



THE REPUBLIC OF UGANDA

MLHUD Transactions Procedures Series 1

HOW TO CARRY OUT A PHYSICAL SEARCH ON A LAND TITLE

Step 1

Make a written Request for a search addressed to the Commissioner, Land Registration giving the description of the Land:

For Mailo

County, Block & Plot no

For Leasehold

Leasehold Register Volume
& Folio No

For Freehold

Freehold Register
Volume & Folio No

Step 2

The application is presented to the Office of Commissioner Land Registration and stamped "received" in Room 2 (Second floor) by the Commissioner's Secretary and approved by a Registrar of Titles on behalf of the Commissioner. The application is forwarded to the Records Section to retrieve the file's availability, then the bearer is sent to the Ministry's Cashier (1st Floor) to pick a pay slip and pay Ushs 10,000/=. The Cashier informs the bearer which bank to make the payment.

Step 3

The bearer pays that amount in the bank and obtains a receipt that is presented to the Land Office. On verification of the receipt, the registry copy is retrieved and a search letter signed by a Registrar of Titles is issued to the bearer within three days after presenting the Bank receipt.

Documents required: Application letter for a Search

Fees paid at the Ministry through the bank: 10,000/= (Search fee)

Ministry of Lands, Housing & Urban, Century Building – Parliament Avenue. P.O.Box 7096 Kampala, Uganda. Tel: +256 414 373511. Email: dennisfo@mlhud.go.ug

March, 2011.

Available on Ministry website: www.mlhud.go.ug