



MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT  
DEPARTMENT OF LAND REGISTRATION

## PUBLIC NOTICE

### GUIDELINES TO REGISTERED OWNERS ON AUTHORIZATION OF PERSONS TO LODGE DOCUMENTS

A REGISTERED PROPRIETOR MAY APPOINT AN AUTHORIZED PERSON FOR PURPOSES OF DEPOSITING AT AND RECEIVING OF DOCUMENTS FROM MZOs PURSUANT TO THE PROVISIONS OF SECTION 196 OF THE REGISTRATION. THE AUTHORITY SHALL INDICATE THE PURPOSE AND SCOPE OF THE APPOINTMENT, THE TIME FOR COMPLETION OF THE TASK AUTHORIZED, A REQUIREMENT FOR THE EXERCISE BY THE AUTHORIZED PERSON OF DUE DILIGENCE AND FOR THE RETURN OF THE DEPOSITED DOCUMENTS BY A SPECIFIED DATE, AND THE CONTACT AND PHYSICAL ADDRESS OF THE OFFICE OF THE AUTHORIZED PERSON.

ON DEPOSIT OF DOCUMENTS BY AN AUTHORIZED PERSON AT EVERY MINISTRY ZONAL OFFICE (MZO), HE OR SHE SHALL BE REQUIRED TO PRODUCE ALL THE FOLLOWING DOCUMENTS AND IN RETURN, TO DEMAND TO BE ISSUED WITH AN **ACKNOWLEDGEMENT RECEIPT OF DEPOSITED DOCUMENTS:-**

1. THE WRITTEN AUTHORIZATION OF THE REGISTERED PROPRIETOR CONTAINING HIS OR HER MOBILE PHONE NUMBER, EMAIL ADDRESS, PHOTOGRAPH, AND A COPY OF HIS OR HER NATIONAL IDENTITY CARD AND/OR PASSPORT SIGNED BY THE HOLDER
2. A LETTER OF BIO-METRIC IDENTIFICATION AND AUTHENTICATION OF THE IDENTITY OF THE REGISTERED OWNER AND THE OTHER PARTY TO A LAND TRANSACTION, TO BE ISSUED BY THE NATIONAL IDENTIFICATION AND REGISTRATION AUTHORITY (NIRA)
3. A COPY OF A VALID PRACTICING CERTIFICATE OF THE AUTHORIZED PERSON
4. A COPY OF A CERTIFICATE OF APPROVAL OF CHAMBERS OR REGISTERED OFFICE
5. A COPY OF THE IDENTITY CARD OF THE AUTHORIZED PERSON ISSUED BY HIS OR HER THE PROFESSIONAL BODY
6. A BANK-PAYMENT SLIP EVIDENCING THE PASSING OF CONSIDERATION BETWEEN THE VENDOR AND PURCHASER, IN CASE AN INSTRUMENT OF TRANSFER OF LAND, LEASE OR MORTGAGE.

DATED THIS..... 20<sup>th</sup>..... DAY OF..... July..... 2018.

  
OPIO ROBERT

AG. COMMISSIONER FOR LAND REGISTRATION