Transactional Procedures of Uganda Land Commission

1. Lease Acquisition Procedures
2. Land Fund Procedures
3. Regularization Of Land Ownership Procedures
4. Lease Extension Procedures
5. Lease Variations Procedures
6. Lease Renewal Procedures
7. Consent To Mortgage Procedures
8. Subdivision Procedures
9. Change of User Procedures
10. Consent To Transfer Procedures

Land Identification and Application Submission

1

Land Identification

Land is identified for development by the applicant.

2

Application Submission

Obtain and complete Application Form 7 in triplicate.

Pay a non-refundable application fee of UGX 20,000 to URA.

Submit the completed form to Uganda Land Commission (ULC) with the following documents:

- Location map / deed print identifying the land
- If a corporate body: Certificate of incorporation, Memorandum and Articles of Association, Constitution
- Three (3) passport photos
- Proof of nationality (National ID, etc.)
- If land is registered in ULC's name: Copy of the title

Handling Unregistered Land and Land Under MDAs

Unregistered Land

If land is not registered in ULC's name, ULC writes to Commissioner, Land Administration for:

- Land nature and location (e.g., wetland, forest reserve)
- Controlling authority
- Any other relevant guidance

Land Controlled by MDA

If land is under a Ministry/Department/Agency (MDA):

ULC writes to the Accounting Officer of the MDA requesting written consent/no objection.

Site Inspection and Boundary Procedures

Site Inspection

ULC conducts a physical site inspection to confirm:

- Land location
- Current status/development
- Any competing claims

Boundary Opening (If Surveyed)

ULC authorizes boundary opening

Surveyor submits report including:

- Detailed land description (district, block, plot, etc.)
- Access to land
- Nearby developments/economic activity
- Closest trading center
- Cadastral map
- 3 certified copies of deed plans

Survey and Title (If Unsurveyed)

ULC initiates survey and secures land title in its name

Application is reviewed with regard to size and location

Planning and Commission Review



Planning Consent

ULC writes to Commissioner, Physical Planning for comments on:

- Nature of land
- Location
- Proposed developments



Commission Review

Application is tabled for ULC meeting

Applicant receives written communication on decision (approval, deferral, or rejection) within 7 days



Valuation

Upon approval, ULC writes to the Chief Government Valuer to determine:

- Premium
- Ground rent

Lease Offer and Payment Process

Lease Offer

ULC issues Lease Offer to the applicant

Payment

Applicant receives bank payment advice forms

Payments are made directly in the bank

Confirmation of Payment

Applicant returns:

- Stamped offer form
- Payment receipt from ULC Accounts Section

ULC writes to Commissioner, Land Registration to prepare the Lease Agreement

Execution of Lease

1 **Receive Draft Lease**

Applicant receives the draft lease agreement from ULC

2 **Sign Lease**

Applicant reviews and signs the lease document

3 **Pay Stamp Duty**

Applicant makes payment for required stamp duty

4 **Return Signed Lease**

Applicant returns the signed lease to ULC

5 **ULC Execution**

Lease is executed by the Chairman and Secretary of ULC

Issuance of Title

Forward Executed Lease

Executed lease is forwarded to Commissioner, Land Registration

Issue Certificate of Title

Certificate of Title is issued to the applicant

File Documentation

A copy of the title is filed and returned to ULC for record keeping

Land Fund Program Procedure

Expression of Interest

Initial Contact

Landowner expresses interest in writing to the Secretary, Uganda Land Commission (ULC) offering land for compensation.

1

2

Official Documentation

The letter should clearly state the landowner's intention to sell their property under the Land Fund Program.

3

Submission

The letter must be formally submitted to the ULC offices for processing.

Application Process

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Application Form Issuance

ULC provides the Land Fund Application Form (free of charge) for the applicant to complete.

