



THE REPUBLIC OF UGANDA

MLHUD Transactions Procedures Series 5

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 Leasehold/Freehold Registry.

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 – 10,000/=; Consent fees – 10,000/=; If it is a company an additional 5,000/=.

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