DO YOU KNOW THE LAND REGISTRATION PROCEDURES AND FEES?

A guide to the Land Administration services in Uganda

For further information please contact;

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Website: www.mlhud.go.ug
LAND FORM 6 CONSENT
UG.SHS......................................
The commissioner of Lands and Surveys
P.O. Box 7061, Kampala

APPLICATION FOR CONSENT TRANSFER OF SUBLEASE PUBLIC LAND
(To be submitted in duplicate)
Leasehold register volume .................................. Folio...........................................
Block ........................................................ Plot..................................................
Land situated ................................................................
Area ........................................................................
User ...........................................................................
Tenure ...........................................................................
Details of land development carried out.........................................................

(IF LEASEHOLD)

(TICK AS APPROPRIATE)
(a) Initial period/Full Time
(b) Attach ground rent receipt for last years.

WE HEREBY APPLY for consent under Section 22(5) ©(i) of the public Lands Act to the
Transfer/sublease of the above premises and also under section 10 of Decree No.3 of 1975.

FROM
Name: .................................................................
Address: ................................................................
Nationality: .........................................................

TO
Name: .....................................................................
Address: ................................................................
Nationality: .........................................................

TRANSFER
Consideration...........................................................
SUBLEASE:
Premium (if any)............................... Rent............................... Per Annum
Term............................... Rent............................... Per Annum
............................................................ I am the undersigned hereby declare that the information given
in this application is correct to the best of my knowledge and belief.

SIGNATURE OF APPLICANT OR HIS/HER ADVOCATE

FOR OFFICIAL USE ONLY
For the purposes of the Stamps Act (Cap.172) and Finance Act (No.7 of 1982), I hereby
assess the value of the property as:-
Ug.Shs...................................... Words Ug.shillings.........................................................
Date .................................................................

CHIEF GOVERNMENT VALUER

For the purpose of section 22 (5) (i) of the public Lands Act, 1969 and section 10 of Decree No.3 of 1975, I hereby CONSENT/DO NOT
CONSENT SUBJECT TO THE ZONING schedule to the above application for TRANSFER/SUB-LEASE.

COMMISSIONER FOR LAND AND SURVEYS
Date:.................................................................

Networking for a greener Africa
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THE REGISTRATION OF TITLES ACT

DISTRICT .....................................................

BLOCK ............................................. PLOT ..................................................

Mailo/Freehold/Leasehold Register volume......................................................... Folio..........................

TRANSFER (FORM)

I.................................................................................................................................

Son/Daughter of .................................................. of ...................................... clan being the registered proprietor of the land comprised in the title in consideration of the sum of shillings .......................................... paid to me by the purchaser on or before the execution of these presents the receipt there of I hereby acknowledge DO HEREBY TRANSFER all the piece of land (part of the land comprised in the above Title) which is delineated to the plan annexed hereto and thereon edged in red and now number plot...................................................(herein called the purchaser of

(Address)

Son/daughter of .................................................. of ...................................... Clan to HOLD the purchaser for all my estate and interests herein

Dated this ..................................................day of ........................................... 200

SIGNED by the said ................................................................. Signature of vendor(s)

In the presence of:

Witness ...........................................................................................................................

Address.........................................................................................................................

Qualification ................................................................................................................

SIGNED by the said ................................................................. Signature of purchaser(s)

In the presence:

Witness ...........................................................................................................................

Address.........................................................................................................................

Qualification ................................................................................................................
About PELUM Uganda

Since 1995, Participatory Ecological Land Use Management (PELUM) Uganda has been working to improve the livelihoods of small-scale farmers and the sustainability of rural communities through the fostering of ecological land use management.

PELUM Uganda shares skills and knowledge about good practices and techniques through a broad network of likeminded organisations including member organisations; undertakes research and demonstration projects; and advocates for policies that better support small-scale farmers. The network also facilitates experimental learning through exposure and exchange visits, topical dialogue and debate at national and regional level.

