LAND ADMINISTRATION PROCEDURE MANUAL

Rwanda Natural Resources Authority
Office of the Registrar of Land Titles

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FOREWORD TO THE LAND ADMINISTRATION MANUAL

I am very pleased to be able to introduce the Land Administration Manual which represents a very important milestone in the Land Reform programme, to which the Government attaches a very high priority, and which has been recognised as a benchmark across this region.

Following the completion of the Land Tenure Regularisation, all land in the country is mapped and title formally registered in the names of the land holder, thus providing a level of security of tenure hitherto unknown in this country. It is essential that this achievement is sustained through the development and institutionalisation of a Land Administration System that economically and effectively records all transactions on each parcel of land so that the size and ownership of each parcel is beyond dispute.

As such this manual provides practitioners and landholders for the first time with a detailed guide to the national land administration system, the processes to be followed and the forms to be used. This will ensure that a uniform approach is implemented across the country and the government and district officers working in the land sector are capacitated to address all issues arising from land holders, whether sales, inheritances, subdivisions, mergers or other more complex changes.

This system is grounded in the Constitution and the Law and therefore should be regarded as instructions to the practitioners and the public on the processes to be followed and is not open to short cuts or by passing to meet short term needs or pressures from specific groups or individuals. The law is the same for all.

I urge all concerned to use the manual to provide the level of service required to meet the aspirations of the people of Rwanda.

Dr Emmanuel NKURUNZIZA
Registrar of Land Titles
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<td>Land Administration Information System</td>
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<td>RNRA</td>
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<td>UN-Habitat</td>
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<td>Land Tenure Regularization Support Programme</td>
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<td>EDPRS</td>
<td>Economic Development and Poverty Reduction Strategy</td>
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<td>UPI</td>
<td>Unique Parcel Identification</td>
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<td>USA</td>
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<td>SMS</td>
<td>Service Management System</td>
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PREAMBLE

The Land Administration Procedure Manual (LAPM) is to be used at all levels of operation of the Land Administration System. It serves as a unique guideline for all transactions on land and departure from these guidelines has to be justified and approved by the authority in charge.

This LAPM is based upon:
- A translation of the institutional framework for the land administration in Rwanda (in particular the Law No 43/2013 of 16/06/2013 governing land and the Ministerial order n° 002/2008 of 01/4/2008 determining modalities of land registration),
- An understanding of the designed and fully operational Land Administration Information System (LAIS),
- The understanding of the new system and procedures for land transaction and registration by land administration professionals at Sector, District and Central levels,

And therefore needs to be updated, re-validated and possibly adapted when the LAIS-Version 2 and related procedures for land transaction and registration will be in full operation and regularly used by the land professionals at Sector, District and Central levels. The use of the system will be the best validation of this Manual.

A (land administration) system develops with time and this will also happen with the LAIS and related procedures for land transaction and registration in Rwanda. Therefore, this Manual should be seen as a living document that needs to be continuously adapted to the developments of the system and of its (institutional, organisational, operational) environment. Regular maintenance of the LAPM will have to take place under the responsibility of the Director of Land Administration, as part of management of changes of the Land Administration System.
CHAPTER 1. INTRODUCTION TO LAND ADMINISTRATION IN RWANDA

Land remains a highly complex and contentious issue, involving economic, social, political and cultural systems. As spelled out in Article 75 of the Habitat Agenda, stating that “legal access to land is a strategic prerequisite for the provision of adequate shelter for all and the development of sustainable human settlements affecting both urban and rural areas. The failure to adopt, at all levels, appropriate rural and urban land policies and land management practices remains a primary case of inequity and poverty” [UN-Habitat, 2003], there is a strong link between land and poverty. Access to land is a fundamental basis for human shelter, food production and other economic activity, including by businesses and natural resource users of all kinds. Secure rights to land encourage people to invest in improved dwellings and the land itself; they can also enable people to access public services and sources of credit.

Land-related issues in Rwanda are multiple and varied. Some originate from the morphology and physiology of the land, while others are rooted in the socio-demographic and socio-economic situations, combined with inadequate land policies, laws and regulations in the past. Being a densely populated and hilly country, Rwanda faces serious problems related to the scarcity of land, the mode of human settlement and the protection of the environment. The evolution of agriculture, long considered as the backbone of the national economy, has become unpredictable because the land resource has been badly managed, and 72% of the Rwandan population work on land from which they earn their livelihood. Soil erosion has worsened due to continuous cultivation of land, settlement on marginal land that is unsuitable for agriculture, and lack of reliable soil conservation methods.

The Government of Rwanda has recognized land as a key priority for economic development and poverty reduction and has developed a comprehensive institutional framework for Land Governance in Rwanda during the last 10 years. Simultaneously, Land Governance organizations have been established and their mandate clearly defined, however these organizations are still in the process of capacity building. Another critical development has been the Land Tenure Regularisation Support Programme (LTRSP) that started in 2005 and concluded in 2013. The programme has for objectives that all rightful landholders in Rwanda receive legally valid land title documents and to minimise disputes preventing the issue of land titles. The LTRSP has been a very ambitious but also very successful systematic land registration programme. However, there is a need to maintain the system up-to-date in terms of the information on parcels, rights and right owners that is regularly changing due to transaction on land. The Land Administration Information System (LAIS) has been developed for this purpose and is presently under implementation at RNRA.

This LAPM shortly reviews the development of the LAS in Rwanda from an institutional perspective, gives an overview of the actual LAS and documents land transaction and registration procedures and corresponding documents and forms.

1.1. HISTORY

Apart from a few scattered land regulations, most of which dated back to the colonial period, Rwanda had never had a proper land policy nor had it ever had a land law, a situation that enhanced the duality between the very restrictive written law and the widely practiced customary law, giving rise to insecurity, instability and precariousness of land tenure.

The land tenure system in Rwanda operated till recently in a dual legal system:
- On one hand, there was the customary law, which governed almost all the rural land and promoted the excessive parcelling out of plots through the successive father-to-son inheritance system.
- And on the other, there was the written law, which mostly governed land in urban districts and some rural lands managed by churches and other natural and legal persons. This law conferred several land tenure rights to individuals such as land tenancy, long term lease and title deeds (particularly in towns).

On the whole, Rwanda’s land tenure system required comprehensive reforms, from the elaboration of a national land policy to the establishment of a land law and related implementation orders, to guide
the judicious use and management of the land resource for the economy to be able to take off in such a way that our country is freed from the grips of poverty.

1.2. INSTITUTIONAL FRAMEWORK

The recognition of state and private property and the right of every citizen to private property, whether held individually or in association with others is inscribed in the Constitution of the Republic of Rwanda. The state has the authority to grant rights to land, including private ownership rights, and to establish laws governing land acquisition, transfer and use. State land is classified as public or private; public land cannot be alienated. Land tenure reform and land management are also crucial components of Rwanda’s Vision 2020 and of the Economic Development and Poverty Reduction Strategy (EDPRS 2009-2014).

The Rwandan Government, found it compelling and necessary to establish a National Land Policy that would guarantee a safe and stable form of land tenure, and bring about a rational and planned use of land while ensuring sound land management and an efficient land administration. This policy was adopted in 2004. The implementation of the land policy statements and strategic options of this policy are based on the major policies contained in “Vision 2020”. In order to enable the implementation of the National Land Policy of 2004, an Organic land Law N° 08/2005, determining the use and management of Land in Rwanda was enacted in 2005 and was replaced by the Law No 43/2013 of 16/06/2013 governing land in Rwanda published in June 16th 2013. These law and policy are the legal and strategic framework that guides the land sector.

The Rwanda’s National Land Policy (National Land Policy, Rwanda Ministry of Lands, Environment, Forests, Water and Mines, February 2004) gives a central place to proper land administration as a key of land tenure security by providing the possibility of registering and transferring land. It formalized Rwanda’s land tenure system to stimulate economic and sustainable development of the country. Land tenure secured by land registration is considered to be a pre-requisite to attract investment in rural areas, whereas customary land tenure is deemed to be obsolete and not offering economic advantage to the tenants or the state. The Land Policy distinguishes two categories of private land, ‘urban land’ and ‘rural land’. In order to guarantee environmental conservation, state-owned lands (state public land and state private land) will be governed by special measures and regulations. Key elements of the National Land Policy are:

- All Rwandans will enjoy the same rights of access to land
- All land shall be registered and land shall be alienable
- Land administration shall be based on a title-deeds registration system (adapted Torrens system)
- The Law governing land in Rwanda published in June 16th 2013.
- Land is part of the public domain of all Rwandans; ancestors, present and future generations (Re. Article 3 of the Land Law).
- With exceptions of the rights given to people, the state has supreme powers to manage all the national land, and this is done in public interest aimed at sustainable economic development and social welfare, in accordance with procedures provided for by law.
- In that regard, it is the state that guarantees the right to own and use the land. The state also has rights to expropriation due to public interest, settlement and general land management through procedures provided by law and prior to appropriate compensation.
- The law recognizes rights to land obtained under customary law as equivalent to rights obtained under formal law, requires land registration and sets minimum plot’s sizes for agricultural land

The Ministerial Order No.002/2008 defines modalities for land registration including the establishment of a Register of Land Titles, procedures for the registration of titles to land and other interests in land, transfers of title to land and other transactions related to land, and related matters. It provides for two types of certificates of land rights – the Certificate of Registration of Conditional Freehold Title or Freehold Title and a Certificate of Registration of Emphyteutic Lease. The Ministerial Order No.001/2008 determines the requirements and procedures for land lease.
Several other laws and implementation orders related to land transactions and registration are available for specific land transactions (e.g. Law relating to expropriation in the public interest or Law creating and organizing condominiums and setting-up procedures for their registration). A comprehensive list of laws and implementation orders supporting the Organic Land Law is given hereafter for reference.

The land legislation has been developed in compliance with other national policies and laws (Decentralisation policy and law, Public service reform involving communities at local level). Main tasks and responsibilities and functional relationships between land institutions have also been drafted.

1.3. LAND GOVERNANCE INSTITUTIONS

Land in Rwanda falls under the responsibility of MINIRENA, The Ministry of Natural Resources., the Rwanda Natural Resources Authority (Land and Mapping Department), the Office of the Registrar of Land Titles, the District Land Bureaux and the Sector Land Managers are in charge of executing land policies. Following the National Land Policy, the law governing land in Rwanda and consequent Orders for implementation, land is governed through the following set of institutions from central and local governments.

The Ministry of Natural Resources (MINIRENA) which is responsible for addressing issues of policy, in particular through Ministerial orders and/or orders that set out laws and procedures for the administration, planning and allocation of land.

Rwanda Natural Resources Authority (RNRA) was established in 2011 (Law 53/2010 of 01/2011) as a merge of the National Land Centre (NLC), the National Forestry Authority (NAFA) and the Rwanda Geology and Mines Authority (OGMR). Although RNRA mission is very broad (RNRA shall be an authority that leads the management of promotion of natural resources which is composed of land, water, forests, mines and geology) it has the specific responsibility to register land, issue and keep land authentic titles and any other information relating to land of Rwanda, that is executed through its Department of Lands and Mapping. The Office of the Registrar is housed within RNRA.

The Registrar of Land Titles (ORLT) prescribed in Law nº 43/2013 of 16/06/2013 governing land in Rwanda and Presidential Order Nº 97/01 of 18/06/2014 determining the functioning and competences of the Registrar of Land titles. The office is headed by the Chief Registrar supported by five Registrars covering each of the four Provinces of Rwanda and Kigali City. The Office has the (among other) powers of signing certificates of Land Titles and long term leases, certifying that land has been allocated on freehold terms and certifying that land is leased under a long term contract.

District Land Bureaux (DLBs)/District One Stop Centers (DOSCs): The Land Law establishes District Land Bureau (DLB) headed by a District Land Officer (DLO), which is responsible for land management, land administration and land use in the district. The District Land Bureau is technically answerable to the national institution in charge of the national land registry and geo-information services and administratively answerable to the Local Authority, the DLO’s acts as public notary in all matters pertaining to land in accordance with legislation related to notarised deeds.

Sector land Manager: The Law Nº13bis/2014 governing the Office of Notary gives notarial powers to the Officer in charge of land at the Sector level. The sector land manager is also in charge of providing information to the clients, receive their applications, check their completeness and forward them to the District Land Officer.

Sectors and Cells Land Committees: Each Sector and Cell has a land committee responsible for follow up of management and use of land.
1.4. LAND MANAGEMENT, ADMINISTRATION AND TENURE

Land management is the process by which the resources of land are put to good effect. It is a system of planning and management methods and techniques that aims to integrate ecological with social, economic and legal principles in the management of land for urban and rural development purposes to meet changing human needs, while simultaneously ensuring the long-term productive potential of natural resources and the maintenance of their environmental and cultural functions.

Land administration is the process of determining, recording and dissemination of information about ownership, value and use of land, when implementing land management policies.

The benefits of a good land administration are:
- Guaranty of ownership and security of tenure
- Reduce land disputes
- Provide security for credit (mortgages)
- Support for land and property taxation
- Contribute to develop and monitor land markets
- Protect state land
- Facilitate land reform
- Improve urban planning and infrastructure development
- Support sustainable management of land resources and environmental management

Figure 1 Global land management perspectives, FIQ publication nº 45

Every person who is in possession of land, acquired either in accordance with custom, or granted by a competent authority, or by purchase, is the recognized proprietor under an emphyteutic lease and any Rwandan citizen is also entitled to be granted freehold title to land reserved for residential, industrial, commercial, social, cultural or scientific services.

Notwithstanding the recognised rights of people, only the State has the supreme power of management of all land. Therefore, the State is the sole authority to accord rights of occupation and use of land.

Land rights may be transferred between persons through succession, gift, inheritance, ascending sharing, rent, sale, sublease, exchange, servitude, mortgage or any other transaction. Individual land customarily owned is the recognized proprietor under an emphyteutic lease in accordance with the provisions of this law.
The system of land administration in Rwanda is based on a reformed cadastral system, including land mapping, recording of all land-related data and land titles. Land registry is, in effect, a tool of reference for an effective land administration system. The land administration system focuses on three concepts that are land titles based on long-term leases, the value of land and the use of land, within the general context of land management.

The Rwandan Land Tenure system is the Torrens System (adapted to the Rwandan context), first developed in Australia in the mid-19th Century and that was further applied, with modifications, to New-Zeeland, some provinces of Canada, some parts of the USA, etc. The system includes:

a) A register called the “Register of Land Titles” for recording Certificates of land Registration in the sequence as they are drawn by the Registrar of Land Titles. The Register of Titles refers to who (subject/person) owns what (object/parcel) and how (with which right);

b) A Cadastral Register(parcel map/spatial component of the system), showing the location of parcels (where), their size (how much) and their land use and value (what);

c) Each parcel is uniquely identified by a Parcel ID in both registers (in Rwanda called: UPI)

As all systems based on the Torrens System it is built on three main principles:

a) The mirror principle, which means that the register is supposed to reflect accurately and completely the current state of the legal situation.

b) The curtain principle, which means that no further (historical) investigation beyond the register is necessary except overriding interests.

c) The insurance or guarantee principle, which means that the state guarantees that what is registered is true for third parties in good faith and that a bona fide rightful claimant who is contradicted by the register is reimbursed from an insurance fund of the state.

In a title registration system, the right itself together with the particulars of the rightful claimant and the object of that right with its restrictions and charges are registered. With this registration, the title of right is created.

In the legal system in Rwanda, Land Registration is about recording land Objects (parcels/condominiums) on which Subjects (natural or non-natural persons) have (legal) Rights, following the existing land legislation. Subjects who are holding property rights will get a land title that can be shown as a proof of having Rights on an Object. Registration of rights on land in Rwanda is mandatory.

Figure 2 Relationship Subject-Right-Object
1.5. LAND INFORMATION AND LAND INFORMATION SYSTEM (LIS)

Land information is concerned about policy objectives, land and information acts, institutions responsible for the provision of products and services related to land administration processes on land objects (such as land and building) represented in spatial data or map, land rights concerning ownership, responsibility and restrictions on land objects, and personal information about the people who hold and use land and building.

Land Information, if correct and up-to-date, available and accessible, can strongly contribute to:

- Poverty reduction and sustainable development (e.g. access to& security of land rights, especially for the disadvantaged groups; preservation of fragile and marginal areas)
- Economic Growth and sustainability (e.g. link between land ownership and investments incentives; secure land rights as basis for development; emergence of sound financial system dependent on collateral)
- Good Governance and Social Stability (e.g. land rights as a social construct; just resolution of conflicts critical to social stability; accountable institutions critical to decentralisation/participation; generation of revenue to finance local governments)

A Land Information System (LIS) consists of human and technical resources which together with appropriate institutional procedure are applied to collect, store, retrieve, disseminate and use land related information. It serves as a tool for decision making regarding legal, administrative and economic purposes and it is very important in the context of planning and development of the land. The effectiveness of such system depends upon the level up to which it has been designed to serve the user. So, in order to provide for easy understanding of the information, it should consist of highly interactive visualization.

LIS normally contains local databases (or registers) in digital form that relates to spatial and non-spatial (or descriptive) components.

The spatial component may contain the following information:

- Spatial units of outer boundaries – tenure units, customary areas, family parcels, individual parcel which can be represented by geometry
- These spatial units must have unique identifiers in a standard form of numbering system
- Locations of spatial units are always referred to the national geodetic reference system.

Similarly non-spatial (Descriptive) component may contain the following information:

- Links to spatial unit through unique identifier
- Register of tenure rights and right holders
- Agreement/evidences on how tenure rights are brought to right holders.
To enhance access to land information, modern technologies like internet web-based access play a vital role as it allows rapid access to information from anywhere in the world. Well maintained systems based on these modern technologies improve the flow of land information from one stakeholder to another, supporting the communities in open discussion on important decision making. For this to happen it is needed to have a land information system in which all land information is stored and managed in a database environment. When LIS is interlinked with other system servers, relevant information, at any time needed, can be made available to relevant stakeholders through internet or intranet.

1.6. LTR/LTRSS AND LAIS PROGRAMMES

1.6.1 Land Tenure Regularisation (LTR) and Land Tenure Regularisation Support System (LTRSS)

Rwanda has been working on a Land Tenure Regularisation (LTR) programme since 2005 (with trials till 2008 and full implementation since 2008) with the objective of all rightful landholders in Rwanda receiving legally valid land title documents and minimising disputes preventing the issue of land titles.

The Land Tenure Regularisation (LTR) programme has been using general boundaries demarcation, marked on orthophotographies or enlarged satellite images, with claims being assessed in the field in a highly participatory system. It has been a very ambitious but also very successful systematic land registration programme. Indeed, by end July 2013 (the deadline for the closing of the LTR operations), 10.3 million parcels had been demarcated and 7.9 million certificates of title had been provided.

To support the programme, two computer systems were developed to record and process the land claims information. The Land Tenure Regularisation Support System (LTRSS) contains textual details
of land parcels and the Geographic Information System (GIS) maintains the spatial details of land parcels. The two systems were linked through a Unique Parcel Identifier (UPI).

Although the LTR has been a success, there is a need to maintain the system in terms of the information on parcels, rights and right owners that is regularly changing due to different types of transaction on land (sale, inheritance, sub-division and merge of parcels, servitudes, expropriation, corrections, etc.). Without a fully functioning maintenance system, with time the information collected by the LTR will become more and more out of date, until eventually it will become a not accurate and not useful record of land, rights and right owners.

1.6.2 Land Administration Information System (LAIS)

In order to ensure proper land management and land administration and specifically the maintenance of land certificates issued to landholders during land registration, a Land Administration Information System (LAIS) has been developed. LAIS is a web based land registration tool that is developed based on procedures and processes that are provided for by the Ministerial Order Determining Modalities of Land Registration. The core of the LAIS, comprising the data store and the main processing capacity, are held centrally with the users being able to interface with the core using the web browsers over the internet. Changes to land rights will be notified to the system through administrative documents. Administrative documents will be received at Sector or District offices, checked and details entered to the database via an intranet using a web browser. Registrars located in zone’s offices will check and approve the work undertaken by Sector or District officers.

LAIS has been introduced as a way of moving from analogue to digital way of dealing with various land transactions but most importantly to create a more efficient, cost effective, quick and transparent land registration process.
CHAPTER 2. PROCEDURES FOR LAND TRANSACTION AND REGISTRATION

2.1. OVERVIEW OF THE LAND TRANSACTION AND REGISTRATION PROCESS

Scenarios 1: File introduced at the Sector

- Compile documents for transaction and apply
- Inform, Notarize documents, Book and Accept Application, Feedback
- Process transaction
- Approve transaction + Store original certificate
- Generate & Print signed certificate
- Issue certificate

Figure 4 File introduced at Sector

Clients have option to introduce either at the Sector or District level.
Scenario 2: File introduced at the District

Clients may choose to apply at Sector or District level.

