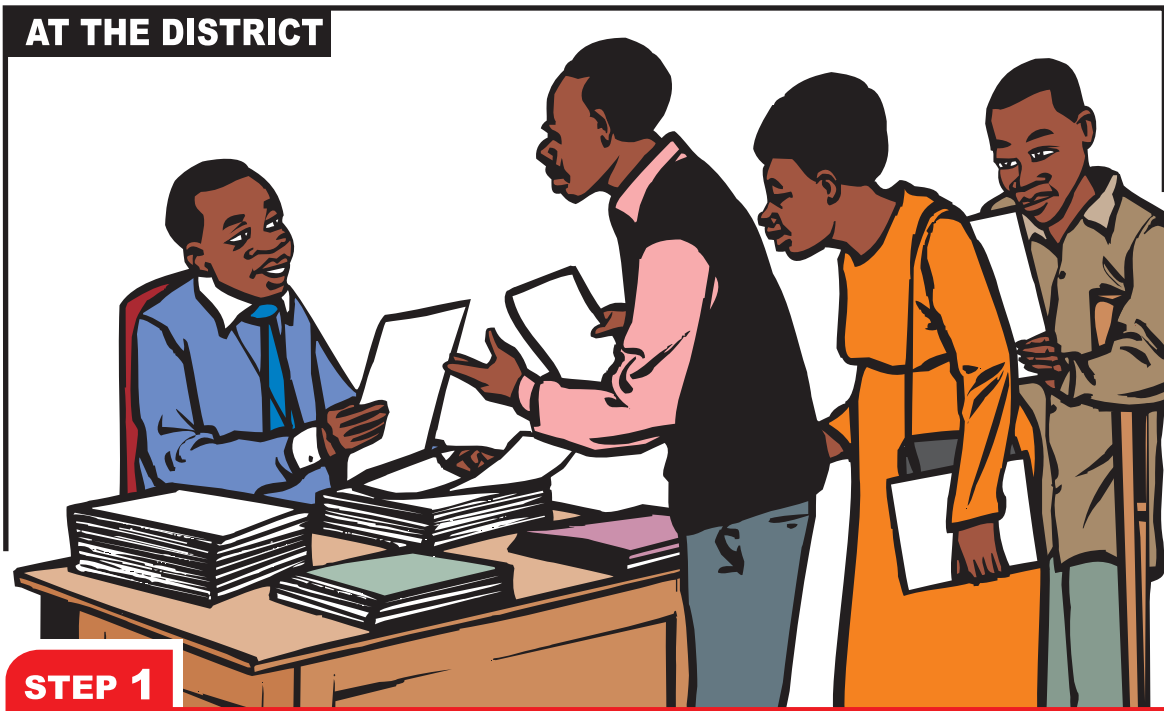


HOW TO ACQUIRE A FREEHOLD LAND TITLE

ACCESS TO ACCURATE LAND INFORMATION



AT THE DISTRICT

STEP 1

- The Applicant goes to the District Land Office or Area Land Committee to pick the Application Form 4, fill it, attach 4 passport photos and submit them to the Area Land Committee after paying the required fees of 10,000/-.
- The Area Land Committee receives the Application and issues a notice for a Public hearing using Form 10.
- The Area Land Committee visits the site and together with the neighbours fill and sign the Demarcation Form 23. The Area Land Committee also compiles an Inspection Report and submits the documents to the District Land Office.
- The District Land Officer prepares a technical report and forwards the documents to the District Land Board for approval, after which, the District Land Officer forwards the documents to the Ministry of Lands for preparation of the Land Title.



STEP 2

- The Applicant must have in his/ her possession:
- Fully completed Forms 4, 10, and 23, In case of acquisition of a Freehold by Grant from a Controlling Authority, the Applicant fills Form 19;
 - Area Land Committee Report;
 - District Land Officer's Technical Report;
 - 3 Passport Photos;
 - A forwarding letter; and
 - Receipts of payment of Application fees.

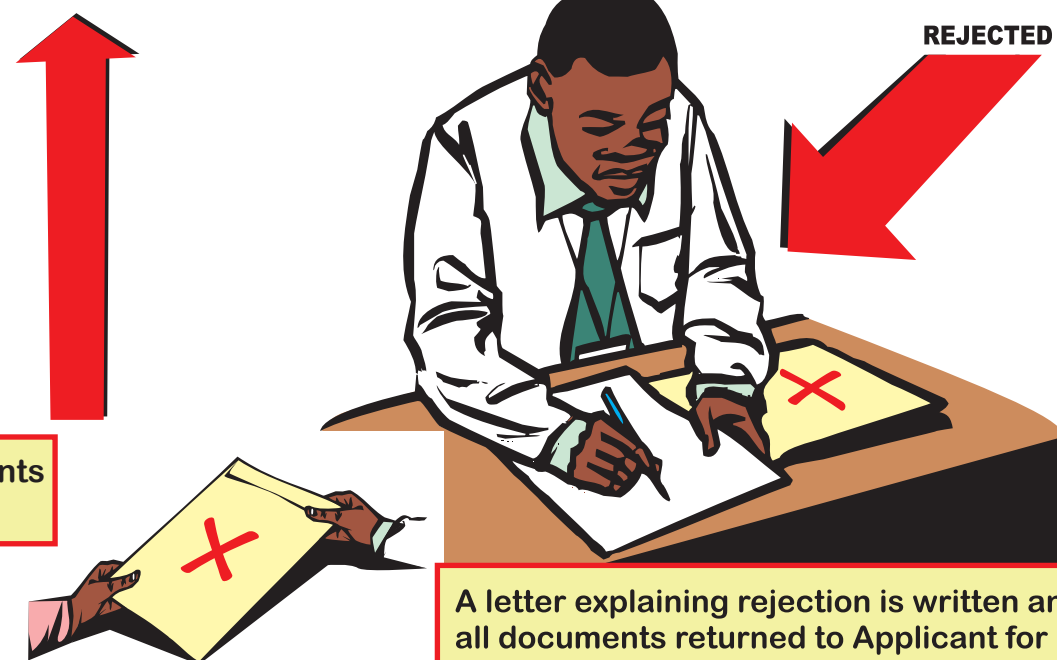
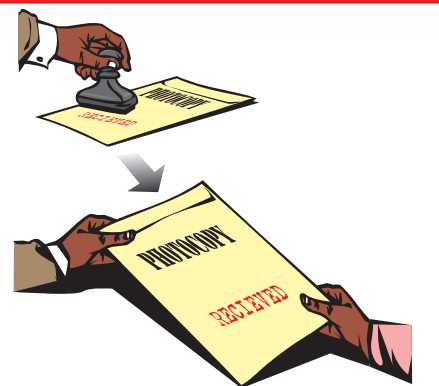