PELUM Uganda is a network of 36 NGOs operating in over 70 districts countrywide and supporting over 1,200,000 small scale farmers promoting sustainable agriculture.

PELUM Uganda’s Vision: Empowered communities sustainably utilizing their natural resources
Mission: We are a network of organisations promoting ecological land use management through capacity building, research and advocacy for improved community livelihoods.

PELUM Uganda recognizes that land is a critical natural resource in agriculture and therefore security over land for smallholder farmers must be guaranteed. To achieve this, PELUM advocates for land laws and policies that provide for equitable access to and utilization of land resources by the marginalized smallholder farming communities. This is done through among things sensitization of members and smallholder farmers on land policies and land rights.

Given that land registration strengthens security of tenure for smallholder farmers, PELUM in partnership with the Ministry of Lands Housing and Urban Development have come together to disseminate land registration procedures in Uganda.

About Ministry of Lands, Housing and Urban Development

The Ministry of Lands, Housing and Urban Development is responsible for providing policy direction, national standards and coordination of all matters concerning lands, housing and urban development. It is responsible for putting in place policies and initiating laws that ensure sustainable land management promote sustainable housing for all and foster orderly urban development in the country.

The Ministry's Vision is “Sustainable Land Use, Land Tenure Security, Affordable, Decent Housing and Organised Urban Development”.

The Ministry's Functions

* Formulating national policies, strategies and programmes on Lands, and Housing & Urban Development;
* Providing policy guidance to land holding authorities for sustainable, orderly development and effective management of Lands, Housing and Urban Development;
* Initiating and reviewing legislation on Lands, Housing and Urban Development;
* Setting national standards for sustainable use and development of land and improved housing;
* Ensuring compliance to laws, policies, regulations and standards for the effective management and sustainable development of Lands, Housing and Urban Centres;
* Monitoring and coordinating national lands, housing and urban development initiatives and policies as they apply to Local Governments;
* Providing support supervision and technical back-stopping to Local Governments on matters regarding Lands, Housing and Urban Development; and
* Maintaining international territorial boundary marks and updating maps.

The key departments in the Ministry of Lands, Housing and Urban Development


At District level: Land Board, Recorder and Area Land Committee.

Related Land Dispute Resolution Institutions: Land Tribunal, Local Council Courts and Traditional Institutions.

Regulation 28
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004
Form 23
DEMARCATION FORM FOR CERTIFICATE OF CUSTOMARY OWNERSHIP
(To be filled in triplicate)

<table>
<thead>
<tr>
<th>PIN</th>
<th>District</th>
<th>County / Municipal</th>
<th>Sub-county / Division</th>
<th>Parish / Ward</th>
<th>Village / Zone</th>
<th>Parcel No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Owners(s)

…………………………………………………………………………………………………………
…………………………………………………………………………………………………………
…………………………………………………………………………………………………………
…………………………………………………………………………………………………………

Sketch (not drawn to scale)

Description of rights of way or other easements (if any):

…………………………………………………………………………………………………………
…………………………………………………………………………………………………………
…………………………………………………………………………………………………………
…………………………………………………………………………………………………………

We the undersigned certify that the boundaries demarcated and shown on the sketch overleaf are correct to the best of our knowledge.

Name: [Signature]

Customary owner(s)

i. .............................................

ii. .............................................

iii. .............................................

Owners of neighboring land

i. .............................................

ii. .............................................

iii. .............................................

iv. .............................................
LAND REGISTRATION PROCEDURES
PROCEDURES AND FEES FOR LAND REGISTRY SERVICES

1. HOW TO CARRY OUT A PHYSICAL SEARCH ON A LAND TITLE

Step 1
Make a written Request for a search to the Office of Titles giving the description of the Land:
* For Mailo County, Block & Plot no;
* For Leasehold Leasehold Register Volume & Folio No;
* For Freehold Freehold Register Volume & Folio No.