Submission of Application

Applicant submits the completed form with the following mandatory attachments:

- Certified copy of the land title
- Passport photographs of the registered proprietors
- Valid identification: National ID, Passport, or Driving Permit
- If applicant is an administrator of an estate: Copy of certified Letters of Administration
- If acting on behalf of another person: Copy of registered Power of Attorney
- If a corporate body: Certificate of Incorporation

Preliminary Review & Due Diligence

1 Document Review

ULC reviews documents and may:

2 Authorize boundary opening survey

Officials determine if a boundary survey is needed to verify property lines

3 Arrange physical inspection

A designated ULC committee conducts on-site verification

4 Conduct a search with the Land Registry

Officials confirm there are no encumbrances on the property

Boundary Opening & Local Engagement

Survey Conducted By

- Department of Surveys and Mapping
- District Staff Surveyor

Activities Include

- Sensitization of land occupants
- Meetings with Security Officials, Area Land Committees, and Local Leaders
- Physical boundary opening survey

Survey Report Submission

Full Description

District, county, block/plot information

Land Access

Details on how to access the property

Neighboring Developments

Surrounding activities and structures

Nearest Trading Center

Proximity to commercial areas

Documentation

Cadastral map and three certified deed plans

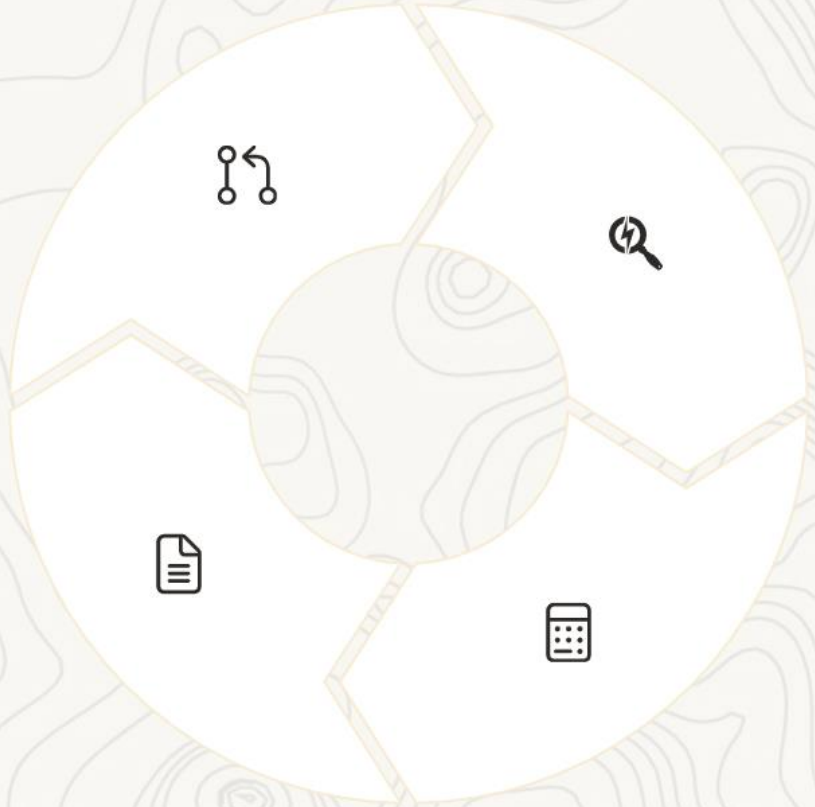
Valuation by Chief Government Valuer

Valuation Request

ULC requests a valuation from the Chief Government Valuer

On-site Inspection

Physical examination of the land and its features



Report Preparation

Documentation of findings and final valuation

Value Computation

Analysis and calculation of the land's market value

Final Documentation Review

Valuation Report Submission

Valuer submits a comprehensive valuation report to ULC.

Document Re-examination

ULC re-examines all submitted documents for completeness and authenticity

Registry Search

Repeats Land Registry search for encumbrances

Offer Communication



Offer Letter

Secretary writes to the applicant with the offered value from the Chief Government Valuer



Acceptance Response

Applicant must respond with a written letter of acceptance



Required Documents

Including original land title, owner's copy, bank account details, TIN number, National ID

Final Approval and Payment

Transfer of Title

Once compensation is made, the land title is transferred to the Uganda Land Commission

Payment Authorization

ULC authorizes the Accounting Officer to release payment to the applicant's provided account

Committee Review

Secretary submits the complete application to the Land Fund Committee for review and payment decision

Regularization of Land Ownership Procedure

Area Selection

1 ULC Meeting

ULC meets and selects specific regions or areas for issuance of land titles during a given Financial Year.

