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 Department of Land Registration for processing. The Photocopy is stamped ‘Received’ and returned to the Applicant.

**Step 3**
The Applicant checks with the Department of Land Registration after 5 working days for verification of identity in person.

**Step 4**
The Applicant checks with the photocopy stamped on Received’ at the Department of Land Registration 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 General receipts of Payment.

**Fees paid:** Stamp duty- 5,000/= and Registration fees – 10,000/=.

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