Step 2
The application is presented to the Office of Titles and stamped 'received'. It is approved by a Registrar of Titles on behalf of the Commissioner. The application is forwarded to the Records Section to retrieve the file, then the bearer is sent to pick a pay slip and pay \text{UGX} 10,000/= . The Cashier informs the bearer which bank to make the payment.

Step 3
The applicant pays that amount in the bank and obtains a receipt that is presented to the Office of Titles. On verification of the receipt, the registry copy is retrieved and a search letter signed by a Registrar of Titles is issued to the applicant within three working days after presenting the Bank receipt.

Documents required:
- Application letter for a Search
- Fees paid through the bank: \text{UGX} 10,000/=(Search fee)

2. HOW TO CARRY OUT A SUBDIVISION ON MAILO LAND

Step 1
The Applicant must have in his/her possession a duplicate Certificate of Title, fully filled Mutation Form, and two authentic Passport photographs of the owner (seller). The Mutation Form must have been stamped by the registered Surveyor, fully filled by the registered owner, dated and signed by all the necessary Parties.

Step 2
The Applicant presents the Originals and a Photocopy of the documents to the Mailo registry for checking and approval of the subdivision, in order to proceed. The documents are received and the photocopy is stamped 'Received' and returned to the Applicant.

Step 3
The Applicant checks after 5 working days to pick the documents. The applicant presents the photocopy of the documents stamped on received and on collection it is stamped 'Returned'.

Step 4
On presentation of the Approved Mutation Form from the District Surveyor, with an Area Schedule, Receipts of checking fees, Deed Plan fees, registration fees, and the duplicate Certificate of title and passport photographs, and a set of photocopied documents, the Applicant submits them to the Mailo registry. The photocopy is stamped 'Received' and returned to the applicant.

Step 5
The applicant is asked to check after 10 - 25 working days.
Step 6
The Applicant presents identification documents and the Photocopies to collect the Duplicate Certificates of Title. The applicant signs for the Titles and the Photocopy is stamped 'Returned' on completion.

Documents required: Duplicate Certificate of Title, Mutation Form set of Passport photographs, Deed Plans, and General receipts of payment.
Fees paid: Registration fees UGX 10,000/= per title created.

3. HOW TO REGISTER A CAVEAT

Step 1
The Applicant must have in his/her possession:
* Two sets of embossed caveat documents duly witnessed by an Advocate and signed by the person who is placing (Deponent) and dated;
* Statutory/Declaration signed by the Deponent and a Commissioner for Oaths,
* Two Passport photographs of the person placing the caveat.

Step 2
The Applicant presents the full set of original documents and a photocopy of the same to the Office of Titles for processing. The photocopy is stamped 'Received' and returned to the Applicant.

Step 3
The Applicant checks with the Office of Titles after 10 working days to confirm entry of the Caveat upon the Register.

Documents Required:
* Caveat  Affidavit
* Set of Passport photographs
* General Receipts of payment

Fees paid at the Ministry/District:
* Stamp duty UGX 20,000/=  
* Registration Fees UGX 10,000/= 
* If Caveat affects more than 1 title, UGX 5000 is paid per extra plot.

4. HOW TO REMOVE A CAVEAT BASED ON A REQUEST BY THE PERSON WHO PLACED IT

Step 1
The Applicant must have in his/her possession an embossed letter called ‘Application for Removal of Caveat’, one passport photo and general receipts of payment of stamp duty and registration fees.

Step 2
The Applicant presents the document together with a photocopy of the same to Office of Titles for processing. The Photocopy is stamped 'Received' and returned to the Applicant.

Step 3
The Applicant checks with the Office of Titles after 5 working days for verification of identity in person.

Step 4
The Applicant checks with the photocopy stamped on Received at the Office of Titles after another 5 working days to confirm that the caveat has been removed from the Register.

Documents required: Letter of Withdrawal of Caveat, set of Passport photographs, and
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004
Form 10

NOTICE OF HEARING OF APPLICATION FOR GRANT OF FREEHOLD
PUBLIC NOTICE

To ......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................