High-Level Consultations

ULC Organizes Consultative Meetings

ULC organizes consultative meetings with key stakeholders

Area Members of Parliament (MPs)

Involvement of local political representatives

Cultural Leaders

Cultural leaders of the targeted region

District Leadership

LC V Chairperson, CAO, District Council, Heads of Departments, RDC, DISO, opinion leaders

Sub-county Leadership

LC III, Sub-county Chief, Councilors, CDO, AO, extension workers

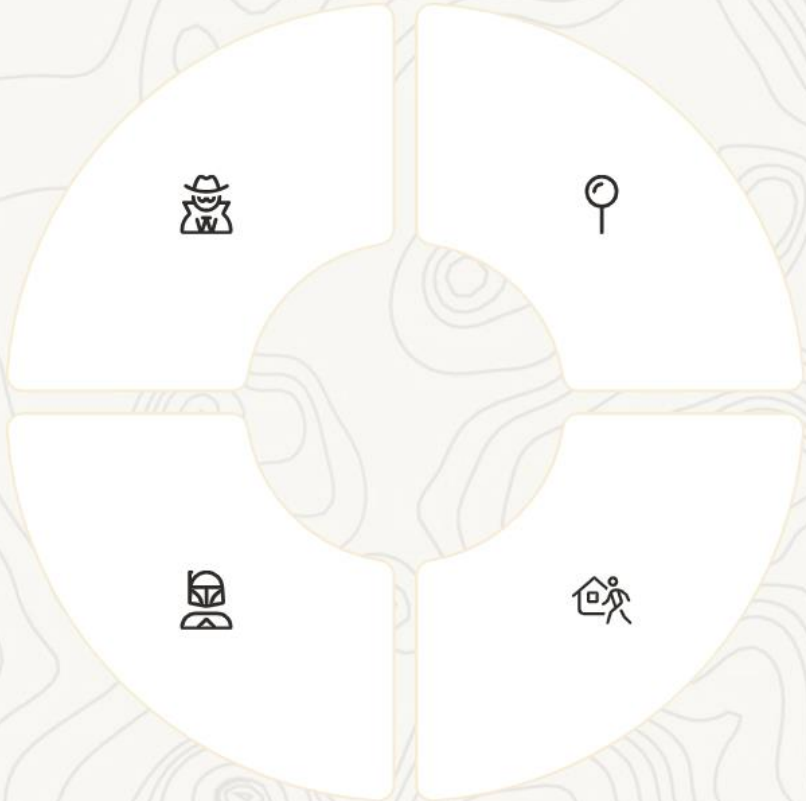
Village-Level Sensitization

Local Leaders

Village authorities who facilitate the sensitization process

Area Land Committee

Committee members responsible for land matters



General Public

Community members affected by the regularization process

Bonafide Occupants

Legitimate land occupants seeking regularization

Survey Preparation

Extend Geodetic Controls

Extend Geodetic Controls (ONZIMA points)

Open Boundaries

Open boundaries of selected land parcels

Conduct Mini-Census

Conduct a mini-census of land occupants

Adjudication Team Setup

Team Selection and Training

Select and train adjudication teams

Materials Distribution

Issue necessary literature and materials for field work

Occupant Registration

Display Preliminary Lists

Display preliminary lists of registered occupants

Open Individual Files

Open individual files for bonafide occupants, attaching:

