

STATUTORY INSTRUMENTS

2004 No. 100.

THE LAND REGULATIONS, 2004
(Under Section 93 of the Land Act, Cap 227)



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STATUTORY INSTRUMENTS

2004 No. 100.

THE LAND REGULATIONS, 2004.

(Under Section 93 of the Land Act, Cap 227)

IN EXERCISE of the powers conferred upon the Minister responsible for Lands by section 93 of the Land Act, these Regulations are made this 16th day of December, 2004.

PART I—PRELIMINARY.

1. Citation

These Regulations may be cited as the Land Regulations, 2004.

2. Interpretation

In these Regulations, unless the context otherwise requires—

"Act" means the Land Act;

"approximate north direction" means the direction a person faces when the right hand side points to the direction where the sun rises and the left hand side points to the direction where the sun sets;

"aquacultural products" includes fish, shellfish, and plants grown in water;

"area land committee" means a land committee established under section 64 of the Act;

"association" means a communal land association established under section 15 of the Act;

"authenticated agreement" means a binding and written agreement between the parties to a process of mediation facilitated by the mediator and signed by the parties and the mediator;

"board" means a district land board established by article 240 of the Constitution and section 56 of the Act;

- "certificate of customary ownership" means a certificate in the prescribed form and issued under section 7 of the Act;
- "certificate of occupancy" means a certificate in the prescribed form and issued under section 33 of the Act;
- "committee" means a land committee established under section 64 of the Act;
- "commission" means the Uganda land commission established under article 238 of the Constitution and section 46 of the Act;
- "customary tenure" means a system of land tenure regulated by customary rules, which are limited in their operation to a particular description or class of persons the incidents of which are described in section 3 of the Act;
- "district registrar" means a district registrar of titles as defined in sections 3 and 41 of the Act;
- "external consultant" means an external consultant to the district land board and includes a technical officer from another district or from the centre and where necessary, from the private sector as specified in regulation 94;
- "freehold tenure" means the holding of registered land in perpetuity subject to statutory and common law qualifications the incidents of which are described in section 3 of the Act;
- "horticultural products" includes vegetables, flowers, fruit and shrubs grown for ornamental purposes;
- "interest in the proceedings" means an interest, pecuniary or otherwise, that could conflict with the proper performance of a person's functions in hearing and determining any matter and includes an interest of a blood relative or a relative by marriage;
- "land tribunal" means a district land tribunal established under section 74 of the Act;
- "lender" means and includes a mortgagee or transferee of a mortgage;
- "mediator" means a person appointed as a mediator under section 89 of the Act;
- "official seal" means a metallic impression, stamped on a document to show that it is genuine and carries the authority of a particular person or organisation;
- "parcel file (PF)" is the file in reference to a parcel as specified in regulation 62 of these Regulations;

"PIN" means Parcel Identification Number, which shall include the codes of the district, county, sub-county, parish and village;

"profit á prendre" is a right vested in a person to enter upon the land of another person and take from it a profit of the soil such as clay, sand, game, herbs, grass and firewood. The profit must be something out of the land itself as distinguished from taking a profit by use of the land.

"recorder" means a recorder established under section 68 of the Act.

PART II—FUNCTIONS OF COMMITTEES, BOARDS AND THE COMMISSION.

3. Application for certificate of customary ownership

An application for a certificate of customary ownership shall be in Form 1 specified in the First Schedule to these Regulations.

4. Application for certificate of occupancy

An application for a certificate of occupancy shall be in Form 2 specified in the First Schedule to these Regulations.

5. Consent to grant certificate of occupancy

The registered owner shall grant consent to an applicant for a certificate of occupancy in Form 2 specified in the First Schedule to these Regulations within six weeks after receiving the decision of the committee on the boundaries of the land occupied by the tenant by occupancy.

6. Appeal against owner's refusal to consent

Where consent is not granted by the registered owner after six weeks from the date of receipt of the committee's determination, a tenant by occupancy may appeal to the land tribunal for the consent.

7. Terms and conditions of occupancy

The terms and conditions subject to which a tenant by occupancy shall occupy the land are—

- a) the tenant shall pay annual nominal ground rent to the registered owner;
- b) apart from ground rent, the registered owner shall not ask for any other form of payment from the tenant by occupancy;
- c) the tenant shall, with due regard to customary law, keep the land in accordance with the rules of good husbandry and in the case of planned areas, in accordance with planning regulations and shall not allow any part of the land to become impoverished, injured or deteriorated;
- d) any buildings on the land shall be kept in good and substantial repair, regard being had to their age, condition, and the materials with which they have been constructed;
- e) where the tenant decides to erect any permanent buildings, those buildings shall be made from good and substantial materials, due regard being had to the customs and practices of building permanent buildings in the locality of the tenancy;
- f) the tenant shall have quiet enjoyment of the tenancy without interruption from the registered owner;
- g) the registered owner or the tenant by occupancy shall not—
 - (i) place any obstruction on the land which may impede the use of any easement, or profit á prendre or usufructuary rights over the land; or
 - (ii) impose any condition or charge any fee on the use of any easement or profit á prendre or usufructuary right which would affect a benefit that any person is entitled to and to which the land is subject.

8. Acknowledgement of payment of annual ground rent

The registered owner shall, in writing, acknowledge receipt of the annual nominal ground rent from a tenant by occupancy which shall contain the following-

- a) a description of the land;
- b) the period for which the rent is paid;
- c) the amount that has been paid;
- d) the name of the registered owner and the tenant by occupancy; and
- e) the signature of the registered owner or his or her agent.

9. Non-payment of ground rent

A notice to a tenant by occupancy requiring that tenant to show cause why his or her tenancy should not be terminated for failure to pay rent shall be in Form 3 specified in the First Schedule to these Regulations.

10. Application to convert customary tenure to freehold

An application to convert customary tenure to freehold shall be in Form 4 specified in the First Schedule to these Regulations.

11. Decision of the board to convert customary tenure to freehold

The decision of the board on an application for conversion from customary tenure to freehold shall be in Form 4 specified in the First Schedule to these Regulations.

12. Application for grant of land in freehold

An application for a grant of land in freehold shall be in Form 4 specified in the First Schedule to these Regulations.

13. Conditions on conversion of customary tenure or leasehold to freehold

A board may attach to any conversion into freehold or to a grant of freehold any or all of the following conditions, limitations or restrictions—

- a) the freehold owner shall keep and use the land in accordance with the rules of good husbandry, due regard being had to the customary practices of land use in the area and to planning regulations in the case of planned areas;
- b) any buildings or other structures on the land shall, while they are in use, be kept in good and substantial repair;
- c) obstructions shall not be placed on the land which may impede the use of any easement or profit á prendre or usufructuary rights over the land and conditions shall not be imposed or fees charged on the use of any easement, or profit á prendre or usufructuary right which have been determined by the board to exist and to which the conversion or grant is made subject;
- d) any condition, restriction or limitation which is binding on the freehold owner shall, unless otherwise expressly provided for in the document of conversion or the grant, be binding upon all persons claiming an interest in the land; or
- e) any other condition the board may consider necessary or desirable.

14. Application for conversion of leasehold out of former public land to freehold

An application for conversion of leasehold out of former public land into freehold shall be in Form 5 specified in the First Schedule to these Regulations.

15. Procurement or acquisition of certificates of title by Uganda land commission

An application by the commission to procure or acquire a freehold title for land vested in it or acquired by Government shall be in Form 6 in the First Schedule to these Regulations.

16. Application for leasehold

An application for a leasehold in case of land held by the commission shall be in Form 7 and in case of land held by a board shall be in Form 8 in the First Schedule to these Regulations.

17. Notices

The notice of a hearing into any application before a committee, a board or the commission shall be in Forms 9 and 10 specified in the First Schedule to these Regulations.

18. Orders

An order requiring the attendance of a person or requiring a person to produce a document before a committee shall be in Form 11 or Form 12 specified in the First Schedule to these Regulations.

19. Summons

(1) A summons issued by the chairperson of a committee to a person to attend a hearing into an application made under sections 5, 11 and 33 of the Act shall be of not less than fourteen days' notice.

(2) A summons to which this regulation refers shall be in Form 13 specified in the First Schedule to these Regulations.

20. Oaths

An oath, which shall be administered by the chairperson of a committee, shall be in Form 14 or Form 15 specified in the First Schedule to these Regulations.

21. Procedure at hearing by committee

(1) In considering any application to which sections 5, 6, 7, 9, 11, 28 and 33 of the Act apply, a committee shall comply with the rules of natural justice in determining its procedure and shall—

- a) conduct the hearing in public but with due regard to order, decorum and fairness to all parties and shall make clear to any representatives appearing for any party that the committee will concentrate on the substance of the matter before it and administer substantive justice without undue regard to technicalities;
- b) exclude any member of the committee who has an interest in the proceedings, which interest such member of the committee shall be under a duty to declare, or on receiving sustainable objection from any of the parties;
- c) before the beginning of the hearing, decide what language may be used in the hearing;
- d) in reaching a decision on the language to be used, have regard to the language most commonly used and understood in the parish or urban area where the hearing shall take place and to the language or languages understood by the parties;
- e) provide for interpretation of the proceedings where necessary;
- f) before the hearing, determine and announce the hours of the day when the hearing will take place; except that in all cases, a hearing shall be held between eight o'clock in the morning and seven o'clock in the evening;

- g) permit an applicant or his or her representative and any other persons wishing to make representations to the committee to appear in person or by a representative;
- h) allow an applicant to state his or her case first and then be questioned on any aspect of it or be asked to give further information about it by any member of the committee or any other person claiming an interest in or having information about the land which is the subject of the application;
- i) after the applicant or his or her representative has put his or her case, allow any person claiming an interest in the land to put his or her case and be questioned on it by the committee and the applicant;
- j) allow any person, including the applicant, to make representations in person or in writing on which he or she may be questioned;
- k) where the committee intends to call evidence on any matter or issue, inform all the parties to the hearing of that fact and allow them to comment on and ask questions about that evidence;
- l) where the committee visits and inspects the land, which is the subject of the application, allow both the applicant or his or her representative and any other persons claiming an interest in the land to point out features of the land and make other remarks about the land and their interests in the land;
- m) keep notes of the proceedings made at the hearing including records of any visits made to the land in the course of the

- hearing either by the chairperson of the committee or an official appointed for the purpose by the chairperson;
- n) accept as evidence on the boundaries of the land the subject of the application—
 - (i) a statement on the boundaries by any person acknowledged in the community as being trustworthy and knowledgeable about land matters in the parish or the urban area;
 - (ii) simple or customary forms of identifying or demarcating boundaries using natural features and trees or buildings and other prominent objects;
 - (iii) human activities on the land such as the use of footpaths, cattle trails, watering points, and the placing of boundary marks on the land;
 - (iv) maps, plans and diagrams, whether drawn to scale or not, which show by reference to any of the matters referred to in subparagraph (ii) or (iii) the boundaries of the land;
 - o) have particular regard to the interests in the land, of women, children and persons with disabilities and ensure that all such interests are fully and properly considered and recorded;
 - p) exercise its discretion to adjourn a hearing, to facilitate the parties to the hearing to reconcile any differences they may have about their respective interests in the land and record any such agreement which is reached when the hearing recommences;
 - q) have regard to the desirability, at any time during or after a hearing has ended, of making a preliminary finding on

- any matter and where it does so, it shall invite the parties to comment on the finding either in person or in writing;
- r) try to reach a consensus on all decisions and where that is not possible, then a majority decision may be reached with the reasons for both the majority decision and the minority position being recorded in the report prepared for the board;
 - s) in deciding whether any issue has been proved before the committee, determine whether the facts have been proved on the balance of probabilities;
 - t) having regard to section 6 (6) (a) of the Act, prepare a report which shall include—
 - (i) the name of the committee;
 - (ii) the number of the hearing;
 - (iii) the names of the parties;
 - (iv) a summary of the evidence of the parties and all witnesses;
 - (v) the findings on all applications and claims together with the reason for those findings;
 - (vi) the recommendations on all applications and claims together with reasons for those recommendations;
 - (vii) a sketch and determination of the boundaries referred to in section 33(4) of the Act;
 - u) sign the report prepared in accordance with paragraph (t) of this regulation; and
 - v) subject to sections 6(6)(c) and 66(2) of the Act, submit its reports to the board once a month.

