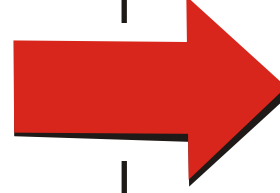


# HOW TO REGISTER A CAVEAT



**STEP 1**

The Applicant must have in his/her possession two sets of embossed caveat documents duly witnessed by an Advocate signed by the person who is placing the caveat (Deponent) and dated; Statutory Declaration signed by the Deponent & a Commissioner for Oaths and two (2) Passport photographs of the person placing the Caveat.



**AT THE MINISTRY ZONAL OFFICE**



**STEP 2**

The Applicant presents the full set of original documents and may provide a photocopy of the same documents, to the Ministry Zonal Office for processing. The intake clerk/receiving clerk intakes the document and provides an acknowledgement of receipt and or the Photocopy could be stamped 'Received', as an acknowledgment of receipt and returned to the Applicant.



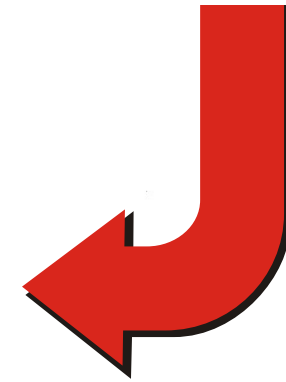
**STEP 5**

The scanning clerk scans in the caveat and sends it to the delivery clerk who makes a delivery receipt gives a copy of the approved to the client. The Applicant checks with the Office of Titles after ten (5) working days to confirm entry of the caveat upon the register.



**STEP 3**

The Documents are then scanned and forwarded to the Registrar of Titles.



**STEP 4**

The Registrar of Titles approves/differs/rejects the caveat. Upon approval the memorandum of registration is signed and title updated with caveat. It is then sent to the scanning clerk. In case the caveat is reject/differed the reason there in is delivered to the client in letter form together with the submitted documents.

**DOCUMENTS REQUIRED**

- Caveat,
- Affidavit,
- Set of Passport photographs and
- General Receipts of Payment.

**FEES PAID AT THE MINISTRY/DISTRICT**

Stamp Duty 10,000/= and Registration fees 10,000/= If caveat affects more than 1 title 5,000/= is paid per extra title.



The poster is produced by: **Ministry of Lands, Housing and Urban Development**  
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