



Land Registration Procedures

MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT
Century Building, Parliament Avenue
P. O. Box 7096, Kampala

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LAND REGISTRATION PROCEDURES

A. Application for certificate of customary ownership

1. An applicant submits a completed Form 1 to the land committee together with the fees.
2. The land committee puts a notice in a known place in the area and on the land being applied for.
3. The land committee confirms and marks the right boundaries.
4. The land committee demarcates rights of way and other easements over the land.
5. Committee makes a decision using the customary law
6. The land committee makes a report and submits it to the board, copied to the applicant and any other people who submitted claims.
7. Committee produces three copies of the sketch map in respect of the land. One to the board, applicant and the committee retains one.
8. The board considers the report and recommendations of the committee and may confirm or reject.
9. If it agrees, the board communicates its decision in writing to the recorder, who is the Subcounty Chief.
10. Where an application for a certificate of customary ownership is approved, the Board makes copies of the sketch and retains one copy for its records, sends the original and a copy to the recorder.
11. The recorder then issues a certificate to the applicant in the terms and decisions of the board.
12. Any person who is aggrieved with the decision of the board may appeal to the Courts of law or Land tribunal.

B. Conversion from Customary to Freehold Ownership

1. The customary owner makes an application using Form 4 to the land committee and pays the required fees.
2. The committee makes a report with recommendations on the application to the Board.
3. The Land Board has the land surveyed.
4. The land board accepts the conversion with or without conditions or rejects the application. The decision of the Board is recorded on the application.

5. Where the Board accepts the application, it sends a copy to the office of titles for issuance of a certificate on title.

C. Application for Certificate of Occupancy

1. The tenant by occupancy applies to the registered owner for a certificate of customary ownership using Form 2, with evidence that he / she has paid the Annual Nominal Ground Rent.
2. On receiving the application, the registered owner signs the application and forwards it to the committee for verification.
3. The committee visits the land and determines and verifies the boundaries.
4. The committee sends the application back to the land owner who either grants consent or refuses to grant consent to the application and gives reasons for refusals if that is the case.
5. The Land owner gives consent for issuance of a certificate of occupancy. The Form is presented to the Board for forwarding to the Recorder, who issues the Certificate of Occupancy (Form 32).

D. Application for freehold

1. A person who wants to acquire a freehold applies to the land board through the land committee using Form 4.
2. The committee visits the land and determines and verifies the boundaries and considers the interests of the holders of the adjacent land and makes recommendations of the application to the land board.
3. The Land Board considers the committees report and recommendations and issues an instruction to have the land surveyed.
4. Once the Board approves the application, a copy of the decision is sent to the Office of Titles to issue a Certificate of Freehold title to the application on the terms and conditions of the Board.

E. Application for leasehold (where land owned by the District Land Board).

1. A person who wants to acquire land applies to the District Land Board through the land committee using Form 8.
2. Committee visits the land and determines and verifies the boundaries.

3. Board advertise the application for at least 14 days in a newspaper to draw attention of the people in the district and invites for comments.
4. Board makes a decision on the application taking into consideration the comments or objections and considers the proposed use, price, planning concerns and environmental issues.
5. Where the board approves the application, a copy of its decision is sent to the Office of Titles to issue a leasehold title to the applicant.

F. Conversion from leasehold to freehold

1. An application is made by the interested party to the District Land board using Form 5;
2. The board holds a hearing into the application to determine if it satisfies the given conditions such as:
 - Applicant must be a citizen of Uganda;
 - Lease must be in respect of former public land;
 - Lease must have existed before coming into force of the 1998 land act;
 - Must not be any customary tenants at the time lease was granted or if there were, then adequate compensation must have been given;
 - Terms and conditions of the lease must have been followed;

If the land is more than 100 hectares, then the Board has to be satisfied that it is in public interest and the leaseholder must pay the market value before the leasehold is converted.

For any further information contact the nearest District Land Office

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