(2) Where an application under these Regulations is made in respect of any parcel of land which lies partly within one sub-county or division and partly

within another, the committee shall cause a notice to be forwarded to the chairperson of the committee of the other sub-county or division and thereafter a joint committee meeting of the affected sub-county or division shall proceed to deal with the application so far as it relates to that part of land that lies within the affected sub-counties or divisions in the manner prescribed by these Regulations.

(3) Members of both committees shall elect a chairperson for the joint meetings.

(4) The joint committee shall not make any decisions under Part III of these Regulations with respect to land which the subject of a dispute in any tribunal or court or which is pending the decision of a mediator exercising any functions under the Act.

(5) The quorum for any meeting of the area land committee shall be three.

22. Procedure at hearings by a board

(1) In holding hearings related to any application under regulations 10, 12 or 13, a board shall have regard to regulation 21 and shall, to the extent that it is relevant to do so, comply with that regulation.

(2) A board shall hold a hearing into an application for the conversion of a lease granted out of former public land to freehold—

- a) where it appears that all or any of the conditions referred to in paragraphs (a) to (e) of subsection (1) of section 28 of the Act have not been complied with and that it is in the interest of justice and fairness that a hearing be held to enable the applicant to satisfy the board on that matter;
- b) in any case where the application relates to land in excess of one hundred hectares, in order to determine whether it is in the public interest to permit the conversion, and to determine "public interest".

(3) On receipt of an application to convert a lease in respect of land in excess of one hundred hectares into a freehold, the board shall—

- a) advertise at the applicant's expense, for at least fourteen days in a newspaper with a wide circulation in the district where the land is located, and by other means as are intended to draw the matter to the attention of persons likely to be affected by the application; and the advertisement shall be in Form 16 specified in the First Schedule to these Regulations;
- b) determine on the basis of evidence brought before it whether or not it is in the public interest to convert the land, which is the subject of the application.

23. Procedure in connection with allocation of land by a board or the commission

(1) A person may apply to a board or the commission to be allocated land—

- a) in the case of a board, land in the district which is not owned by anybody;
- b) in the case of the commission, land held by it.

(2) On receipt of an application referred to in sub-regulation (1), the board or the commission may—

- a) advertise the application by giving notice of at least twenty one days in a newspaper with wide circulation in the district and by such other means as are likely to draw the matter to the attention of persons likely to be affected by the application within the district;
- b) invite any person to comment on or object to the application, giving reasons for any comment or objection;

- c) determine, after taking into account any comments or objections that may be made, in a meeting at which members of the public may be present, whether the applicant should be allocated the land for which application is made.

(3) A board or the commission may dispose of land held by it by auction, tender or direct offer.

(4) In making a decision under paragraph (c) of sub-regulation (2), the board or the commission shall consider—

- a) the proposed use of the land;
- b) the price offered for the land;
- c) planning concerns;
- d) environmental issues;
- e) any other relevant factors.

(5) Where a board or the commission decides not to allocate land to a person, the board or commission shall record its reasons for not doing so, and accordingly inform the applicant, including the right of appeal provided for under the Act.

(6) Any offer made by a board or the commission shall be—

- a) communicated to the offeree stating the terms and conditions of the offer;
- b) conditional upon payment of fees and other charges, in full or by instalment;
- c) conditional upon acceptance of the offer within a specified period.

(7) The lease offer or grant of freehold shall be in Form 17 in case of land held by the commission and Form 18 and 19 in case of land held by boards, specified in the First Schedule to these Regulations.

(8) In the performance of its functions under this regulation a board or the commission shall, to the extent that it is relevant to do so, comply with regulation 21 of these Regulations.

24. Functions of board with respect to compensation

A board shall, when compiling and maintaining a list of rates of compensation under paragraph (e) of subsection (1) of section 59 of the Act, take into account the following—

- a) compensation shall not be payable in respect of any crop which is illegally grown;
- b) as much time as possible shall be allowed for harvest of seasonal crops;
- c) the current market value of the crops and trees in their locality will form the basis of determining compensation;
- d) for buildings of non-permanent nature, replacement cost less depreciation will form the basis of compensation;
- e) disturbance allowance of—
 - (i) fifteen percent of the value stated in paragraphs (c) and (d) shall be payable where notice of six months or more is given; or
 - (ii) thirty percent of the value stated in paragraphs (c) and (d) shall be payable where notice of less than six months is given;

25. Procedure with respect to the commission's or the board's powers over buildings

In exercising its powers to erect, alter, enlarge, improve, or demolish any building or other erection on any land held by it under paragraph (b) of section 53 or paragraph (b) of subsection (2) of section 60 of the Act, the commission or the board shall—

- a) prior to exercising that power, give notice in Form 20 in case of the commission and Form 21 in case of a board specified in the First Schedule to these Regulations to any person residing in or using that building of its intention to exercise its power; and where the commission or the board proposes to demolish any building, give to any person residing in the building, not less than ninety days from the day notice is served to vacate the building.
- b) consider any representations, which may be made by any person to whom a notice under paragraph (a) of this regulation has been sent;

PART III—PARCEL IDENTIFICATION AND LAND DEMARCATION

26. Notice to interested parties

(1) For purposes of section 5(1)(a) and (b) of the Act, the committee shall, in accordance with section 6(2) of the Act, give notice in Form 9 specified in the First Schedule to these Regulations, of not less than two weeks to the applicants, owners of the adjacent land and other interested parties fixing the date and time of inspection of the land.

(2) For purposes of section 33(2) and (3) of the Act, upon receipt of notice from the registered owner, the committee shall give notice of not less than three weeks and not more than three months to the applicant, the registered owner, tenants by occupancy, if any, who are neighbours of the applicant and other interested parties fixing the date and time of inspection of the land.

(3) The notice under sub-regulation (2) shall be in Form 22 specified in the First Schedule to these Regulations.

27. Demarcation of boundaries

(1) The committee shall walk round the land, tracing, ascertaining, verifying, determining and marking the boundary of the land in the presence of the applicant, neighbours, owners of adjacent land and other interested parties.

(2) In marking of boundaries, the committee shall use boundary marks commonly used in the respective area.

(3) When marking the boundaries, turning points, corners and other changes in direction shall be given prominence and in between them, boundary marks shall be placed at such intervals that they can be easily seen one after the other.

28. Certification of boundaries

(1) The committee, the customary owner, at least one owner of neighbouring land and at least two adult residents of the area present at the time of inspection of the land, shall certify the correctness of the boundaries by signing Form 23 specified in the First Schedule to these Regulations.

(2) The committee, the registered owner or his or her duly appointed representative in the case of tenancy by occupancy, the applicant, at least one owner of neighbouring land and at least two adult residents of the area present at the time of inspection of the land shall certify the correctness of the boundaries by signing Form 24 specified in the First Schedule to these Regulations.

29. Boundary clearing and marking

Costs related to activities referred to in regulation 27, except remunerations to committee members, shall be borne by the applicant.

30. Maintenance of boundaries

Maintenance of the boundaries shall be the responsibility of the people sharing the established common boundaries.

31. Unit of measurement

The unit of measurement for boundaries shall be the metre.

32. Preparation of sketch

(1) In the process of demarcating the land, the committee shall prepare a sketch of the land.

(2) The sketch shall—

- a) in the case of a certificate of customary ownership, be drawn on Form 23 specified in the First Schedule to these Regulations;
- b) in the case of a certificate of occupancy, be drawn on Form 24 specified in the First Schedule to these Regulations;
- c) be drawn using a black ball point pen;
- d) be made of connected straight lines forming a closed shape;
- e) indicate along the lines the approximate distances in metres between successive marked points drawn as crosses;
- f) indicate the names of the owners and occupants of all the adjacent parcels of land;
- g) show the approximate North direction; and
- h) indicate prominent reference features of a permanent nature, if any, on or near the land, including paths, roads, tracks, rivers, permanent buildings, rocks, trees, and other necessary features.

33. Methods of measurement

(1) The boundaries shall be measured using a tape; it shall not be necessary to draw the sketch to scale and the total area shall be estimated.

(2) Where an applicant wishes to determine the actual area of the land he or she may arrange and pay for the services of a land surveyor.

34. Recording of rights of way

A right of way shall be indicated on the sketch by dotted lines and shall be clearly described.

35. Distribution of sketch

(1) The committee shall, in the case of an application for a certificate of customary ownership, produce three copies of the sketch.

(2) The original shall be sent to the board, a copy shall be given to the applicant and the committee shall retain a copy.

(3) Where an application for a certificate of customary ownership is approved, the board shall make copies of the sketch and—

- a) retain one copy for its records;
- b) send the original and a copy to the recorder for purposes of issuing a certificate of customary ownership.

(4) The committee shall, in the case of an application for a certificate of occupancy, produce five copies of the sketch—

- a) the original and a copy of the sketch shall be sent together with the consent of the registered owner or the tribunal, as the case may be, to the recorder through the board for purposes of issuing a certificate;
- b) copies of the sketch shall be given to the applicant and the registered proprietor; and
- c) a copy shall be retained by the committee.

36. Notification of survey of land held under certificate of customary ownership

(1) Where a certificate of customary ownership is issued and the land is subsequently surveyed, the board shall inform the recorder of the area surveyed and submit a certified plan.

(2) The notification shall be in Form 25 specified in the First Schedule to these Regulations.

37. Notification of survey of land held under certificate of occupancy

Where a certificate of occupancy is issued and the land is subsequently surveyed with the consent of the owner, the notification shall be submitted to the recorder in Form 26 specified in the First Schedule to these Regulations.

38. Parcel Identification Number

A parcel of land for which a certificate of customary ownership or a certificate of occupancy is issued shall bear a unique Parcel Identification Number (PIN), which shall be given by the recorder.

39. Subdivisions

Where there is a sub-division of a registered parcel—

- a) the parent parcel shall retain the old PIN and new PIN assigned to the new parcel;
- b) in the case of a certificate of customary ownership, the sub-division shall be recorded in Form 27 specified in the First Schedule to these Regulations;
- c) in the case of a certificate of occupancy, the sub-division shall be recorded in Form 28 specified in the First Schedule to these Regulations.

40. Existing plans

Where certified plans already exist, in the case of a certificate of customary ownership, the certified plans shall be forwarded with the application to the committee.

**PART IV—REGISTRATION OF LAND, RIGHT OF OCCUPANCY AND
RELATED TRANSACTIONS.**

41. Registry of the recorder

A recorder shall establish, keep and maintain—

- a) an Abstract Book;
- b) a PIN Allocation Book;
- c) a register of certificates of customary ownership;
- d) a register of certificates of occupancy;
- e) a parcel file (PF).

42. Presentation of documents

The board shall send its decision and a sketch in Forms 1 and 23, respectively, specified in the First Schedule to these Regulations to the recorder to issue a certificate of customary ownership.

43. Consent of registered owner

The board shall send the consent of the registered owner and a sketch of the land in Forms 2 and 24 respectively, to the recorder to issue a certificate of occupancy.

44. Manner of registration by recorder

Upon receipt of either the decision of the board and a sketch or the consent of the registered owner and the sketch referred to in regulations 42 and 43 of these Regulations, the recorder shall acknowledge receipt thereof and record them in the Abstract Book in such a manner as to observe priority.