- Photos
- Supporting documentation

Continue Sensitization

Continue community sensitization

Systematic Demarcation Launch

Official Launch

Minister officially launches the demarcation exercise

Mark Stone Placement

Surveyors plant mark stones

Ongoing Activities

Adjudication and sensitization continue simultaneously

Draft Cadastral Sheet Display



Production of Cadastral Sheets

Surveyors produce cadastral sheets



Public Display

Display them for public viewing



Feedback Collection

Collect comments, complaints, and feedback

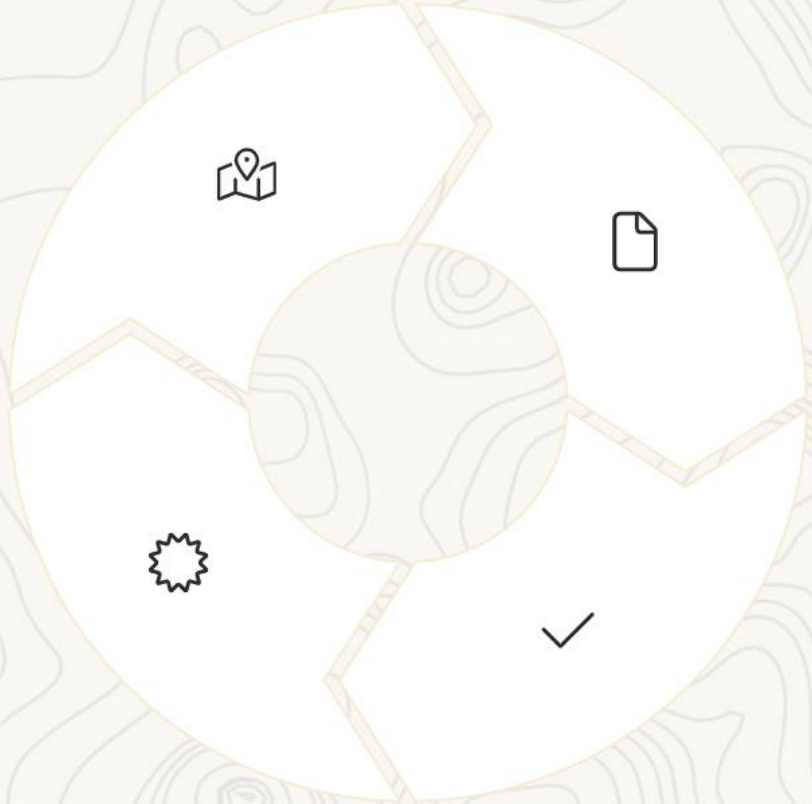
Final Steps to Land Title Issuance

Final Cadastral Sheet Preparation

Surveyors review feedback and finalize formal cadastral sheets

Certificate Preparation & Issuance

Commissioner prepares Certificates of Title and ULC holds a ceremony to officially hand over titles



Deed Plan Generation

Surveyors produce individual deed plans and attach them to respective occupant files

File Review & Fee Payment

ULC checks files for completeness and landowners pay a registration fee of UGX 70,000

Procedure for Lease Variation

Application Submission

1 Application Submission

The registered proprietor applies in writing to the Secretary, Uganda Land Commission requesting for lease variation.

2 Required Attachments

Copy of the Certificate of Title

Photographs of the current development

Occupational Permit (for full-term leases)

Proof of nationality (National ID, Passport)

Evidence of cleared Ground Rent Arrears

Site Inspection

Site Inspection

ULC arranges a site inspection to verify:

- Actual location
- Current development status
- Size (acreage)
- Any adverse claims or encumbrances

Planning Comments

Planning Comments

ULC writes to the Commissioner Physical Planning requesting planning guidance on the proposed variation (e.g., changing lease term from 49 to 99 years).

Commission Review

1

Commission Review

Application is tabled in the Commission meeting

2

Decision Communication

Decision is communicated to the applicant in writing (approved, deferred, or rejected)

