

GUIDE TO CLIENTS AT THE MINISTRY ZONAL OFFICE (MZO)

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Enquire from the officer at the reception the **list of documents required** and **fees payable** for your transaction.

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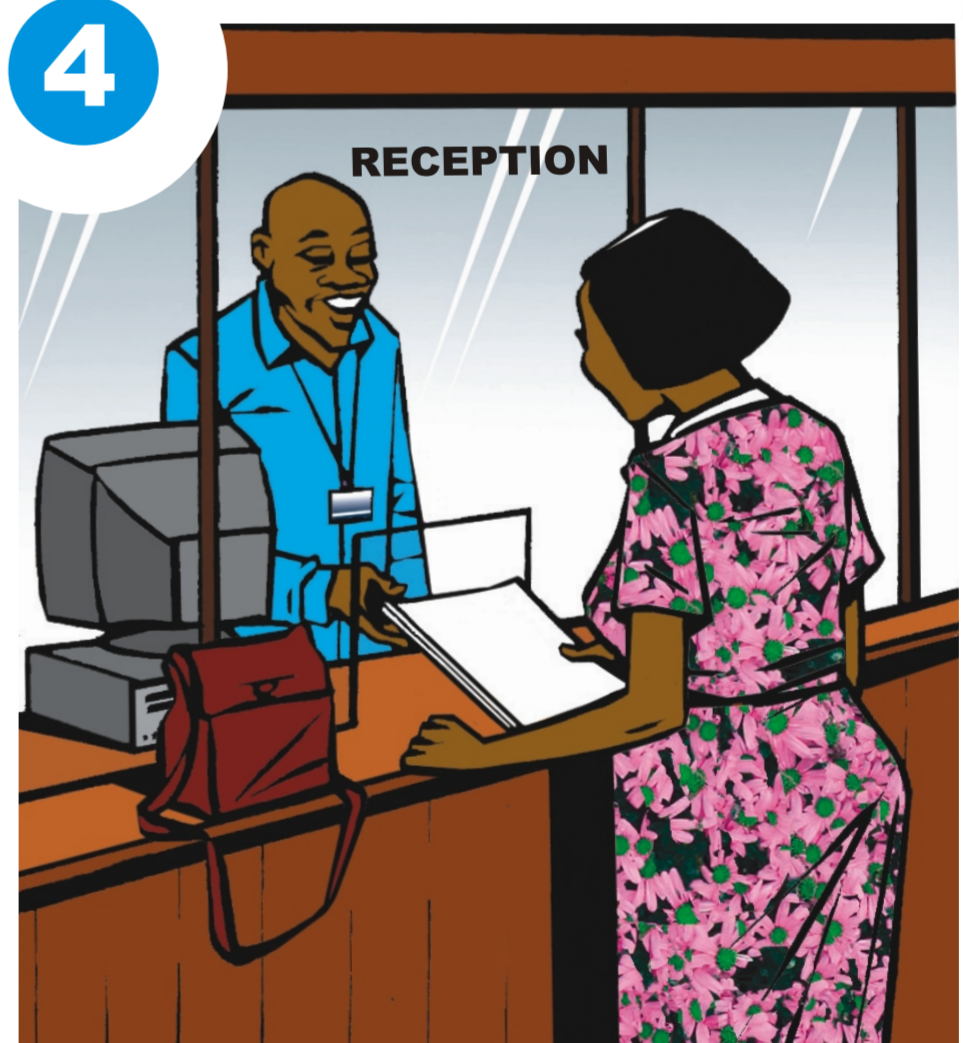


Present full set of completed forms and documents as specified on the list, general receipts of payment and photocopies of all of these in triplicate.

Always request a dated stamp on your original when submitting documents to the Ministry Zonal Office (MZO).

The Ministry will provide an **acknowledgement of lodgment** when the complete set of documents is submitted for title establishment.

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Return to the MZO on the date indicated on the receipt, present the dated stamp photocopies as an acknowledgement of submission and receive the finalized transaction or an update on.

If you are dissatisfied with the service, direct all complaints to the Head of the MZO. If still not satisfied, report the matter to the respective Commissioner of Land Administration, Land Registration, or Surveys and Mapping at the Ministry Head Quarters.