45. Abstract Book

The Abstract Book shall be in Form 29 specified in the First Schedule to these Regulations.

46. Priority of transactions

All subsequent transactions shall be recorded in the Abstract Book in such a manner as to observe priority in accordance with regulation 47 of these Regulations.

47. Endorsing document with particulars of transaction

Immediately after entering a transaction in the Abstract Book, the recorder shall copy from the Abstract Book the particulars of the transaction relating to number, date and time of presentation and endorse them on the document.

48. Endorsed particulars, etc, to form basis of entries

The endorsed particulars shall form the basis of entries on to the certificate and will in addition be part of other information obtained from the document presented for registration.

49. PIN Allocation Book

When issuing a certificate of customary ownership or certificate of occupancy, the recorder shall, immediately after endorsing the particulars on a document, record the transaction in the PIN Allocation Book and allot a Parcel identification Number (PIN) and the PIN shall be used to issue a certificate.

50. Form of PIN Allocation Book

The PIN Allocation Book shall be in Form 30 specified in the First Schedule to these Regulations.

51. Certificate of customary ownership

(1) The recorder shall issue a certificate of customary ownership in duplicate.

(2) The recorder shall keep the original certificate and give the duplicate certificate to the customary owner of the land.

52. Form of certificate of customary ownership

A certificate of customary ownership shall be in Form 31 specified in the First Schedule to these Regulations.

53. Certificate of occupancy

(1) The recorder shall issue a certificate of occupancy in triplicate.

(2) The recorder shall keep the original certificate and give the duplicate to the occupant and send the triplicate to the registrar of titles.

(3) The registrar shall use the triplicate to note an incumbrance of occupancy on the certificate of title.

54. Form of certificate of occupancy

A certificate of occupancy shall be in Form 32 specified in the First Schedule to these Regulations.

55. Completion of registration

(1) Registration of any document shall be completed when the recorder signs entries on the certificate and certifies by signing a memorandum on the document presented for registration.

(2) The signature of the recorder appended, as stated in sub-regulation (1) on the certificate and the document is conclusive evidence of registration.

56. Registration not to cure defects or confer validity

The issuing of a certificate or registration of any document shall not cure any defect in a land transaction nor confer upon any certificate or other document any validity which it would otherwise not have, except so far as provided in the Act and these Regulations.

57. Transactions

(1) A holder of a certificate of customary ownership may transfer, lease, sub-let, assign or mortgage his or her customary ownership subject to the necessary consents.

(2) A holder of a certificate of occupancy may transfer, lease, sub-let or assign his or her right of occupancy subject to the consent of the land owner.

(3) A transfer or assignment shall be in Form 33 specified in the First Schedule to these Regulations.

(4) A lease or sub-lease shall be in Form 34 specified in the First Schedule to these Regulations.

(5) A mortgage or a pledge shall be in Form 35 specified in the First Schedule to these Regulations.

(6) When the borrower has fulfilled the terms and conditions of a mortgage or a pledge the lender shall execute a release of the mortgage or pledge in Form 36 specified in the First Schedule to these Regulations.

58. Lodging of a caveat

Any person having a claim or interest in land or right of occupancy, which is subject of a transaction, may lodge a caveat in Form 37 specified in the First Schedule to these Regulations.

59. Recorder may reject a caveat

The recorder shall not accept the caveat unless the caveator has made a declaration in Form 37 specified in the First Schedule to these Regulations, verifying the truth of a claim stated in the caveat.

60. Effect of a caveat

The effect of a caveat is to prevent any transfer, sell, exchange, pledge, mortgage, lease or change in ownership or any transaction affecting the land or right of occupancy.

61. Removal of a caveat

- (1) A caveat may be removed—
- a) by voluntary withdrawal by the caveator in Form 38 specified in the First Schedule to these Regulations;

- b) upon an order of a land tribunal on an application by a registered customary owner or a tenant by occupancy for removal of a caveat;
 - c) where it lapses.
- (2) A caveat shall lapse where—
- a) a registered customary owner or tenant by occupancy applies to the recorder for its removal in Form 39 specified in the First Schedule to these Regulations;
 - b) the recorder gives notice of thirty days from the date of service, to the caveator to obtain an order from the land tribunal to delay or prevent its removal, but no such order is produced within the specified time.

62. Parcel File

A Parcel File (PF) shall be a folder where the recorder shall keep certificates of customary ownership or certificates of occupancy, documents forming the basis of registration, correspondences, and any other necessary documents.

63. Documents to be presented in person

(1) Documents related to land transactions shall be presented to or collected from the recorder by the customary owner or the tenant by occupancy or by an authorised person.

- (2) Authorisation shall be either by—
- a) a power of attorney; or
 - b) an order of a court or a land tribunal; or
 - c) a letter signed by the owner or the occupant.

64. Consent to transactions

(1) The recorder or registrar shall not register any transaction where the consent required under section 34 or 39 of the Act is not produced, except where there is an order of the tribunal or a court to dispense with that consent.

(2) The application of a tenant by occupancy for consent of the registered owner to a transaction shall be in Form 40 specified in the First Schedule to these Regulations.

(3) The consent of a spouse(s) required for any land transaction under the Act shall be in Form 41 specified in the First Schedule to these Regulations.

65. Time of grant of consent

The consent to a transaction required under sections 34 or 39 of the Act shall be granted within six weeks from the date on which the application is received.

66. Variation of forms

The forms contained in the Schedules to these Regulations may be modified or altered to suit the circumstances of every case; and any variation from such a form not being a matter of substance shall not affect its validity or regularity, but shall attract a prescribed fee.

67. Power of recorder to correct mistakes, errors and omissions

The recorder may, where it is brought to his or her attention in writing or on his or her own motion, correct typographical or clerical errors, mistakes or omissions in the records kept in accordance with regulation 41 of these Regulations.

68. Substitute certificate

(1) Where the original certificate of customary ownership or certificate of occupancy is lost or torn or destroyed, the recorder may make a copy of it containing all the entries based on information from all the records in the office and other sources.

(2) The recorder shall endorse on the copy that it is a substitute certificate.

69. Special certificate

(1) Where the duplicate certificate of customary ownership or certificate of occupancy is lost, torn or destroyed, the recorder may, upon application by the owner or occupant, supported by a declaration in Form 42 specified in the First Schedule to these Regulations, make a copy of it containing all entries appearing on the original or substitute certificate.

(2) The recorder shall endorse on the copy that it is a special certificate.

(3) The recorder shall advertise the application by notice at sub-county, division, town council and district headquarters where the land is located for thirty days before issuing a special certificate.

70. Finding original certificate

(1) When the lost original certificate of customary ownership or certificate of occupancy is found, the recorder shall update it and cancel the substitute certificate.

(2) The cancelled substitute certificate shall be kept in the PIN File.

71. Finding duplicate certificate

(1) When the lost duplicate certificate of customary ownership or certificate of occupancy is found, the recorder shall update it and cancel the special certificate.

(2) The cancelled special certificate shall be kept in the parcel file.

72. Search and inspection of records

(1) Any person may, upon payment of a fee prescribed in Part A of the Second Schedule to these Regulations and during working hours—

a) inspect the parcel file;

b) search and obtain a copy of any document in the parcel file.

(2) A copy of any of the documents certified by the recorder will be admissible in evidence.

73. Notice to correct errors in the register book

A notice to a person likely to be affected by the exercise of powers of the registrar specified in section 91 of the Act shall be in Form 43 specified in the First Schedule to these Regulations.

PART V—COMMUNAL LAND ASSOCIATIONS.

74. Application to registrar to form a communal land association

An application to the district registrar of titles to form an association shall be in Form 44 specified in the First Schedule to these Regulations.

75. Notice to convene a meeting

(1) A notice to convene a meeting to form an association shall be in Form 45 specified in the First Schedule to these Regulations.

(2) A copy of the notice shall be put in a prominent place on the land and other prominent places such as places of worship, schools, market places and administrative offices.

76. Certificate of acceptance of the constitution of a communal land association

A certificate of the district registrar of titles that a constitution of an association complies with the provisions of subsection (3) of section 17 of the Act shall be in Form 46 specified in the First Schedule to these Regulations.

77. Application for incorporation of officers of a communal land association

An application to the district registrar for the incorporation of the officers of an association, which has voted to approve a certified constitution, shall be in Form 47 specified in the First Schedule to these Regulations.

78. Certificate of incorporation

The district registrar shall issue a certificate of incorporation of the officers of an association in Form 48 specified in the First Schedule to these Regulations, upon submission of the following—

- a) an application by the officers for incorporation;
- b) a resolution by members to incorporate;
- c) a resolution by members electing officers as a management committee of the association;
- d) certification of compliance with the model constitution; and
- e) an approved constitution.

79. Application for dissolution of a communal land association

An application to the district registrar for the dissolution of an association shall be in Form 49 specified in the First Schedule to these Regulations.

80. Notice of dissolution

Upon consenting to the dissolution, the district registrar of titles shall give notice of the dissolution in Form 50 specified in the First Schedule to these regulations.

81. Model constitution

The contents of the model constitution of an association may be as prescribed in the Third Schedule to these Regulations.

82. Model common land management scheme

The contents of a model common land management scheme which shall be prepared by an association shall be in accordance with the provisions of sections 25 and 26 of the Act and in addition shall—

- a) make provision for the right to appeal to a land tribunal by a member of an association excluded from using the

- common land against that exclusion or against any other penalty imposed on that member under the scheme; and
- b) take into account any guidance issued by the district registrar of titles in that regard.

83. District register of associations

A district registrar of titles shall keep a register of incorporated associations to be called "The District Register of Associations" and shall register in the manner provided for in these Regulations all associations, which have been incorporated in accordance with the Act and are operating within the district.

84. Form of register of associations

The register of associations shall be in Form 51 specified in the First Schedule to these Regulations.

PART VI—MEDIATION

85. Invitation to mediator

An invitation to a mediator to assist the parties referred to in section 30 of the Act to reach an agreement shall be in Form 52 specified in the First Schedule to these Regulations.

86. Time for negotiations

The time for which negotiations between the parties may continue before either party can invite the mediator to assist in the negotiations shall be six months from the commencement of the day of negotiations.

87. Mediation in respect of applications

(1) The mediator may, on being requested to do so, assist the parties in negotiation to resolve any differences they may have over an application or any part of the application.

(2) The assistance may be in respect of—

- a) an application for a certificate of customary ownership; or
- b) an application to convert customary tenure to freehold tenure; or
- c) an application to sub-divide land held by an association and to transfer portions of the sub-divided land to individuals.

88. Mediation in respect of any other dispute over land

When requested to do so by the parties to a dispute over land, and the dispute has not been referred to a land tribunal, or where a dispute being the subject of a hearing before a land tribunal is adjourned to allow mediation, the mediator may assist the parties to resolve such dispute.

89. General principles of mediation

(1) In exercising any functions of mediation under the Act or these Regulations, a mediator shall have regard to the following—

- a) guidance by the principles of objectivity, fairness and justice, giving consideration to, among other things, the rights and obligations of the parties, the customary and statutory laws and traditional practices on land, having due regard to the constitutional provisions of the association, and the circumstances surrounding the matter including any previous dealings or disputes between the parties;
- b) conduct the mediation in such a manner, as he or she considers appropriate, taking into account the wishes of the parties, the circumstances of the case and the desirability of reaching a speedy settlement of the dispute;
- c) meet or communicate with the parties together or separately;

- d) at any stage of the proceedings make proposals, either orally or in writing and with or without reasons for the settlement of any dispute between the parties;
- e) as a result of mediation, when it appears that there are elements of an agreement or settlement which may be acceptable to the parties, formulate the terms of the agreement or settlement and explain the terms to the parties and after receiving those comments from the parties, reformulate those terms taking into account those comments.

