



THE REPUBLIC OF UGANDA

## MLHUD Transactions Procedures Series 16

# How to acquire a Special Certificate of Title

### Step 1

The Applicant must have in his/her possession an application for a Special Title, Statutory declaration attached to application duly filled, signed by the applicant and witnessed by a Commissioner for Oaths and two Passport photographs of the person requesting for the Special Certificate of Title. The Applicant must have paid 15,000/= as Registration fees and 10,000/= as Stamp Duty (5000/= on the Application & 5,000/= on the declaration).

### Step 2

The Applicant presents the full set of original documents and a photocopy of the same, to Department of Land Registration for processing. The Photocopy is stamped 'Received' and returned to the Applicant.

### Step 3

The Applicant checks with the Department of Land Registration after 5 working days to pick a letter to the Uganda Gazette for notification of the public on the impending issuance of a Special Certificate of Title.

### Step 4

After 30 days notification, the Applicant presents a receipt for the Gazette to the Department of Land Registration for confirmation of the publication.

### Step 5

The Land Registration Department verifies the receipt and the Gazette notice and proceeds to issue a Special Certificate of Title.

**Step 6**

After 10 days, the Applicant upon presentation of the photocopy stamped "Received" collects the Special Certificate of Title. The Photocopy is Stamped "Returned' on completion.

**Documents required: Letter of Application for Special Title, Statutory Declaration, Gazette Extract, Passport Photographs and General receipts of Payment.**

**Fees paid: Registration fees – 15,000/=, Stamp Duty – 10,000/=.**

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