



THE REPUBLIC OF UGANDA

MLHUD Transactions Procedures Series 7

How to carry out a sub division on Mailo land

Step 1

The Applicant must have in his/her possession a duplicate Certificate of Title, fully filled Mutation Form, and two authentic Passport photographs of the owner (seller). The Mutation Form must have been stamped by the registered Surveyor, fully filled by the registered owner, dated and signed by all the necessary Parties.

Step 2

The Applicant presents the Originals and a Photocopy of the documents to the Mailo registry for checking and approval of the subdivision, in order to proceed. The documents are received and the photocopy is stamped 'Received' and returned to the Applicant.

Step 3

The Applicant checks after 5 working days to pick the documents. The applicant presents the photocopy of the documents stamped on received and on collection it is stamped 'Returned'.

Step 4

On presentation of the Approved Mutation Form from the District Surveyor, with an Area Schedule, Receipts of checking fees, Deed Plan fees, registration fees, and the duplicate Certificate of title and passport photographs, and a set of photocopied documents, the Applicant submits them to the Mailo registry. The photocopy is stamped 'Received' and returned to the applicant.

Step 5

The applicant is asked to check after 10 – 25 working days.

Step 6

The Applicant presents identification documents and the Photocopies to collect the Duplicate Certificates of Title. The applicant signs for the Titles and the Photocopy is stamped 'Returned' on completion.

Documents required: Duplicate Certificate of Title, Mutation Form set of Passport photographs, Deed Prints, and General receipts of Payment.

Fees paid: Registration fees – 10,000/= per title created.

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Available on Ministry website: www.mlhud.go.ug