(2) Where an agreement or settlement has been reached between the parties, the mediator shall draw up a written agreement, which, once all parties have signed it, shall be binding, on the parties.

(3) The written agreement shall be authenticated by the mediator; and copies of the authenticated agreement shall be given to the parties.

(4) Where no agreement or settlement has been reached between the parties, either party to the dispute may refer the matter to the land tribunal.

90. Allowance for the mediator

A mediator appointed by a land tribunal shall be paid such allowance as may be prescribed in the second schedule of these regulations.

PART VII—MISCELLANEOUS.

91. Preparation of documents

The office of titles shall prepare documents on behalf of a board or the commission for facilitating the registration and transfer of interests in land.

92. Consent to assign or sublet land held under a lease granted out of former public land

(1) A lessee shall not assign or sub-let land leased out of former public land without the prior written consent of a board or the commission

(2) Transfers, assignment, leases or sub-leases in respect of registered land shall comply with the requirements in Form 53 specified in the First schedule to these Regulations.

(3) Sub-regulations (1) and (2) above shall not apply in cases of transmission of interest in land upon death.

(4) An application for approval of dealing in land shall be in Form 53 in specified in the First Schedule to these Regulations.

93. Delegation of functions

Functions of a board or the commission under the Act which are specified in the Fourth Schedule to these Regulations are delegated to officers specified in that Schedule; except that such delegation shall not divest the board or the commission of the delegated powers.

94. Provision of technical services

A district where technical services are not available to facilitate a board in the performance of its functions under the Act may obtain services of external consultants either from the central Government or from another district or from any other lawful source on such terms and conditions as may be mutually agreed.

PART VIII—FEES.

95. Fees

(1) The fees specified in the second column of the Second Schedule to these Regulations shall be the fees payable in respect of any of the activities specified in the first column of that Schedule.

(2) Any transaction in these Regulations shall be in a prescribed form specified in the First Schedule to these Regulations and any variations shall attract a fee as prescribed in the Second Schedule to these Regulations.

PART IX—REVOCATION.

96. Revocation

The Land Regulations, 2001 are revoked.

—————

SCHEDULES

Regulation 3

FIRST SCHEDULE

THE REPUBLIC OF UGANDA
THE LAND ACT CAP 227
THE LAND REGULATIONS, 2004.

FORM 1

APPLICATION FOR CERTIFICATE OF CUSTOMARY OWNERSHIP

PART I: (To be filled by the applicant in triplicate)

1.

<i>Full Name (Surname first)</i>	<i>Sex (M/F)</i>	<i>Age</i>	<i>Marital Status</i>	<i>Citizenship</i>
(i)
(ii)
(iii)
(iv)
(v)

(Add as necessary)

2.

Address	(i) permanent
	(ii) Contact

3. Location of land:

Village/Zone
Parish/Ward
Sub-county/Town
County/Division
District

4. Approximate area (ha).

5. Use or occupation of land (e.g. farming, housing, family dwelling).
.....
.....

6. Names of owners of adjacent land

.....
.....

- 7. (a) Do you want to hold the land as a family? YES/NO
- (b) Do you want to hold the land as a community? YES/NO
- If yes, state shares (fractions or percentages)
- (c) Do you want to hold the land as individual(s)? YES/NO

Signature/Thumbprint of applicant(s)

- (i)
- (ii)
- (iii)
- (iv)

Date of application.....

PART II: *(For official use only)*

Remarks and recommendations of area land committee

.....
.....
.....
.....

Name and signature of members of committee

- (i)
- (ii)
- (iii)
- (iv)
- (v)

Official stamp

Date

PART III

Decision of district land board

The application is approved/rejected/deferred*

The application is approved upon the following terms and conditions

.....
.....
.....

The application is not approved due to the following reasons:

.....
.....
.....

d) Minute number

Official seal

Name and signature

Chairperson, district land board

Name and signature.....

Secretary, district land board.....

Date

*Delete whichever is inapplicable

Regulations 4 and 5

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227

THE LAND REGULATIONS, 2004

FORM 2

APPLICATION FOR
CERTIFICATE OF OCCUPANCY/GRANT OF CONSENT

PART I: (To be filled by the applicant in quadruplet)

1.	<i>Full Name</i> <i>(Surname first)</i>	<i>Sex</i> <i>(M/F)</i>	<i>Age</i>	<i>Marital</i> <i>Status</i>	<i>Citizenship</i>
(i)
(ii)
(iii)
(iv)
(v)
	(Add as necessary)				

2. Address (i) Permanent

(ii) Contact

3. Location of land the subject of application:
Village/Zone
Parish/Ward.
Sub-county/Town
County/Division.
District

4. Approximate area (ha)

5. Use or occupation of land (e.g. farming, housing, family dwelling)

6. Names of owners of adjacent land
.....
.....
.....
.....

7. Date of commencement of occupancy

8. State how you came to occupy the land
.....
.....

- 9. a) Do you wish to hold the land as a family? YES/NO
- b) Do you wish to hold the land as a community? YES/NO
If yes, state shares (fractions or percentages)
- c) Do you wish to hold the land as individual(s)? YES/NO

I am/We are requesting your consent to my/our application to register my/our tenancy by occupation in the office of the recorder and obtain a certificate of occupancy.

Name and Signature/Thumbprint of applicant(s)

- (i)
- (ii)
- (iii)
- (iv)

Date of application

PART II: (To be filled by the registered owner)

Notice is hereby given to the committee that I/we have received the above application for a certificate of occupancy. I/We hereby forward the application for your verification and further action.

Name and signature of registered owner(s)

.....
.....
.....
.....

Date

PART III: (To be filled by the committee)

..... Area land committee has determined, verified, and demarcated the boundaries of the land as contained in the attached sketch/Plan on Form 24.

Other remarks

.....
.....
.....

Name and signature of Chairperson

.....

Area land committee

Official stamp

Date

PART IV: (To be filled by the registered owner)

A: I/We the registered owner(s) of land of the above particulars hereby grant/do not grant* consent to your application to register a tenancy by occupancy.

*(Delete whichever is inapplicable)

B: Reasons for refusal.

.....
.....
.....
.....
.....

.....
.....

Name and signature of registered owner(s)

.....
.....
.....
.....

Witness:

.....
.....

Date

*This form should be presented to the board for forwarding to the recorder for issuance of a certificate of occupancy in accordance with section 33 (8) of the Act.

Regulation 9

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

FORM 3

NOTICE TO SHOW CAUSE WHY TENANCY SHOULD
NOT BE TERMINATED FOR NON-PAYMENT OF RENT

To: Mr/Mrs/Miss/Ms*

*(Delete whichever is inapplicable)

TAKE NOTICE that the ground rent on your tenancy on the registered piece of land described as is in arrears for more than two years.

You are requested to show cause, within six months of receipt of this notice, why your tenancy should not be terminated.

Name and signature of registered owner(s) or his or her agent(s)

.....
.....
.....
.....

Date.

Copy to: area land committee

Regulations 10,11,12.

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227

THE LAND REGULATIONS, 2004.

FORM 4

APPLICATION FOR CONVERSION FROM
CUSTOMARY TENURE TO FREEHOLD TENURE/GRANT OF FREEHOLD*

PART I: (To be filled by applicant in triplicate)

1.	<i>Full Name (Surname first)</i>	<i>Sex (M/F)</i>	<i>Age</i>	<i>Marital Status</i>	<i>Citizenship</i>
(i)
(ii)
(iii)
(iv)
(v)
	(Add as necessary)				

2. Address.

3. Location of land the subject of application:
Village/Ward
Parish/Zone
Sub-county/Town

County/Division

District.

4. PIN (where applicable)

5. Approximate area (ha)

6. a) Is the land occupied?YES/NO

b) If occupied, by whom?

c) Claims of occupiers

.....

.....

d) State current use of the land (e.g. farming, housing, and dwelling house)

.....

e) State intended use of the land

7. Names of owners of adjacent land

.....

.....

.....

(Add as necessary)

8. a) We wish to hold the land as individual(s)

b) We wish to hold the land as a family

c) We wish to hold the land as a community*

If c) state shares (fractions or percentages)

*(Delete whichever is inapplicable)

Name and signature/Thumb print of applicant (s)

.....

.....

.....

.....

Date.....

PART II: (for official use only)

A: Remarks and recommendations of area land committee
(attach report)

.....

.....

.....

.....

Names and signatures of members of area land committee

(i)

(ii)

(iii)

(iv)

B: Decision of district land board

The application is approved/rejected/deferred*

The application is approved upon the following terms and conditions

.....
.....
.....

The application is not approved for the following reasons

.....
.....
.....

Minute number

Name and signature, Chairperson

.....District land board

Name and signature, Secretary

.....District land board

Official seal

Date

* The board shall send a copy of this form to the office of titles for issuance of a certificate in accordance with section 13 (6) of the Act.

Regulation 14

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227

THE LAND REGULATIONS, 2004

Form 5

APPLICATION FOR CONVERSION OF LEASEHOLD
OUT OF FORMER PUBLIC LAND TO FREEHOLD

PART I: *(To be filled by the applicant in triplicate)*

1.	Name	Address	Citizenship

.....
.....
.....

2. Location of land the subject of application:

- a) Village/Zone
- b) Parish/Ward
- c) Sub-county/Town
- d) County/Division
- e) District

3. LRV
- Fol.
- Block
- Plot

4. Approximate area (ha)
(number 5 and 6 to be filled only if the conversion concerns land exceeding one hundred hectares.)

5. I/We wish to convert land in excess of one hundred hectares by
(state amount in excess of one hundred hectares) and I/we wish the board to verify it.

6. Justification for grant of land in excess of 100 hectares
.....
.....

Name and signature of applicant(s)
.....
.....
.....

Date of application

DECLARATION

*I/We declare that the above particulars are true to the best of my/our knowledge and belief and that the following conditions have been complied with-

- (i) that the leasehold is authentic and genuine;
- (ii) that there were no customary tenants on the land at the time of acquisition (whose tenancy was not disclosed)*;

- (iii) that the customary tenants, who were on the land at the time of acquisition and whose tenancy was disclosed, were duly compensated*;
- (iv) that all development conditions and covenants have been complied with;
- (v) that any other conditions imposed by law from time to time have been complied with; and
- (vi) that the conversion is limited to one hundred hectares/that the conversion exceeds one hundred hectares (*delete whichever is not applicable)

Name and Signature/Thumbprint of applicant(s)

.....

Date

Declared before me,

Name and Signature
 Commissioner for oaths
 (Official Stamp)

Date

PART II

DECISION OF DISTRICT LAND BOARD

(Delete whichever is inapplicable)

A: Having considered the above application for conversion from leasehold into freehold of land not exceeding one hundred hectares, the District land board:

- a) is satisfied/not satisfied that the conditions provided under the Land Act Cap 227 and regulations made under it affecting conversion of leaseholds to freehold have been complied with;
- b) the verified area is..... hectares
- c) it is in the public interest/not in the public interest to convert the leasehold land in excess of 100 hectares which is the subject of the application to freehold.

B: The application for conversion is -

- a) approved
- b) not approved

C: Reasons for decision

.....

D: Minute number

.....

OFFICIAL SEAL

.....
*Name and signature of the
Secretary, district land board*

.....
*Name and signature of the
Chairperson, District Land Board*

Date

* The board shall send a copy of this form to the Registrar to effect the conversion.