Figure 5 File introduced at District

2 Clients may choose to apply at Sector or District level.
Scenario 3: File introduced at the (Zonal) Office of the Registrar of Land Titles

Only commercial and industrial transactions are concerned with this scenario.
The diagrams above show the most important steps of the land transaction and registration process in Rwanda, in their respective functional environments. These steps are:

1. **Compile documents for the transaction and application:**
   This is done by the Applicant(s). After the necessary documents are compiled, they are submitted to the sector land manager or to the District land Officer in order to verify their authenticity and completeness. Commercial and industrial transactions can be directly submitted to the Registrar’s Office. Files submitted to the sector land managers will be transmitted to the District land Officer who will submit them to the Registrar.
   - The documents differ by transaction but a number of these are more or less always needed like: Application template for transaction, Transaction agreement, Emphyteutic lease contract of the parcel, Certificate of registration of Emphyteutic lease of the parcel, Marriage certificate or certificate of celibacy, Proof of identity or Power of Attorney in case of representative;
   - Other documents needed for specific transactions can be: Extract Cadastral Plan of the parcel, Court decision, etc.

2. **Book the request for transaction:**
   This is done by the District Land Office or Registrar’s Office after he/she has checked the documents for transaction for Conditions for Booking (CfB; the CfB are mainly related to the format of the submitted documents); if the CfB are satisfied then the documents can be scanned and stored, they get the status “booked” in the LAIS; otherwise, the documents are returned with the reasons for not booking to the Applicant for rectification.

3. **Accept the request for transaction:**
   Each booked document should now be checked for Conditions for Acceptance (CfA; mainly related to the contents of the submitted documents) by the District Land Office or Registrar’s Office; if the documents meet the requirements, they are accepted and get the status “accepted”; otherwise, the documents are refused and returned to the Applicant (via the District Land Office) with mention of the reasons for refusal.

4. **Process the transaction:**
   Each accepted document is now processed in the LAIS; during this step, the information on the transaction is captured and the changes are made by the LAIS professional in the system, the status “processed” is then given to the document; if it is found at that stage that the information cannot be treated correctly, then a request for rectification is sent to the Applicant (via the District Land Office) and after approval by the Registrar.

5. **Approve the transaction:**
   The Registrar will now check that the changes in the LAIS have been done in accordance with the documents presented for transaction; if yes, the status “approved” is given to the transaction; if not, (1) the transaction is refused and the changes in the LAIS are reversed and a request for rectification is sent to the Applicant (via the District Land Office) or (2) the transaction is returned to the “accepted status” for corrections or minor changes and the LAIS professional will re-do the changes in the right way.

6. **Sign and Print the Certificate:**
   This is done automatically by the system after the information needed to prepare the Certificate has been approved by the Registrar; it gets now the status “printed”. It should be noted that only a limited number of transactions will lead to the generation of the Certificate (e.g. sale, donation, inheritance, exchange, division of a parcel, merge of parcels), other transactions will only lead to a change in the LAIS database (e.g. servitude, caveat, and seizure).

7. **Seal the Certificate:**

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4 Conditions for Booking (CfB) can be found in the Procedures and Process Manual Land Administration Information System, V0.6, RNRA, 22-11-2011

5 Conditions for Acceptance (CfA) can be found in the Procedures and Process Manual Land Administration Information System, V0.6, RNRA, 22-11-2011
The Certificate has to be sealed and the sealing to be confirmed by the Registrar; from that moment on, the Certificate is the official document for the object of transaction. The original of the Certificate is stored at the Office of the Land Registrar.

8. Physically printing and issuing the Certificate:
A duplicate of the Certificate is then printed and physically sealed by the Registrar’s Office and physically forwarded to District Land Office for issuance to the Applicant. When the requests were submitted through the sector, the sector land manager must collect the duplicate of the certificate from the District land office.

9. Collect the duplicate of the certificate:
The applicant must collect the duplicate of the certificate where he/she submitted the request (District Land Officer/Sector Land Manager/Registrar’s Office).

Remark 1: Although not a transaction by itself, an important function in the land transaction and registration process is the Search function. This function permits to retrieve information on persons, parcels and rights from the LAIS database and is expected to be intensively used by the users of the system.

Remark 2: In order to trigger a transaction in the land registration process, an Administrative Document is scanned into the LAIS at the Booking or Accepting steps. An Administrative Document can be a legal or administrative document or a prescribed form issued by the Office of the Registrar of Land Titles.

2.2. RESULTS OF THE LAND TRANSACTION AND REGISTRATION PROCESS

The following proves of land registration are generated as results of the land transaction and registration system and are delivered to rightful claimants:
- Contract of Emphyteutic Lease;
- Certificate of Registration of an Emphyteutic Lease (with as Annex an Extract of the Cadastral Plan, also named Deed-Plan);
- Certificate of Registration of Conditional Freehold Title;
- Certificate of Registration of Freehold Title;
- Certificate of Registration of Full Title of a Condominium;
- Certificate of Registration of Full Title of a Condominium Unit.

Each Certificate of Registration is composed of 4 sections:
- The “Parcel Section” in which is recorded the description of the immoveable property
- The “Proprietorship Section” in which is recorded full details of the owner of the immoveable property
- The “Charges Section” in which is recorded annotations of real charges on the immoveable property (e.g. servitudes, Caveat, Statement)
- The “Restrictions Section” in which is recorded annotations on restrictions on the immoveable property (e.g. Seizure)
Figure 7 Certificate of registration of an emphyteutic lease, front and back pages

Figure 8 Emphyteutic lease contract, front page
It should be noted that not all land transactions lead to new official registration documents. Indeed, annotations (on persons and on rights) will only be registered in the system (LAIS database) and notification made to the applicant but no new official registration document will be issued.

2.3. ACTORS IN THE LAND TRANSACTION AND REGISTRATION PROCESS AND THEIR RESPONSIBILITIES

2.3.1 Registrar:

Registrars in their respective areas of jurisdiction are the only ones with power to issue Certificates of Registration. They have the overall responsibility of the land transaction and registration process and in particular:

- “Approve” (or refuse) the transaction;
- “Sign”, “Print” and “Seal” the Certificate;
- Physically Print and Seal the Certificate and forward to the District Land Office for issuing;
- Store the original of the Certificate at the Registrar’s Office.

2.3.2 Sector Land Manager and District Land Officer (and/or authorized staff at the District Land Office/LAS Professional):

The Sector Land Manager and District Land Officer (and/or authorized staff) functions at the interface between the applicant and the land administration system.

- At the beginning of the land transaction process, He/She:
  - Advises the Applicant and verifies, notarises and files the documents received for an application for transaction
  - “Books” and “Accepts” and “Processes” the documents for transaction in the LAIS (only the District level)
  - Ensures that the Certificate is generated with electronic signature and seal of the Registrar (only the District level)
2.3.3 LAIS Processor and GIS Officer

These functions are new in the land administration system but very important due to the establishment of the LAIS. The LAIS Professional and GIS Officer will ensure LAIS system maintenance, including specialized activities like (hardware/software) system management and data management.

2.4. COMMONALITIES FOR THE DIFFERENT TRANSACTIONS ON LAND

Legislation and regulations guiding the transactions

The following Laws and Orders form the basis for land transactions and for the responsibility of the execution of these transactions. Reference to additional details of Laws and Orders will be made under specific transactions when required.

1) Law N° 32/2015 of 11/06/2015 relating to expropriation in the public interest;
2) Law N°10/2009 of 14/5/2009 on Mortgages;
3) Law N°15/2010 of 07/05/2010 creating and organizing condominiums and setting-up procedures for their registration;
4) Law N° 53/2010 of 25/01/2011 establishing RNRA and determining its mission organisation and functioning;
5) Law N° 59/2011 of 31/12/2011 establishing the sources of revenue and property of decentralized entities and governing their management;
6) Law N° 13bis/2014 of 21/05/2014 governing the Office of Notary;
7) Presidential Order N° 30/01 of 29-06-2007, determining the exact number of years of land lease;
8) Presidential Order N° 97/01 of 18/06/2014 determining the functioning and competences of the Registrar of Land titles;
9) Presidential Order N°25/01 of 09/07/2012 establishing the list of fees and other charges levied by decentralized entities and determining their thresholds
10) Prime Minister's Order N° 149/03 of 05/10/2011 determining the organisational structure and summary of job positions of Rwanda Natural Resources Authority
11) Prime Minister’s instructions N°001/03.0 of 14/04/2010 relating to implementation of client charter in land administration and land acquisition;
12) Ministerial Order N° 001/14 of 14/04/2014 determining modalities for sub-leasing of agriculture, livestock and forest land;
13) Ministerial Order N° 003/14 of 14/04/2014 determining responsibilities, organisation, functioning of District land bureau;
14) Ministerial Order n° 009/16.01 of 23/08/2011, determining the procedure to obtain a Freehold Land Titles as amended by the Ministerial Order modifying and complementing Ministerial Order n° 009/16.01 of 23/08/2011 determining the procedure to obtain a freehold land title;
15) Ministerial order n° 001/2008 of 01/04/2008 determining the requirements and procedures for land lease;
16) Ministerial order n° 002/2008 of 01/4/2008 determining modalities of land registration;

Documents needed for most of transactions and general remarks

For most of the land transactions, the following documents will be needed, in addition to the documents needed for the specific transaction:

- Prove of identity is always required for a transaction/transfer:
  - For Rwandese: ID or valid passport
  - For Foreigners: valid passport
- Extract of marriage certificate or Extrait d’Acte de Mariage (except for transfer upon voluntary sale) with mention of the matrimonial regime or certificate of celibacy is always required for a transaction/transfer
- Power of Attorney:
  - The physical presence of the persons involved in the land transaction or their representation with certified Power of Attorney is always required for a land transaction.
  - For legal persons, power of attorney for the company/NGO’s representative, allowing him/her to request the transaction, must be provided
• Note on the Power of Attorney:
  ✓ In Rwanda it is to be issued by Public notary
  ✓ Outside Rwanda: it is to be issued at the Embassy but the representative has to let the Ministry of Foreign Affairs confirm the Power of Attorney

• Note on minor’s representation in case of transaction on land owned by the minor:
  ✓ In case the parents (at least one) of the minor are alive, they are the rightful representative of the minor for management transactions. In case the parents misbehave, the minor can address the juridical power to get another representative
  ✓ In case both parents are dead, the juridical power appoints (by Court decision) a representative for dealing with the affairs of the minor.
  ✓ In case of transfer, court decision orders the transfer and appoints the representative

• Note on representation in case of transaction on land owned by a person having mental disability: in the case of mental disability of a right holder, a Court decision is needed to designate his/her representative in a land transaction.

General remarks:

• Note on “duplicate” of Emphyteutic Lease Certificate, Emphyteutic Lease Contract and Extract of the Cadastral Plan: If further in the text, “duplicate of the Emphyteutic Lease Certificate, Emphyteutic Lease Contract and Extract of the Cadastral Plan” is used, this means the Emphyteutic Lease Certificate, Emphyteutic Lease Contract and Extract of the Cadastral Plan issued to the right holder (the “original” being stored at the Office of the Registrar of Land Titles) and not a photocopy of these documents.

• Note on Re-allotment of land: The process of land Re-allotment is not included in this LAPM as it is not a land transaction but a specific project on consolidation and re-allocation of land (generally for improvement of agricultural production or physical planning purposes) ending by new registration of ownership rights.

Successive combination of transactions

Most transactions will be direct transfer of rights (by sale, succession, donation, exchange) of a parcel without change in its spatial composition (in other words without sub-division, boundary corrections or merger).

However, in some cases the transfer of rights will be from one to several persons (e.g. sale of a parcel to two or more persons or succession with two or more heirs); in that case, the transfer of rights will involve a combination of transactions:

• First a sub-division of the original parcel in different sub-parcels (with new UPI for each) will have to take place with the rights kept to the original owner for each sub-parcel.
• Then the rights will be transferred per sub-parcel from the original to the new owners.

This is in fact a combination of two basic transactions: 1. Parcel sub-division. 2. Transfer of rights by sale, and will not be described as one transaction in the LAPM.

Duration of the transactions

Following the Ministerial Order Nº 002/2008 determining modalities for land registration, duration of transactions on land are:

The Registrar issues the certificate of registration within thirty (30) days after the Office of the Registrar is presented with a remittance voucher.
2.5. MANAGEMENT OF CHANGES IN THE LAPM

A system is dynamic by essence and this certainly applies to the Land Administration System (LAS). Changes in the system may arise reactively in response to problems or externally imposed requirements (e.g. guiding laws and implementation orders developments) or proactively from seeking improved efficiency and effectiveness or to enable or reflect business initiatives. In the particular case of the LAS it can be expected that several changes will occur when operationalizing the system (incl. the LAIS); despite the effort made to implement a smoothly working system, regular use of the system by the land professionals will demonstrate the need for amendments and corrections.

The objective of change management is to ensure that standardized methods and procedures are used for efficient and prompt handling of all changes, in order to minimize the impact on the system. Change Management proposes standardized methods, processes and procedures which are used for all changes, facilitate efficient and prompt handling of all changes, and maintain the proper balance between the need for change and the potential impact of changes on the system.

Change management would generally be composed of:
- Raising and recording the change (change request)
- Assessing the impact (institutional, operational, cost, benefit, risk) of the proposed change
- Developing business justification and obtaining approval
- Managing change implementation
- Monitoring and reporting on implementation
- Reviewing and closing the change request.

Not all identified changes have to follow the procedure above and short-cuts can be taken for minor changes but the mentioned procedure should always be kept in mind. Minor changes will also have to be raised, recorded, assessed, approved, implemented, reviewed and closed. Responsibilities for each step in the management of changes should be allocated to personnel working on the system and protocols developed for each step.

In the specific LAS context, the Director of Land Administration within RNRA is in charge of managing (incl. changes) the LAS and consequently the LAPM. Approved changes on the system have to be reflected in the LAPM.

2.6. MUTATIONS ON PARCELS

All transactions in this section on mutations on parcels will include a change on the parcel itself (division, merge, rectification of boundaries, area correction) and on its spatial and non-spatial representation in the LAIS database; area correction without rectification of boundaries will only lead to a change in the non-spatial parcel description in the LAIS. However, these transactions will not affect the rights of the person on the parcel. New Certificates and Extract of the Cadastral Plan will be delivered to the right holder in case of sub-division or merger of parcels and in case of rectification of boundaries but only a notification will be sent to the right holder in case of an area correction without rectification of boundaries.

2.6.1 Sub-division

Transaction name: Sub-division of a parcel

Objectives of the transaction: To sub-divide a parcel in 2 or more parts.

Reasons and conditions for transaction
- This can be done for different purposes, e.g. to sell part(s) of the original parcel, because of succession for several heirs, to donate part(s) of the parcel, etc.
- However, it is prohibited to subdivide plots of land reserved for agriculture and animal resources if the result of such subdivision leads to parcels of land of less than a hectare in size for each of them.

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6 Re. ISO/IEC 20000-1:2011; IT Service Management System (SMS) Standard
Required documents

- Application form
- Land documents for the parcel to be sub-divided
- Approved Fiche Cadastrale for each to be sub-divided parcels
- Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located.

Triggering document

- Administrative document: Application form, signed by the registered owner(s), with motivation for sub-division

Output documents

Per sub-divided parcel:

- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an extract of the Cadastral Plan
- Conditional Freehold Title or Freehold Title

Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible</th>
<th>Responsible</th>
<th>Remark/Status in relation to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Option SLM</td>
<td>Option DLO</td>
<td>LAIS</td>
</tr>
</tbody>
</table>
| 1   | Compilation of documents for request for sub-division and application | Right holder | Right holder | • Application form  
• Land documents for the parcel to be sub-divided  
• Approved Fiche Cadastrale for each to be sub-divided parcels  
• Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located |
<p>| 2   | Check completeness and validity of the documents received | SLM | DLO | Book: check Conditions for Booking |
| 3   | If documents complete and valid | SLM sends file to DLO | DLO | DLO proceeds with entering the request in LAIS |
| 4   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO | DLO | Accept: check Conditions for Acceptance |
| 5   | Otherwise, return the documents to the Right holder | SLM | DLO | With mention of the reasons for not booking |
| 6   | Otherwise, return the documents to the Right holder | DLO through SLM | DLO | With mention of the reason(s) for refusal |
| 7   | Sub-divide the parcel and allocate a new UPI for each sub-divided parcel | DLO | DLO | Process |
| 8   | Approve the sub-division | Registrar | Registrar | Approve |
| 9   | Otherwise refuse the sub-division and if needed send a request for rectification | Registrar through DLO | Registrar to DLO | Changes in the LAIS are reversed |</p>
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible Option SLM</th>
<th>Responsible Option DLO</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve and Sign (generate new Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an extract of the Cadastral Plan or Conditional Freehold Title or Freehold Title)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>File the original of the Lease Certificate or Conditional Freehold Title or Freehold Title at the Registrar’s Office</td>
<td>Registrar’s Office</td>
<td>Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Physically print and seal the new Lease Certificates, Lease Contracts and Extracts Cadastral Plan or Conditional Freehold Title or Freehold Title</td>
<td>DOSC’s office</td>
<td>Registrar’s Office</td>
<td></td>
</tr>
</tbody>
</table>
| 15  | Provide the Right holder with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan or a conditional freehold of a freehold title. | Registrar through the DLO | Registrar through DLO | Per sub-divided parcel:  
  - Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan  
  - Or, Conditional Freehold Title or Freehold Title. |
APPLICATION FORM FOR PARCEL SUB-DIVISION

Person information
I/We: ………………………………………………………………………………………………………………………………..
Status: …………………………………………………………………………………………………………………………………
ID/Passport: …………………………………………………………………………………………………………………
Address: …………………………………………………………………………………………………………………………….
Telephone number: ………………………………………… E-mail: …………………………………………………..

OR
Company/NGO/Professional association/Church/Cooperative/Other: ………………………………………………………
I (authorised representative): ……………………………………………………………………………………………………
ID/Passport: …………………………………………………………………………………………………………………
Address: …………………………………………………………………………………………………………………………….
Telephone number: ………………………………………… E-mail: …………………………………………………..

Kindly request a sub-division of a parcel

Parcel information
UPI: ………………………………………………………………………………………………………………………………
City of Kigali/Province: ……………………………………………………………………………………………………….
District: …………………………………………………………………………………………………………………………
Sector: …………………………………………………………………………………………………………………………
Cell: ……………………………………………………………………………………………………………………………

Motivation for the request for sub-division of the parcel …………………………………………………………………
……………………………………………………………………………………………………………………………………

Required documents for the transaction

| Land documents for the parcel to be sub-divided | Approved Fiche Cadastrale for each to be sub-divided parcels |
| Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located |

Date of application: …………………………………………… Signature of the applicant(s) …………………………………………..

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ………………………………………………………………………………………………..

Date: …………………………………………………………… Name and Signature: …………………………………………………..

Approved by District Land Bureau (only for applications initiated by the SLM)

Date: …………………………………………………………… Name and signature: …………………………………………………..

Stamp
2.6.2 Merge

Transaction name: Merge of parcels

Objectives of the transaction: To merge 2 or more parcels into one new parcel.

Reasons and conditions for transaction

- This can be the case if one owns 2 or more adjacent parcels and wants to make it a larger parcel e.g. for building a large construction or for improving agricultural production.
- In this case, the original parcels need to belong to the same owner that need to have the same right on these original parcels, the original parcels also need to have a common boundary and the same land use. In case of different rights, right holders and/or land uses on the parcels to be merged, first ensure transfer rights and/or conversion of rights and/or land use changes previous to merging the parcels.

