

MZO SERVICE COSTS

Department of Land Registration/ Office of Titles

No	Service	Time Working Days	Cost
1	Conduct a physical/personal search on the registered piece of land.	1	10,000/= per search
2	Issue a search letter	2	10,000/= per letter
3	Register Transfers on certificate of Title	5	<ul style="list-style-type: none">Stampduty: 1.5% of the value of the land.Registration fees: 10,000/=
4	Register a Mortgage	3	<ul style="list-style-type: none">Stampduty: 0.05% of the mortgage sum;Registration fees: 10,000/=Perusal 5,000/= and 2,000/= for extra copy
5	Release a Mortgage	5	<ul style="list-style-type: none">Stampduty: 5,000/=Registration fees: 10,000/=
6	Remove an expired Mortgage	40 (30 days Statutory Period for notice)	<ul style="list-style-type: none">Registration fees: 10,000/=
7	Lodgement of a caveat	1	No Cost
8	Register a caveat	2	<ul style="list-style-type: none">Stampduty: 10,000/=Registration fees: 10,000/=
9	Remove a Caveat (based on requests by another party other than the person who placed it)	70 (60 days Statutory Period for notice)	<ul style="list-style-type: none">Stampduty: 5,000/=Registration fees: 10,000/=
10	Withdraw a caveat (based on requests by the person who placed it)	5	<ul style="list-style-type: none">Stampduty: 5,000/=Registration fees: 10,000/=
11	Lodgement of a court order	1	No Cost
12	Register court order /decrees	1	10,000/=
13	Rectify the Register(without notice)	40 (21 days Statutory Period for notice)	No Cost
14	Rectify the Register (without notice)	5	No Cost
15	Register Administrators or executors of a will on certificate of Title	5	<ul style="list-style-type: none">Registration fees: 10,000/=
16	Issue of certificate of Title upon subdivision	10-20	<ul style="list-style-type: none">Registration fees: 10,000/=Title charge per new certificate: 10,000/=
17	Issue Condominium Certificates of title	10	<ul style="list-style-type: none">Registration fees: 10,000/=Title charge: Ug 10,000/= per each condominium certificate of title
18	Issue Special Certificate of Title(to replace owner's copy)	45 (30 days Statutory Period for notice)	<ul style="list-style-type: none">Stamp duty: 10,000/=Registration fees: 15,000/=Gazettement fees: 120,000/=(paid to Uganda Printing & Publishing Corporation).
19	Issue Substitute Certificate of Title(to replace registry copy)	10	No Cost
20	Issue new leasehold & Freehold Certificates of Titles	10	Registration fee: 10,000/=
21	Extend a lease on certificate of titles(For running lease)	5	Registration fee: 10,000/=
22	Renew a lease on certificate of title (For running lease)	10	<ul style="list-style-type: none">Stamp duty is paid as to 1% of the revised rent.
23	Preparation of a Variation	5	Preparation fee: 10,000/=
24	Register Variation of a Lease	5	<ul style="list-style-type: none">Stamp duty: 10,000/= for 2 copies of variation lease documentRegistration fees: 10,000/=
25	Preparation of surrender of a lease	5	Preparation fee: 10,000/=
26	Surrender of a lease	10	<ul style="list-style-type: none">Stamp duty: 5,000/=Registration fees: 10,000/=
27	Register certificates of re-possession & Purchase of certificates of title	5	Registration fee: 10,000/=
28	Register correction of errors on certificates of Titles brought by client	5	Registration fees:10,000/=
29	Amendment to the register	30 (21 days Statutory Period for notice)	No cost
30	Register change of names & address	5	Registration fees: 10,000/=
31	Acknowledgement of receipt of communication to office of Titles/ Department of Land Registration	2	No Cost

Department of Land Administration

No	Service	Time Working Days	Cost
1	Processing upcountry instructions to prepare land titles (both leasehold and freehold)	10	<ul style="list-style-type: none">Registration fee: 10,000/=Issue of certificate of title: 20,000/=Assurance of title 5% of premium or 20,000/= incase of freeholdPreparation of lease: 20,000/=
2	Provide technical advice in writting	10	No Cost
3	Give consents to tranfer	3	<ul style="list-style-type: none">Consent fee: 20,000/=For each additional plot: 5,000/=
4	Processing extantions on expired initial leases and renewal of expired leases	20	<ul style="list-style-type: none">Registration fee: 10,000/=Preparation of lease: 20,000/=Issue of certificate of title: 20,000/=Assurance of title: 20,000/=Extension/application fee: 20,000/=
5	Processing of extensions of running leases	10	<ul style="list-style-type: none">Registration fee: 10,000/=Extension/application fee: 20,000/=
6	Processing Variation of terms lease/change of User after approval from controlling Authority and National Physical Planning Board	7	<ul style="list-style-type: none">Registration fee: 10,000/=Variation fee: 20,000/= (Premium and Ground Rent must have been assessed and paid by the client)
7	Processing conversions from customary tenure to freehold	10	<ul style="list-style-type: none">Registration: 10,000/=Assurance of titles: 20,000/=Issue of certificate: 20,000/=Application fee: 50,000/=
8	Processing sub divisions	15	<ul style="list-style-type: none">Registration: 10,000/=Assurance of titles 20,000/= per titleIssue of certificate 20,000/= per titleApplication fee: 20,000/=
9	Conversions from leasehold to freehold	10	<ul style="list-style-type: none">100,000/= for Urban areas40,000/= for rural areasRegistration fee:10,000/=Issue of certificate of title: 20,000/=Assurance of title: 20,000/=Application fee: 20,000/=
10	Process grant of leasehold & freehold	15	<ul style="list-style-type: none">Preparation of lease: 20,000/=Registration: 10,000/=Issue of certificate of title: 20,000/=Assurance of title: 20,000/=Application fee: 20,000/=
11	Issuance of search report on information from the Land Administration Registry on ownership, status of Land, plot number	3	<ul style="list-style-type: none">Search fee: 10,000/=Perusal fees: 5,000/=
12	Processing of certified document after receiving the relevant land file	1	<ul style="list-style-type: none">Search fee: 10,000/=Perusal fee:5,000/=Certificate per page: 2,000/=
13	Issuance of search report for information in the map record office to establish status of the land	10	Search fee: 10,000/=
14	Processing building plans	10	Search fee: 10,000/=