Valuation of New Lease Terms



Valuation Request

If approved, ULC writes to the Chief Government Valuer



New Premium

Determination of new premium amount



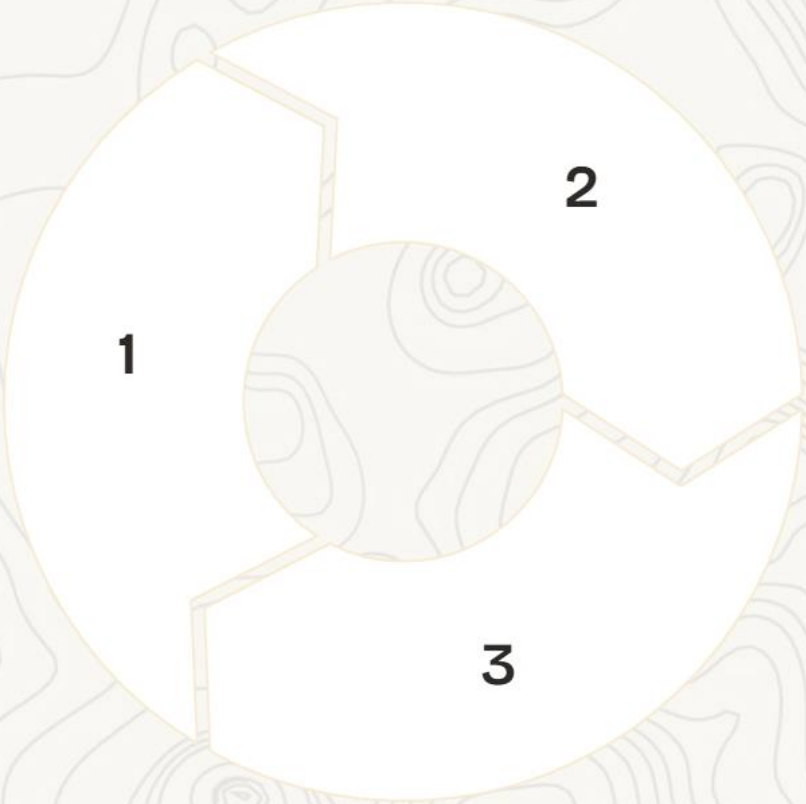
New Ground Rent

Determination of new ground rent amount

Payment Process

Valuation Communication

ULC communicates the valuation to the applicant



Payment Forms

Provides Bank Payment Advice Forms

Bank Payment

All payments are made directly to the bank

Deed of Variation

Deed Preparation

Commissioner Land Registration prepares the Deed of Variation

Applicant Execution

Executed by the applicant

Official Endorsement

Endorsed by the Secretary and Chairman of ULC

Titling & Filing

1

Deed Sealing

The signed Deed is sealed

2

Proprietor Copy

A copy is given to the proprietor for presentation to the Commissioner Land Registration

3

Title Issuance

The varied Certificate of Title is issued

4

ULC Filing

One copy of the varied title must be returned and filed with ULC

Procedure for Renewal of Lease

Submission of Application

1 Submission of Application

The applicant submits a written request to the Secretary, Uganda Land Commission seeking renewal of lease.

Attachments to the Application:

- Copy of the expired leasehold title
- Recent photographs of developments on the land
- Proof of nationality and valid National Identification documents
- Passport-size photographs
- Consent letter from the Accounting Officer of the responsible Ministry, Department, or Agency (MDA)

Site Inspection



Location

ULC verifies the exact location of the property



Status and state of development

Assessment of current structures and improvements



Any conflicting claims or encumbrances

Checking for disputes or legal issues with the property

ULC organizes a site inspection to verify the above elements.

Planning Comments

ULC's Action

ULC writes to the Commissioner for Physical Planning

Request Purpose

A review of the land and development details

Planning consent or comments regarding lease renewal

Commission Decision

Application Listing

Application is listed on the ULC meeting agenda

Decision Making

The Commission reviews and decides on the application

Official Notification

Applicant is officially informed in writing (within 7 days) of the Commission's decision (approved, deferred, or rejected), with reasons provided

Survey Documents

Request Initiation

The Secretary writes to the Commissioner Surveys & Mapping

Document Preparation

Survey department prepares the necessary documents



Documentation

Documents are filed and prepared for the next stage

Certification

Three (3) certified copies of the deed plans are produced

Valuation of New Lease Terms



New Premium

The Chief Government Valuer determines the updated premium amount for the lease renewal



New Ground Rent

The Chief Government Valuer calculates the appropriate ground rent for the renewed lease period

ULC writes to the Chief Government Valuer to determine these financial terms for the lease renewal.

Lease Offer and Payment Process



Lease Offer Issuance

ULC issues a formal Lease Offer to the applicant



Payment Forms

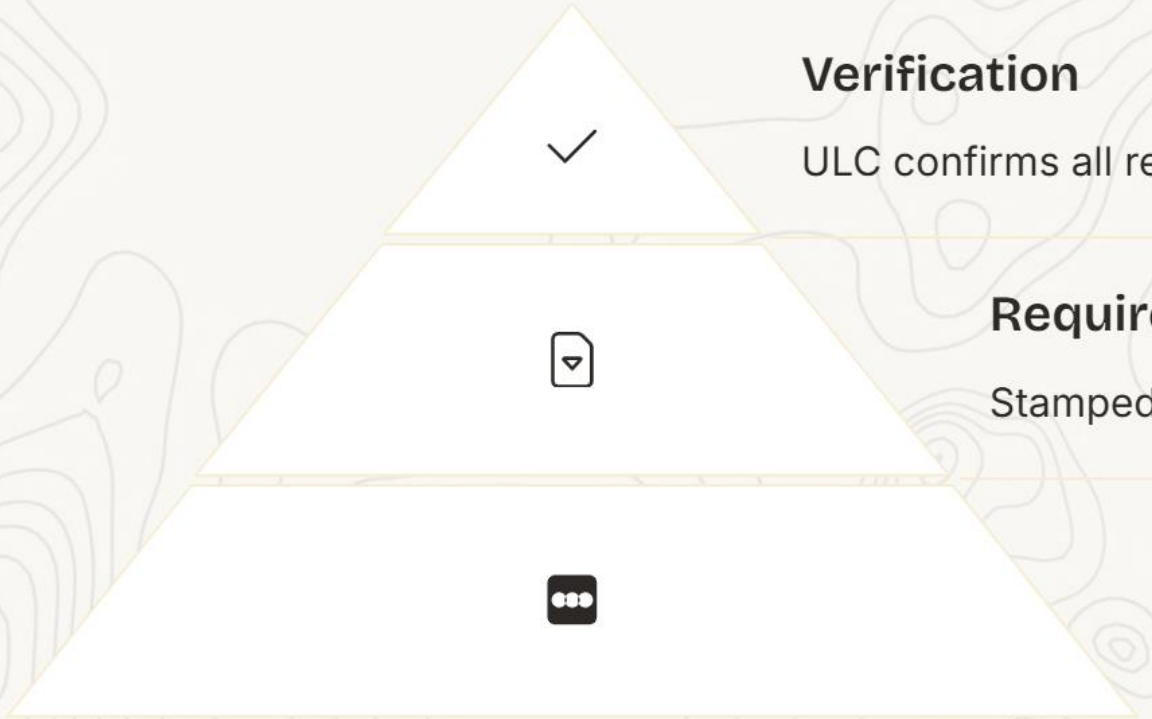
Offer is sent with bank payment advice forms