The area land committee has received an application to the district land board for a grant of freehold by ................................................................. of ................................................................. in respect of a piece of land located at ................................................................. of ................................................................. approximately (area/size) .............................................. (ha)

By sections 6(2) and 12(1) of the Act, power is given to the area land committee to notify any persons claiming any interest in the land which is the subject of application or adjacent land which may be affected by the application;

Notice is hereby given to you in pursuance of the sections mentioned above to attend a meeting of the committee so that you put forward your claims.

Venue ......................................................................................................................

Date ......................................................................................................................

Time ......................................................................................................................

......................................................................................................................

Name and signature of Chairperson,
Area land committee

OFFICIAL STAMP

Date ......................................................................................................................

General receipts of payment.
Fees paid: Stamp duty - UGX 5,000/= and Registration fees UGX 10,000/=.

5. HOW TO REMOVE A CAVEAT BASED ON A REQUEST BY ANOTHER PERSON OTHER THAN THE PERSON WHO PLACED IT

Step 1
The Applicant must have in his/her possession an embossed letter called ‘Withdrawal of Caveat’ or ‘Removal of Caveat’, one passport photo, description of the land affected, and general receipts of payment of stamp duty and registration fees.

Step 2
The Applicant presents the documents together with a photocopy of the same, to Office of Titles for processing. The Photocopy is stamped ‘Received’ and returned to the Applicant.

Step 3
The Applicant checks with the Office of Titles after 10 working days for the 60 days Notice to the person who placed the Caveat, to show cause why it should not be removed. Notice to the Caveator is posted and a receipt obtained, that is placed on the file.

Step 4
The Applicant writes a letter notifying the Office of Titles that the 60 days have ended (lapsed) without communication from the person who placed the caveat and therefore seeking removal of the said caveat.

Step 5
The Applicant checks after 10 working days to confirm that the caveat has been removed from the Register.

Documents required: Letter seeking removal of Caveat, one Passport photograph, Evidence to show Postage to the Caveator and General receipts of Payment.
Fees paid: Stamp duty - UGX 5,000/= and Registration fees UGX 10,000/=.

6. HOW TO REGISTER A COURT ORDER

Step 1
The Applicant must have in his/her possession a duly sealed and authentic certified copy of a Court Order or Decree.

Step 2
The Applicant picks a bank invoice to pay 10,000/= as registration fee from the Cashier.

Step 3
The Applicant presents the Court Order and Receipt, with a photocopy of the same, to the Office of Titles for registration of the Court Order. The photocopy is stamped ‘Received’ and returned to the Applicant.

Step 4
The Applicant checks after 10 working days to confirm entry of the Court Order upon the Register.
Documents required: Court Order and General Receipts of Payment.
Fees paid: Registration fees UGX 10,000/=.
### 7. HOW TO REGISTER ADMINISTRATORS OR EXECUTORS OF A WILL ON A LAND TITLE

**Step 1**
The Applicant must have in his/her possession the Duplicate Certificate of Title, authentic Letters of Administration, a request letter for registration of their names as the administrators, two passport photographs and receipts showing payment of Registration fees.

**Step 2**
The Applicant presents the full set of original documents and a photocopy of the same, to Department of Land Registration for processing. The Photocopy is stamped ‘Received’ and returned to the Applicant. The Applicant checks with the Office of Titles after 10 working days to collect Duplicate Certificate of Title.

**Step 3**
The Applicant upon presentation of the photocopy stamped “Received” collects the Duplicate Certificate of Title. The Photocopy is Stamped ‘Returned’ on completion.

**Documents required:** Letter of Request, Duplicate Certificate of Title, Certified Letters of Administration, Passport Photographs and General receipts of Payment.