Regulation 15

THE REPUBLIC OF UGANDA

THE LAND REGULATIONS,

Form 6

PROCUREMENT OR ACQUISITION OF CERTIFICATE
OF TITLE BY UGANDA LAND COMMISSION

PART I: *(To be filled by applicant in triplicate)*

1. Full name

2. Address.....

3. Location of land the subject of application:

Village/Ward

Parish/Zone

Sub-county/Town

County/Division

District

4. PIN (where applicable)

5. Approx. area (ha)

6. a) Is the land occupied?YES/NO

b) If occupied, by whom?

c) Claims of occupiers

.....

d) State current use of the land (e.g. farming, housing, dwelling house)

e) State intended use of the land

7. Names of owners of adjacent land(where applicable)

.....

..... (add as necessary)

Name(s) and signature(s) of applicant(s)

.....

.....

.....

Date

PART II: *(for official use only)*

A: Remarks and comments of area land committee
 (Attach report)

.....

.....

.....

Names and signatures of members of area land committee

(i)

(ii)

(iv)

(iv)

(v)

B: Remarks and comments of the district land board

.....

.....
.....
The application is approved/pending

The application is approved upon the following terms and conditions

.....
.....
.....
The application is pending for the following reasons

.....
.....
.....
Minute number

OFFICIAL SEAL

.....	<i>Name</i>	<i>and</i>
<i>signature, Secretary</i>	<i>Name and signature, Chairperson</i>		
<i>District Land Board</i>	<i>District Land Board</i>		

Date

* The board shall send a copy of this form to the Registrar of Titles for issuance of a certificate in accordance with section 13 (6) of the Act.

Regulation 16

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004
APPLICATION FOR A LEASEHOLD
(In case of land held by Uganda land commission)

Form 7

PART I: (To be filled by the applicant in triplicate)

1.	Full Name (surname first)	Sex (M/F)	Citizenship	Marital Status	
(i)	
(ii)	
(iii)	
(iv)	
(v)	<i>(add as necessary)</i>

2. Address

(i) Permanent

.....

.....

(ii) Contact

.....

.....

3. Location of land:

a) Village/Zone

b) Parish/Ward

c) Sub-county/Division

d) County/Municipality

e) District

4. Approximate area (ha)

5. Use or occupation of land (e.g. farming, housing, dwelling house)
.....

6. Names of owners of adjacent land
.....
.....
.....
.....

7. (a) Do you want to hold the land as a family? YES/NO

(b) Do you want to hold the land as a community? YES/NO
If yes, state shares (fractions or percentages)

(c) Do you want to hold the land as individual(s)?* YES/NO

(d) We wish to hold as joint tenants/ tenants in common.
**(Delete which is inapplicable)*

Name and signature/Thumbprint of applicant(s)

(i)

(ii)

- (iii)
- (iv)

Date of application.....

PART II: *(For official use only)*

A: Remarks by the secretary of the commission

.....

B: Decision of the commission

- i) The application is *approved/rejected/deferred
- ii) The application is approved upon the following terms and conditions

.....

- iii) The application is not approved due to the following reasons

.....

- iv) Minute number

OFFICIAL SEAL

.....	<i>Name</i>	<i>and</i>
<i>signature, Secretary</i>	<i>Name and signature, Chairperson</i>		
<i>District Land Board</i>	<i>District Land Board</i>		

Date

* The commission shall send a copy of this form to the office of titles for issuance of a certificate.

Regulation 16

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227

THE LAND REGULATIONS, 2004

Form 8

APPLICATION FOR A LEASEHOLD
(In case of land held by a district land board)

PART I: *(To be filled by the applicant in triplicate)*

1. Full Name Sex Citizenship Marital
 (surname first) (M/F)
- (i)
- (ii)
- (iii)
- (iv)
- (v) *(add as necessary)*

2. Address
- (i) Permanent
-
-
- (ii) Contact
-
-

3. Location of land:
- a) Village/Zone
- b) Parish/Ward
- c) Sub-county/Division
- d) County/Municipality
- e) District
4. Approximate area (ha).....
5. Use or occupation of land (e.g. farming, housing, dwelling house)

6. Name of owners of adjacent land

-
-
7. (a) Do you want to hold the land as a family? YES/NO
- (b) Do you want to hold the land as a community? YES/NO
 If yes, state shares (fractions or percentages).....
- (c) Do you want to hold the land as individuals? YES/NO
- (d) We wish to hold the land as joint tenants/ tenants in common.
 (Delete whichever is inapplicable)

Name and Signature/Thumbprint of applicant(s)

* The board shall send a copy of this form to the office of titles for issuance of a certificate.

Regulation 17

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 9

NOTICE OF HEARING OF APPLICATION FOR A CERTIFICATE OF CUSTOMARY OWNERSHIP

PUBLIC NOTICE

To:
.....
.....

..... area land committee has received an application to the board for a certificate of customary tenure, in respect of a piece of land located at of approximately (area/size) (ha)

By section 6(2) of the Land Act, power is given to the area land committee to notify any persons claiming any interest in the land that is the subject of the application or adjacent land which may be affected by the application;

Notice is hereby given to you in pursuance of s.6(2) of the Act to attend a meeting so that you put forward your claims.

Venue
Date
Time

.....
Signature of Chairperson,
Area Land Committee *Name and*

OFFICIAL STAMP

Date
Regulation 17

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 10

NOTICE OF HEARING OF APPLICATION FOR GRANT OF FREEHOLD

PUBLIC NOTICE

To:
.....
.....

..... area land committee has received an application to the district land board for a grant of freehold by of in respect of a piece of land located at of approximately (area/size)(ha)

By sections 6(2) and 12(1) of the Act, power is given to the area land committee to notify any persons claiming any interest in the land which is the subject of application or adjacent land which may be affected by the application;

Notice is hereby given to you in pursuance of the sections mentioned above to attend a meeting of the committee so that you put forward your claims.

Venue
Date
Time

.....
*Name and Signature of Chairperson,
Area Land Committee*

OFFICIAL STAMP

Date

Regulation 18

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 11

ORDER TO ATTEND HEARING BY
AREA LAND COMMITTEE

To:
.....
.....

You are ordered to attend in person and testify in the hearing relating to an application for a certificate of customary ownership or certificate of occupancy by.....
..... in respect of land located at

The hearing shall take place at on day of at o'clock.

Take notice that failure to attend without reasonable cause may lead to a decision being made in your absence .

.....
*Name and Signature of Chairperson,
Area Land Committee*

OFFICIAL STAMP

Date

Regulation 18

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS,

Form 12

ORDER TO PRODUCE DOCUMENTS AT
HEARING BY AREA LAND COMMITTEE

To

You are ordered to produce..... documents in person or by an agent at the hearing relating to an application for by.....

The hearing shall take place at on theday of at o'clock.

The area land committee shall inspect and read through the documents produced for purposes of

Take notice that failure to comply, without reasonable cause, may lead to a decision being made in your absence.

.....
Name and Signature of Chairperson,
Area Land Committee

OFFICIAL STAMP

Date
Regulation 19

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 13

SUMMONS TO ATTEND HEARING BY
AREA LAND COMMITTEE.

To:

.....
.....

Mr/Mrs/Ms has submitted an application to area land committee for a certificate of customary ownership/occupancy/grant of freehold*.

The Land Act requires the committee to convene a meeting at which all persons who claim an interest in the land or any adjacent land which may be affected by the application to put forward their claims. You are invited to appear before this committee in person on the day of at o'clock to state your claim.

TAKE NOTICE that failure by you to appear without good cause, may be interpreted to mean forfeiture of your claim, and a decision will be made in your absence.

.....
*Name and Signature of Chairperson,
Area Land Committee*

OFFICIAL STAMP

Date

*(Delete whichever is inapplicable)

Regulation 20

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 14

WITNESS OATH

I,..... (name of witness) solemnly swear/affirm that the evidence I shall give touching the matter now before the committee, shall be the truth, the whole truth and nothing but the truth.

SO HELP ME GOD.

Regulation 20

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 15

INTERPRETERS OATH

I,..... (name of interpreter) solemnly swear/affirm that I shall well and truly interpret and explain to the committee and the witness all such matters and things as shall be required of me to the best of my skill and understanding.
So help me God.

Regulation 22

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 16

NOTICE TO CONVERT LEASEHOLD OUT OF
FORMER PUBLIC LAND TO FREEHOLD
(in excess of 100 hectares)

PUBLIC NOTICE

Block: Plot:
LRV: Folio:
Land at:

TAKE NOTICE that an application to convert the above leasehold out of former public land, which is in excess of 100 hectares, into freehold has been lodged in the..... district land board. The land in excess is approximately.....

This is to invite comments/ remarks and objections to enable the board make an informed decision.

Dated at this day of

.....
Name and signature
Secretary, district land board

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 17

Block: Plot:
LRV: Folio:
Land at:

To
.....
.....

LEASE/ SUBLEASE* OFFER
(in case of land held by Uganda land commission)

1. The commission is in receipt of your application dated for the above land located at
2. Subject to your obtaining any necessary approval or consent required by law, the commission has approved a lease or sub lease* in respect of the above land in a standard form on the following terms and conditions, subject to the Act and the Registration of Titles Act, Cap 230 and to payment of the required fees:-
 - a) Lease/sublease* for an initial/full period ofyears from and an extension to years
 - b) Rent for the firstyear(s) of lease shall be Shs per annum payable in (terms of payment)
 - c) Buildings of not less than Shs to be erected and completed fit for occupation and use to the satisfaction of the commission (lessor) within year(s) from the date of commencement of the lease.
 - d) user to be restricted to
 - e) a premium of Shs will be payable
 - f) the lease/sublease shall include-
 - i) a covenant that the lessee or sub lessee shall not, without the consent of the lessor in writing, deal in any way with his or her interest in the land before the lease is extended to the full term of..... years;
 - ii) a covenant that the lessee or sub lessee shall insure the building(s);

3. Consent to transfer or assign or sub-let will not be considered until the covenant has been fulfilled; exceptions may be made to the executors or administrators* of a deceased lessee/sub lessee.
4. The offer is conditional on the terms and conditions of the lease being accepted within forty five days of the date of this offer.
5. Acceptance shall be in writing to the commission and shall be accompanied by the following payments :-
 - i) premium
 - ii) survey and mark stones.....
 - iii) preparation of a lease or sub lease*.....
 - iv) assurance of title
 - v) registration of a lease or sub lease*
 - vi) issue of certificate of title
 - vii) rent from to payable after survey

	TOTAL	Shs
Less deposit paid (if any)	Shs	
Balance payable (if any)	Shs	

6. Stamp duty payable will be indicated on the draft lease/sub lease* agreement.
7. The offer is subject to land being available and free from disputes at the time of survey.
8. Minute number.....

This offer is made this day of year

.....
 Name and signature:
 Secretary, Uganda land commission

*(Delete whichever is not applicable).

THE REPUBLIC OF UGANDA
THE LAND ACT,CAP 227
THE LAND REGULATIONS, 2004

Block: Plot:
LRV: Folio:
Land at:

To
.....
.....