Required documents

- Application form
- Land documents for the parcel to be merged
- Approved Fiche cadastral of the new parcel after merging
- Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located

Triggering document

- Administrative document: Application form, signed by the registered owner(s), with motivation for merge

Output documents

- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an Extract of the Cadastral Plan for the new parcel
- Or, Conditional Freehold Title or Freehold Title for the new parcel
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-Option SLM</th>
<th>Responsible-DLO</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compilation of documents for request for merge of parcels and application</td>
<td>Right holder</td>
<td>Right holder</td>
<td>• Application form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Land documents for the parcel to be merged</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Approved Fiche cadastrale of the new parcel after merging</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located</td>
</tr>
<tr>
<td>2</td>
<td>Check completeness and validity of the documents received</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If documents complete and valid</td>
<td>SLM sends file to DLO</td>
<td>DLO</td>
<td>Book: check Conditions for Booking</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DLO proceeds with entering the request in LAIS</td>
</tr>
<tr>
<td>4</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>SLM</td>
<td>DLO</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>5</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>DLO</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td></td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>7</td>
<td>Merge the parcels and allocate a new UPI for the new parcel</td>
<td>DLO</td>
<td>DLO</td>
<td>Process</td>
</tr>
<tr>
<td>8</td>
<td>Approve the merge</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse the merge and if needed send a request for rectification</td>
<td>Registrar through DLO</td>
<td>Registrar to DLO</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve and Sign (generate new Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an extract of the Cadastral Plan or Conditional Freehold Title or Freehold Title)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Lease Certificate, Lease</td>
<td>Registrar’s Office</td>
<td>Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>Nr.</td>
<td>Description</td>
<td>Responsible-Option SLM</td>
<td>Responsible-DLO</td>
<td>Remark/Status in relation to LAIS</td>
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<tr>
<td>-----</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>-----------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Lease Certificate or Conditional Freehold Title or Freehold Title at the Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Planor Conditional Freehold Title or Freehold Title.</td>
<td>Registrar, through DLO</td>
<td>Registrar’s Office through DLO</td>
<td>Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an Extract of the Cadastral Plan Or, Conditional Freehold Title or Freehold Title</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR MERGING PARCELS

Person information
I/We: ………………………………………………………………………………………………………………………………………
Status:………………………………………………………………………………………………………………………………………………
ID/Passport:……………………………………………………………………………………………………………………………………
Address:…………………………………………………………………………………………………………………………………………
Telephone number: ………………………………... E-mail: ………………………………………………………………………………………………..

OR
Company/NGO/Professional association/Church/Cooperative/Other:……………………………………………………………………………………………………………………………………

I (authorised representative): ……………………………………………………………………………………………………………………………
ID/Passport:……………………………………………………………………………………………………………………………………
Address:…………………………………………………………………………………………………………………………………………
Telephone number: ………………………………... E-mail: ………………………………………………………………………………………………..

Kindly request for merging parcels

Parcel information
UPI:………………………………………………………………………………………………………………………………………………
City of Kigali/Province: ………………………………………
District: …………………………………………………
Sector: …………………………………………………
Cell: …………………………………………………

Motivation for the request for merging parcels ……………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………

Required documents for the transaction

| Land documents for the parcel to be merged | Approved Fiche cadastral of the new parcel after merging |
| Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located |

………………………………………………………………………………………………………………………………………………
Date of application Signature of the applicant(s)

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: …………………………………………………………………………………………………………………………………………………
Date: …………………………………………………………………………………………………………………………………………………
Name and Signature: …………………………………………………………………………………………………………………………………………………

Approved by District Land Bureau (only for applications initiated by the SLM)
Date:………………………………………………………………………………………………………………………………………………
Name and signature:………………………………………………………………………………………………………………………………………………
Stamp

N.B: - Lands to be merged must belong to the same owner, be close, have the same land tenure (same rights) and land use.
- In case there is no boundary change on the parcels, an approved Fiche cadastral is not required.
2.6.3 Rectification of boundaries and area correction

Transaction name: Rectification of boundaries and area correction of a parcel

Objectives of the transaction: To fix the boundaries of a parcel (moving from general to fixed boundaries) by new land survey of the parcel and to re-calculate its area.

Reasons and conditions for transaction

- Rectification of boundaries:
  - This can happen if the parcel has been wrongly demarcated (often due to the low accuracy of the general boundaries demarcation process) or if the boundaries have been changed due to natural phenomena (e.g. derived river).
  - A rectification of boundaries will have an influence on the area of the parcel and most probably on the boundaries of neighbouring parcels; therefore the (fixed) boundaries will have to be agreed upon with adjacent land holders and in the presence of a land surveyor. The land surveyor will then monument the boundaries and surveys the parcel.

- Area’s correction:
  - If the area is wrong due to wrongly demarcated boundaries or if the boundaries have been changed due to natural phenomena, this will involve changes in the parcel boundaries (and most probably have an influence on the area and boundaries of neighbouring parcels); the process is then exactly the same as for Rectification of boundaries of a parcel.
  - If the area is wrong due to a wrong calculation after demarcation, the process will still be the same as for rectification of boundaries of a parcel, as the parcel will have to be re-demarcated by means of fixed boundaries and this will also have to be agreed upon with adjacent land holders and in the presence of a land surveyor.

- Remark: This procedure has to be adapted and conform to the Survey Manual, when available.

Required documents

- Land documents for the parcel
- Approved Fiche Cadastral for the parcel
- Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located

Triggering document

- Administrative document: Signed sporadic adjudication report, by all parties affected by the boundary change

Output documents

- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract for the parcel
- Extract of the Cadastral Plan with correct boundaries and area of the parcel
- Or Conditional Freehold Title or Freehold Title with correct boundaries and area of the parcel
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible/Option SLM</th>
<th>Responsible/Option DLO</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compilation of documents for request for rectification of boundaries/area correction of a parcel and application | Right holder           | Right holder           | • Application form  
• Land documents for the parcel  
• Approved Fiche Cadastral for the parcel  
• Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located |
<p>| 2   | Check completeness and validity of the documents received                     | SLM                    | DLO                    |                                  |
| 3   | If documents complete and Valid                                               | SLM sends file to DLO  | DLO                    | DLO proceeds with entering the request in LAIS: Book: check Conditions for Booking |
| 4   | Otherwise, return the documents to the Right holder                          | SLM                    | DLO                    | With mention of the reasons for not booking |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO                    | DLO                    | Accept: check Conditions for Acceptance |
| 6   | Otherwise, return the documents to the Right holder                          | DLO through SLM        | SLM                    | With mention of the reason(s) for refusal |
| 7   | Rectify the boundaries and/or correct the area of the parcel                 | DLO                    | DLO                    | Process |
| 8   | Approve the rectification of boundaries/ area correction of a parcel         | Registrar              | Registrar              | Approve |
| 9   | Otherwise refuse the rectification of boundaries/area correction of a parcel and if needed send a request for rectification | Registrar through DLO  | Registrar to DLO       | Changes in the LAIS are reversed and returned to the &quot;accepted&quot; status |
| 10  | Re-process                                                                   | DLO                    | DLO                    |                                  |
| 11  | Approve and Sign (generate new Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an extract of the Cadastral Plan or Conditional Freehold Title or Freehold Title) | Registrar              | Registrar              | Approve and Sign (electronically) |
| 12  | Update the LAIS database                                                      | Registrar              | Registrar              |                                  |
| 13  | Physically print and seal the new Lease Certificate, Lease Contract and Extract Cadastral Plan or Conditional Freehold Title or Freehold Title | Registrar’s Office     | Registrar’s Office     |                                  |
| 14  | File the original of the Lease                                                | Registrar’s Office     | Registrar’s Office     |                                  |</p>
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible Option SLM</th>
<th>Responsible Option DLO</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certificate or Conditional Freehold Title or Freehold Title at the Deputy Registrar’s Office</td>
<td>Office</td>
<td>Office</td>
<td></td>
</tr>
</tbody>
</table>
| 15  | Provide the Right holder with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan or Conditional Freehold Title or Freehold Title | Registrar, through the DLO | Registrar through DLO | - Certificate of Registration of Long term Lease, Long term Lease Contract and an Extract of the Cadastral Plan with correct boundaries and area of the plot  
- Or Conditional Freehold Title or Freehold Title with correct boundaries and area of the plot |
APPLICATION FORM FOR RECTIFICATION OF PARCEL
BOUNDARIES AND AREA CORRECTION

Person information
I/We: ........................................................................................................................................
Status: ......................................................................................................................................
ID/Passport: ..............................................................................................................................
Address: ..................................District..................................Sector.................................Cell.................Village
Telephone number: .............................................. E-mail: ........................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ...........................................................
I (authorised representative): ...........................................................................................................
ID/Passport: ..............................................................................................................................
Address: ..................................District..................................Sector.................................Cell.................Village
Telephone number: .............................................. E-mail: ........................................................

Kindly request a rectification of boundaries and area correction of the parcel

Parcel information
UPI: ............................................................
City of Kigali/Province: ..........................................................
District: ...........................................................................
Sector: ...........................................................................
Cell: ............................................................................

Motivation for the request for rectification of boundaries and area correction of the parcel
........................................................................................................................................................

Required documents for the transaction

| Land documents for the parcel |
| Approved Fiche Cadastrale for the parcel |
| Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located |

Date of application ........................................ Signature of the applicant(s)

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: .............................

Date: .................................................................
Name and Signature: ...........................................

Approved by District Land Bureau (only for applications initiated by the SLM)

Date: .................................................................
Name and signature: ...........................................

Stamp
2.7. TRANSFER OF RIGHTS

All transactions in this section on transfer of rights will include a transfer of the rights of a person (natural or non-natural) on a parcel to another person (by sale, inheritance/succession, donation, exchange, expropriation, .........); this will lead to a change in the non-spatial component of the LAIS database, namely a change of right holder on the parcel. However, these transactions will not affect either the right itself or the parcel itself; therefore no changes will appear in the spatial component of the LAIS database. New land titles will be delivered to new right holders.

2.7.1 Sale

Transaction name: Sale of a parcel

Objectives of the transaction: To transfer the rights of a (natural/non-natural) person on a parcel to another (natural/non-natural) person, in this case by sale.

Reasons and conditions for transaction

- This is basically a transfer of rights (Emphyteutic lease or Full ownership rights) on a parcel, without modification of the parcel.
- If there is sale of several parts of a parcel, then first the parcel has to be sub-divided and then each part sold separately. Processes Division of Parcel and Sale of Parcel are then applied successively.
- Sale can be voluntary or forced (by Court decision ordering transfer or by Auction); the transaction process is the same in both cases but documents required are different

Required documents

- Voluntary Sale:
  - Proof of identity of the Buyer (Transferee)
  - Notarised sale agreement, signed by registered parties
  - Land documents for the parcel to be sold
  - Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

- Transfer of rights on a parcel by court decision:
  - Proof of identity of the applicant
  - Court decision and a report of judgment execution, where necessary
  - Extract of Marriage or certificate of celibacy of the applicant (Transferee)
  - Land documents for the parcel to be transferred (If the losing party is not willing to return the land documents, the court bailiff indicates it in his/her report of judgment execution)
  - Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

- Transfer of rights on a parcel by sale in case of auction as execution of a court decision:
  - Proof of identity of the Buyer
  - Court Order and Statement of Auction
  - Extract of marriage certificate of celibacy of the buyer
  - Land documents of the parcel sold in auction (If the debtor is not willing to return the land documents, the court bailiff indicate it in the Auction report).
  - Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders.
• Transfer of rights on a parcel by sale in case of auction without recourse to judicial proceedings:
  ▪ Proof of identity of the Buyer
  ▪ Extract of marriage certificate of celibacy of the Buyer (Only for natural persons)
  ▪ Mortgage Loan Agreement containing clause permitting mortgagee to sell or to take possession of mortgaged property without recourse to judicial proceedings
  ▪ Permit to sell a mortgage/Certificate of ownership of the mortgage issued by the Authority having mortgage registration in his/her attributions
  ▪ Auction report approved by the Authority having mortgage registration in his/her attributions
  ▪ Land documents of the parcel to be transferred (If the debtor is not willing to return the land documents, the court bailiff indicates it in the Auction report)
  ▪ Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Triggering document

Administrative document:

• Voluntary Sale: Notarised sale agreement, signed by registered parties.

• Transfer of rights on a parcel by court decision: Court decision and a report of judgment execution.

• Transfer of rights on a parcel by sale in case of auction as execution of a Court decision: Court Order and Statement of Auction.

• Transfer of rights on a parcel by sale in case of auction without recourse to judicial proceedings: Mortgage Loan Agreement containing clause permitting mortgagee to sell or to take possession of mortgaged property without recourse to judicial proceedings, Permit to sell a mortgage/Certificate of ownership of the mortgage issued by the Authority having mortgage registration in his/her attributions.

Output documents

• Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an Extract of the Cadastral Plan
• Or, Conditional Freehold Title or Freehold Title
Description of the process

The transaction steps below are for a Voluntary Sale; in case of a Forced Sale by Court decision ordering transfer or by Auction:

- The steps are the same but for steps 1 and 2 that are then cancelled
- The Required documents are as stated above.

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-Option SLM</th>
<th>Responsible-Option DLO</th>
<th>Responsible-Commercial &amp; Industrial transactions</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Seller and Buyer come to the DLO or Sector Land Manager to sign the sale agreement for transfer of rights on a parcel before the District Land Officer or Sector Land Manager as public land notary.</td>
<td>Seller, Buyer and SLM</td>
<td>Seller, buyer and DLO</td>
<td>Seller, buyer and Office of the Registrar</td>
<td>DLO and Sector Land Manager have standard formats for the sale agreement. Seller should bring land documents of the parcel.</td>
</tr>
<tr>
<td>2</td>
<td>The DLO or Sector land manager will give one copy of the sale agreement to both the Seller and Buyer and will keep one copy for his archives.</td>
<td>SLM</td>
<td>DLO</td>
<td>ORLT</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The Seller now compiles the documents needed for transfer of rights by sale and apply to DLO or Sector Land Manager</td>
<td>Seller</td>
<td>Seller</td>
<td>Seller</td>
<td>See above under Required documents</td>
</tr>
<tr>
<td>4</td>
<td>Check completeness and validity of the documents received</td>
<td>SLM</td>
<td>DLO</td>
<td>ORLT</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>If documents complete and valid DLO sends file to DLO</td>
<td></td>
<td>DLO proceeds with entering the request in LAIS</td>
<td>Book: check Conditions for Booking</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ORLT proceeds with entering the request in LAIS</td>
<td>Book: check Conditions for Booking</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>SLM</td>
<td>DLO</td>
<td>ORLT</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>7</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>DLO</td>
<td>ORLT</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>8</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td>DLO</td>
<td>ORLT</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>9</td>
<td>Transfer rights by sale from a person to another</td>
<td>DLO</td>
<td>DLO</td>
<td>ORLT</td>
<td>Process</td>
</tr>
<tr>
<td>10</td>
<td>Approve the transfer of rights by sale</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>11</td>
<td>Otherwise refuse the transfer</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Registrar to</td>
<td>Changes in the LAIS are</td>
</tr>
</tbody>
</table>

32
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Re-process</td>
<td>through DLO</td>
<td>DLO</td>
</tr>
<tr>
<td>13</td>
<td>Approve and sign (generate new Certificate of Registration of Emphyteutic Lease, new Emphyteutic Lease Contract and an new Extract of the Cadastral Plan or new Conditional Freehold Title or Freehold Title, with the electronic signature of the Deputy Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>14</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>15</td>
<td>Physically print and seal the new Lease Certificate, new Lease Contract and new Extract Cadastral Plan or new conditional freehold title or freehold title</td>
<td>Registrar’s Office</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>16</td>
<td>File the original of the Lease Certificate or conditional freehold title or freehold title at the Deputy Registrar Office</td>
<td>Registrar’s Office</td>
<td>Registrar’s Office</td>
</tr>
</tbody>
</table>
| 17 | Provide the Buyer with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan or conditional freehold title or freehold title | Registrar, through the DLO | Registrar through the DLO | Registrar’s Office | Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an Extract of the Cadastral Plan  
Or, Conditional Freehold Title or Freehold Title |
APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL
BY VOLUNTARY SALE

Person information
I/We:...........................................................................................................................................
Status: ...........................................................................................................................................
ID/Passport: .................................................................................................................................. Address:..................................District..................Sector..................Cell.............Village
Telephone number:..................................E-mail:...........................................................................
OR
Company/NGO/Professional association/Church/Cooperative/Other:......................................................

I (authorised representative): ...........................................................................................................
ID/Passport: ..................................................................................................................................
Address:..........................District..................Sector..................Cell.............Village
Telephone number:..................................E-mail:...........................................................................

kindly request for transfer of rights on a parcel by sale
Parcel information
UPI: ..............................................................
City of Kigali/Province: ..............................................................
District: ........................................................................................................
Sector: ...........................................................................................................................................
Cell: ...........................................................................................................................................

Buyer (Transferee) information:
Names: ............................................................................................................................................
ID/Passport: ..................................................................................................................................
Address:........................................................................................................................................
Postal address: ................................................................................................................................
Telephone number:..................................E-mail:............................................................................

Motivation of the request: ..............................................................................................................
..........................................................................................................................................................

Required documents for the transaction
Proof of identity of the Buyer (Transferee)
Notarised sale agreement, signed by registered parties
Land documents for the parcel to be sold
Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Date of Application: .............................................................. Signature of the applicant(s): ..............................................................

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ................................................
Date: ........................................................................................................
Name and Signature: ..........................................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: ..............................................................
Name and signature: .............................................................. Stamp: ..............................................................
APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL
BY COURT DECISION

Person information
I/We: ...........................................................................................................................................
Status: ...........................................................................................................................................
ID/Passport: ..................................................................................................................................
Address: ........................................District ..................................Sector .........................Cell ...............Village
Telephone number: ........................................ E-mail: ........................................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ...................................................
........................................................................................................................................................
I (authorised representative): ...........................................................................................................
ID/Passport: ..................................................................................................................................
Address: ........................................District ..................................Sector .........................Cell ...............Village
Telephone number: ........................................ E-mail: ........................................................................

Kindly request for transfer of rights on a parcel by Court decision

 Parcel information
UPI: ...........................................................................................................................................
City of Kigali/Province: ........................................
District: ...................................................................................................................................
Sector: ...................................................................................................................................
Cell: ...........................................................................................................................................
Motivation for the request for transfer of rights on a parcel by Court decision..................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Proof of identity of the applicant</th>
<th>Court decision and/or a report of judgment execution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extract of Marriage or certificate of celibacy of the applicant (Transferee)</td>
<td>Land documents for the parcel to be transferred (If the losing party is not willing to return the land documents, the court bailiff indicates it in his/her report of judgment execution)</td>
</tr>
<tr>
<td>Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders</td>
<td></td>
</tr>
</tbody>
</table>

Date of application ........................................ Signature of the applicant(s)

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ........................................
Date: .................................................................
Name and Signature: ...........................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: .................................................................
Name and signature........................................... Stamp
APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL BY SALE THROUGH AUCTION AS EXECUTION OF A COURT DECISION

Person information of the Buyer
I/We: ..........................................................................................................................................................
Status: ...........................................................................................................................................................
ID/Passport: .......................................................................................................................................................
Address: ......................................................... District: ................. Sector: ......................... Cell: ................. Village
Telephone number: ................................................. E-mail: ..........................................................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: .................................................................

I (authorised representative): ...................................................................................................................................
ID/Passport: ..........................................................................................................................................................
Address: ......................................................... District: ................. Sector: ......................... Cell: ................. Village
Telephone number: ................................................. E-mail: ..........................................................................................

Kindly request for transfer of rights on a parcel by (forced) sale in case of auction as execution of a court decision

Parcel information
UPI: .................................................................................................................................................................
City of Kigali/Province: ........................................................
District: ..........................................................................................................................
Sector: ..................................................................................................................................................
Cell: ..................................................................................................................................................

Motivation for the request for transfer of rights on a parcel by (forced) sale in case of Auction as execution of a court decision ............................................................................................................................................................

Required documents for the transaction

Proof of identity of the Buyer
Court Order and Statement of Auction
Extract of marriage certificate of celibacy of the buyer
Land documents of the parcel sold in auction (If the debtor is not willing to return the land documents, the court bailiff indicates it in the Auction report)
Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Date of application: ................................................................................................ ..........................................
Signature of the applicant(s): ..............................................................................................................................