**Fees paid:** Registration fees UGX 10,000/=.

### 8. HOW TO ACQUIRE A SPECIAL CERTIFICATE OF TITLE/ REPLACE A LOST OR DAMAGED TITLE

**Step 1**
The Applicant must have in his/her possession an application for a Special Title, Statutory declaration attached to application duly filled, signed by the applicant and witnessed by a Commissioner for Oaths and two Passport photographs of the person requesting for the Special Certificate of Title. The Applicant must have paid UGX 15,000/= as Registration fees and UGX 10,000/= as Stamp Duty (UGX 5000/= on the Application & UGX 5,000/= on the Declaration).

**Step 2**
The Applicant presents the full set of original documents and a photocopy of the same to Office of Titles for processing. The Photocopy is stamped ‘Received’ and returned to the Applicant.

**Step 3**
The Applicant checks with the Office of Titles after 5 working days to pick a letter to the Uganda Gazette for notification of the public on the impending issuance of a Special Certificate of Title.

**Step 4**
After 30 days notification, the Applicant presents a receipt for the Gazette to the Office of Titles for confirmation of the publication.

**Step 5**
The Office of Titles verifies the receipt and the Gazette notice and proceeds to issue a Special Certificate of Title.

**Step 6**
After 10 days, the Applicant upon presentation of the photocopy stamped ‘Received’ collects the Special Certificate of Title. The Photocopy is Stamped ‘Returned’ on completion.

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**PART 11: (For official use only)**

**a.** Remarks and recommendations of area land committee

Name and signatory of committee members

i. .............................................................

ii. ................................................................

iii. ................................................................

iv. ................................................................

Date ................................................................

**b. Decision of district land board**

i. The application is *approved/rejected/deferred*

ii. The application is approved upon the following terms and conditions

iii. The application is not approved due to the following reasons

Minute number ........................................

Official seal ................................................

Name and Signature .................................

Secretary district land board ........................

Chairperson District land board

Date ..........................................................

* The board shall send a copy of this form to the office of titles for issuance of a certificate.
9. HOW TO CONVERT A LEASEHOLD TO A FREEHOLD LAND TITLE

Step 1
The Applicant must have in his/her possession fully completed Forms 4, 5, 10, 19 & 23 in duplicate, a set of 3 authentic deed plans, Duplicate Certificate of Title, 3 Passport Photographs, Receipts of Payment and a forwarding letter requesting for a conversion from Leasehold to Freehold title signed by the District Land Officer of the respective District where the land is located.

Step 2
The Applicant presents the full set of original documents and a photocopy of the same, to Department of Land Administration for Checking. The Photocopy is stamped ‘Received’ and returned to the Applicant. The Applicant checks with the Department of Land Administration after 10 working days to confirm their approval or rejection, and is given a letter advising him/her on the fees to be paid.

Step 3
Once approved, the documents are forwarded to Office of Titles for issuance of a Freehold Title. The Applicant checks after 10 working days if there is a Surrender Deed/Agreement to be processed.

Step 4
The Applicant presents the photocopy given to him/her by the Department of Land Administration stamped ‘Received’ and identification documents on collecting the Freehold Title after 20 working days. The applicant signs and the Photocopy is stamped ‘Returned’ on completion.

Documents required: Letter of Application for Special Title, Statutory Declaration, Gazette Extract, Passport Photographs and General receipts of Payment.

Fees paid: Registration fees UGX 15,000/=; Stamp Duty UGX 10,000/=; Assurance of Title UGX 20,000/=; issuance of the Title UGX 20,000/=.

10. HOW TO TRANSFER LAND UNDER LEASEHOLD AND FREEHOLD

Step 1
The Applicant must have in his/ her possession fully completed set of Transfer forms which include a Transfer form and two Consent forms, A photocopy of the duplicate certificate of title and two authentic Passport photographs of the buyer and seller.

Step 2
The Applicant presents the documents to the Valuation Division for valuation assessment for Stamp duty. The Applicant checks with the Valuation Division within a period of 3 working days to pick the form and proceed to pay stamp duty and registration fees in the Bank. Stamp duty is 1% of the value of the land as assessed by the Chief Government Valuer.