LEASE/SUB LEASE* OFFER
(In case of land held by a district land board)

1. The district land board is in receipt of your application dated.....for the above land located at
2. Subject to your obtaining any necessary approval or consent required by law, the board has approved a lease or sub lease* in respect of the above land in a standard form on the following terms and conditions, subject to the Act and the Registration of Titles Act, and to payment of the required fees:-
 - a) Lease/sub lease* for an initial/full period of years from and an extension to years
 - b) Rent for the first year(s) of lease shall be Shs per annum payable in (terms of payment)
 - c) Building(s) of not less than Shs to be erected and completed fit for occupation and use to the satisfaction of the board (lessor) within years from the date of commencement of the lease.
 - d) user to be restricted to

- e) a premium of Shs will be payable
 - f) the lease/sub lease* shall include
 - i) a covenant that the lessee or sub lessee* shall not, without the consent of the lessor in writing, deal in any way with his or her interest in the land before the lease is extended to the full term of years;
 - ii) a covenant that the lessee shall insure the building(s);
3. Consent to transfer or assign or sub-let shall not be considered until the (main use of land) covenant has been fulfilled; exceptions may be made to the executors or administrators* of a deceased lessee.
 4. The offer is conditional on the terms and conditions of the lease being accepted within forty five days of the date of this offer.
 5. Acceptance shall be in writing to the commission and shall be accompanied by the following payments
 - i) premium
 - ii) survey and mark stones.....
 - iii) preparation of a lease.....
 - iv) assurance of title.....
 - v) registration of a lease.....
 - vi) issue of certificate of title.....
 - vii) rent from topayable after survey
- | | |
|----------------------------|-----------------|
| | TOTAL Shs |
| Less deposit paid (if any) | Shs |
| Balance payable (if any) | Shs |
6. Stamp duty payable will be indicated on the draft lease agreement.
 7. The offer is subject to land being available and free from disputes at the time of survey.
 8. Minute number

This offer is made this day of year.....

.....
Name and signature
Secretary, district land board

*(Delete whichever is inapplicable).

Regulation 23

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 19

Land at

Village:.....

Parish:.....

Sub-county.....

County:.....

Municipality:.....

District:.....

Approximate area:.....

To

.....

.....

FREEHOLD OFFER

(in case of land held by a district land board)

1. The district land board is in receipt of your application dated for a freehold.
2. Subject to your obtaining any necessary approval or consent required by law, the board has approved a grant of freehold in respect of the above land on the following terms and conditions:-
 - a) user to be restricted to
 - b) a premium of Shs will be payable
 - c) compensation to any tenant on the land will be done by the applicant.
 - d) Any other condition (if any).....
4. The offer is conditional on the terms and conditions of the grant of freehold being accepted within forty five days of the date of this offer.
5. Acceptance shall be in writing to the board and shall be accompanied by the following payments
 - i) premium.....
 - ii) survey and mark stones.....
 - iii) assurance of title.....
 - iv) registration of grant.....
 - v) issue of certificate of title.....

	TOTAL	Shs
Less deposit paid (if any)	Shs	
Balance payable (if any)	Shs	

6. Stamp duty will be paid before registration.
7. Minute number
8. Upon acceptance of the above requirements, a grant of freehold under Form 4 will be prepared in your favour for registration.

This offer is made this day of year

.....
Name and signature
Secretary, district land board

*(Delete whichever is inapplicable)

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 20

NOTICE OF INTENTION TO EXERCISE POWERS BY UGANDA LAND
COMMISSION
(under section 53)

To.
.....
.....

NOTICE

(Under section 53 of the Act), the commission has powers to erect, alter, enlarge, improve or demolish any building or other erection on any land held by it.

Notice is given that the commission intends to a building located at.....

Notice is further given that the occupants in the building are given ninety days to vacate the premises.

.....

Name and signature
Secretary, Uganda land commission

Date

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 21

NOTICE OF INTENTION TO EXERCISE POWERS BY A DISTRICT LAND BOARD
(under section 60).

To

.....

NOTICE

(Under section 60 of the Act), the district land board has powers to erect, alter, enlarge, improve or demolish any building or other erection on any land held by it

The board intends to.....the building located at.....

Notice is given that the board intends to..... a building located at.....

Notice is further given that the occupants in the building are given ninety days to vacate the premises.

.....

Name and signature
Secretary, district land board

Date

Regulation 26

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 22

NOTICE OF APPLICATION FOR CERTIFICATE OF OCCUPANCY

To

..... area land committee has received an application to the registered owner for the recorder to issue a certificate of occupancy to, in respect of a piece of land located at of approximately (area/size) (ha) and described as:

Block: Plot:
FRV/LRV Folio:

(By section 33(2) and 12(1) of the Act), power is given to the area land committee to notify any persons claiming any interest in the land the subject of application or adjacent land which may be affected by the application.

Notice is hereby given to you in pursuance of the above sections that the committee shall inspect the land on date of at o'clock.

.....
Name and signature of chairperson,

.....Area Land Committee

OFFICIAL STAMP

Date

Regulation 28

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 23

DEMARCATIION FORM FOR CERTIFICATE OF
CUSTOMARY OWNERSHIP
(to be filled in triplicate)

PIN

District County/Municipal Sub-county/
Division Parish/
Ward Village/
Zone Parcel No.

Owner(s)

.....
.....
.....

Sketch (not drawn to scale)

Description of rights of way or other easements (if any):-

.....
.....
.....

We the undersigned certify that the boundaries demarcated and shown on the sketch overleaf are correct to the best of our knowledge.

	<i>Name</i>	<i>Signature</i>
1. Customary owner(s)		
(i)
(ii)

- (iii)
- 2. Owners of neighbouring land
 - (i)
 - (ii)
 - (iii)
 - (iv)
- 3. Witnesses
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
- 4. Members of area land committee
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)

OFFICIAL STAMP

Date

Regulation 28

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 24

DEMARCATIION FORM FOR CERTIFICATE OF OCCUPANCY
(fill five copies)

PIN

District County/
Municipality Sub-county/
Division Parish/
Ward Village/
Zone Parcel No.

Name of registered owner(s)

.....
.....
.....

Block: Plot:

FRV/LRV: Folio:

Land at:

Sketch (not drawn to scale)

Description of rights of way or other easement (if any):-

.....
.....
.....

We the undersigned certify that the boundaries demarcated and shown on the sketch to the best of our knowledge are correct.

	<i>Name</i>	<i>Signature</i>
1.	Occupant(s)	
	(i)
	(ii)
	(iii)
2.	Registered Owner(s)	
	(i)
	(ii)
	(iii)
	(iv)
3.	Occupants/Owners of neighbouring land	
	(i)
	(ii)
	(iii)
	(iv)
4.	Witnesses	
	(i)
	(ii)
	(iii)
5.	Members of area land committee	
	(i)
	(ii)
	(iii)
	(iv)

OFFICIAL STAMP

Date:.....

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

NOTIFICATION OF SURVEY OF CUSTOMARY LAND

To: The Recorder.....Sub-County/Town Council/Division
.....
.....

PIN

District *County/ Municipality* *Sub-County/ Town/*
Division *Parish/Ward* *Village/Zone* *Parcel No.*

- 1. Owner(s)
 - (i)
 - (ii)
 - (iii)

I, the undersigned certify that the boundaries demarcated and shown on the attached deed plan are correct to the best of my knowledge.

I certify that the land mentioned above has been surveyed.

.....
Name and Signature District Surveyor

OFFICIAL STAMP

Date

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

NOTIFICATION OF SURVEY OF LAND
AFFECTED BY RIGHT OF OCCUPANCY

To: The recorder Sub-County/Town Council/Division

PART 1 (to be completed by the district surveyor)

1. Name and address of registered occupant(s)
.....
.....

2. PIN

District County/
Municipality Sub-county/
Town/
Division Parish/
Ward Village/
Zone Parcel No.

3. Name and addresses of registered owner(s)
(i)
(ii)
(iii)

4. Reference of registered owner's title
Block Plot
FRV/LRV..... Folio

5. Area surveyed ha

I certify that the land mentioned above has been surveyed.

Name and Signature of District Surveyor

Date

Regulation 39

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 27

FORM OF SUB-DIVISION OF LAND HELD UNDER CERTIFICATE OF
CUSTOMARY OWNERSHIP

To: The recorder Sub-County/Town Council/Division

PIN

District County/
Municipality Sub-county/
Division Parish/
Ward Village/
Zone Parcel No.

1. Name of registered owner(s)
(i)

- (ii)
- (iii)

- 2. Sketch of the sub-division (not drawn to scale)
- 3. Description of rights of way or other easements (if any):-
.....
.....
.....
- 4. I/We the undersigned certify that the boundaries demarcated and shown on the sketch are correct to the best of my/our knowledge.

- | | <i>Name</i> | <i>Signature</i> |
|--------------|-------------|------------------|
| 5. Owners(s) | | |
| (i) | | |
| (ii) | | |
| (iii) | | |

- 6. Executor or Administrator or head of family (in cases of succession)*
.....
.....
.....

- 7. Witnesses
- (i)
- (ii)
- (iii)

- 8. Name and signature of members of area land committee
- (i)
- (ii)
- (iii)
- (iv)
- (v)

OFFICIAL STAMP

Date:

PART II: *To be filled in by the recorder*

- 1. New PIN:
- PIN

District County/
Municipality Sub-county/
Division Parish/
Ward Village/
Zone Parcel No.

- 2. Parcel No. owner(s)
- 3. Parcel No. owner(s)
- 4. Parcel No. owner(s)

.....
Name and signature of the recorder:

Date:

*(Delete whatever is inapplicable.)

Regulation 39

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227

THE LAND REGULATIONS, 2004

Form 28

FORM OF SUB-DIVISION OF LAND HELD UNDER CERTIFICATE OF OCCUPANCY

To: The recorder Sub-County/Town Council/Division

PIN

*District County/
Municipality Sub-county/
Division Parish/
Ward Village/
Zone Parcel No.*

1. Name of registered occupant(s)
 - (i)
 - (ii)
 - (iii)

2. Name of registered owner(s)
 - (i)
 - (ii)
 - (iii)

3. Block Plot

4. FRV/LRV Folio

5. Sketch of the sub-division (not drawn to scale)
6. Description of rights of way (if any):-

7. I/We the undersigned certify that the boundaries demarcated and shown on the sketch are correct to the best of my/our knowledge.

<i>Name</i>	<i>Signature</i>
-------------	------------------

8. Owner(s)/occupants(s)

(i)
(ii)
(iii)

9. Executor or Administrator or head of family (in cases of succession)*

10. Witnesses

(i)
(ii)
(iii)

11. Members of area land committee

(i)
-----------	-------

- (ii)
- (iii)
- (iv)
- (v)

OFFICIAL STAMP

Date:

PART 11: *To be filled in by the recorder.*

1. New PIN:

PIN

*District County/
 Municipality Sub-county/
 Division Parish/
 Ward Village/
 Zone Parcel No.*

2. Parcel No. occupants(s)

3. Parcel No. occupants(s)

4. Parcel No. occupants(s)

*(Delete whatever is inapplicable).

Regulation 45

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227

THE LAND REGULATIONS, 2004

Form 29

ABSTRACT BOOK

Sub-County/Division/Urban area*

*(delete whichever is inapplicable)

<i>Instrument Number</i>	<i>Date</i>	<i>Time</i>	<i>Nature of transaction</i>	<i>Person lodging documents</i>	<i>Name of customary</i>
<i>owner/tenant by occupancy</i>			<i>Contact address</i>	<i>Location of land (village, parish, block and plot)</i>	

Regulation 50

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 30

PARCEL IDENTIFICATION NUMBER (PIN)
ALLOCATION BOOK

Sub-County/Division/Urban area*

*(delete whichever is inapplicable)

<i>PIN</i>	<i>Instrument Number</i>	<i>Name of customary owner</i>	<i>Name of tenant by occupant</i>	<i>Contact address</i>
		<i>Date</i>	<i>Signature of recorder</i>	

Regulation 51

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS,

Form 31

CERTIFICATE OF CUSTOMARY OWNERSHIP

PART 1: DESCRIPTION OF LAND

1. PIN (in codes)

Municipality *Sub-County/ Urban Area Division* *District* *County/*
Parish/Ward *Village/Zone* *Parcel No.*

2. Location

District
County/Municipality
Sub-County/Division/Urban area
Parish /Ward
Village/Zone

3. Approximate area (ha.)

PART II: OWNERSHIP

Date and time *Instrument Number* *Name and Contact address of owner* *Signature of Recorder*

PART III: CONDITIONS, RESTRICTIONS OR LIMITATIONS

Date, Time and Instrument number *Particulars* *Signature of recorder*

PART IV: ENCUMBRANCES

Date and Time *Instrument number* *Particulars* *Signature of recorder*

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

CERTIFICATE OF OCCUPANCY

PIN

*District County/
Municipality Sub-County/ TownCouncil/
Division Parish/Ward Village*

PART I: DESCRIPTION OF THE LAND

- 1. Location:
 - a) District
 - b) County/Municipality/Division
 - c) Sub-County/Town
 - d) Parish/Ward
 - e) Village/Zone
- 2. Approximate area (ha)

PART II: OWNERSHIP

Date and time Instrument number Name and contact address of owner Signature of recorder

PART III: CONDITIONS, RESTRICTIONS OR LIMITATIONS

Date, Time and Instrument number Particulars Signature of recorder

PART IV: ENCUMBRANCES

Date and time Instrument Number Particulars Signature of Recorder

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

TRANSFER OR ASSIGNMENT* OF CUSTOMARY OWNERSHIP/RIGHT OF
OCCUPANCY*

PIN

*District County/
Municipality Sub-County/
Division Parish/Ward Village/Zone Parcel No.*

1. I/We of being the registered customary owner /registered tenant by occupancy* in respect of land comprised in the above-mentioned PIN, located at, in consideration of shillings paid to me/us by of on or before the signing of this transfer/assignment* do HEREBY transfer/assign* the land or right of occupancy comprised in the above PIN to

2. Name and signature of customary owner(s)/occupant(s)

- (i)
- (ii)
- (iii)

Date

3. In the presence of

Name and signature of witness.....