Department of Surveys and Mapping

No	Service	Time Working Days	Cost
1	Check and process a file for surveyed land/plot upto issuance of Deed Plans/Prints	10	3,000/= per job; 150/= per point measured
2	Issuance of Deeds Plans on request	5	7,500/= per set (Small Size) 15,000/= to 30,000/= Per set (Big Size)
3	Provision of Survey data	2	10,000/=
4	Issuance of Instruction to Survey (I/S)	2	5,000/=
5	Provision of site plan/working print	1	5,000/=
6	Provision of hard copy Map/chart	1	10,000/=
7	Provision of an electronic version of a map/chart	1	75,000/=
8	Provision of a copy of Map Cartridge	1	10,000/=
9	Provision of Aerial Photographs	2	15,000/= (per 5 copies)
10	Provision of print out satellite image	2	30,000/=
11	Provision of a Cadastral standard sheet on film	2	30,000/=
12	Provision of Report on Boundary Opening for dispute resolution	10	No Cost
13	Approval of a Land subdivision/ mutation	5	20,000/=
14	Respond to any mapping/surveying queries	5	No Cost

Department of Land Use Regulation and Compliance

No	Service	Time	Cost
1	Monitor, Inspect and Supervise Local Governments and Urban Councils for Land Use Compliance	<ul style="list-style-type: none">Once a year for districts & Town Councils.Twqice a year for Municipalities.Quaterly for Kcca Divisions	No Cost
2	Provide Feedback to inspected LGs on corrective actions required of them.	2 weeks after inspection	No Cost
3	Publish a State of Land use Compallance Report	Once every two years starting 2012	No Cost
4	Respond to request by LGs& other MDAs for Technical Support in the area of land use regulation& compliance	Within 1 month of receipt of request	No Cost
5	Respond to Requests for Change of User	Within 5 Working days	No Cost

Department of Physical Planning

No	Service	Time	Cost
1	Prepare Physical Development Plans	9 months	The determined costs vary and are met by clients.
2	Prepare Detailed Layouts	6 months	Costs vary and are met by clients.
3	Consider and approve plans by the National Physical Planning Board	60 working days	<ul style="list-style-type: none">1,000,000/= for District Physical development Plans;2,000,000/= for City Physical Development Plans.1,000,000/= for Municipal Physical development plans &500,000/= for Town Council Physical Development Plans.
4	Communication of Board,s decisions to Local Governments	5 working days after the Board's decision	No Cost
5	Respond to requests for change of User	60 working days	No Cost
6	Provide Feedback to LGs on Planning clearance/guidance	5 working days	No Cost
7	Inspection of gazetted urban centres	Atleast once a year	No Cost
8	Gazettement of approved Physical Development Plans	6 months after approval by National physical planning Board	No Cost
9	Availing land use information &/or plans to users	2 working days	Reproduction costs are met by clients
10	Induction of new LG Physical planning staff	Within the first three months of their appointment	No Cost

Valuation Division

No	Service	Time	Cost
1	Valuation for stamp duty	5 (Kampala) 10 (upcountry)	No Cost
2	Valuation for Probate	10	No Cost
3	Determination of Premium and Ground Rent	5	No Cost
4	Advice on compensation Rates	15	No Cost

Note:

- All payments attract an additional bank charge which is currently 2,500/=
- Fees charged by the Department are provided for under the Law in the Twenty - Second Schedule of the Registration of Titles Act CAP 230
- Where an instrument of Lease, Sublease or Mortgage is lodged in triplicate, an additional fee of Ug Shs 2,000/- is charged
- On Lodgement of any instrument or other document whose purpose is to deal with or effect more than one Cetificate of Title, Mortgage or Lease, for each entry after the first one, Ug Shs 5,000/= is charged
- For perusal of Power of Attorney, a Memorandum and Articles of a limited liability company, rules or bye laws of a charter or other written constitution of a corporate body, an additional Ug Shs 5,000 = is charged

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