Bank Payment

All payments must be made through the bank

Confirmation of Payment



Verification

ULC confirms all requirements are met

Required Documents

Stamped offer form and payment receipt

Official Request

ULC writes to Commissioner Land Registration

Upon submission of the stamped offer form and payment receipt from the Accounts Section, ULC writes to the Commissioner Land Registration to initiate preparation of the Lease Agreement.

Execution of Lease Agreement and Issuance of Certificate

Lease Agreement Preparation

The Lease Agreement is sent to the applicant for execution

Stamp Duty Payment

Applicant pays stamp duty on the agreement

Final Endorsement

Agreement returned to ULC for final endorsement by the Chairman and Secretary, and sealed

Title Issuance

The signed Lease Agreement is forwarded to the Commissioner Land Registration

A Certificate of Title is issued

One copy of the title must be returned and filed with ULC

Procedure for Consent to Mortgage Property

Application Submission

Formal Letter

The applicant writes a formal letter addressed to the Secretary, Uganda Land Commission, requesting consent to mortgage developed government land.

Required Attachments

Copy of the land title

If a corporate body: attach Certificate of Incorporation and other registration documents

Clearance of any ground rent arrears

Three (3) passport photos

Evidence of existing developments on the land (photos or report)

Proof of nationality (e.g., National ID or Passport)

No Objection from MDA

Application Review

The Commission receives the application

MDA Consultation

The Commission seeks a "No Objection" from the Accounting Officer of the responsible Ministry, Department, or Agency (MDA) before proceeding.

Clearance

MDA provides clearance to proceed

Site Inspection

Physical Inspection

ULC conducts a physical inspection of the property to verify:

Location

Confirming the exact location matches records

State of development

Assessing buildings and improvements on the land

Claims or Disputes

Checking for any adverse claims or disputes

Commission Consideration

Agenda Setting

The application is added to the Commission meeting agenda



Deliberation

The Commission deliberates on the application

Decision

The Commission decides whether to approve or reject the request

Issuance of Consent

Approval

If the application is approved, the Secretary writes an official letter of consent to the applicant, granting permission to mortgage the property.

Official Documentation

The consent letter serves as official authorization for the mortgage process.

Completion

The applicant can now proceed with the mortgage transaction.

Procedure for Sub-Division of Land

Application Submission

1 Application Submission

The registered proprietor submits a written application for sub-division to the Secretary, Uganda Land Commission, accompanied by the following:

2 Required Documents

a) Copy of Certificate of Title

b) Photographs of the current development

c) Occupational Permit (for full term leases)

d) Proof of nationality and national ID

e) Proof of clearance of Ground Rent arrears

Planning Comments

ULC writes to the Commissioner

ULC writes to the Commissioner for Physical Planning to:

Explain Application

Explain the nature of the application and development

Request Planning Comments

Request planning comments and consent regarding the proposed sub-division

Physical Inspection

Inspection Arrangement

ULC arranges an on-site inspection to confirm:

Location Verification

Actual location and acreage

Development Assessment

State of development

Claims Investigation

Any adverse claims or encroachments

Commission Review

Application Minuting

The application is minuted and presented at a ULC meeting for consideration.