Date

4. Name and signature of buyer(s)

- (i)
- (ii)
- (iii)

Date

5. Name and signature of witness

Date

6. I being the spouse of do hereby consent to the transaction.

7. Name(s) and signature(s) of spouse(s)

- (1)
- (2)
- (3)

Date

8. In the presence of
Name and signature of witness.....

Date
(*Delete whichever is inapplicable)

Regulation 57

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 34

LEASE/SUB-LEASE* OF CUSTOMARY OWNERSHIP/
RIGHT OF OCCUPANCY*

PIN

*District County/ MunicipalitySub-County/
Division Parish/Ward Village/ Zone Parcel No.*

1. I/we of being the registered customary owner(s)/registered tenant(s) by occupancy* in respect of land comprised in the above-mentioned PIN, located at, HEREBY lease/sub-lease to of all that piece of land mentioned above for years from the day of the year at a yearly rent of shillings payable subject to the following conditions and restrictions.

- a)
- b)
- c)

2. Name and signature customary owner(s)/occupant(s)
(i)
(ii)
(iii)

Date

3. In the presence of
Name, address and signature of witness.....

Date

4. Name and signature of Lessee(s)/sub-lessee(s)
(i)
(ii)
(iii)

Date

5. Name, signature and address of witness

Date

6. I being the spouse of do hereby consent to the transaction.

Name and signature of spouse(s)

- (i)
(ii)
(iii)

Date

7. In the presence of
Name, address and signature of witness.....

Date

(*Delete whichever is inapplicable)

Regulation 57

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227

MORTGAGE/PLEDGE* OF CUSTOMARY OWNERSHIP

PIN:

District County/ MunicipalitySub-County/
Division Parish/Ward Village/ Zone Parcel No.

I/We* being the registered customary owner(s) in respect of
the land located at, comprised in the above PIN, in consideration of
shillings lent to me/us by
..... of do hereby mortgage/pledge* the above
land, subject to the following terms and conditions.

(1) To pay the lender the principal sum of shillings
..... on the day of
..... the month/ year*

(2) To pay the lender interest of per annum on the unpaid balance of the
principal sum from
(add as necessary)

Name, signature and address

(i) Customary owner(s)

.....
.....
.....

(ii) Lender(s)

.....
.....
.....

(iii) Witnesses

.....
.....
.....

I being the spouse of do hereby consent to the
transaction.

Name, signature and address of spouse(s)

(a)

(b)

(c)

Date

In the presence of

1) Name, address and signature of witness

Date

(*Delete whichever is inapplicable)

Regulation 57

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 36

RELEASE OF MORTGAGE/PLEDGE*

PIN:

*District County/ Municipality Sub-County/
Division Parish/Ward Village/ Zone Parcel No.*

I/We* of being the registered lender(s) in respect of a mortgage/pledge* by registered on (date) as instrument number in consideration of repayment of principal and interest sum under the mortgage/pledge,* hereby release and discharge the registered borrower(s) and the land from all claims under the mortgage/pledge.*

Name and signature of lender(s)

- (i)
- (ii)
- (iii)

Date

In the presence of

Name, signature and address of witness

Date
(*Delete whichever is inapplicable)

Regulation 58

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227

THE LAND REGULATIONS, 2004

Form 37

CAVEAT FORBIDDING ANY DEALING IN LAND

To the recorder/registrar

TAKE NOTICE that I/We of
..... claim an interest as
..... (state nature of interest), in the land located
at registered under*

PIN

Block Plot

FRV/LRV Folio

I/We forbid the registration of any transfer or change in ownership or the registration of any other dealing affecting the above land.

My/our address for the purposes of service of notices relating to this caveat is.....

.....

Name signature/thumbprint of caveator(s)

.....
.....
.....

Date

DECLARATION

I/We declare that the above particulars are true to the best of my/our knowledge and belief.

Name and signature, caveator(s)

.....
.....
.....

Declared before me,
Name and signature
Commissioner for oaths
(OFFICIAL STAMP)

Date

Regulation 61

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 38

REMOVAL OF A CAVEAT

To the recorder/registrar

TAKE NOTICE that I/We withdraw the caveat registered on as
instrument number

Name and signature of caveator(s)

.....
.....
.....

Date

In the presence of

Name, signature and address of witness:.....

Regulation 61

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 39

APPLICATION TO REMOVE A CAVEAT

To the recorder

I/We, being the registered customary owner(s)/tenant(s) by occupancy under PIN
....., hereby apply for removal of the caveat registered on
(date) as instrument number for the following reasons;

.....
.....
.....
.....
.....

Name and signature/thumbprint of customary owner(s)/ occupant(s)*

.....
.....
.....

Date

In the presence of
Name, signature and address of witness:

.....

*(Delete whichever is inapplicable)

Regulation 64

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 40

APPLICATION BY OCCUPANT FOR CONSENT TO
A LAND TRANSACTON
(to be filled in triplicate)

To:
.....
.....

PART 1: APPLICATION

PIN:

*District County/ Division Sub-County/
Town Parish/Ward Village/ Zone Parcel No.*

Block Plot
FRV/LRV Folio

I/We (name(s) and
particulars) being the occupant(s) of the above land do hereby apply to deal with the land in
the following manner;

- a) assign
- b) sub-let
- c) sub-divide
- d) other (state)*

.....
.....
.....
.....

(*Delete whichever is inapplicable)

PART 2: CONSENT BY REGISTERED OWNER

I/We (name and particulars)
being the registered owner(s) of the land consent/do not consent/consent with conditions to
the application to deal with the land you occupy in the following manner;

- a)
- b)
- c)
- d)
- e)
- f)

Reasons for refusal

.....
.....
.....
.....

Conditions (if any)

.....
.....
.....
.....
.....

Name and signature, registered owner(s)

- (i)
- (ii)
- (iii)

Date

In the presence of

Name, signature and address of witness:.....

Regulation 64

THE REPUBLIC OF UGANDA

THE LAND ACT CAP 227
THE LAND REGULATIONS, 2004

Form 41

CONSENT BY SPOUSE(S) TO TRANSACTION IN LAND

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 42

APPLICATION FOR A SPECIAL CERTIFICATE OF CUSTOMARY OWNERSHIP OR
CERTIFICATE OF OCCUPANCY

To the recorder

I/We, being the registered customary owner(s)/tenant(s) by occupancy under PIN
apply for issue of a special certificate of customary ownership/occupancy, the duplicate
certificate having been lost/destroyed/obliterated*

Name and signature,

Registered customary owner(s)/occupant(s)

(i)

(ii)

(iii)

Date

DECLARATION

I/We declare that the above particulars are true to the best of my/our knowledge and belief.

Name and signature

Registered customary owner(s)/occupant(s)

(i)

(ii)

(iii)

Date

Declared before me,

Name and signature,
Commissioner for oaths

Date
(*delete whichever is inapplicable)

Regulation 73

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 43

NOTICE TO EFFECT CHANGES IN THE REGISTER BOOK

To:
.....
.....

(In accordance with section 91 of the Act), you are hereby given notice that the registrar intends to take the following action-

.....
.....
.....
.....
.....

You are required to notify the registrar of any objection to the proposed action. You are further required to respond to this notice within twenty one days from the date of service

.....
signature, Registrar *Name and*

Date

Regulation 74

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 44

APPLICATION TO FORM A COMMUNAL LAND ASSOCIATION

To: district registrar of titles

We, whose names and signatures appear on the attached list, the owners of land located at wish to apply and form a communal land association.

The address of service in matters relating to this application shall be-

.....
.....
.....

Name and signature of representatives

- (i)
- (ii)
- (iii)
- (iv)
- (v)

On behalf of members of the group.

Date

(Attach list of names and signature of all applicants).

Regulation 75

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 45

NOTICE OF MEETING TO FORM AN ASSOCIATION

To: The owners of land located at

.....
.....
.....

(See attached list)

The district registrar of titles has received your application to form a communal land association.

In accordance with section 16 of the Act, this is to invite you and any other interested person, to attend a meeting to:

- a) determine whether to incorporate yourselves into an association;
- b) elect officers of the association to be constituted as the management committee, if you decide to incorporate.

Any other member of the community whose name does not appear on the attached list is also invited to attend the meeting.

The meeting will take place onday of (month).....(year) at o'clock at

.....
Name and signature,

.....
District registrar of titles.

Date

Regulation 76

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 46

CERTIFICATION OF COMPLIANCE OF THE
CONSTITUTION OF AN ASSOCIATION

This is to certify that the draft constitution received from M/sbeing the officers elected as the management committee of (name of communal land association) concerning land located at submitted in accordance with the requirements of the Act, is approved.

.....
Name and signature,

.....
District registrar of titles

Date

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

APPLICATION FOR INCORPORATION OF OFFICERS
OF AN ASSOCIATION

PART I: (To be filled by applicants)

1. Proposed name of association

.....
.....
.....

2. Address of the association

.....
.....
.....

3. Location of land in respect of which the association is formed

Village/Zone
Parish/Ward
Sub-County/Town
County/Division
District

4. Approximate area (ha)

5. Statement of purpose of forming the association

.....
.....
.....

6. Where the land is registered

a) give details of registration*

i) PIN
ii) FRV/LRV

- iii) Folio
- iv) Block
- v) Plot

b) attach a copy of certificates of registration.

7. State any interest, lease, right, occupation, charge or other encumbrances affecting the land whether by customary law or otherwise, together with the name and description of every person entitled to the benefit.

.....

8. Officers elected on management committee

	<i>Name</i>	<i>Sex</i>	<i>Address/residence</i>	<i>Position on committee</i>	<i>Signature</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

9. Persons intending to form the association

	<i>Residence</i>	<i>Name</i>	<i>Sex</i>	<i>Address/ Signature</i>	<i>Thumbprint</i>
1					
2					
3					
4					
5					

Others (attach list)

(*Delete whatever is inapplicable)

PART II: (For official use only)

Having considered the above application for incorporation of the (name of association), I am satisfied/not satisfied* that the requirements of the Act and Regulations made under it have been complied with. Accordingly the application for incorporation is—

Approved (upon the following conditions) (if any)

.....

Not approved for the following reasons -

.....
.....
.....

