taken at a meeting. Any action that may be taken without a meeting if a consent in writing (walking resolution) is required for the action to be taken must be signed by three members.

Section II.

All resolutions must be written, signed, and submitted as a memo to the Registrar, who shall then put them in the Resolution Form.

Any member may propose a resolution. However, said resolution shall be present in writing, in advance of not less than seven (7) days before a meeting, through the Registrar.

The Board will make their decisions independently an in private regarding any sensitive matters or issues. The Registrar shall announce the Board decision in writing and issue a Memo to all staff members.

Article VI: Sitting Fee and Compensation

Section I.

The Chairman and other members, except a member who otherwise holds a salaried office under the Government of the Marshall Islands, shall be entitled to receive such compensation for their services.

Section II.

The sitting fee for such non-government pain member is $100.00 per meeting subject to the availability of funds in LRA's budget.

Section III.

All members shall be entitled to receive travel expenses and per diem allowances at such rates and upon such terms and conditions as may be determined by the Board provided, however, that such rate shall in no event exceed rates paid to employees of the Government of the Marshall Islands.

Section IV.

Non-government paid who perform official service approved by the Board that are outside regular Board meetings shall be entitled to receive a daily rate of $100.00.

LAND REGISTRATION AUTHORITY (LRA)
P.O. Box 3215 4th Floor MIDB Bldg., Rm. 406/407
Majuro, MH 96960
Tel: (692) 625- 7171
Email: landregist@ntamar.net

Article VII: Record Keeping

Section I

The administrative records are defined as all information to and from the LRA other than financial records. These shall include minutes of the regular and special meetings, and resolutions or actions passed by the Board.

Minutes of meetings and all resolution(s) approved by the Board will be documented and filed by the Registrar.

Article VII Reporting to the Minister

Section I

The Minister with the oversight responsible of may at any time require from the Board a report in such form and as to such matters as he desire necessary.

The Board shall keep the Minister informed of the LRA policies and of any major plans, programs and measures for the improvement of LRA or any aspects thereof in which LRA proposes to engages.

Section II

Any proposed Cabinet actions (including Cabinet Paper) proposed by LRA must be approved and sanctioned by the Board. Before any communication from to the Minister is conveyed, the Registrar must submit a copy of the communication for the Chairman's concurrence.

Article IX Corporate Office

Section I

The principle corporate office LRA in the Republic of the Marshall Islands shall be located at P.O Box 3215, Majuro, MH 96960. LRA may have such other offices within the Republic as the Board may designates from time to time.

Article X Amendments

Section I

These By-Laws may amended, repealed or altered, in whole or in part by majority vote at any Board meeting.