



THE REPUBLIC OF UGANDA

## MLHUD Transactions Procedures Series 17

# How to acquire a Substitute Certificate of Title

### Step 1

The Applicant must have in his/her possession a Duplicate Certificate of Title 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 Commissioner Land Registration 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 Department of Land Registration 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 paid.**

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