Step 3
Pay the fees in the Bank, get a receipt and your Transfer form embossed. Get consent from the
Controlling Authority of the Leasehold Title. Submit all documentation together with the Duplicate Certificate of Title, receipts and photocopies of all documents to the Office of Titles.

Step 4
The photocopy is stamped ‘Received’ and returned to the client. The applicant is asked to check after 10 working days.

Step 5
The Applicant presents identification documents and the Photocopies to collect the Duplicate Certificate of Title. The Applicant signs for the Title and the Photocopy is stamped ‘Returned’ on completion.

Documents required: Duplicate Certificate of Title, set of Passport photographs, embossed Transfer form and consent form and General Receipts of Payment.

Fees paid: Stamp duty- 1% of the value of the land; and Registration fees UGX 10,000/=; Consent fees UGX 10,000/=; If it is a company an additional UGX 5,000/=.

11. HOW TO AMEND A CERTIFICATE AND RECTIFY THE REGISTER

Step 1
The Applicant makes a complaint to the Office of Titles in writing about the error upon the Register.

Step 2
The Applicant presents the letter of Complaint to the Office of Titles together with the Duplicate Certificate of title and a set of photocopies, which is stamped ‘Received’ and returned to the Applicant.

Step 3
The Applicant checks after 15 working days to confirm the rectification of the Register and the Duplicate Title.

Documents required: Complaint Letter and Duplicate Certificate of Title.

Fees paid: No fees required.

12. HOW TO AMEND A CERTIFICATE AND RECTIFY THE REGISTER WITH NOTICE

Step 1
The Applicant makes a complaint to the Office of Titles in writing about the error upon the Register.

Step 2
The Applicant presents the letter of Complaint to the Office of Titles and a set of photocopies, which is stamped ‘Received’ and returned to the Applicant.

Step 3
The Applicant checks after 5 working days to confirm that the Office of Titles has issued Notice of the intended rectification of the Register.

Step 4
All parties involved receive a letter from the Office of Titles inviting them for a hearing of the matter before hand.

Step 5
The Office of Titles issues a 21 days notice to confirm the rectification of the Register.

Fees paid: No fees required.

A: Having considered the above application for conversion from leasehold into freehold of land not exceeding one hundred hectares, the District Land board:

a) is satisfied/not satisfied that the conditions provided under THE LAND ACT, CAP 227 and regulations made under it affecting conversion of leasehold to freehold have been complied with;

b) the verified area is .................... hectares

c) it is in the public interest/not in the public interest to convert the leasehold land in excess of 100 hectares which is the subject of the application to freehold

B: The application for conversion is-

A) approved

b) not approved

C: Reasons for decision


D: Minute number


Official seal


Name and signature of the Secretary, District Land Board

Name and signature of the Chairperson, District Land Board

Date: ..............................................................

*The board shall send a copy of this form to the Registrar to effect the conversion
13. HOW TO ACQUIRE A SUBSTITUTE CERTIFICATE OF TITLE

Step 1
The Applicant must have in his/her possession a Duplicate Certificate of Title a transaction to be registered and a request letter for a Substitute, Passport Photograph and a set of Photocopy of all the documents.

Step 2
The Applicant presents the full set of original documents and a photocopy of the same, to the Office of Titles for processing of the Substitute Certificate of Title. The Photocopy is stamped 'Received' and returned to the Applicant.

Step 3
The Applicant checks with the Office of Titles after 10 working days to confirm the replacement of the original Registry Copy.

Documents required: Letter of Application for Substitute, Passport Photograph.

Fees paid: No fees required.

14. HOW TO REGISTER A VARIATION OF A LEASE (FROM THE DISTRICT LAND BOARDS)

Step 1
The Applicant must have in his/her possession a letter from the District Land Board for variation of the Lease, Duplicate Certificate of Title and two Passport photographs.

Step 2
The Applicant presents the documents to the Department of Land Administration for assessment of revised ground rent and premium per annual and collects the documents after 3 working days to confirm the assessment.

Step 3
The Department of Land Administration forwards the documents to the Office of Titles for drafting of the Variation deeds.

