CIRCULAR ON NEW LAND ADMINISTRATION PROCEDURAL CHANGES

The public is hereby informed that with immediate effect, the following practices shall begin to operate in all Land Offices as far as land transactions are concerned:

1. Transfers: The Vendor and purchaser should submit a set of two current passport photographs;

2. Applications for Registration of Letters of Administration, Probate, Caveats and Releases of Caveats must be accompanied by two current passport size photographs and copies of identification papers of the parties to the Instrument and photocopies of their identification documents. The exception to this is caveats and their withdrawals by equitable mortgagees;

3. Other Transactions, which include: Application for leases / Freehold, Customary Certificates, Conversion from Leasehold to Freehold, Extension of Leases, Variation of terms of leases and Subdivisions must all be accompanied by four (4) current Passport size photographs of applicant(s);

4. All Parties to the above applications / instruments should avail their Telephone contacts and e-mail address if available, in addition to the Postal address.

5. Witnesses: All witnesses on land transactions are required to :
    a. State their names clearly;
    b. Provide one (1) passport size photograph;

c. Provide their Telephone contacts and e-mail address if available, in addition to the Postal address;
d. Clearly state their qualification:
    i. In case of Civil Servants, one must be of the rank of (U5B) and above i.e. Graduate level, rank and; should state the Ministry/ Department/Agency where he/she works.
    ii. In case of Private Surveyors they must be registered and licensed with Uganda Surveyors Registration Board.
    iii. In case of Advocates they must be licensed to practice law in any given year and should be on the roll of Advocates.

6. The Ministry reserves the Right to require individuals to appear in person for identification, if deemed necessary.

Gabindadde Musoke
PERMANENT SECRETARY
MINISTRY OF LANDS, HOUSING & URBAN DEVELOPMENT
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