Decision Making

The Commission reviews all documentation and inspection reports.

Outcome Notification

The applicant is informed in writing of the outcome:

- Approved
- Deferred
- Rejected

Sub-Division Survey

ULC Communication

If approved, ULC writes to the Commissioner for Surveys and Mapping



Survey Instruction

Instruct a licensed survey firm to conduct sub-division surveys

Deed Plan Submission

Submit three (3) certified deed plans to ULC

Ground Rent Apportionment



Secretary's Request

The Secretary writes to the Chief Government Valuer to:



Rent Apportionment

Apportion Ground Rent among the new parcels



Documentation

Prepare official valuation reports for each new parcel

Ground Rent Payment & Title Creation

Applicant Responsibilities

The applicant:

Pays the apportioned Ground Rent

Surrenders the original title to ULC

Secretary's Request

The Secretary writes to the Commissioner for Land Registration to:

Title Issuance

Issue separate titles for the newly created parcels

Documentation

File a copy of each new title with the Commission

Procedure for Change of User

Application Submission Requirements

Formal Letter

The applicant submits a formal letter addressed to the Secretary, Uganda Land Commission, requesting consent for Change of User.

Certificate of Title

Copy of the Certificate of Title

Current Development

Photographs of the current development

Identity Verification

Proof of nationality and national ID

Financial Clearance

Evidence of clearance of Ground Rent arrears

Planning Review Process

Consultation Initiation

ULC consults the Commissioner for Physical Planning by writing to request planning comments and consent regarding the proposed change of land use.

Property Inspection Procedure

Location Verification

Actual location and acreage

Usage Assessment

Current user category

Development Evaluation

State of development

Conflict Review

Any conflicting claims

Commission Decision Process

Application Tabling

The application is tabled and minuted during the Commission meeting.

Possible Outcomes

Approved, Deferred, or Rejected



Decision Making

Commissioners review and vote on the application

Notification

The applicant receives a written notification of the outcome:

Variation Deed Preparation and Execution



Preparation Request

Upon approval, the Secretary writes to the Commissioner Land Registration requesting the preparation of the Variation Deed to reflect the new user category.



Applicant Signature

The Variation Deed is forwarded to the applicant for signature.



Official Endorsement

After signing, it is endorsed by the Secretary and Chairman of ULC.

Title Update Process

Submission of Deed

The signed Variation Deed is submitted to the Commissioner Land Registration

Certificate Update

Updates the Certificate of Title to reflect the new land use

Records Management

Returns a copy of the updated title to the Commission for records

Procedure for Consent to Transfer

Submission of Application

1 **Submission of Application**

The lessee submits a written application to the Secretary, Uganda Land Commission, requesting consent to transfer the property. The application must be accompanied by:

2 **Copy of the Certificate of Title**

3 **Photographs showing current development on the land**

4 **Proof of nationality and national ID for both the transferor and transferee**

5 **Evidence of cleared Ground Rent arrears**

6 **Details of the purchaser (transferee)**

Property Inspection

Property Inspection

The Commission arranges a site inspection to verify:

Actual location and acreage

Current user category

State of development

Any existing claims or disputes

Commission Review & Decision

Commission Review

The application is tabled and recorded in a Commission meeting for deliberation.

Official Notification

The applicant is officially notified in writing of the Commission's decision:

Possible Outcomes

Approved

Deferred

Rejected

Execution of Transfer Forms



Execution of Transfer Forms

If approved, both the transferor and transferee must sign the transfer forms as required by law.



Legal Requirement

Signatures from both parties are legally required to validate the transfer.



Transfer Agreement

The signed forms represent the formal agreement between both parties.

Assessment of Stamp Duty



Document Submission

The Certificate of Title and signed transfer forms are submitted to the Chief Government Valuer for Stamp Duty assessment.



Duty Assessment

The Chief Government Valuer calculates the appropriate Stamp Duty amount.



Payment Process

Stamp Duty is then paid directly in the bank by the applicant.

Title Transfer

Payment Confirmation

After payment confirmation, ULC writes to the Commissioner Land Registration to:

Title Update

Effect the transfer on the Certificate of Title

New Title Issuance

Issue an updated title in the name of the new owner

Record Keeping

A copy of the updated title is then filed and retained by the Uganda Land Commission for records.