



THE REPUBLIC OF UGANDA

MLHUD Transactions Procedures Series 4

How to Convert a Leasehold to a Freehold Land Title

Step 1

The Applicant must have in his/her possession fully completed Forms 4, 5, 10, 19 & 23 in duplicate, a set of 3 authentic deed plans, Duplicate Certificate of Title, 3 Passport Photographs, Receipts of Payment and a forwarding letter requesting for a conversion from Leasehold to Freehold title signed by the District Land Officer of the respective District where the land is located.

If the land was titled after the coming into force of the 1995 Constitution, then a Surrender Deed/Agreement of the Lease is required. It is prepared by the Secretary DLB to be executed by the DLB and the applicant / registered proprietor.

Step 2

The Applicant presents the full set of original documents and a photocopy of the same, to 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, and is given a letter advising him/her on the fees to be paid.

Step 3

Once approved, the documents are forwarded to Department of Land Registration for issuance of a Freehold Title. The applicant checks after 10 working days if there is a Surrender Deed/Agreement to be processed.

Step 4

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 after 20 working days. The applicant signs and the Photocopy is stamped 'Returned' on completion.

Documents required: Forms 4, 5, 10, 19, & 23, Duplicate Certificate of Title, set of Deed Plans, set of Passport photographs, General receipts of Payment and a Requesting letter.

Fees paid at the Ministry: Stamp duty- 5,000/= and Registration fees for the Surrender Deed – 10,000/=; Registration fees – 10,000; Assurance of Title – 20,000/=; issuance of the Title – 20,000/=.

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