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of:..........................................................
Date: ..................................................................................................................................................
Name and Signature: .................................................................................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: ..................................................................................................................................................
Name and signature: .................................................................Stamp
APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL BY SALE IN CASE OF AUCTION WITHOUT RECURS TO JUDICIAL PROCEEDINGS

Person information of the Buyer
I/We: ………………………………………………………………………………………………………………………………
Status: ………………………………………………………………………………………………………………………………………
ID/Passport: ………………………………………………………………………………………………………………………………
Address: ……………………… District: ……………………… Sector: ……………………… Cell: ……………………… Village:
Telephone number: ……………………… E-mail: …………………………………………………………………………………

OR
Company/NGO/Professional association/Church/Cooperative/Other: …………………………………………………………………………
I (authorised representative): …………………………………………………………………………………………………………………
ID/Passport: ………………………………………………………………………………………………………………………………………
Address: ……………………… District: ……………………… Sector: ……………………… Cell: ……………………… Village:
Telephone number: ……………………… E-mail: ………………………………………………………………………………………

Kindly request for transfer of rights on a parcel by (forced) sale in case of Auction

Parcel information
UPI: ………………………………………………………………………………………………………………………………………
City of Kigali/Province: …………………………………………………………………………………………………………………
District: ………………………………………………………………………………………………………………………………………
Sector: ………………………………………………………………………………………………………………………………………
Cell: ………………………………………………………………………………………………………………………………………

Motivation for the request for transfer of rights on a parcel by (forced) sale in case of Auction …………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………

Required documents for the transaction

Proof of identity of the Buyer
Extract of marriage certificate of celibacy of the Buyer (Only for natural persons)
Mortgage Loan Agreement containing clause permitting mortgagee to sell or to take possession of mortgaged property without recourse to judicial proceedings
Permit to sell a mortgage/Certificate of ownership of the mortgage issued by the Authority having mortgage registration in his/her attributions
Auction report approved by the Authority having mortgage registration in his/her attributions
Land documents of the parcel to be transferred (If the debtor is not willing to return the land documents, the court bailiff indicates it in the Auction report)
Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Date of application …………………………………………………………………………………………………………………
Signature of the applicant(s) ………………………………………………………………………………………………………

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of:
Date: ………………………………………………………………………………………………………………………………………
Name and Signature: …………………………………………………………………………………………………………………

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: ………………………………………………………………………………………………………………………………………
Name and signature: …………………………………………………………………………………………………………………
Stamp: ………………………………………………………………………………………………………………………………………
2.8. SUCCESSION

Transaction name: Succession on a Parcel

Objectives of the transaction: To transfer the rights of a person on a parcel to another person, in this case by death

Reasons and conditions for transaction
- This is a transfer of rights (EmphyteuticLease or Freehold rights) on a parcel, without modification of the parcel.
- In case of Succession with non-contested Will, the authentic Will is enough for the transaction, otherwise (cases of contested Will or absence of Will) a Court decision is needed, determining who are the heirs and their respective rights.
- If there is succession to several heirs,
  - If the parcel too small (e.g. less than 1 hectare in agricultural area) or not dividable, then there will be succession in “co-ownership”
  - If the parcel is large enough (e.g. more than 1 hectare in agricultural area), first the parcel has to be sub-divided and then succession will be passed to each heir separately. Processes Division of Parcel and Inheritance of Parcel are then applied successively.

Required documents
- Proof of identity
- Extract of marriage certificate or certificate of celibacy of the successor
- Authentic Will/Certificate issued by Sector Executive Secretary confirming the heirs in case there is no dispute about succession or Court decision determining who are the heirs and their respective rights (with bill of adjudication) in case of there are dispute about succession
- Land documents of the parcel

Triggering document
- Administrative document: depending on the case, either:
  - Authentic Will/Certificate issued by Sector Executive Secretary confirming the heirs in case there is no dispute about succession or Court decision determining who are the heirs and their respective rights (with bill of adjudication) in case of there are dispute about succession
  - Land documents of the parcel

Output documents
- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an Extract of the Cadastral Plan
- Or, Conditional Freehold Title or Freehold Title
**Description of the process**

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-Option SLM</th>
<th>Responsible-DLO</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compilation of documents for request for transfer of rights by succession and application | Heir of the deceased owner | Heir of the deceased owner | • Proof of identity  
• Extract of marriage certificate or certificate of celibacy of the successor  
• Authentic Will/Certificate issued by Sector Executive Secretary confirming the heirs in case there is no dispute about succession or Court decision determining who are the heirs and their respective rights (with bill of adjudication) in case of there are dispute about succession  
• Land documents of the parcel |
| 2   | Check completeness and validity of the documents received | SLM | DLO |  |
| 3   | If documents complete and valid | SLM sends file to DLO | DLO proceeds with entering the request in the LAIS | **Book:** check Conditions for Booking |
| 4   | Otherwise, return the documents to the Right holder | SLM | DLO | With mention of the reasons for not booking |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO | DLO | **Accept:** check Conditions for Acceptance |
| 6   | Otherwise, return the documents to the Right holder | DLO through SLM | DLO | With mention of the reason(s) for refusal |
| 7   | Transfer of rights by succession | DLO | DLO | **Process** |
| 8   | Approve the transfer of rights by succession | Registrar | Registrar | **Approve** |
| 9   | Otherwise refuse the transfer of rights by succession and if needed send a request for rectification | Registrar through DLO | Registrar | Changes in the LAIS are reversed and returned to the “accepted” status |
| 10  | Re-process | DLO | DLO |  |
| 11  | Approve and sign (generate new Lease Certificate, with the electronic signature/seal of the Deputy Registrar + Generate Lease Contract and Extract Cadastral Plan, or conditional | Registrar | Registrar | **Approve and sign I (electronically)** |
| Nr. | Description                                                                 | Responsible-Option SLM | Responsible-DLO | Remark/Status in relation to LAIS                                                                 |
|-----|----------------------------------------------------------------------------|------------------------|-----------------|-------------------------------------------------------------------------------------------------
| 12  | Update the LAIS database                                                  | Registrar              | Registrar       |                                                                                                  |
| 13  | Physically print and seal the new Lease Certificate, Lease Contract and Extract Cadastral Plan or conditional freehold title or freehold title | Registrar’s Office     | Registrar’s Office |                                                                                                  |
| 14  | File the original of the Lease Certificate or conditional freehold title or freehold title at the Registrar’s Office | Registrar’s Office     | Registrar’s Office |                                                                                                  |
| 15  | Provide the Heir of the dead owner with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan or conditional freehold title or freehold title. | Registrar, through the DLO | Registrar’s Office through DLO | • Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an Extract of the Cadastral Plan  
• Or, Conditional Freehold Title or Freehold Title |
APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL
BY SUCCESSION

Person information (Successor)
I/We:.................................................................................................................................
Status:.................................................................................................................................
ID/Passport:.........................................................................................................................
Address:……………………District……………………Sector……………………Cell………………Village
Telephone number:……………………E-mail:........................................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other:........................................

I (authorised representative): .................................................................................................
ID/Passport:...........................................................................................................................
Address:……………………District……………………Sector……………………Cell………………Village
Telephone number:……………………E-mail:........................................................................

Kindly request for transfer of rights on a parcel by succession

Parcel information
UPI:.................................................................................................................................
City of Kigali/Province: .................................................................
District:...........................................................................................................................
Sector:..............................................................................................................................
Cell:.................................................................................................................................

Motivation for the request for transfer of rights on a parcel by succession
...........................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of identity</td>
<td></td>
</tr>
<tr>
<td>Extract of marriage certificate or certificate of celibacy of the successor</td>
<td></td>
</tr>
<tr>
<td>Authentic Will/Certificate issued by Sector Executive Secretary confirming the heirs in case there is no dispute about succession or Court decision determining who are the heirs and their respective rights (with bill of adjudication) in case of there are dispute about succession</td>
<td></td>
</tr>
<tr>
<td>Land documents of the parcel</td>
<td></td>
</tr>
</tbody>
</table>

Date of application: ...........................................................................................................
Signature of the applicant(s):.............................................................................................

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ........................................
Date: .................................................................................................................................
Name and Signature: ...........................................................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: .................................................................................................................................
Name and signature: ...........................................................................................................

Stamp
2.8.1 Donation

Transaction name: Donation (gift) of a Parcel

Objectives of the transaction: To transfer the rights of a person on a parcel to another person, in this case by donation (gift).

Reasons and conditions for transaction
- This is a transfer of rights (Emphyteutic lease or Full ownership rights) on a parcel, without modification of the parcel.
- If there is donation to several persons, then first the parcel has to be sub-divided and then the donation will be made to each recipient of the donation separately. Processes Division of Parcel and Donation of Parcel are then applied successively.
- The law distinguishes between donation inter vivos (made during one's lifetime) or ascending partition (act accomplished by parents while they are still alive, by which they share their patrimony between their children or their descendants who acquire, each for the portion devolved to him or her, full ownership. This partition shall be regarded as the accomplishment of parents' duties to educate their children and to provide them with a personal patrimony).

Required documents
- In case of donation inter vivos:
  - Application form
  - Proof of identity of the donee
  - Extract of marriage certificate or certificate of celibacy of the donee
  - Notarised donation agreement, signed by the donor and the donee
  - Land documents for the parcel to be donated
  - Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders.
- In case of ascending of partition:
  - Application form
  - Proof of identity of the donee
  - Extract of marriage certificate or certificate of celibacy of the donee
  - Notarised ascending partition agreement, signed by the donor and donee
  - Land documents to be donated

Triggering document
- Administrative document: Notarised donation/ascending partition agreement, signed by the donor and the donee

Output documents
- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an Extract of the Cadastral Plan.
- Or, Conditional Freehold Title or Freehold Title
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-Option SLM</th>
<th>Responsible-DLO Option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Donor and Recipient come to the DLO(^7)/or Sector Land Manager to sign the donation agreement for transfer of rights on a parcel.</td>
<td>Donor, Recipient and DLO/or sector Land Manager</td>
<td>DLO/or sector Land Manager has standard formats for the donation agreement. Donor should bring land documents.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The DLO/or Sector Land Manager will give one copy of the donation agreement to both the Donor and Recipient and will keep one copy for his archives.</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Donor now compiles the documents needed for transfer of rights by sale and applies</td>
<td>Donor</td>
<td>Donor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Proof of identity of the done</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Extract of marriage certificate or certificate of celibacy of the done</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Notarised donation agreement, signed by the donor and the done</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Land documents for the parcel be donated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Check completeness and validity of the documents received</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>If documents complete and valid</td>
<td>SLM sends file to DLO</td>
<td>DLO proceed with entering the request in the LAIS</td>
<td><strong>Book:</strong> check Conditions for Booking</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>SLM</td>
<td>DLO</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>7</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>DLO</td>
<td><strong>Accept:</strong> check Conditions for Acceptance</td>
</tr>
<tr>
<td>8</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td>DLO</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>9</td>
<td>Transfer rights by donation from a person to another</td>
<td>DLO</td>
<td>DLO</td>
<td><strong>Process</strong></td>
</tr>
</tbody>
</table>

\(^7\) District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-Option SLM</th>
<th>Responsible-DLO Option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Approve the transfer of rights by donation</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>11</td>
<td>Otherwise refuse the transfer of rights by donation and if needed send a request for rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>12</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Approve and sign (generate new Certificate of Registration of Emphyteutic, new Emphyteutic Lease Contract and an new Extract of the Cadastral Plan or, new Conditional Freehold Title or Freehold Title, with the electronic signature of the Deputy Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign (electronically)</td>
</tr>
<tr>
<td>14</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Physically print and seal the Certificate of Registration of Emphyteutic, Emphyteutic Lease Contract and an Extract of the Cadastral Plan or, Conditional Freehold Title or Freehold Title</td>
<td>Registrar’s Office</td>
<td>Registrar’s office</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>File the original of the Lease Certificate or conditional freehold title or freehold title at the Deputy Registrar Office</td>
<td>Registrar’s Office</td>
<td>Registrar’s Office</td>
<td></td>
</tr>
</tbody>
</table>
| 17  | Provide the Recipient with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Planor conditional freehold title or freehold title | Registrar’s Office through DLO | Registrar’s office through DLO | • Certificate of Registration of Emphyteutic, Emphyteutic Lease Contract and an Extract of the Cadastral Plan  
• Or, Conditional Freehold Title or Freehold Title |
APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL
BY DONATION INTER VIVOS

Person information (By the Donor)
I/We: ………………………………………………………………………………………………………………….
Status: ………………………………………………………………………………………………………………….
ID/Passport: ………………………………………………………………………………………………………………….
Address: ………… District: ……… Sector: …………. Cell: …. Village …………………………………………………….
Telephone number: ……………………………… E-mail: ………………………………………………………………………….

OR
Company/NGO/Professional association/Church/Cooperative/Other: …………………………………………………………….
I (authorised representative): ………………………………………………………………………………………………………………….
ID/Passport: ………………………………………………………………………………………………………………….
Address: ………… District: ……… Sector: …………. Cell: …. Village …………………………………………………….
Telephone number: ……………………………… E-mail: ………………………………………………………………………….

Kindly request for transfer of rights on a parcel by donation inter vivos

Parcel information
UPI: …………………………………………………..
City of Kigali/Province: …………………………………………………..
District …………………………………………………..
Sector: ……………………………………………………..
Cell: ……………………………………………………..

Motivation for the request for transfer of rights on a parcel by donation inter vivos
…………………………………………………………………………………………………………………………………….

Required documents for the transaction

Proof of identity of the donee
Extract of marriage certificate or certificate of celibacy of the donee
Notarised donation agreement, signed by the donor and the donee
Land documents for the parcel be donated
Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Date of application ……………………………………………………………………………………………………….
Signature of the applicant(s) ……………………………………………………………………………………………….

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ………………………………

Date: ………………………………………………………………………………………………………..
Name and Signature: ……………………………………………………………………………………………….

Approved by District Land Bureau (only for applications initiated by the SLM)

Date: ………………………………………………………………………………………………………..
Name and signature: ……………………………………………………………………………………………….

Stamp
APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL
BY ASCENDING PARTITION

Person information (By the Donor)
I/We: …………………………………………………………………………………………………………………
Status: …………………………………………………………………………………………………………………
ID/Passport: …………………………………………………………………………………………………………………
Address: ………………… District……………… Sector……………… Cell……………… Village
Telephone number: ……………………………… E-mail: …………………………………………………………………………………

OR
Company/NGO/Professional association/Church/Cooperative/Other: ………………………………………
I (authorised representative): ………………………………………………………………………………………………………
ID/Passport: ……………………………………………………………………………………………………………………………
Address: ………………… District……………… Sector……………… Cell……………… Village
Telephone number: ……………………………… E-mail: …………………………………………………………………………………

Kindly request for transfer of rights on a parcel by ascending partition

Parcel information
UPI: ……………………………………………………………………………………………………………………………
City of Kigali/Province: ……………………………………………………………………………………………………………
District: ……………………………………………………………………………………………………………………………
Sector: ……………………………………………………………………………………………………………………………
Cell: ……………………………………………………………………………………………………………………………

Motivation for the request for transfer of rights on an ascending partition ……………………………………………………………………………………………………………………………………………………

Required documents for the transaction
Proof of identity of the donee
Extract of marriage certificate or certificate of celibacy of the donee
Notarised ascending partition agreement, signed by the donor and donee
Land documents to be donated

Date of application …………………………………………………………………………………………………………………
Signature of the applicant(s) ……………………………………………………………………………………………………………

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ……………………………………………………………………………………………………………………………
Date: ……………………………………………………………………………………………………………………………
Name and Signature: …………………………………………………………………………………………………………………

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: ……………………………………………………………………………………………………………………………
Name and signature: …………………………………………………………………………………………………………………

Stamp
2.8.2 Exchange

Transaction name: Exchange of parcels

Objectives of the transaction: To transfer the rights of a person on a parcel to another person and vice versa on another parcel, in this case by exchange of parcels.

Reasons and conditions for transaction
- This is a transfer of rights (Emphyteutic lease or Full ownership rights) on a parcel, without modification of the parcel but it happens twice at the same time. The rights of A on parcel 1 are transferred to B and the rights of B on parcel 2 are transferred to A.
- The following addresses exchange of full parcels. In case of exchange of parts of parcels, then first sub-division of the parcels should take place, then exchange of the parts.
- When parcels to be exchanged are located in two different Districts within the same land registration zone, exchange agreement is signed before the Registrar of Land Titles in charge of that zone.
- When parcels to be exchanged are located in two different land registration zones, exchange agreement is signed before the Chief Registrar of Land Titles.

Required documents
- Notarised exchange agreement, signed by both parties
- Land documents for the parcels to be exchanged
- Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders.

Triggering document
- Administrative document: Notarised exchange agreements signed by both parties

Output documents

For each of the two "exchangers":
- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and an Extract of the Cadastral Plan
- Or, Conditional Freehold Title or Freehold Title for one or both of the parcels
**Description of the process**

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible- SLM option</th>
<th>Responsible- DLO Option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Both Exchangers come to the DLO or SLM to sign the exchange agreement for transfer of rights on a parcel.</td>
<td>Both Exchangers and SLM</td>
<td>Both exchangers and DLO</td>
<td>DLO or sector land manager has standard formats for the exchange agreement. Both Exchangers should bring land documents.</td>
</tr>
<tr>
<td>2</td>
<td>The DLO or SLM will give one copy of the exchange agreement to both Exchangers and will keep one copy for his archives.</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
</tbody>
</table>
| 3   | The exchangers now compile the documents needed for transfer of rights by exchange of parcels and apply                                                                                                    | Both exchangers          | Both exchangers          | • Notarised exchange agreement, signed by both parties  
• Land documents for the parcels to be exchanged  
• Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders. |
| 4   | Check completeness and validity of the documents received                                                                                                                                                   | SLM                      | DLO                      |                                   |
| 5   | If documents complete and valid SLM sends file to DLO DLO proceeds with entering the request in LAIS Book: check Conditions for Booking                                                                     | DLO                      | DLO                      |                                   |
| 6   | Otherwise, return the documents to the Right holder                                                                                                                                                    | SLM                      | DLO                      | With mention of the reasons for not booking |
| 7   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS                                                                                                | DLO                      | DLO                      | Accept: check Conditions for Acceptance |
| 8   | Otherwise, return the documents to the Right holder                                                                                                                                                       | DLO through SLM          | DLO                      | With mention of the reasons(s) for refusal |
| 9   | Transfer rights by exchange from a person to another                                                                                                                                                       | DLO                      | DLO                      | Process                             |
| 10  | Approve the transfer of rights                                                                                                                                                                            | Registrar                | Registrar                | Approve                             |

8 District Land Office (DLO and/or authorized staff)  
9 For an exchange involving lands located in different Sectors of the same District, the application shall be submitted to the District, those involving lands located in different Districts of the same Registration Zone shall be submitted to DRLT, while those involving lands located in different Registrations Zones shall be submitted to the RLT.
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible- SLM option</th>
<th>Responsible- DLO Option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Otherwise refuse the transfer of rights by exchange and if needed send a request for rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
<td>Changes in the LAIS are reversed and returned to the &quot;accepted&quot; status</td>
</tr>
<tr>
<td>12</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Approve, Sign and Seal (generate new Certificates of Registration of Emphyteutic lease, new Emphyteutic Lease Contracts and an Extracts of the Cadastral Plan or, Conditional Freehold Titles or Freehold Titles, with the electronic signature of the Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign (electronically)</td>
</tr>
<tr>
<td>14</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Physically print and seal the new Certificates of Registration of Emphyteutic lease, Emphyteutic Lease Contracts and an Extracts of the Cadastral Plan or, Conditional Freehold Titles or Freehold Titles</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>File the original of the Certificates of Registration of Emphyteutic lease or, Conditional Freehold Title or Freehold Title at the Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
</tbody>
</table>
| 17  | Provide the Exchangers with a duplicate of Certificates of Registration of Emphyteutic lease, Emphyteutic Lease Contracts and an Extracts of the Cadastral Plan or, Conditional Freehold Titles or Freehold Titles | Registrar Office through DLO | Registrar Office through DLO | For each of the two "exchangers":  
  - Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease contractand an Extract of the Cadastral Plan.  
  - Or, Conditional Freehold Title or Freehold Title for one or both of the parcels |
APPLICATION FORM FOR TRANSFER OF RIGHTS ON PARCELS
BY EXCHANGE

Person information (of both parties)
Party1:
I/We: ..........................................................................................................................
Status: .........................................................................................................................
ID/Passport: .............................................................................................................
Address: District. Sector. Cell. Village
Telephone number: ................. E-mail: .................................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ..............................................
I (authorised representative): .............................................................................................
ID/Passport: ....................................................................................................................
Address: District. Sector. Cell. Village
Telephone number: ........................................ E-mail: .................................................

And Party 2:
I/We: ..........................................................................................................................
Status: .........................................................................................................................
ID/Passport: .............................................................................................................
Address: District. Sector. Cell. Village
Telephone number: ........................................ E-mail: .................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ..............................................
I (authorised representative): .............................................................................................
ID/Passport: ....................................................................................................................
Address: District. Sector. Cell. Village
Telephone number: ........................................ E-mail: .................................................

Kindly request for transfer of rights on parcels by exchange
Parcel 1 of party1 information
UPI: ..........................................................................................................................
City of Kigali/Province: ...........................................................
District: .................................................................................
Sector: ..................................................................................
Cell: ....................................................................................

And
Parcel 2 of party2 information
UPI: ..........................................................................................................................
City of Kigali/Province: ...........................................................
District: .................................................................................
Sector: ..................................................................................
Cell: ....................................................................................

Motivation for the request for transfer of rights on parcels by exchange ..............................................
........................................................................................................................................
Required documents for the transaction

<table>
<thead>
<tr>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notarised exchange agreement, signed by both parties</td>
</tr>
<tr>
<td>Land documents for the parcels to be exchanged</td>
</tr>
<tr>
<td>Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of application</th>
<th>Signature of the applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**N.B:**
- When parcels to be exchanged are located in two different Districts within the same land registration zone, exchange agreement is signed before the Registrar of Land Titles in charge of that zone.
- When parcels to be exchanged are located in two different land registration zones, exchange agreement is signed before the Chief Registrar of Land Titles.

**Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of:** ………………………

<table>
<thead>
<tr>
<th>Date:</th>
<th>Name and Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>………………………………...</td>
<td>…………………………………...</td>
</tr>
</tbody>
</table>

**Approved by District Land Bureau (only for applications initiated by the SLM)**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Name and signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>………………………………...</td>
<td>…………………………………...</td>
</tr>
</tbody>
</table>

Stamp
2.8.3 Expropriation

Transaction name: Expropriation on a parcel

Objectives of the transaction: To transfer the rights of a person on a parcel, in the public interest, to a state organ, non-governmental organizations, legal associations operating in the country or an individual who intends to carry out the act of expropriation and who is obliged to apply to the expropriator which has to be a government organ with responsibilities and powers conferred by law to carry out expropriation due to public interest conform to Articles 3, 5, 7, 8 and 9 of the Law n° 32/2015 of 11/06/2015 relating to expropriation in the public interest.

Reasons and conditions for transaction
- This is a transfer of rights (Emphyteutic lease or Full ownership rights) on a parcel, without modification of the parcel but for a very specific purpose (public interest and just compensation) and following a very specific procedure defined by (Chapter 3 of) the Law N° 18/2007 of 19/04/2007 relating to expropriation in the public interest.
- Although the complete expropriation procedure is complex, the transfer of rights by expropriation is very similar to the transfer of rights by sale but now between State and a private person, non-voluntary and for a “just compensation” in accordance with the Valuation law.
- In case the expropriation concerns only part of the parcel, then the transaction Parcel division will have to be applied first and then followed by the transaction Expropriation for the part of the parcel to be expropriated.

Required documents
- Proof of identity of the expropriator
- Decision of expropriation (The decision must be final and no longer subject to appeal)
- Proof of compensation
- Land documents for all parcels to be expropriated/ Decision of Cancellation of land document by Registrar of Land Titles, in case the expropriated persons are not willing to return land documents/ Proof of land acquisition issued by competent authority, in case the land is not yet registered
- Approved Fiche cadastrale combining all parcels to be expropriated if they are many
- Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Triggering document
- Decision of expropriation (The decision must be final and no longer subject to appeal)

Output documents
- Certificate of Registration of Full Freehold Title.
### Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compilation of documents for request for transfer of rights by expropriation and application | Expropriator (State) and expropriated | • Proof of identity of the expropriator  
• Decision of expropriation (The decision must be final and no longer subject to appeal)  
• Proof of compensation  
• Land documents for all parcels to be expropriated/ Decision of Cancellation of land document by Registrar of Land Titles, in case the expropriated persons are not willing to return land documents/ Proof of land acquisition issued by competent authority, in case the land is not yet registered  
• Approved Fiche cadastrale combining all parcels to be expropriated if they are many  
• Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders |
<p>| 2   | Check completeness and validity of the documents received | DLO |  |
| 3   | If documents complete and valid | DLO proceeds with entering request in LAIS | Book: check Conditions for Booking |
| 4   | Otherwise, return the documents to the Right holder | DLO | With mention of the reasons for not booking |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO | Accept: check Conditions for Acceptance |
| 6   | Otherwise, return the documents to the Right holder | DLO | With mention of the reason(s) for refusal |
| 7   | Transfer of rights by expropriation | DLO | Process |
| 8   | Approve the transfer of rights by expropriation | Registrar | Approve |
| 9   | Otherwise refuse the transfer of rights by expropriation and if needed send a request for rectification | Registrar through DLO | Changes in the LAIS are reversed and returned to the “accepted” status |
| 10  | Re-process | DLO |  |
| 11  | Approve and Sign (generate new Freehold Title, with the electronic signature of the Deputy Registrar) | Registrar | Approve and Sign (electronically) |</p>
<table>
<thead>
<tr>
<th></th>
<th>Task Description</th>
<th>Responsible Body</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Freehold Title</td>
<td>Registrar Office</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Certificate of Freehold Title at the Deputy Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Provide the Expropriator with a duplicate of the Freehold Title</td>
<td>Registrar Office through DLO</td>
<td>• Certificate of Registration of Freehold Title</td>
</tr>
</tbody>
</table>
**APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL BY EXPROPRIATION**

**Person information of the expropriator**

Company/NGO/Professional association/Church/Cooperative/Other…

I (authorised representative): ……………………………………………………………………………………………

ID/Passport: …………………………………………………………………………………………………………………

Address:…………………………………………………………………………………………………………………………

District: ……………………………………………………………………………………………………………………………

Sector: ……………………………………………………………………………………………………………………………

Cell: ……………………………………………………………………………………………………………………………

Village ……………………………………………………………………………………………………………………………

Telephone number: ………………………………………... E-mail: …………………………………………………………………

**Kindly request for transfer of rights on a parcel by expropriation**

**Parcel information**

UPI: ……………………………………………………………………………………………………………………………

City of Kigali/Province: ……………………………………………………………………………………………………………

District: ……………………………………………………………………………………………………………………………

Sector: ……………………………………………………………………………………………………………………………

Cell: ……………………………………………………………………………………………………………………………

**Motivation for the request for transfer of rights on a parcel by expropriation**

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

**Required documents for the transaction**

<table>
<thead>
<tr>
<th>Document</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of identity of the expropriator</td>
<td></td>
</tr>
<tr>
<td>Decision of expropriation (The decision must be final and no longer</td>
<td>subject to appeal)</td>
</tr>
<tr>
<td>Proof of compensation</td>
<td></td>
</tr>
<tr>
<td>Land documents for all parcels to be expropriated/ Decision of</td>
<td>Cancellation of land document by Registrar of Land Titles, in case the</td>
</tr>
<tr>
<td>decision of expropriation</td>
<td>expropriated persons are not willing to return land documents/ Proof</td>
</tr>
<tr>
<td></td>
<td>of land acquisition issued by competent authority, in case the land is</td>
</tr>
<tr>
<td></td>
<td>not yet registered</td>
</tr>
<tr>
<td>Approved Fiche cadastrale combining all parcels to be expropriated if</td>
<td></td>
</tr>
<tr>
<td>they are many</td>
<td></td>
</tr>
<tr>
<td>Notarised Memorandum of Association indicating shares of every</td>
<td></td>
</tr>
<tr>
<td>shareholder, in case among persons to be registered there are</td>
<td></td>
</tr>
<tr>
<td>foreigners and Rwandans co-owning land or a company business company,</td>
<td></td>
</tr>
<tr>
<td>an organisation or association with legal personality in which</td>
<td></td>
</tr>
<tr>
<td>foreigners are shareholders</td>
<td></td>
</tr>
</tbody>
</table>

Date of application ………………………………………………………………………………………………………………..

Signature of the applicant(s) …………………………………………………………………………………………………..

**Approved by District Land Bureau**

Date……………………………………………………………

Name and signature……………………………………..

Stamp
Objectives of the transaction: To confiscate unexploited land.

Reasons and conditions for transaction
In public interest, any land in the following categories may be confiscated:

1) The land that was requisitioned as provided by the law, which was given back to the owner who fails to use it and productively exploit it within a period of not more than one (1) year following the repossession.

2) The land which was requisitioned for less than thirty (30) years and the owner did not apply for its repossession;

3) The land within urban areas where a detailed physical plan was approved by competent authorities and it is clear that it has spent three (3) consecutive years unexploited;

4) The land with approved physical plan, that is designated for rural settlement or land designated for fast development by competent authority, that has spent three (3) consecutive years unexploited;

5) The land whose emphyteutic lease contract was terminated as provided for under Article 44 of Law N°43/2013 of 16/06/2013 governing land in Rwanda.

N.B: The land stipulated in items 1, 3 and 4 cannot be confiscated when there are tangible reasons of its non exploitation.

Required documents
• Decision of requisition by the Minister having land in his/her attributions when it is land meant for agriculture, livestock or forestry/Decision of Registrar of Land Titles when it is land within urban areas, land designated for rural settlement, land designated for fast development by competent authority and land whose emphyteutic lease contract was terminated because of failure to comply with the lease contract obligations as provided by articles 58 and 59 of Law N°43/2013 of 16/06/2013 governing land in Rwanda

• Land documents for the parcel to be confiscated or the decision of cancellation of land document by Registrar of Land Titles, in case the person whose the land is confiscated is not willing to return land documents

Triggering document
• Administrative document: Decision of requisition by the Minister having land in his/her attributions when it is land meant for agriculture, livestock or forestry/Decision of Registrar of Land Titles when it is land within urban areas, land designated for rural settlement, land designated for fast development by competent authority and land whose emphyteutic lease contract was terminated because of failure to comply with the lease contract obligations as provided by articles 58 and 59 of Law N°43/2013 of 16/06/2013 governing land in Rwanda

Output documents
• Certificate of Registration of Full Freehold Title.
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compile documents for request for transfer of rights by confiscation and apply to DRLT(^{10})</td>
<td>State or its organ</td>
<td>• Decision of confiscation by the Minister having land in his/her attributions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Emphyteutic Lease Contract of the land or parcel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Certificate of Registration of Emphyteutic Lease of the parcel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Extracts of the Cadastral Plan of the parcel</td>
</tr>
<tr>
<td>2</td>
<td>Check completeness and validity of the documents received</td>
<td>RLT</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If documents complete and valid, proceed with entering the request in the LAIS</td>
<td>RLT</td>
<td>Book: check Conditions for Booking</td>
</tr>
<tr>
<td>4</td>
<td>Otherwise, return the documents to the State or its organ</td>
<td>RLT</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>5</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>RLT</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the State or its organ</td>
<td>RLT</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>7</td>
<td>Process confiscation of land</td>
<td>RLT</td>
<td>Process</td>
</tr>
<tr>
<td>8</td>
<td>Approve the transfer of rights by confiscation</td>
<td>RLT</td>
<td>Approve</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse the confiscation of land and if needed send a request for rectification</td>
<td>RLT</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>RLT</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve and Sign (generate new Freehold Title, with the electronic signature of the Deputy Registrar)</td>
<td>RLT</td>
<td>Approve and Sign (electronically)</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>RLT</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Freehold Title</td>
<td>RLT</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Certificate of Freehold Title at the Deputy Registrar Office</td>
<td>RLT</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Provide the State or its organ with a duplicate of the Freehold Title and Extract Cadastral Plan</td>
<td>RLT</td>
<td>Certificate of Registration of Full Freehold Title</td>
</tr>
</tbody>
</table>

\(^{10}\) Deputy Registrar of Land Titles (DRLT and/or authorized staff)
APPLICATION FORM FOR TRANSFER OF RIGHTS ON A PARCEL
BY CONFISCATION

Minister having land in his/her attributions/Mayor of ....................................District requests for
transfer of rights on a parcel by confiscation

Parcel information
UPI: ..........................................................
City of Kigali/Province: ........................................
District: ..........................................................
Sector: ..........................................................
Cell: ..........................................................

Motivation for the request for transfer of rights on a parcel by confiscation
........................................................................................................................................................................
........................................................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Decision of requisition by the Minister having land in his/her attributions when it is land meant for agriculture, livestock or forestry/Decision of Registrar of Land Titles when it is land within urban areas, land designated for rural settlement, land designated for fast development by competent authority and land whose emphyteutic lease contract was terminated because of failure to comply with the lease contract obligations as provided by articles 58 and 59 of Law N°43/2013 of 16/06/2013 governing land in Rwanda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land documents for the parcel to be confiscated or the decision of cancellation of land document by Registrar of Land Titles, in case the person whose the land is confiscated is not willing to return land documents</td>
</tr>
</tbody>
</table>

Date of application ........................................ Signature of the applicant(s)

Received and verified by the Office of the Registrar of Land Titles

Date........................................
Name and signature........................................

Stamp
2.8.5 REQUISITION

Transaction name: Requisition of degraded and/or unexploited land

Objectives of the transaction: To requisition temporarily unexploited land meant for agriculture, livestock or forestry

Reasons and conditions for transaction

- The Minister having land in his/her attribution is allowed, if it is clear that the land meant for agriculture, livestock or forestry has not been in use for a period of three consecutive years with no sound reason, to order requisition of the land for a period of 3 years which may be renewable for another 3 years. Requisition shall only be carried out on a piece of land that is not productively exploited or under degradation, and after a registered written notice is given to the landlord or the person who was supposed to utilize it.
- The requisitioned land may be entrusted to another person who so requested and who demonstrates ability to use the land.
- When the land owner does not demonstrate the will and the capability to use that land, that period may be renewable.

Required documents

- Application form for temporary requisition
- Decision of temporary requisition by the Minister having land in his/her attributions

Triggering document

- Administrative document: Decision of temporary requisition by the Minister having land in his/her attributions

Output documents

- Requisition statement
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for request for temporary requisition of land and apply to RLT\(^1\) | State or its organ                | ● Application form for temporary requisition  
● Decision of temporary requisition by the Minister having land in his/her attributions |
| 2   | Check completeness and validity of the documents received                    | RLT                               |                                                    |
| 3   | If documents complete and valid, proceed with entering the request in the LAIS | RLT                               | **Book:** check Conditions for Booking                                                        |
| 4   | Otherwise, return the documents to District Authority                        | RLT                               | With mention of the reasons for not booking                                                      |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | RLT                               | **Accept:** check Conditions for Acceptance                                                      |
| 6   | Otherwise, return the documents to the District Authority                    | RLT                               | With mention of the reason(s) for refusal                                                       |
| 7   | Process temporary requisition of land                                         | RLT                               | **Process**                                                                                     |
| 8   | Approve the temporary requisition of land                                    | RLT                               | **Approve**                                                                                     |
| 9   | Otherwise refuse the temporary requisition of land and if needed send a request for rectification | RLT                               | Changes in the LAIS are reversed and returned to the “accepted” status                           |
| 10  | Re-process                                                                  | RLT                               |                                                    |
| 11  | Approve and Sign requisition statement                                       | RLT                               | **Approve and Sign (electronically)**                                                           |
| 12  | Update the LAIS database                                                     | RLT                               |                                                    |
| 13  | Physically print and stamp the statement                                     | RLT                               |                                                    |
| 14  | File the original requisition statement at the Registrar Office              | RLT                               |                                                    |
| 15  | Provide the State or its organ with a requisition statement                  | RLT                               | Requisition statement                                                                           |

\(^1\)Deputy Registrar of Land Titles (DRTL and/or authorized staff)
APPLICATION FORM FOR TEMPORARY REQUISITION OF LAND

The Minister having land in his/her attributions requests for temporary requisition of land

Parcel information
UPI: ......................................................
City of Kigali/Province: ..........................................
District: ......................................................
Sector: ......................................................
Cell: ......................................................

Motivation for the request for temporary requisition of land............................................................
...........................................................................................................................................................
...........................................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Decision of temporary requisition by the Minister having land in his/her attributions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Date of application ........................................ Signature of the applicant(s)

Received and verified by the Office of the Registrar of Land Titles

Date........................................ Name and signature........................................

Stamp

Stamp
2.9. RESTRICTION ON RIGHTS

These are not really transactions but more limitations that are set on the rights of the right holder on a parcel.

- Some of the restrictions will hinder the right holder to dispose of his property unless the restriction is lifted. This is the case of Mortgages, Seizures, Caveat and Sub-lease.
- Some of the restrictions are allowing rights to use a parcel without owning it (e.g. Servitude of right of way, Servitude to collect water)

These restrictions will lead to a change in the non-spatial component of the LAIS database, namely an annotation on the right of the right holder on the parcel. However, these restrictions will not affect the parcel itself; therefore no changes will appear in the spatial component of the LAIS database. The right holder will not receive a new land title but only a notification of the inscription of the restriction in the LAIS database.

2.9.1 Mortgages

A mortgage gives the right holder on a parcel the possibility to get a loan (as debtor) from another party (creditor) with the parcel as collateral. A mortgage is a restriction of rights on the parcel; it will hinder the right holder to dispose of his property unless the restriction is lifted. If the interest on the loan is not paid, the creditor may sell the parcel with the purpose to get his loan back; to that effect a seizure will have to be established through an officer of the law (Bailiff).

Mortgages are not registered by the RNRA but by the Rwanda Development Board (RDB). In order to prevent fraudulent transfers of mortgaged land, LAIS and the RDB databases are interlinked and searching in each other database is possible.

The information on mortgages in the RDB database is regularly provided to the LAIS database where an annotation is made on the parcel on which a mortgage is placed (as a restriction on the rights of the right holder on the parcel). When a transfer of rights on the parcel is in preparation/requested, the information that the parcel is mortgaged is be visible in the LAIS database. The mortgage first has to be lifted (information to be also provided by the RDB to the LAIS database) before the transfer of rights on the parcel can happen.

The full procedure for restriction of rights by mortgages is not described in this LAS Manual because mortgage registration is done by the Registrar General in RDB.

2.9.2 Seizure

Transaction name: Seizure (establishment/cancelling)

Objectives of the transaction: A Seizure is a restriction on the right of the right holder on a parcel to dispose of his property rights unless/until the seizure is lifted.

Reasons and conditions for transaction
- In case of a definitive Court decision ordering to a person to pay a certain amount of money to another (e.g. in case of non-reimbursement of a mortgage) and if this does not happen, even after notification, the person who should be reimbursed can (directly or through a Bailiff) request for Seizure of the property. After Seizure, the property is put on Auction; in the meantime a Caveat can be put on the property.
- When there is no longer reason for the continuation of the seizure, it can be removed from the LAIS database.

Required documents
- Application form requesting the Seizure
- Definitive Court decision ordering to a person to pay a certain amount of money to another
- Notification of re-imbursement
- UPI of the parcel under seizure or ID of the defaulter
• Confirmation by Registrar of Land Titles of registered right holders

**Triggering document**
• Administrative document: Definitive Court decision ordering to a person to pay a certain amount of money to another and Notification of re-imbursement

**Output documents**
• Annotation in the LAIS database (only non-spatial components as there is no change on the parcel) of the restriction by seizure. The name of the party who gained the seizure is mentioned. A Caveat can also be put on the property when waiting for Auction.
• Notification of annotation of seizure in the DB to the right holder and to the party who gained the seizure
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for seizure and apply to RLT                               | Officer of law + Right holder | • Documents needed for all transactions (as stated on page 19) only for the person requesting the Seizure  
• Application form requesting the Seizure  
• Definitive Court decision ordering to a person to pay a certain amount of money to another  
• Notification of re-imbursement  
• UPI of the parcel under seizure |
| 2   | Check completeness and validity of the documents received                     | RLT         |                                                                                                                                                                  |
| 3   | If documents complete and valid, proceed with entering the request in the LAIS | RLT         | Book: check Conditions for Booking                                                                                                                                  |
| 4   | Otherwise, return the documents to the Right holder                          | RLT         | With mention of the reasons for not booking                                                                                                                                 |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | RLT         | Accept: check Conditions for Acceptance                                                                                                                                 |
| 6   | Otherwise, return the documents to the Right holder                          | RLT         | With mention of the reason(s) for refusal                                                                                                                                 |
| 7   | Process the seizure (annotate the parcel for seizure under Restriction of rights and add name of the party who gained the seizure as right holder) | RLT         | Process                                                                                                                                                             |
| 8   | Approve the seizure                                                          | RLT         | Approve                                                                                                                                                             |
| 9   | Otherwise refuse the seizure and if needed send a request for rectification   | RLT         | Changes in the LAIS are reversed and returned to the “accepted” status                                                                                                                                 |
| 10  | Re-process                                                                   | RLT         | Approve                                                                                                                                                             |
| 11  | Approve the seizure                                                          | RLT         |                                                                                                                                                                  |
| 12  | Update the LAIS database                                                      | RLT         | Annotation in the LAIS database (only non-spatial components as there is no change on the parcel) of the restriction by seizure                                                                                                                                 |
| 13  | Notify the right holder and the party who gained the seizure                  | RLT         | Notification of annotation of seizure to the right holder and to the party who gained the seizure                                                                 |

12 Registrar of Land Titles(DRLT and/or authorized staff)
APPLICATION FORM FOR SEIZURE OF LAND AS SURETY OF THE EXECUTION OF JUDGMENT

Person information
I/We: ........................................................................................................................................
Status: .........................................................................................................................................
ID/Passport: .................................................................................................................................
Address: ........................................District..................................Sector.................................Cell..................Village
Telephone number: .............................................. E-mail: ..........................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: .............................................
I (authorised representative): ........................................................................................................
ID/Passport: ...................................................................................................................................
Address: ........................................District..................................Sector.................................Cell..................Village
Telephone number: .............................................. E-mail: ..........................................................

