Procedure and Forms for Registration in Uganda

**Law Applicable:**

* Land Act Chapter 227, 1998
* Land Regulations (2004)

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| **Procedure as per the Law** | **Practical Variations** |
| Make application to Registrar to Form Communal Land Association and submit to District Registrar.  Pay a fee of Uganda Shillings 15,000 (approximately $4) at the District Offices | There is no District Registrar; application submitted to central land authority in the capital with a letter of introduction from the Chief Administrative Officer of the District.  Requested to submit community constitutions and list of members at this point.  Fee paid to District Offices. |
| District Registrar receives application and issues a 21 day notice to convene meeting in the community. | Registrar receives application and issues a notice for 21 days before agreed meeting day. |
| District Registrar to convene a meeting in community for them to elect leaders on the day indicated in the above notice. | Leaders are elected by community after constitution is in place. At the meeting with the registrar, the leaders elected were confirmed and some replaced. |
| Elected leaders to prepare community constitution with the help of the District registrar. Upon review, District Registrar to issue a certificate of compliance. | Community constitution is prepared per How to Guide for effective engagement and facilitated by the LEMU. Constitution is submitted at the time of application and review is done by the registrar before the community before issuing a certificate of compliance. |
| Community applies to have elected leaders incorporated as trustees for the association.  Fee of Uganda Shillings 10,000 (approximately $3.5) paid at District Offices.  Community resolution to elect leaders and to incorporate attached. | Community applies to have elected leaders incorporated as trustees for the association. List of members endorsed by local leaders and photographs of all members attached.  Fee of Uganda Shillings 10,000 (approximately $3.5) paid at District Offices.  Community resolution to elect leaders and to incorporate attached. |
| Certificate of Incorporation issued by District Registrar. | Certificate of Incorporation issued by Registrar of Titles. |

**Forms:**

* Application to Registrar to Form Communal Land Association (Form 44)



* Notice to Convene Meeting (Form 45) Notice to be placed in prominent places in the area where the community seeks to be registered.



* Certificate of Compliance for Constitution issued by Registrar upon review of constitution (Form 46).



* Application for Incorporation of Officers (Form 47) and accompanying list of members intending to incorporate.



* Certificate of Incorporation (Form 48)



**Fees:**

* Application to form association 0.75 Shs 15,000/=)
* Application to register association 0.5 Shs 10,000/=)
* Application to dissolve association 0.5 Shs 10,000/=)

**Prepared by:**

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