Step 4
The Applicant collects the Variation deeds after 5 working days and takes them for payment of stamp duty and Registration fees and endorsement by the District Land Board.

Step 5
The Applicant returns the embossed documents, dated, signed and sealed by the Chairperson and Secretary of the District Land Board and the owner. A photocopy of all documents is also submitted, which is stamped 'Received' and returned to the Applicant.

Step 6
The Applicant checks after 10 working days to collect the completed Duplicate Certificate of Title.

Documents required: Letter from District Land Board (DLB) for variation of Lease, Duplicate Certificate of Title, Variation deeds, set of Passport photographs, and General receipts of Payment. Fees paid: Stamp duty UGX 5,000/= and Registration fees UGX 10,000/=.
15. HOW TO TRANSFER MAILO LAND

Step 1
The Applicant must have in his/her possession:
* A Transfer form;
* Two Consent forms;
* Photocopy of the duplicate Certificate of Title;
* Two authentic Passport photographs of the buyer and seller.

Step 2
The property or land is assessed at market value for purposes of the Applicant paying stamp duty which is 1%. The Applicant checks after 3 working days to collect Assessment.

Step 3
The Applicant pays the stamp duty and registration fees in the bank and gets a receipt and transfer form embossed by Uganda Revenue Authority (URA).

Step 4
Submit all documentation together with the Duplicate certificate of Title, Receipts and Photocopies of all documents to the Office of Title. The photocopy is stamped 'Received'. The applicant is asked to check after 10 working days to collect the Title.

Documents Required:
* Duplicate Certificate of Title
* Set of Passport photographs.
* Embossed Transfer form and consent form duly witnessed and dated.
* General receipts of Payment.

Fees paid at the Ministry/District
Stamp Duty = 1% of the value of the land Registration fees \( \text{UGX 10,000} = \) (Extra plots \( \text{UGX 5,000} = \) each). Company seal attracts additional \( \text{UGX 5,000} = \)

16. HOW TO REGISTER A MORTGAGE

Step 1
The Applicant must have in his/her possession:
* Two sets of embossed, duly signed Dated and witnessed Mortgages Deeds
* Duplicate Certificate of Title
* Two Passport Photographs of the person registering the Mortgage

Step 2
The Applicant presents the full set of original documents and a photocopy of the same, to the Office of Titles for processing. The photocopy is stamped ‘Received’ and returned to the Applicant. The Applicant checks with the Office of Titles after 10 working days to confirm entry of the Mortgage

Step 3
The Applicant upon presentation of the photocopy stamped ‘Received’ collects the Duplicate Certificate of Title together with a Mortgage Deed. The Photocopy is stamped ‘Returned’ on completion.

Documents Required:
* Two sets of Mortgage Deeds and Duplicate Certificate of Title
* Set of Passport photographs and General receipts of payment

Fees paid at the Ministry/District
Stamp duty 0.05% of the value of the Mortgage Registration fees \( \text{UGX 15,000} = \), if it is a company, an additional \( \text{UGX 5,000} = \) is paid for

PART II: (for official use only)

A: Remarks and recommendations of area land committee (attach report)

B: Decision of district land board
The application is approved/rejected/deferred*

* The board shall send a copy of this form to the office of titles for issuance of a certificate in accordance with section 13(6) of the Act
APPENDICES: LAND FORMS

THE LAND ACT, CAP 227 THE LAND REGULATIONS, 2004

APPLICATION FOR CONVERSION FROM CUSTOMARY TENURE TO FREEHOLD TENURE/GRANT OF FREEHOLD

1. Full Name (Surname first) Sex (M/F) Age Nationality Marital Status
   (i) ............................................. .......................... .......................... .......................... .......................... ..........................
   (ii) ............................................. .......................... .......................... .......................... .......................... ..........................
   (iii) ............................................. .......................... .......................... .......................... .......................... ..........................
   (iv) ............................................. .......................... .......................... .......................... .......................... ..........................
   (v) ............................................. .......................... .......................... .......................... .......................... ..........................