Kindly request for seizure of land as surety of the execution of Judgment

Parcel information
UPI: ........................................................................................................................................
City of Kigali/Province: .................................................................
District: .........................................................................................
Sector: .........................................................................................
Cell: ..............................................................................................

Motivation for the request for seizure of land as surety of the execution of Judgment
......................................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitive Court decision ordering to a person to pay a certain amount of money to another</td>
</tr>
<tr>
<td>Notification of reimbursement</td>
</tr>
<tr>
<td>UPI of the parcel under seizure or ID of the defaulter</td>
</tr>
<tr>
<td>Confirmation by Registrar of Land Titles of registered right holders</td>
</tr>
</tbody>
</table>

Date of application ..................................................................................................................
Signature of the applicant(s) .................................................................................................

Received and verified by the staff of the office of the Registrar of Land Titles/Zonal Office:

Names of staff: ..........................................................................................................................
Position: .................................................................................................................................
Date: .................................................................................................................................
Signature: .........................................................................................................................
2.9.3 Caveat

Transaction name: Caveat (establishment/cancelling)

Objectives of the transaction: A Caveat is a claim or other disagreement (e.g. waiting for a Judgment) on the right of the right holder on a parcel; it is a restriction for the right holder to dispose of his property unless/until the Caveat is lifted (or for a, possibly renewable, period of 6 months).

Reasons and conditions for transaction
- Caveat is performed by a creditor or a receiver in the case of bankruptcy of the right holder or by a former owner having a right to re-conveyance or by any person claiming ownership on the parcel (Article 61 of the Ministerial order n°002/2008 of 01/4/2008 determining modalities of land registration). The person lodging a Caveat must justify its capacity to lodge.
- The Caveat is placed as an annotation on the parcel in the LAIS database. When the Caveat is lifted or after expiration of the period of 6 months (unless renewed in the meantime) it can be removed from the LAIS database.

Required documents
- Application form for caveat lodging, with motivation
- Proof of identity of applicant
- Caveat notice accompanied by the Legal supporting documents. (referred to art. 61 of Ministerial Order No 001/2008 of 1st April 2008 determining modalities of land registration)\(^{13}\) or a court decision ordering restriction of rights on a parcel
- Confirmation by Registrar of Land Titles of registered right holders

Triggering document
- Administrative document: Caveat notice or seizure statement by a bailiff

Output documents
- Annotation in the LAIS database (only non-spatial components as there is no change on the parcel) of the restriction by caveat (including starting and end date of the caveat).
- Notification of caveat to the right holder and to caveat holder.

---

\(^{13}\) Article 61 of Ministerial order n°002/2008 of 01/4/2008 determining modalities of land registration stipules that any of the following persons may lodge a caveat against the exercise by the registered proprietor of the right to dispose of or otherwise deal with the land:
- a) a secured creditor of the Certificate of Registration;
- b) a creditor who has obtained attachment or execution;
- c) a receiver in the case of bankruptcy;
- d) the former owner having a right to re-conveyance due to a cause of rescission or nullity of the contract by which he has alienated the immoveable property; or
- e) any other person claiming ownership of the land or any real right over the land, whether under an unregistered instrument or otherwise.
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compile documents for caveat and apply to RLT office or through District One Stop Centre (optionally)</td>
<td>Caveat holder + Right holder</td>
<td>• Application form for caveat lodging, with motivation&lt;br&gt;• Proof of identity of applicant&lt;br&gt;• Caveat notice accompanied by the Legal supporting documents. (referred to art. 61 of Ministerial Order No 001/2008 of 1\textsuperscript{st} April 2008 determining modalities of land registration or a court decision ordering restriction of rights on a parcel&lt;br&gt;• Confirmation by Registrar of Land Titles of registered right holders</td>
</tr>
<tr>
<td>2</td>
<td>Check completeness and validity of the documents received</td>
<td>RLT</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If documents complete and valid, proceed with entering the request in the LAIS</td>
<td>RLT</td>
<td>Book: check Conditions for Booking</td>
</tr>
<tr>
<td>4</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>RLT</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>5</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>RLT</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>RLT</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>7</td>
<td>Process the caveat (annotate the parcel for caveat under Restriction of rights)</td>
<td>RLT</td>
<td>Process</td>
</tr>
<tr>
<td>8</td>
<td>Approve the caveat</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse the caveat and if needed send a request for rectification</td>
<td>RLT</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>RLT</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve the caveat</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Annotation in the LAIS database (only non-spatial components as there is no change on the parcel) of the restriction by caveat (including starting and end date of the caveat)</td>
</tr>
<tr>
<td>13</td>
<td>Notify the right holder and the caveat holder</td>
<td>Registrar</td>
<td>Notification of caveat to the right holder and to the caveat holder</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR RESTRICTION OF RIGHTS ON A PARCEL BY CAVEAT

Person information
I/We:…………………………………………………………………………………………………………………………
Status:…………………………………………………………………………………………………………………………
ID/Passport:……………………………………………………………………………………………………………………
Address:……………………District……………………Sector…………………Cell……………..Village
Telephone number:……………………………………E-mail:…………………………………………………………

OR
Company/NGO/Professional association/Church/Cooperative/Other:…………………………………………………
I (authorised representative):……………………………………………………………………………………………………
ID/Passport:……………………………………………………………………………………………………………………
Address:……………………District……………………Sector…………………Cell……………..Village
Telephone number:……………………………………E-mail:…………………………………………………………

Kindly request for restriction of rights on a parcel by caveat

Parcel information
UPI:…………………………………………………………………………………………………………………………….…..
City of Kigali/Province:……………………………………………………………………………………………………
District:……………………………………………………………………………………………………………………
Sector:……………………………………………………………………………………………………………………
Cell:……………………………………………………………………………………………………………………
Registered to………………………………………..

Motivation for the request for restriction of rights on a parcel by caveat
…………………………………………………………………………………………………………………………………………

Required documents for the transaction

<table>
<thead>
<tr>
<th>Proof of identity of applicant</th>
<th>Caveat notice accompanied by the Legal supporting documents. (referred to art. 61 of Ministerial Order No 001/2008 of 1st April 2008 determining modalities of land registration) or a court decision ordering restriction of rights on a parcel</th>
</tr>
</thead>
</table>

Confirmation by Registrar of Land Titles of registered right holders

Received and verified by the RLT Office: …………………………………………………………………………………
Date: ……………………………………………………………………………………………………………………………
Signature: ………………………………………………………………………………………………………………………
Stamp

---

14 Article 61 of Ministerial order no002/2008 of 01/4/2008 determining modalities of land registration stipules that any of the following persons may lodge a caveat against the exercise by the registered proprietor of the right to dispose of or otherwise deal with the land:

f) a secured creditor of the Certificate of Registration;
g) a creditor who has obtained attachment or execution;
h) a receiver in the case of bankruptcy;
i) the former owner having a right to re-conveyance due to a cause of rescission or nullity of the contract by which he has alienated the immoveable property; or
j) any other person claiming ownership of the land or any real right over the land, whether under an unregistered instrument or otherwise.
2.9.4 Sub-lease

Transaction name: Sub-lease (establishment/cancelling/transfer)

Objectives of the transaction: for a right holder with an Emphyteutic Lease to give to another person a right of Sub-lease (entrusting the lease to another person on a temporary basis); it is a restriction for the right holder to dispose of his property unless/until the Sub-lease is cancelled.

Reasons and conditions for transaction
- The Sub-lease is placed as an annotation on the parcel in the LAIS database. When the Sub-lease is cancelled/terminated it can be removed from the LAIS database.
- A sub-leaseing for a period of five (5) years or more shall be registered for a land title in the authentic form. If the sub-leasing period is less than five (5) years, its registration shall be optional based on agreement between the both parties. The person holding a Sub-lease has no right of transaction on the sub-leased parcel.
- The Sub-lease is following the instructions given in the Ministerial order n° 001/14 of 14/04/2014 determining modalities for sub-lease of agriculture, livestock and forest land.
- In case of sub-lease of part of a parcel there is no need for physical sub-division of the parcel; only demarcation of the sub-leased part is needed and annotation of this is put into the LAIS database.

Required documents
- Application form, with motivation
- Proof of identity of the sub-lessee
- Notarised sub-lease agreement including duration and fees for sub-lease and charges on the parcel, signed by both parties
- Land documents of the parcel

Triggering document
- Administrative document: Notarised sub-lease agreement

Output documents
- Annotation in the LAIS database (only non-spatial components as there is no change on the parcel) of the restriction by Sub-lease (including starting date and duration of the sub-lease).
- Contract of Emphyteutic sub-lease for the sub-lease holder
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-SLM option</th>
<th>Responsible-DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lesser and Sub-lesser (with one witness for each) come to the SLM or to DLO(^{15}) as public land notary.</td>
<td>Lesser, Sub-lesser and SLM</td>
<td>DLO</td>
<td>SLM or DLO has standard formats for the sub-lease agreement. Lesser should bring Emphyteutic lease contract of the parcel and Certificate of registration of Emphyteutic lease of the parcel and consent from people having interest on the parcel</td>
</tr>
<tr>
<td>2</td>
<td>The SLM or DLO will give one copy of the sub-lease agreement to both the Lesser and Sub-lesser and will keep one copy for his archives.</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
</tbody>
</table>
| 3   | The Lesser now compiles the documents needed for the sub-lease of the parcel and apply to DLO | Lesser                   | Lesser                  | • Proof of identity of the sub-lessee  
• Notarised sub-lease agreement including duration and fees for sub-lease and charges on the parcel, signed by both parties  
• Land documents of the parcel                                                                 |
| 4   | Check completeness and validity of the documents received | SLM                     | DLO                     |                                                                                                   |
| 5   | If documents complete and valid                                             | SLM sends file to DLO   | DLO proceeds with entering the request in LAIS | Book: check Conditions for Booking                                                             |
| 6   | Otherwise, return the documents to the Lesser                               | SLM                     | DLO                     | With mention of the reasons for not booking                                                       |
| 7   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO                     | DLO                     | Accept: check Conditions for Acceptance                                                           |
| 8   | Otherwise, return the documents to the Lesser                               | DLO through SLM         | DLO                     | With mention of the reason(s) for refusal                                                         |
| 9   | Process the sub-lease of the parcel                                         | DLO                     | DLO                     | Process                                                                                           |
| 10  | Approve the sub-lease of the parcel                                         | Registrar               | Registrar               | Approve                                                                                           |
| 11  | Otherwise refuse the sub-lease of the parcel and if needed send a request for rectification | Registrar through DLO | Registrar to DLO       | Changes in the LAIS are reversed and returned to the “accepted” status                             |
| 12  | Re-process                                                                 | DLO                     | DLO                     |                                                                                                   |
| 13  | Approve and sign (generate sub-lease Contract, with the electronic signature of the Deputy Registrar) | Registrar               | Registrar               | Approve and sign (Electronically)                                                                |
| 14  | Update the LAIS database                                                     | Registrar               | Registrar               |                                                                                                   |

\(^{15}\) District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-SLM option</th>
<th>Responsible-DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Physically print the new sub-lease Contract</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Provide the Sub-lesser with the sub-lease Contract for the parcel</td>
<td>Registrar through the DLO</td>
<td>Registrar through DLO</td>
<td>• Annotation in the LAIS database (only non-spatial components as there is no change on the parcel) of the restriction by Sub-lease (including starting date and duration of the sub-lease)</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR REGISTRATION OF RIGHTS ON A PARCEL BY SUB-LEASE

Person information
I/We: .........................................................................................................................
Status: ........................................................................................................................
ID/Passport: .................................................................................................................
Address: .......................... District: ................. Sector: ......................... Cell: ................. Village
Telephone number: ....................................................................................................
E-mail: ......................................................................................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: .........................................................
I (authorised representative): .........................................................................................
ID/Passport: .................................................................................................................
Address: .......................... District: ................. Sector: ......................... Cell: ................. Village
Telephone number: ....................................................................................................
E-mail: ......................................................................................................................

Kindly request for registration of rights on a parcel by sub-lease

Parcel information
UPI: ............................................................................................................................
City of Kigali/Province: ..........................................................................................
District: .................................................................................................................
Sector: ...................................................................................................................
Cell: ......................................................................................................................

Motivation for the request for registration of rights on a parcel by sub-lease
........................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Proof of identity of the sub-lessee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Notarised sub-lease agreement including duration and fees for sub-lease and charges on the parcel, signed by both parties</td>
<td></td>
</tr>
<tr>
<td>Land documents of the parcel</td>
<td></td>
</tr>
</tbody>
</table>

Date of application .................................................. Signature of the applicant(s) ...........................................

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: .............................................

Date: ..........................................................
Name and Signature: ................................................

Approved by District Land Bureau (only for applications initiated by the SLM)

Date: ..........................................................
Name and signature: ..........................................

Stamp

---

16 A sub-lease concluded by a guardian on behalf of a minor or other person not legally capable shall not exceed a period of five (5) years.
2.9.5 Servitudes

Transaction name: Servitudes (establishment/cancelling)

Objectives of the transaction: A is right from the right holder of another parcel (very often [a] neighbouring parcel[s]; so called “reigning” parcel) to do something on the parcel on which the servitude is placed (so called “serving” parcel).

Reasons and conditions for transaction

- A servitude can be placed by agreement (consensus/“servitude conventionelle”) between the right holder of the “reigning” parcel and the right holder of the “serving” parcel but it can also be imposed by a Court decision, or a law determining the servitude (legal servitude).
- Most common servitudes are:
  - Right of way: right for the right holder of a (reigning) parcel to walk through a neighbouring parcel (serving) to one of his/her other parcels or to the road; applicable if the reigning parcel is not accessible without passing through another (serving) parcel.
  - Allowance to collect water: people from the surrounding have (traditional) right to collect water on a particular parcel.
- The servitude is placed as an annotation (with type and duration) on the parcel in the LAIS database. When the servitude is terminated or lifted it can be removed from the LAIS database; however, lifting servitude is not very common as there should be physical modifications in the infrastructure of the surrounding of (reigning) parcel(s) so that the Servitude is not needed anymore.
- The right of the right holder on a parcel can be transferred with servitude on the parcel. The new right holder “inherits” of the servitude on the parcel.

Required documents

- Proof of identity of the applicant
- Notarised servitude agreement including type and duration of the servitude, signed by both parties or Court decision determining the servitude and a report of judgment execution
- Land documents for the parcel (If the losing party is not willing to return the land documents, the court bailiff indicates it in his/her report of judgment execution)

Triggering document

- Administrative document: Notarised Servitude agreement or Court decision

Output documents

- Annotation in the LAIS database (non-spatial component only) of the Servitude (including type, starting date and duration). The “serving” parcel will be annotated with a serving servitude and the “reigning” parcel(s) will be annotated with a reigning servitude. To relate the two types of parcels, the respective UPIs of the parcels can be mentioned in the other parcel.
- Notification of Servitude to the right holders of the “serving” and “reigning” parcels.
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible- SLM option</th>
<th>Responsible-DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reigning and Serving parcel right holders come to the SLM or DLO(^{17}) to sign the servitude agreement on a parcel before the District Land Officer as public land notary (in case of servitude by Court decision or law the procedure starts by 3)</td>
<td>Reigning and Serving parcel right holders and SLM</td>
<td>Reigning and Serving parcel right holders and DLO</td>
<td>SLM or DLO has standard formats for the servitude agreement. Both right holders should bring Emphyteutic lease Contract of the parcel and Certificate of Registration of Emphyteutic lease of the parcel and consent from people having interest on the parcel</td>
</tr>
<tr>
<td>2</td>
<td>The SLM or DLO will give one copy of the servitude agreement to both the Reigning and Serving parcel right holders and will keep one copy for his archives.</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
</tbody>
</table>
| 3   | The Reigning parcel right holder now compiles the documents needed for the servitude on the parcel and apply to SLM or DLO or to DLO | Reigning parcel right holder | Reigning parcel right holder | • Proof of identity of the applicant  
• Notarised servitude agreement including type and duration of the servitude, signed by both parties or Court decision determining the servitude and a report of judgment execution  
• Land documents for the parcel (If the losing party is not willing to return the land documents, the court bailiff indicates it in his/her report of judgment execution) |
| 4   | Check completeness and validity of the documents received | SLM                      | DLO                    |                                   |
| 5   | If documents complete and valid | SLM sends file to DLO | DLO proceeds with entering the request in the LAIS | Book: check Conditions for Booking |
| 6   | Otherwise, returns the documents to the Lesser | SLM                      | DLO                    | With mention of the reasons for not booking |
| 7   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO                    | Accept | check Conditions for Acceptance |
| 8   | Otherwise, return the documents to the Lesser | DLO                    | DLO | With mention of the reason(s) for refusal |
| 9   | Process the servitude on the parcel | DLO                    | DLO | Process |
| 10  | Approve the servitude on the parcel | Registrar | Approve |                                   |
| 11  | Otherwise refuse the servitude on the parcel and if needed send a request for rectification | Registrar through DLO | Registrar through DLO | Changes in the LAIS are reversed and returned to the “accepted” status |

\(^{17}\) District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible - SLM option</th>
<th>Responsible - DLO option</th>
<th>Remark / Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Approve the servitude</td>
<td>Registrar</td>
<td>DLO</td>
<td>Approve</td>
</tr>
<tr>
<td>14</td>
<td>Update the LAIS database and notify the Reigning and Serving parcel right holders</td>
<td>Registrar (through the DLO for notification)</td>
<td>Registrar through DLO for notification</td>
<td>• Annotation in the LAIS database (non-spatial component only) of the Servitude (including type, starting date and duration). The “serving” parcel will be annotated with a serving servitude and the “reigning” parcel(s) will be annotated with a reigning servitude. To relate the two types of parcels, the respective UPIs of the parcels can be mentioned in the other parcel. • Notification of servitude to the right holders of the “serving” and “reigning” parcels.</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR RESTRICTION OF RIGHTS ON A PARCEL BY SERVITUDE

Person information (The beneficiary)
I/We: ..............................................................................................................................................
Status: ..............................................................................................................................................
ID/Passport: ......................................................................................................................................
Address: District Sector Cell Village
Telephone number: E-mail: ..............................................................................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ............................................................
I (authorised representative): ..................................................................................................................
ID/Passport: .......................................................................................................................................... 
Address: District Sector Cell Village
Telephone number: E-mail: ..................................................................................................................

Kindly request for restriction of rights on a parcel by servitudes

Parcel information
UPI: ....................................................................................................................................................
City of Kigali/Province: ........................................................................................................................
District: ..............................................................................................................................................
Sector: ..................................................................................................................................................
Cell: ....................................................................................................................................................

Motivation for the request for restriction of rights on a parcel by servitudes
..................................................................................................................................................................

Required documents for the transaction

- Proof of identity of the applicant
- Notarised servitude agreement including type and duration of the servitude, signed by both parties or Court decision determining the servitude and a report of judgment execution
- Land documents for the parcel (If the losing party is not willing to return the land documents, the court bailiff indicates it in his/her report of judgment execution)

Date of application: ......................................................... Signature of the applicant(s): .......................

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ............................................
Date: ................................................................. Name and Signature: ........................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: ................................................................. Name and signature: ........................................
2.10. CONVERSION OF RIGHTS

All transactions in this section will aim at converting rights from a system to another, either:

- From the old to the new tenure system in Rwanda; this will generally be conversion from Freehold title in the old system to Freehold Title in the new system as for Leasehold titles this has been taken care during the systematic (LTR) registration and Emphyteutic Lease Contracts and Registration Certificates have been delivered at that stage.
- From Emphyteutic Lease to Freehold Conditional Title or Freehold Title depending on the level of development of the property
- From Freehold Conditional Title to Freehold Title

This will lead to a change in the non-spatial component of the LAIS database, namely cancelling a land title and creating a new one but for the same person and for the same parcel. These transactions will thus not affect the parcel itself; therefore no changes will appear in the spatial component of the LAIS database. New land titles will be delivered to right holders.

2.10.1 From old to new Tenure System (and/or old to new document’s template)

Transaction name: Conversion of land title/certificate from old to new tenure system

Objectives of the transaction: The land title obtained in the old tenure system in Rwanda is converted in a land title in the new tenure system.

