



THE REPUBLIC OF UGANDA

## MLHUD Transactions Procedures Series 15

# 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 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 Department of Land Registration 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 – 10,000/=.**

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