2. Address ........................................................................................................................................

3. Location of land the subject of application:
   Village/Ward................................................................................................................................
   Parish/Zone ........................................................................................................................................
   Sub-county/Town .................................................................................................................................
   District ................................................................................................................................................

4. PIN (where applicable) .....................................................................................................................

5. Approximate area (ha) ......................................................................................................................

6. a) Is the land occupied? YES NO
   b) If occupied, by whom? ...................................................................................................................
   c) Claims of occupiers .........................................................................................................................

7. Names of owners of adjacent land ....................................................................................................

8. a) We wish to hold the land as individual(s)
   b) We wish to hold the land as a family
   c) We wish to hold the land as a community
   d) State current use of the land (e.g. farming, housing, and dwelling house)
   e) State intended use of the land ........................................................................................................

9. Name and signature/Thumb print of applicant(s)
   (i) ...................................................................................................................................................
   (ii) ...................................................................................................................................................
   (iii) ...................................................................................................................................................
   (iv) ...................................................................................................................................................

Date: ..................................................................................................................................................
18. HOW TO ACQUIRE A FREEHOLD LAND TITLE

Step 1
The Applicant goes to the District Land Office or Area Land Committee to pick the Application Form 4, fill it, attach 4 passport photographs and submit them to the Area Land Committee after paying the required fees of UGX 10,000/=.

The Area Committee receives the Application and issues a notice for a Public hearing using Form 10. The Area Land Committee visits the site and together with the neighbours fill and sign the Demarcation Form 23. The Area Land Committee also compiles an Inspection Report and submits the documents to the District Land Office. The District Land Officer prepares a technical report and forwards the documents to the District Land Board for approval, after which, the District Land Officer forwards the documents to the Ministry of Lands for preparation of the Land Title.

Step 2
The Applicant must have in his/her possession:
* Fully completed Form 4, 10, and 23.
* In case of acquisition of a Freehold by Grant from a Controlling Authority, the Applicant fills Form 19.
* Area Land Committee Report.
* District Land Officer’s Technical Report.
* 3 Passport Photos.
* A forwarding letter and it Receipts of payment of Application fees.

Step 3
The Applicant presents the full set of original documents in Duplicate and a photocopy of the same to the Department of Land Administration for checking. The Photocopy is stamped ‘Received’ and returned to the Applicant. The Applicant checks with the Department of Land Administration after 10 working days to confirm their approval or rejection.

Step 4
If approval is given, the Applicant goes ahead to make payment of fees to URA and if rejected, a letter explaining rejection is written and all documents returned to Applicant for correction and re-submission.

Step 5
Once approved the documents are forwarded to the Office of Titles for issuance of a Freehold Land Title. The Applicant checks after 20 working days.

Names of Land Forms

* Form 4: Application for conversion from Customary tenure to Freehold / Grant of Freehold
* Form 5: Application for Conversion of Leasehold out of former Public Land to Freehold
* Form 6: Application for Consent transfer of sub lease public land
* Form 8: Application for a Leasehold
* Form 10: Notice of Hearing of Application for Grant of Freehold / Leasehold
* Form 19: Freehold Offer
* Form 23: Demarcation Form

The mentioned Land Forms are available on the Ministry website (www.mlhud.go.ug) and at District Land Offices free of charge.

Allocations of land to be registered is assessed and approved by Uganda Land Commission and District Land Boards, and processed by Department of Land Administration and Department of Land Registration Department (Office of Titles).

Deed Plans are processed from Department of Surveys and Mapping and their respective District Survey Offices. Mutation forms are also processed by Department of Surveys & Mapping and their respective districts Survey Offices and with the approval by the Office of Titles.

Disputes on land are handled by Courts of Law. The Ministry only mediates complaints that can be rectified by administrative measures or where Parties agree; and Capacity building of staff and awareness creation to the Public is handled by the Ministry in Conjunction with other line Ministries and Development Partners.