Reasons and conditions for transaction

- This will generally be conversion from Freehold title in the old system (before April 2008) to Full Freehold Title in the new system. For Leasehold Certificates this has been taken care during the systematic (LTR) registration and Emphyteutic Lease Contracts and Registration Certificates have been delivered at that stage.
- Also, in case of Freehold Titles/Lease Certificates delivered at the beginning of the new system (after April 2008), these will have been delivered with another document’s template. Therefore, requests to change for titles in the most recent template may occur as well.
- As there is no change in right holder and no change in the parcel on which right is hold, the conversion will be limited to a conversion of right (same right but under other tenure system) in the LAIS database and issuing of new land title

Required documents

- Proof of identity of the applicant
- Extract of marriage certificate or certificate of celibacy of the applicant
- Old land documents to be converted
- Provisional certificate issued during systematic land registration UPI confirmation sheet
- In case the applicant doesn’t have a provisional certificate or UPI confirmation sheet: An approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located

Triggering document

- Administrative document: Original old title/certificate

Output documents

Either

- Contract of Emphyteutic Lease, Certificate of Registration of an Emphyteutic Lease and Extract of the Cadastral Plan

Or

- Certificate of Registration of Full Freehold Title
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for request for conversion of rights and apply to SLM or DLO 18 | Right holder | Right holder | • Proof of identity of the applicant  
• Extract of marriage certificate or certificate of celibacy of the applicant  
• Old land documents to be converted  
• Provisional certificate issued during systematic land registration UPI confirmation sheet  
• In case the applicant doesn’t have a provisional certificate or UPI confirmation sheet: An approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietor of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located |
| 2   | Check completeness and validity of the documents received | SLM | DLO | |
| 3   | If documents complete | SLM sends file to DLO | DLO Proceeds with entering the request in the LAIS | **Book:** check Conditions for Booking |
| 4   | Otherwise, return the documents to the Right holder | SLM | | With mention of the reasons for not booking |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO | | **Accept:** check Conditions for Acceptance |
| 6   | Otherwise, return the documents to the Right holder | DLO | | With mention of the reason(s) for refusal |
| 7   | Convert rights from old to new tenure system | DLO | DLO | **Process** |
| 8   | Approve the conversion of rights | Registrar | | **Approve** |
| 9   | Otherwise refuse the conversion of rights and if needed send a request for rectification | Registrar through DLO | Registrar through DLO | Changes in the LAIS are reversed and returned to the “accepted” status |
| 10  | Re-process | DLO | DLO | |
| 11  | Approve and Sign (generate new Contract of Emphyteutic Lease, Certificate of Registration of an Emphyteutic Lease, Extract of the Cadastral Plan or Certificate of Registration of Full Freehold Title, with the electronic signature of the Registrar) | Registrar | Registrar | **Approve and Sign (electronically)** |

---

18 District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Freehold Title or Emphyteutic Lease Certificate and Extract Cadastral Plan and in case of lease a Contract of Emphyteutic Lease</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Certificate of Freehold Title or Emphyteutic Lease Certificate at the Deputy Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with a duplicate of the Freehold Title or Emphyteutic Lease Certificate and Extract Cadastral Plan and in case of lease a Contract of Emphyteutic Lease</td>
<td>Registrar, through the DLO</td>
<td>Registrar through DLO</td>
<td>Either • Contract of Emphyteutic Lease, Certificate of Registration of an Emphyteutic Lease and Extract of the Cadastral Plan Or • Certificate of Registration of Full Freehold Title</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR CONVERSION OF RIGHTS ON A PARCEL FROM OLD TO NEW TENURE

Person information
I/We: ................................................................. ................................................................. .................................................................
Status: ................................................................. ................................................................. .................................................................
ID/Passport: ................................................................. ................................................................. .................................................................
Address: District ................................................................. Sector ................................................................. Cell ................................................................. Village
Telephone number: ................................................................. E-mail: .................................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ................................................................. ................................................................. .................................................................
I (authorised representative): ................................................................. ................................................................. .................................................................
ID/Passport: ................................................................. ................................................................. .................................................................
Address: District ................................................................. Sector ................................................................. Cell ................................................................. Village
Telephone number: ................................................................. E-mail: .................................................................

Kindly request for conversion of rights on a parcel from old to new tenure

Parcel information
UPI: .................................................................
City of Kigali/Province: .................................................................
District: .................................................................
Sector: .................................................................
Cell: .................................................................

Motivation for the request for conversion of rights on a parcel from old to new tenure

Required documents for the transaction

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of identity of the applicant</td>
<td></td>
</tr>
<tr>
<td>Extract of marriage certificate or certificate of celibacy of the applicant</td>
<td></td>
</tr>
<tr>
<td>Old land documents to be converted</td>
<td></td>
</tr>
<tr>
<td>Provisional certificate issued during systematic land registration UPI confirmation sheet</td>
<td></td>
</tr>
<tr>
<td>In case the applicant doesn’t have a provisional certificate or UPI confirmation sheet: An approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located</td>
<td></td>
</tr>
</tbody>
</table>

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: .................................................................

Date: .................................................................
Name and Signature: .................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: .................................................................
Name and signature: .................................................................
**Transaction name:** Conversion of Emphyteutic Lease to a Conditional Freehold Title or to a Freehold Title

**Objectives of the transaction:** Following developments on a parcel, the right holder wants to convert his/her Emphyteutic Lease to a Conditional Freehold Title or to a Freehold Title.

**Reasons and conditions for transaction**
- A Conditional Freehold Title will be delivered in case the development on the parcel is not (sufficiently) completed but more than ½ of the development is already achieved; otherwise a Full Title will be delivered.
- As there is no change in right holder and no change in the parcel on which right is hold, the conversion will be limited to a conversion of right (same right but under other tenure system) in the LAIS database and issuing of new land title

**Required documents**
- Land documents for the parcel
- Occupation permit (only for Free hold Title)
- Proof of completion of least half (½) of the construction as authorized (only for Conditional Free hold Title)
- Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

**Triggering document**
- Administrative document:
  - In case of Lease to Conditional Freehold Title: Lease Certificate
  - In case Lease to Freehold Title: Lease Certificate
  - In case of Conditional Freehold Title to Freehold Title: Conditional Freehold Title
  - For all rights upgrade types above: Land grant contract signed between the RLT (State’s representative) and the concerned party

**Output documents**
Either
- Certificate of Registration of Conditional Freehold Title.
- Or Certificate of Registration of Full Freehold Title.
Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for request for conversion of rights (Lease to Conditional Freehold to Freehold) and apply to SLM or to DLO ¹⁹                | Right holder           | Right holder           | • Documents needed for all transactions  
   • Application form for conversion of Lease right to Conditional Freehold Title or Freehold Title right, signed by the registered owner  
   • Emphyteutic Lease Contract of the parcel  
   • Sale agreement signed between the RLT (State’s representative) and concerned party  
   • Certificate of Registration of Emphyteutic Lease of the parcel  
   • Occupation permit (not for Lease to Conditional Freehold Title but for Conditional Freehold Title to Freehold Title and for Lease to Freehold Title)  
   • Extract of the Cadastral Plan or Approved Fiche Cadastrale with geographic coordinates  
   • Approved valuation report (by District Land Office); this is not applicable for investor as per RDB investment’s requirements and conditions |
| 2   | Check completeness and validity of the documents received                                                                                  | SLM                    | DLO                    |                                                                                                                                                                                                                                                                                           |
| 3   | If documents complete and valid, DLO proceeds with entering the request in the LAIS: check Conditions for Booking                                | SLM sends to DLO       | DLO                    |                                                                                                                                                                                                                                                                                           |
| 4   | Otherwise, return the documents to the Right holder                                                                                         | SLM                    | DLO                    | With mention of the reasons for not booking  
   Accept: check Conditions for Acceptance                                                                                                                                                                                                                                             |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS                                                |                        | DLO                    | Accept: check Conditions for Acceptance  
   Process                                                                                                                                                                                                                                                                          |
| 6   | Otherwise, return the documents to the Right holder                                                                                         | DLO through SLM       | DLO                    | With mention of the reason(s) for refusal  
   Process                                                                                                                                                                                                                                                                         |
| 7   | Convert rights from Lease to Conditional Freehold to Freehold                                                                             | DLO                    | DLO                    | Process                                                                                                                                                                                                                     |
| 8   | Approve the conversion of rights                                                                                                            | Registrar              | Registrar              | Approve                                                                                                                                                                                                                      |
| 9   | Otherwise refuse the conversion of rights and if                                                                                           | Registrar through DLO | Registrar through DLO | Changes in the LAIS are reversed and returned to the “accepted” status                                                                                                                                                     |

¹⁹ District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve, Sign and Seal (generate new Certificate of Registration of Conditional Freehold Title or Certificate of Registration of Full Freehold Title, with the electronic signature of the Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign (electronically)</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Conditional Freehold Title or Freehold Title and Extract Cadastral Plan</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Conditional Freehold Title or Freehold Title at the Deputy Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar office</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with a duplicate of the Conditional Freehold Title or Freehold Title and Extract Cadastral Plan</td>
<td>Registrar, through the DLO</td>
<td>Registrar Office</td>
<td>Either</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Certificate of Registration of Conditional Freehold Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Certificate of Registration of Full Freehold Title</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR CONVERSION OF RIGHTS ON A PARCEL FROM LEASEHOLD TO CONDITIONAL/FREEHOLD TITLE

Person information
I/We: ……………………………………………………………………………………………………………………………
Status: ……………………………………………………………………………………………………………………………
ID/Passport: ……………………………………………………………………………………………………………………
Address: ……………………… District: ……………………… Sector: ……………………… Cell: ……………………… Village
Telephone number: ……………………… E-mail: ………………………………………………………………………

OR
Company/NGO/Professional association/Church/Cooperative/Other: …………………………………………………
I (authorised representative): ……………………………………………………………………………………………
ID/Passport: ……………………………………………………………………………………………………………………
Address: ……………………… District: ……………………… Sector: ……………………… Cell: ……………………… Village
Telephone number: ……………………… E-mail: ………………………………………………………………………

Kindly request for conversion of rights on a parcel from lease to conditional/full freehold title

Parcel information
UPI: ……………………………………………………………………………………………………………………………
City of Kigali/Province: ………………………………………………………………………………………………………
District: ………………………………………………………………………………………………………………………
Sector: ………………………………………………………………………………………………………………………
Cell: ……………………………………………………………………………………………………………………………

Motivation for the request for conversion of rights on a parcel from lease to conditional/full freehold title:

……………………………………………………………………………………………………………………………………

Required documents for the transaction

<table>
<thead>
<tr>
<th>Land documents for the parcel</th>
<th>Occupation permit (only for Free hold Title)</th>
<th>Proof of completion of least half (½) of the construction as authorized (only for Conditional Free hold Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of application: ………………………… Signature of the applicant(s): ……………………………………………

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ……………………………
Date: …………………………………………………………………
Name and Signature: ……………………………………………

Approved by District Land Bureau (only for applications initiated by the SLM)

Date: ……………………………………………
Name and signature: ……………………………… Stamp
2.11. CHANGES ON PERSONS

All transactions in this section will aim at modifying or annotating information related to the right holder (the person), this will relate to:
- For natural persons: changing a name in the records and/or changing the domicile of the right holder.
- For legal persons: modification of legal status (privatisation, company transformation, etc.)

This will lead to a change in the non-spatial component of the LAIS database, namely changing, or modifying the information on the right holder but there will be no change in right and on the parcel, therefore no changes will appear in the spatial component of the LAIS database. The right holder will receive a new Certificate.

As all the transaction processes will be more or less the same for all the cases mentioned, the process will only be described once hereafter.

Transaction name: Changes on persons

Objectives of the transaction: Modify information related to the right holder.

Reasons and conditions for transaction
- The transaction will be related to:
  - Changing a name in the records and/or changing the domicile of the right holder
  - Change of legal status in case of a legal person
- As there is no change no change in the parcel on which right is hold and no change on the rights hold on the parcel, there will only be correction in the non-spatial component of the LAIS database and no new land titles will be issued, only a notification to the right holder.

Required documents

In the case of changes on natural persons:
- Application form for change, with motivation
- Proof of identity
- In case of changing a name of the right holder: Extract of the Official Gazette
- For change of domicile: proof of change of domicile prepared by the Sector Executive Secretary of the new domicile
- Land documents for the parcel

In case of change legal persons:
- Proof of identity (registration certificate)
- In case of company transformation: General Assembly report confirming the transformation and Company registration Certificate issued by RDB
- In case of Local NGOs and non-profit organisations: Certificate of registration from Rwanda Governance Board
- In case of INGOs: Valid INGOs registration Certificate issued by Directorate General of Immigration and Emigration
- In case of Professional Body: Law establishing the professional body and official document confirming the representative of the professional body
- Land documents for the parcel

Triggering document
- Administrative documents:
  - For a natural person
    - In case of changing a name of the right holder: Extract of the Official Gazette
    - For change of domicile: proof of change of domicile prepared by the Sector
Executive Secretary of the new domicile

- For a legal person:
  - General Assembly report confirming a company transformation, or
  - Certificate of registration from Rwanda Governance Board for a NGO, or
  - Valid INGOs registration Certificate issued by competent authority, or
  - Law establishing the professional body and official document confirming the representative of the professional body

Output documents

- Contract of Emphyteutic Lease, Certificate of Registration of an Emphyteutic Lease and Extract of the Cadastral Plan, or
- Certificate of Conditional Freehold Title or of Freehold Title
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compile documents for request for change on persons and apply to SLM or DLO(^\text{20})</td>
<td>Right holder or Legal representative (in case of a legal person)</td>
<td>Right holder or legal representative in case of a legal person</td>
<td>See above for Required documents, depending on the particular case for a natural person or a legal person</td>
</tr>
<tr>
<td>2</td>
<td>Check completeness and validity of the documents received</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If documents complete and valid,</td>
<td>SLM sends file to DLO</td>
<td>DLO proceeds with entering the request in the LAIS</td>
<td>Book: check Conditions for Booking</td>
</tr>
<tr>
<td>4</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>SLM</td>
<td>With mention of the reasons for not booking</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>DLO</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td>DLO through SLM</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>7</td>
<td>Process the changes on persons</td>
<td>DLO</td>
<td>DLO</td>
<td>Process</td>
</tr>
<tr>
<td>8</td>
<td>Approve the changes on persons</td>
<td>Registrar</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse the changes on persons and if needed send a request for rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve, Sign and Seal (new Contract of Emphyteutic Lease, new Certificate of Registration of an Emphyteutic Lease and a new Extract of the Cadastral Plan, or new Certificate of Conditional Freehold Title or of Freehold Title, with the electronic signature of the Deputy Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve, Sign and Seal (electronically)</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Contract of Emphyteutic Lease, new Certificate of Registration of an Emphyteutic Lease and a new Extract of the Cadastral Plan, or new Certificate of Conditional Freehold Title or of Freehold Title</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
</tbody>
</table>

\(^{20}\) District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>File the original of the Lease Certificate at the Deputy Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar office</td>
<td></td>
</tr>
</tbody>
</table>
| 15  | Provide the Right holder with new Contract of Emphyteutic Lease, new Certificate of Registration of an Emphyteutic Lease and a new Extract of the Cadastral Plan, or new Certificate of Conditional Freehold Title or of Freehold Title | Registrar, through the DLO | Registrar through DLO          | • New Contract of Emphyteutic Lease, new Certificate of Registration of an Emphyteutic Lease and a new Extract of the Cadastral Plan, or  
• New Certificate of Conditional Freehold Title or of Freehold Title |
APPLICATION FORM FOR CHANGES ON NATURAL PERSONS

Person information
I/We: ..............................................................................................................................................
Status: .............................................................................................................................................
ID/Passport: .....................................................................................................................................
Address: ........................................District.................Sector..................Cell......................Village
Telephone number: .......................................................... E-mail: ..................................................

Kindly request for changes on natural persons

Parcel information
UPI: ..............................................................................................................................
City of Kigali/Province: ...........................................................
District: ..................................................................................................................
Sector: ..................................................................................................................
Cell: .....................................................................................................................

Motivation for the request for changes on natural persons
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Proof of identity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In case of changing a name of the right holder: Extract of the Official Gazette</td>
<td></td>
</tr>
<tr>
<td>For change of domicile: proof of change of domicile prepared by the Sector Executive Secretary of the new domicile</td>
<td></td>
</tr>
<tr>
<td>Land documents for the parcel</td>
<td></td>
</tr>
</tbody>
</table>

Date of application | Signature of the applicant(s)

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ........................................
Date: ........................................................................................................
Name and Signature: .................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)

Date...........................................
Name and signature..................................................

Stamp
APPLICATION FORM FOR CHANGES ON LEGAL PERSONS

Person information
Company/NGO/Professional association/Church/Cooperative/Other: 
I (authorised representative): 
ID/Passport: 
Address: District... Sector... Cell... Village
Telephone number: E-mail: 

Kindly request for changes/annotation on legal persons

Parcel information
UPI: 
City of Kigali/Province: 
District: 
Sector: 
Cell: 

Motivation for the request for changes/annotation on legal persons 

Required documents for the transaction

Proof of identity(registration certificate)
In case of company transformation: General Assembly report confirming the transformation and Company registration Certificate issued by RDB
In case of Local NGOs and non-profit organisations: Certificate of registration from Rwanda Governance Board
In case of INGOs: Valid INGOs registration Certificate issued by Directorate General of Immigration and Emigration
In case of Professional Body: Law establishing the professional body and official document confirming the representative of the professional body
Land documents for the parcel

Date of application: 
Signature of the applicant(s): 

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: 
Date: 
Name and Signature: 

Approved by District Land Bureau (only for applications initiated by the SLM) 
Date: 
Name and signature: 

Stamp
2.12. TRANSACTION ON CONDOMINIUM UNITS

Transaction name: Creation (or cancelling) of a Condominium and Condominium Units

Objectives of the transaction: To define the rights on the parcel, the rights on the Condominium and the rights on the Condominium Units.

Reasons and conditions for transaction

Condominiums and Condominium Units
- In case of a condominium, it is possible to have one or more buildings and in a building one or more condominiums and in each condominium more than one condominium unit.
- For each condominium there should be a Union of owners of that condominium, that is the right holder of the condominium; a Union should have at least 2 members (Articles 5, 6 and 7 Law N°15/2010 of 07/05/2010 creating and organizing condominiums and setting up procedures for their registration).
- The owners of Units in a Condominium have the right to sell, lease, mortgage, transfer or use any of them in lawful business transaction (Articles 16 of the Law N°15/2010 of 07/05/2010 creating and organizing condominiums and setting up procedures for their registration).
- The common elements in a Condominium are in the joint ownership or co-share owners. The common elements in a Condominium cannot be alienated separately from the ownership right in the Condominium Units (Articles 19 of the Law N°15/2010 of 07/05/2010 creating and organizing condominiums and setting up procedures for their registration).
- A Condominium Unique Identifier is the UPI of the parcel to which a letter is added (e.g. UPI parcel: 1/03/02/04/750; Condominium UI: 1/03/02/04/750A).
- There are several Condominium Units in a Condominium; the Units are identified as Condominium UI plus a number (e.g. 1/03/02/04/750A3).

Registration of a Condominium and Condominium Units
- The Registration of a Condominium and its Condominium Units are regulated by Chapter IV, Articles 26 and 27 of the Law N°15/2010 of 07/05/2010 creating and organizing condominiums and setting up procedures for their registration.
- Each Condominium Unit, together with its participation co-share in the common elements of the Condominium shall be registered separately and constitute a separate immovable property. Each Unit in a Condominium shall have boundaries established by a land surveyor.
- Each Unit in a Condominium shall have a value fixed by a competent organ.
- Each co-owner will register his/her Unit and will be issued a Certificate of Registration.
- The Union of Owners of the Condominium will be the right holder of the parcel. The Union of Owners of the Condominium will be the right holder of the Condominium. The owner of the parcel that transferred his right to the Union of Owners will now be the owner of all the Condominium Units. After the Condominium and the Condominium Units are created, the Condominium Units can be transferred to new owners with a normal transfer of Freehold Title.

Other regulations on Condominium and Condominium Units
- Easements, Caveats and other inscriptions can apply on a Condominium and Condominium Units.