AT THE MINISTRY

STEP 3

DEPARTMENT OF LAND ADMINISTRATION

- The Applicant presents the full set of original documents in Duplicate and a photocopy of the same to the Department of Land Administration for checking. The photocopy is stamped 'Received' and returned to the applicant. The Applicant checks with the Department of Land Administration after 10 working days to confirm their approval or rejection.

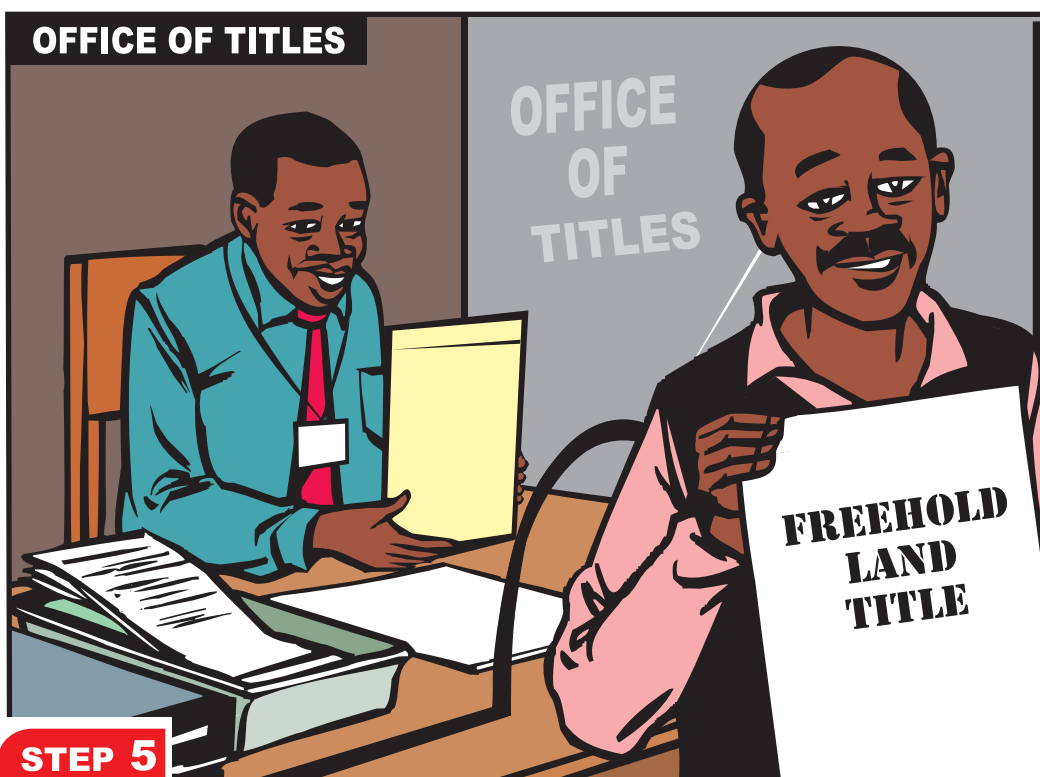


Corrected documents re-submitted.

A letter explaining rejection is written and all documents returned to Applicant for correction and re-submission.

APPROVED

Payment of fees to URA ✓

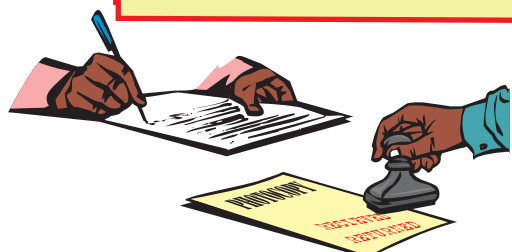


OFFICE OF TITLES

STEP 5

The Applicant presents the photocopy given to him/her by the Department of Land Administration stamped 'Received' and identification documents on collecting the Freehold Title.

The Applicant signs for the Title and the photocopy is stamped 'Returned' on completion.



STEP 4

OFFICE OF TITLES

Once approved, the documents are forwarded to the Office of Titles for issuance of a Freehold Land Title. The Applicant checks after 20 working days.

DOCUMENTS REQUIRED

- Form 4,10,19 and 23
- Set of Deeds Plans
- Set of Passport Photographs
- General receipts of Payment
- Requesting Letter

FEES PAID AT THE MINISTRY / DISTRICT

- Registration fees 10,000/=
- Assurance of Title 20,000/=
- Issuance of the Title 20,000/=
- Application fees 10,000/=