Dated at thisday of

.....
Name and signature, district registrar of titles

(*Delete whatever is inapplicable)

Regulation 78

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 48

..... DISTRICT LAND OFFICE

CERTIFICATE OF INCORPORATION OF
COMMUNAL LAND ASSOCIATION

I CERTIFY THAT THE MANAGEMENT COMMITTEE
of
(name of association) is this.....day of..... incorporated.

.....
Name and signature, district registrar of titles

THE REPUBLIC OF UGANDA

THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 49

APPLICATION TO DISTRICT REGISTRAR OF TITLES
FOR DISSOLUTION OF ASSOCIATION

Name of association

Officers of management committee

	<i>Name</i>	<i>Sex (M/F)</i>	<i>Address/</i>
	<i>residence</i>	<i>Position on committee</i>	<i>Signature</i>

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

1. Date of incorporation of association (attach original certificate of incorporation)
.....

2. Location of land controlled by management committee on behalf of the association

- a) Village/Zone
- b) Parish/Ward
- c) Sub-county/Urban
- d) County/Division
- e) District

6. List all assets and property belonging to the association, which have been under the management of the managing committee (such as livestock, poultry, vehicle, land). (Attach a separate sheet if necessary).

.....
.....
.....

7. List all debts and liabilities owed by the association and the approximate value (attach separate sheet if necessary)

.....
.....
.....

8. Statement of reasons for intended dissolution of the association.....
.....
.....

9. Minute and resolution of the meeting convened to dissolve the association.....
.....
.....

We the officers of the management committee of land association, declare that the application for dissolution is supported by a resolution passed by a majority of all members of the association in a meeting specially convened for the purpose, the minutes for which are duly attached; that the above particulars are true to the best of our knowledge and belief.

<i>Name</i>	<i>Signature/ Thumbprint</i>	<i>Date</i>
.....
.....
.....
.....

Declared and signed before me, thisday..... of

.....
*Commissioner for oaths
Regulation 80*

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 50

DISSOLUTION OFCOMMUNAL LAND ASSOCIATION

PUBLIC NOTICE

TAKE NOTICE THAT the association is hereby dissolved in accordance with the provisions of the Act.

The effect of this dissolution is that the association has ceased to exist and is forthwith removed from the register of associations.

Name and Signature,

.....
District Registrar of Titles.

Date

Regulation 84

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

Form 51

DISTRICT REGISTER OF COMMUNAL LAND ASSOCIATIONS

<i>Serial number</i>	<i>Name of association</i>	<i>Full address</i>	<i>Date of incorporation</i>	<i>Location of land</i>	<i>File reference</i>
----------------------	----------------------------	---------------------	------------------------------	-------------------------	-----------------------

Name and signature of the registrar

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

INVITATION TO MEDIATOR

Block Plot
FRV/LRV Folio

To
.....
.....

I/We.....
..... being the registered owner(s)/occupant(s) of land described
above and located at of which is/are the
registered owner(s)/occupant(s) and

I/We..... the occupant(s) has/have been in occupation of
this land for years since

I/We wish to invite you to assist us to reach an agreement as to the future occupation of this
land.

Name and signature, registered owner(s)/occupant(s)*

- (i)
- (ii)
- (iii)

Date

(*Delete whichever is inapplicable)

THE REPUBLIC OF UGANDA
THE LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

APPLICATION FOR APPROVAL TO DEAL IN LAND

PART ONE: PARTICULARS OF LAND DEALING

1) (To be filled by all)

Block Plot

FRV/MRV/LRV Folio

Location.....

Area.....

Use of land.....

Details of development on the land

.....

.....

Nature of land

transaction (Transfer/ Lease/ Sub-lease).....

FROM

Name :.....

Address :.....

Citizenship:

TO

Name :.....

Address :.....

Citizenship:

TRANSFER:

Consideration:.....

LEASE/SUB-LEASE:

Term:years.....months.....from.....to

Premium (if any).....Rent.....per annum

2) (To be filled only by applicants seeking consent)

I/We the registered proprietor(s) of the land described above hereby apply for consent to transfer/sublease/assign the above land.

3) (To be filled by all)

I/WE the undersigned hereby declare that the information given in this application is correct to the best of my/our information and belief.

Name and Signature of applicant(s) or agent(s)*

.....

Date:

FOR OFFICIAL USE

PART TWO

For stamp duty purposes, I hereby assess the value of the land at Shillings:

Figure

Words.....

Date.....

.....
Chief Government Valuer's signature

PART THREE

The commission/board * hereby consent/do not consent * to the application to assign/sub-lease.

.....
Name and signature, Secretary,
Uganda land commission

.....
Name and Signature, Secretary.
District Land Board

Date

(*Delete whichever is inapplicable)

SECOND SCHEDULE

THE REPUBLIC OF UGANDA

THE LAND ACT CAP 227 THE LAND REGULATIONS, 2004 FEES

Regulations 72 and 95.

PART A - APPLICATION AND REGISTRATION FEES

<i>Activity</i>	<i>Currency Point</i>	<i>Equivalent in Uganda Shs.</i>
1. Application for a certificate of customary ownership	0.25	Shs 5,000/=
2. Issuing a certificate of customary ownership	0.25	Shs 5,000/=
3. Application for a certificate of occupancy	0.25	Shs 5,000/=
4. Issuing a certificate of occupancy	0.25	Shs 5,000/=
5. Application for conversion from customary tenure to freehold tenure	0.75	Shs 15,000/=
6. Application to convert leasehold tenure to freehold tenure		
(i) up to 100 hectares in rural areas	2.0	Shs 40,000/=
(ii) over 100 hectares in rural areas	10.0	Shs 200,000/=
(iii) Gazetted urban	5.0	Shs 100,000/=
7. Application for grant of freehold	1.0	Shs 20,000/=
8. Application for a leasehold	1.0	Shs 20,000/=
9. Registration of a mortgage/lien	0.25	Shs 5,000/=
10. Release of mortgage/lien	0.25	Shs 5,000/=
11. Transfer of customary ownership or right of occupancy	1.0	Shs 10,000/=
12. Registration of a caveat on a certificate of customary ownership or certificate of occupancy	0.25	Shs 5,000/=
13. Withdrawal of a caveat on a certificate of customary ownership or certificate of occupancy	0.25	Shs 5,000/=
14. Registration of order of Tribunal or court	0.5	Shs 10,000/=
15. Registration of a document which affects more than one certificate (additional fees for every additional certificate)	0.25	Shs 5,000/=
<i>Activity</i>	<i>Currency Point</i>	<i>Equivalent in Uganda Shs.</i>
16. Registration of an instrument in excess of three copies, (additional fees per extra copy)	0.25	Shs 5,000/=
17. Application to issue a special certificate of customary ownership or certificate of occupancy	0.25	Shs 5,000/=
18. Any transaction not in the prescribed form (additional fees)	0.25	Shs 5,000/=
19. Registration of a successor in respect of a certificate of customary ownership or certificate of occupancy	0.25	Shs 5,000/=
20. Application to change name or address	0.25	Shs 5,000/=

21. Perusal of Power of attorney, memorandum and articles of association, rules or bye-laws, Constitution of a corporate body or association	0.25	Shs 5,000/=
22. Search of parcel file (PF)	0.25	Shs 5,000/=
23. Certified copy of any document in the PIN file	0.25	Shs 5,000/=
24. Registration of any transaction not mentioned above	0.25	Shs 5,000/=

PART B—FEES RELATING TO COMMUNAL LAND ASSOCIATIONS

<i>Activity</i>	<i>Currency Point</i>	<i>Equivalent in Uganda Shs</i>
1. Application to form association	0.75	Shs 15,000/=
2. Application to register association	0.5	Shs 10,000/=
3. Application to dissolve association	0.5	Shs 10,000/=

PART C - FEES FOR PREPARATION OF DOCUMENTS

<i>Activity</i>	<i>Currency Point</i>	<i>Uganda Shs</i>
1. (a) Leases including sub-leases and tenancy agreements in standard form	0.25	Shs 5,000/=
(b) Lease and other documents not in standard form	0.5	Shs 10,000/=
2. Instrument varying terms and conditions of a lease.	1.0	Shs 20,000/=
3. Surrender of lease	0.5	Shs 10,000/=
4. Consent to transfer or assign by board or the commission	1.0	Shs 20,000/=
5. Grant of any easement, concession, licence or permit	0.25	Shs 5,000/=
6. Extension of lease	1.0	Shs 20,000/=
7. Renewal of lease	1.0	Shs 20,000/=

PART D - FEES FOR MEDIATION

<i>Activity</i>	<i>Currency Point</i>	<i>Uganda Shs.</i>
Mediator appointed by district land tribunal	Not less than 8	and not more than 10
	Not less than 160,000/=	and not more than 200,000/=

THIRD SCHEDULE

LAND ACT, CAP 227
THE LAND REGULATIONS, 2004

CONTENTS OF MODEL CONSTITUTION
OF A COMMUNAL LAND ASSOCIATION

Matters to be contained in a Constitution of an association

1. Name of the association.
2. Address of the association.
3. Objects of the association, including the identity of the community covered by the association.
4. Land to be held or owned by the association.
5. Names of intended members of the association.
6. Qualifications for membership of the association, including:
 - (i) principles for the identification of other persons entitled to be members of the association: and
 - (ii) a procedure for resolving disputes regarding the rights of other persons to be members of the association.
7. Classes of membership (if any) and the rights of members of the different classes.
8. Rights of members to use property of the association.
9. Whether membership is based on individuals or families and if based on families, how the family is to be represented in the decision-making process of the association.
10. The grounds and procedure for terminating membership and what happens to the rights and property of the member concerned.
11. The purpose for which the land may be used and the procedure to be followed in connection with the physical division of the land into individually owned plots.
12. Whether members may undertake transactions with their rights and to whom.

13. What happens to a member's rights on death.
14. Procedure for election of officers, their terms of office, their powers, the powers of members in relation to decisions made by the officers, the power of members to remove all or any of the officers and the payment (if any) to the officers.
15. How and when the annual general meeting (AGM) is to be called; its quorum or procedure of representation at an AGM.
16. How and when general and other meetings are to be called; their quorum or procedure of representation at such meetings.
17. The powers of the association and any limitations on them.
18. Responsibility for keeping minutes of meetings and access to the minutes by members.
19. Financial matters: how monies of the association will be dealt with and by whom; how and by whom will financial records be kept; independent audit and other scrutiny; access to financial information by members.
20. Procedure on change of the Constitution .
21. Procedure on dissolution and what happens to the land and other assets of the association.
22. How corruption, theft of association property, nepotism and breach of officers duties to members will be dealt with.
23. Procedure of dispute resolution.

Regulation 93

FOURTH SCHEDULE

LAND ACT, CAP 227 LAND REGULATIONS, 2004

DELEGATION OF FUNCTIONS.

FUNCTION OFFICER

FUNCTION	OFFICER
1. Assessment or reassessment of premium and ground rent in respect of land held by a board or the commission Chief government valuer	1.
2. District valuer	
2. To grant consent to assign or sub-let the commission)	1. Secretary, Uganda land commission (for land belonging to
2. District land officer	
3. To give notice of a breach of covenant the commission)	1. Secretary, Uganda land commission (for land belonging to
2. District land officer	

4. To give notice demanding payment of rent 1. Secretary, Uganda land commission (for land belonging to the commission)
2. District land officer
5. Authenticating survey 1. Officers authorised by the commissioner responsible for surveys (under section 150 of the Registration of Titles Act.)
6. Physical Planning 1. Commissioner physical planning
2. District physical planner

Cross references

1. Constitution of Uganda, 1995
2. Registration of Titles Act, Cap 230

BAGUMA ISOKE MATIA,
*Minister of State for Lands, holding the portfolio of
Minister of Water, Lands and Environment*