



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

PUBLIC NOTICE

GUIDELINES ON DEPOSIT OF DOCUMENTS FOR REGISTRATION AT THE MINISTRY ZONAL OFFICES

TAKE NOTICE THAT WITH EFFECT FROM THE 2nd JULY 2018:

1. ALL INSTRUMENTS OF SUBDIVISIONS, TRANSFERS, LEASES AND MORTGAGES DEPOSITED FOR REGISTRATION AT ALL THE MINISTRY ZONAL OFFICES (MZOs) SHALL BE SUBMITTED BY THE REGISTERED OWNER IN PERSON, WHO SHALL APPEAR TOGETHER WITH THE TRANSFEREE, LESSEE OR MORTGAGEE AND WITNESSES AT THE MZO FRONT DESK FOR IDENTIFICATION.
2. IN ADDITION TO CONCISELY STATING MONEY CONSIDERATION IN A TRANSFER INSTRUMENT, A COPY OF THE BANK PAYMENT SLIP SHALL BE PRODUCED AT THE FRONT DESK AS PROOF OF FULL PAYMENT OF CONSIDERATION FROM THE BANK ACCOUNT OF THE TRANSFEREE TO THE BANK ACCOUNT OF THE TRANSFEROR (S.92(1) OF THE RTA).
3. NO DUPLICATE CERTIFICATE OF TITLE SHALL BE RECEIVED FROM OR DELIVERED BACK TO ANY OTHER PERSON, OTHER THAN THE REGISTERED OWNER, WHO SHALL UPON DEPOSIT OF THE SAME, DEMAND FOR AN **ACKNOWLEDGEMENT RECEIPT OF DEPOSITED DOCUMENTS** FROM THE FRONT DESK OF THE MZO (S.196 OF RTA);
4. ADVOCATES MUST BE HOLDERS OF VALID CERTIFICATES OF LEGAL PRACTICE AND APPOINTMENT LETTERS FROM REGISTERED OWNERS; ADVOCATES SHALL APPEAR TOGETHER WITH THE REGISTERED OWNERS AND THE TRANSFEREES, LESSEES OR MORTGAGEES AND WITNESSES FOR IDENTIFICATION AT THE MZO FRONT DESK(S.195 OF RTA)
5. COMPLAINTS ABOUT LAND REGISTRSTION SERVICES AT MZOs SHALL BE ADDRESSED TO THE COMMISSIONER FOR LAND REGISTRATION, CENTURY HOUSE PLOT 1-3 PARTLIAMENT AVENUE, KAMPALA.

Opio Robert
Opio Robert

AG.COMMISSIONER FOR LAND REGISTRATION

2-7-2018