Required documents
- In case of registration of condominium association
  - Proof of identity of members of condominium association
  - Notarised transfer agreement of the rights on the parcel and Condominium from the right holder of the parcel to the Union of Owners of the Condominium
  - Proof of legal personality for condominium association
• Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders
• Land documents for the parcel

In case of registration of rights on condominium units
• Proof of identity of applicant
• Extract of marriage certificate or certificate of celibacy of applicant
• Notarised transfer agreement of the rights on the parcel and Condominium from the right holder of the parcel to the Union of Owners of the Condominium indicating the members and the shares of each member
• Documents related to the Condominium and Condominium Units (Building permit; Blue print of the construction; Measurements by land surveyor of the common, share and private property; Valuation of the Condominium and/or Condominium Unit)

Triggering document
• Administrative document: Notarised transfer agreement of the rights on the parcel and Condominium from the right holder of the parcel to the Union of Owners of the Condominium indicating the members and the shares of each member

Output documents
• For the parcel:
  • Emphyteutic Lease Contract, Certificate of Registration of Emphyteutic Lease and Extract of the Cadastral Certificate
  • or Certificate of Conditional Freehold Title or of Freehold Title
• For the Condominium:
  • Certificate of Registration of Full Title of a Condominium
  • Certificate of Registration of Full Title of a Condominium Unit
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Right holder of the parcel and Union of Owners of the Condominium come to the SLM or DLO(^{21}) to sign the agreement for transfer of rights.</td>
<td>Right holder of the parcel, Union of Owners and SLM or DLO</td>
<td>SLM or DLO has standard formats for the transfer of rights agreement. Right holder on the parcel should bring Emphyteutic lease contract of the parcel and Certificate of registration of Emphyteutic lease or Freehold Title of the parcel and consent from people having interest on the parcel</td>
</tr>
<tr>
<td>2</td>
<td>The SLM or DLO will give one copy of the agreement to both Right holder of the parcel and the Union of Owners and will keep one copy for his archives.</td>
<td>DLO</td>
<td></td>
</tr>
</tbody>
</table>
| 3   | The Right holder of the parcel and the Union of Owners now compiles the documents needed for transfer of rights and apply to SLM or DLO                                                                     | Right holder on the parcel and Union of Owners                                                    | In case of registration of condominium association:  
  - Proof of identity of members of condominium association
  
  - Notarised transfer agreement of the rights on the parcel and Condominium from the right holder of the parcel to the Union of Owners of the Condominium
  
  - Proof of legal personality for condominium association
  
  - Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders
  
  - Land documents for the parcel

  In case of registration of rights on condominium units:  
  - Proof of identity of applicant
  
  - Extract of marriage certificate or certificate of celibacy of applicant
  
  - Notarised transfer agreement of the rights on the parcel and Condominium from the right holder of the parcel to the Union of Owners of the Condominium indicating the members and the shares of each member
  
  - Documents related to the Condominium and Condominium Units (Building permit; Blue print of the construction; Measurements by

\(^{21}\) District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
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<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Check completeness and validity of the documents received</td>
<td>DLO</td>
<td>land surveyor of the common, share and private property; Valuation of the Condominium and/or Condominium Unit</td>
</tr>
<tr>
<td>5</td>
<td>If documents complete and valid, proceed with entering the request in the LAIS</td>
<td>DLO</td>
<td>Book: check Conditions for Booking</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder on the parcel and the Union of Owners</td>
<td>DLO</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>7</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>8</td>
<td>Otherwise, return the documents to the Right holder on the parcel and the Union of Owners</td>
<td>DLO</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>9</td>
<td>Process the transfer rights</td>
<td>DLO</td>
<td>Process</td>
</tr>
<tr>
<td>10</td>
<td>Approve the transfer of rights</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>11</td>
<td>Otherwise refuse the transfer of rights and if needed send a request for rectification</td>
<td>Deputy Registrar + DLO</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>12</td>
<td>Re-process</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Approve and Sign</td>
<td>Deputy Registrar</td>
<td>Approve and Sign (electronically)</td>
</tr>
<tr>
<td></td>
<td>• Generate Emphyteutic Lease Contract, Certificate of Registration of Emphyteutic Lease and Extract of the Cadastral Certificate, or Certificate of Conditional Freehold Title or of Freehold Title, with the electronic signature of the Deputy Registrar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Generate new Certificate of Registration of Full Title of a Condominium or Certificate of Registration of Full Title of a Condominium Unit, with the electronic signature of the Deputy Registrar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Update the LAIS database</td>
<td>Deputy Registrar</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Physically print and seal the new Lease Certificate, Lease Contract and Extract Cadastral Plan or new Certificate of Registration of Full Title of a Condominium or Certificate of Registration of Full Title of a Condominium Unit</td>
<td>Deputy Registrar Office</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>File the original of the Lease Certificate or new Full Title at the Deputy Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Provide the Right holder of the parcel and Union of Owners with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan</td>
<td>Deputy Registrar, through the DLO</td>
<td>For the parcel: Emphyteutic Lease Contract and Certificate of Registration of Emphyteutic Lease and Extract of</td>
</tr>
<tr>
<td>Nr.</td>
<td>Description</td>
<td>Responsible</td>
<td>Remark/Status in relation to LAIS</td>
</tr>
<tr>
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<tr>
<td></td>
<td>or of Certificate of Registration of Full Title of a Condominium or Certificate of Registration of Full Title of a Condominium Unit</td>
<td></td>
<td>the Cadastral Certificate, or Certificate of Conditional Freehold Title or of Freehold Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For the Condominium:</td>
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<td></td>
<td></td>
<td></td>
<td>• Certificate of Registration of Full Title of a Condominium</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Certificate of Registration of Full Title of a Condominium Unit</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR REGISTRATION OF CONDOMINIUM ASSOCIATION

Person information
I/We: ……………………………………………………………………………………………………………………………
Status: ………………………………………………………………………………………………………………………………………
ID/Passport: …………………………………………………………………………………………………………………………………
Address: …………………………………………………………………………………………………………………………………
Telephone number: …………………………………………………………………………………………………………………………………

OR

Company/NGO/Professional association/Church/Cooperative/Other: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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APPLICATION FORM FOR REGISTRATION OF RIGHTS ON CONDOMINIUM UNITS

Person information
I/We: ………………………………………………………………………………………………………………………………
Status: …………………………………………………………………………………………………………………………………
ID/Passport: ………………………………………………………………………………………………………………………
Address: ……………………………………………………………………………………………………………………………
Telephone number: ……………………………... E-mail: ………………………………………………………………………

OR
Company/NGO/Professional association/Church/Cooperative/Other: ………………………………………………………
I (authorised representative): ………………………………………………………………………………………………………
ID/Passport: ………………………………………………………………………………………………………………………
Address: ……………………………………………………………………………………………………………………………
Postal address: ……………………………………………………………………………………………………………….
Telephone number: ……………………………... E-mail: ………………………………………………………………………

Kindly request for registration of rights on condominium units

Parcel information
UPI: ………………………………………………………………………………………………………………………………
City of Kigali/Province: …………………………………………………………………………………………………………
District: ………………………………………………………………………………………………………………………
Sector: ………………………………………………………………………………………………………………………
Cell: ……………………………………………………………………………………………………………………………

Motivation for the request for registration of rights on condominium units……………………………………
………………………………………………………………………………………………………………………………….

Required documents for the transaction

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of identity of members of condominium association</td>
<td></td>
</tr>
<tr>
<td>Notarised transfer agreement of the rights on the parcel and Condominium from the right holder of the parcel to the Union of Owners of the Condominium indicating the members and the shares of each member</td>
<td></td>
</tr>
<tr>
<td>Proof of legal personality for condominium association</td>
<td></td>
</tr>
<tr>
<td>Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders</td>
<td></td>
</tr>
<tr>
<td>Land documents for the parcel</td>
<td></td>
</tr>
</tbody>
</table>

Date of application: ………………………………………………………………………………………………………
Signature of the applicant(s): ……………………………………………………………………………………………

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ……………………………………………………………………………………………………………………………
Date: ……………………………………………………………………………………………………………………………
Name and Signature: ……………………………………………………………………………………………………………

Approved by District Land Bureau (only for applications initiated by the SLM)
Date…………………………………………………………………………………………………………………………
Name and signature…………………………………………………………………………………………………………
Stamp
2.13. OTHER CASES

The following transactions are very straightforward and therefore grouped here under “other cases” but that does not mean that they are less important than other transactions already discussed.

2.13.1 Rectifications

Transaction name: Rectifications on the land register

Objectives of the transaction: To correct an error or omission made during the original registration of rights of persons on parcels.

Reasons and conditions for transaction
- Like in any system, errors and/or omissions can be made when registering rights of persons on parcels; these errors and/or omissions can be made by the right holder when applying for a transaction or by the system itself (by one of the system’s actors on the transaction process).
- The Registrar may rectify the register of title in case of errors or omissions not affecting other right holders (e.g. spelling mistake, errors on ID number errors on domicile).
- The Applicant for a particular transaction may also lodge a rectification of his/her request for transaction. This happens when during the transaction process, a request has been made for rectification of (one of) the documents presented for the application.
- The rectification may only apply to the non-spatial component of the LAIS database (e.g. rectification of the name of the right holder, rectification on ID number or rectification of the domicile of the right holder). But rectification may also apply to the spatial component of the LAIS database (e.g. rectification of the area of a parcel with change of boundaries); in that case, the rectification will have to be based on land survey and follow procedures provided on 2.6.3. (Rectification of boundaries and area correction).

Required documents
- In case of rectification of a name of the right holder: Proof of identity
- In case of rectification of domicile: proof of change of domicile prepared by the Sector Executive Secretary of the new domicile
- Land documents for the parcel

Triggering document
- Administrative document: Proof of identity and/or proof of change of domicile prepared by the Sector Executive Secretary of the new domicile

Output documents
- New Contract of Emphyteutic Lease, new Certificate of Registration of an Emphyteutic Lease and a new Extract of the Cadastral Plan, or
- New Certificate of Conditional Freehold Title or of Freehold Title
### Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compilation of documents for Rectification and application to SLM or DLO</td>
<td>Right holder</td>
<td></td>
<td>• In case of rectification of a name of the right holder: Proof of identity</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• In case of rectification of domicile: proof of change of domicile prepared by the Sector Executive Secretary of the new domicile</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Land documents for the parcel</td>
</tr>
<tr>
<td>2</td>
<td>Check completeness and validity of the documents received</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If documents complete and valid,</td>
<td>SLM sends file to DLO</td>
<td>DLO proceeds with entering the request in the LAIS</td>
<td>Book: check Conditions for Booking</td>
</tr>
<tr>
<td>4</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>SLM</td>
<td>DLO</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>5</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>DLO</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td>DLO</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>7</td>
<td>Process the rectification</td>
<td>DLO</td>
<td>DLO</td>
<td>Process</td>
</tr>
<tr>
<td>8</td>
<td>Approve the rectification</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse the rectification and if needed send a request for new rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
<td>Changes in the LAIS are reversed and returned to the &quot;accepted&quot; status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve and Sign (generate new Contract of Emphyteutic Lease, new Certificate of Registration of an Emphyteutic Lease and a new Extract of the Cadastral Plan, or New Certificate of Conditional Freehold Title or of Freehold Title, with the electronic signature of the Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign (electronically)</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Contract of Emphyteutic Lease, new Certificate of Registration of an Emphyteutic Lease and a new Extract of the Cadastral Plan, or New Certificate of Conditional Freehold Title or of Freehold Title</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
<td></td>
</tr>
</tbody>
</table>

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22 District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>File the original of the Contract of Emphyteutic Lease, Certificate of Registration of an Emphyteutic Lease and a Extract of the Cadastral Plan, or Certificate of Conditional Freehold Title or of Freehold Title</td>
<td>Registrar Office</td>
<td>Registrar office</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with a duplicate of the Contract of Emphyteutic Lease, Certificate of Registration of an Emphyteutic Lease and a Extract of the Cadastral Plan, or Certificate of Conditional Freehold Title or of Freehold Title</td>
<td>Registrar, through the DLO</td>
<td>Registrar, through DLO</td>
<td>• New Contract of Emphyteutic Lease, new Certificate of Registration of an Emphyteutic Lease and a new Extract of the Cadastral Plan, or • New Certificate of Conditional Freehold Title or of Freehold Title</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR RECTIFICATION ON THE LAND REGISTER

Person information
I/We: ...................................................................................................................
Status: ..................................................................................................................
ID/Passport: ...........................................................................................................
Address: District……………………..Sector……………..….Cell…………………..Village
Telephone number: ................................ E-mail: ............................................
OR
Company/NGO/Professional association/Church/Cooperative/Other: .................................

I (authorised representative): ..........................................................................................
ID/Passport: .............................................................................................................
Address: District……………..….Sector…………......…Cell………….......…Village
Telephone number: ................................ E-mail: .............................................

Kindly request for rectification on the land register

Parcel information
UPI: .......................................................................................................................
City of Kigali/Province: ....................................................................................... 
District: .............................................................................................................
Sector: .................................................................................................................
Cell: .....................................................................................................................

Motivation for the request for rectification on the land register: ...........................................

Required documents for the transaction

- In case of rectification of a name of the right holder: Proof of identity
- In case of rectification of domicile: proof of change of domicile prepared by the Sector
  Executive Secretary of the new domicile

Land documents** for the parcel
..............................................................................................................................
Date of application Signature of the applicant(s)

Received and verified by Sector Land Manager/District Land Bureau (put a line through
unnecessary mentions) of: .................................................................
Date: .................................................................................................
Name and Signature: .................................................................
Approved by District Land Bureau (only for applications initiated by the SLM)
Date: .................................................................
Name and signature........................................... Stamp

23 Depending on the land tenure, land documents can be one of the following:
- Emphyteutic Lease Contract, Certificate of Registration of Emphyteutic Lease and Extract of the Cadastral Plan
- Certificate of Freehold
- Certificate of Conditional Freehold
- Certificate of registration of a condominium unit
Annotations

Transaction name: Annotations on the land register

Objectives of the transaction: To annotate information on persons, rights, parcels, that are of importance for the land registration, on the records in the LAIS database, only to inform on the status of the records in the database

Reasons and conditions for transaction
- Many things are happening/changing on land but also on persons (less on rights) and to keep the system representing the reality of the moment, one should be able to enter all kinds of annotations in the records (in the LAIS database); these annotations should be cancelled from the records when the annotated issue is not relevant anymore.
- Annotations only apply to the non-spatial component of the LAIS database (e.g. replacement of land title, statement, Court decision). Therefore, an annotation will only lead to a notification, not to as change of the land title.
- Examples of annotations are:
  1. Mortgage
  2. Tax issues (from RRA or Municipality; non-paid taxes to be cleared before any transaction takes place)
  3. Sub-lease of at least 5 years
  4. Dispute with mediation
  5. Bankruptcy of the right holder

Required documents
- Court decision or other Administrative statement or Authentic document
- Application form for annotation, with motivation

Triggering document
- Administrative document: Court decision or other Administrative/Authentic statement

Output documents
- Annotation in the LAIS database (only in the non-spatial component)
- Notification of the annotation to the right holder
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compile documents for annotations and apply to SLM or to DLO24</td>
<td>Officer of law or Administrative officer</td>
<td>Officer of law or administrative officer</td>
<td>• Court decision or other Administrative statement or Authentic document&lt;br&gt; • Application form for annotation, with motivation</td>
</tr>
<tr>
<td>2</td>
<td>Check completeness and validity of the documents received</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If documents complete and valid,</td>
<td>SLM sends file to DLO</td>
<td>DLO proceed with entering the request in the LAIS</td>
<td>Book: check Conditions for Booking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DLO proceed with entering the request in the LAIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Otherwise, return the documents to the Officer of law or Administrative officer</td>
<td>SLM</td>
<td>DLO</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>5</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>DLO</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Officer of law or Administrative officer</td>
<td>DLO through SLM</td>
<td>DLO</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>7</td>
<td>Process the annotations</td>
<td>DLO</td>
<td>DLO</td>
<td>Process</td>
</tr>
<tr>
<td>8</td>
<td>Approve the annotations</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse the annotations and if needed send a request for rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve the annotations</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Annotation in the LAIS database (only non-spatial components as there is no change on the parcel)</td>
</tr>
<tr>
<td>13</td>
<td>Notify the right holder of the annotation</td>
<td>Registrar, through the DLO</td>
<td>Registrar through DLO</td>
<td>Notification of annotation</td>
</tr>
</tbody>
</table>

24 District Land Office (DLO and/or authorized staff)
APPLICATION FORM FOR ANNOTATION ON THE LAND REGISTER

Person information
I/We:.................................................................................................................................................
Status:...................................................................................................................................................
ID/Passport:...........................................................................................................................................
Address:............................................District............................................................Sector..............................Cell..............................Village
Telephone number: ....................................................... E-mail: ..............................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other:...........................................................
I (authorised representative): ..................................................................................................................
ID/Passport:..............................................................................................................................................
Address:............................................District............................................................Sector..............................Cell..............................Village
Telephone number: ....................................................... E-mail: ..............................................................

Kindly request for annotation on the land register

Parcel information
UPI: ....................................................................................................................................................
City of Kigali/Province: ..................................................
District: ...........................................................................................................
Sector: ........................................................................................................
Cell: ........................................................................................................

Motivation for the request for annotation on the land register
.................................................................................................................................................................

Required documents for the transaction

Prove of identity of the applicant
Extract of marriage certificate or certificate of celibacy
Court decision or Administrative statement or Authentic document

..................................................................................................................................................................

Signature of the applicant(s)

Date of application .................................................................................................................................

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ..........................................

Date: ...................................................................................................................................................
Name and Signature: .............................................................................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)

Date: ...................................................................................................................................................
Name and signature: .............................................................................................................................

Stamp
2.13.2 Replacement of Certificate

**Transaction name:** Replacement of lost, damaged or destroyed Certificate

**Objectives of the transaction:** To replace a Certificate of Registration of Emphyteutic Lease that has been lost, damaged (i.e. no substantial part of document destructed) or destroyed (i.e. substantial part of document destructed).

**Reasons and conditions for transaction**
- In case of loss, damage or destruction of a Certificate, the right holder may request a new one. The new Certificate exactly conforms to the former one as shown in the land register.

**Required documents**
- Proof of identity
- In case of lost land document: affidavit made before a notary with competence in land matters where that land is located and a proof that a period of two weeks has elapsed since the owner has announced the loss at least on one radio station with wide audience in Rwanda or at least in one newspaper published in Rwanda
- In case of damaged land document whereby the remaining piece is visible: the damaged land document itself
- In case of damaged land document whereby the remaining piece is not visible: affidavit made before a notary with competence in land matters where that land is located
- In case of destroyed land document by fire or by natural disaster: affidavit made before a notary with competence in land matters where that land is located and a testimonial signed by Cell Executive Secretary where the destruction occurred confirming the existence of destruction by fire or natural disaster

**Triggering document**
- Administrative document: Affidavit made before a notary with competence in land matters or a testimonial signed by Cell Executive Secretary where the destruction occurred confirming the existence of destruction by fire or natural disaster

**Output documents**
Depending on the document lost, damaged or destroyed, one or more of the following:
- New identical Certificate of Registration of Emphyteutic Lease for the parcel, new identical Contract of Emphyteutic Lease for the parcel and new identical Extract of the Cadastral Plan for the parcel, or
- New identical Certificate of Conditional Freehold Title or of Freehold Title
### Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for replacement of Certificate and apply to SLM or to DLO \( ^2 \) | Right holder | Right holder | • Proof of identity  
• In case of lost land document: affidavit made before a notary with competence in land matters where that land is located and a proof that a period of two weeks has passed since the owner has announced the loss at least on one radio station with wide audience in Rwanda or at least in one newspaper published in Rwanda  
• In case of damaged land document whereby the remaining piece is visible: the damaged land document itself  
• In case of damaged land document whereby the remaining piece is not visible: affidavit made before a notary with competence in land matters where that land is located  
• In case of destroyed land document by fire or by natural disaster: affidavit made before a notary with competence in land matters where that land is located and a testimonial signed by Cell Executive Secretary where the destruction occurred confirming the existence of destruction by fire or natural disaster |
| 2   | Check completeness and validity of the documents received | SLM | DLO |  |
| 3   | If documents complete and valid, | SLM sends file to DLO | DLO proceeds with entering the request in the LAIS | Book: check Conditions for Booking |
| 4   | Otherwise, return the documents to the Right holder | SLM | DLO | With mention of the reasons for not booking |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO | DLO | Accept: check Conditions for Acceptance |
| 6   | Otherwise, return the documents to the Right holder | DLO through SLM | DLO | With mention of the reason(s) for refusal |
| 7   | Process the | DLO | DLO | Process |

\( ^2 \) District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th></th>
<th>Replacement of Certificate</th>
<th>Approve and Sign (electronically)</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Approve the replacement of Certificate</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse the replacement of Certificate and if needed send a request for new rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
</tr>
<tr>
<td>11</td>
<td>Approve and Sign (generate New Certificate of Registration of Emphyteutic Lease for the parcel, new Contract of Emphyteutic Lease for the parcel and new Extract of the Cadastral Plan for the parcel or new Certificate of Conditional Freehold Title or of Freehold Title, with the electronic signature of the Deputy Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal Certificate of Registration of Emphyteutic Lease for the parcel, Contract of Emphyteutic Lease for the parcel and Extract of the Cadastral Plan for the parcel or Certificate of Conditional Freehold Title or of Freehold Title</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Lease Certificate at the Deputy Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar Office</td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with a duplicate of the Certificate of Registration of Emphyteutic Lease for the parcel, Contract of Emphyteutic Lease for the parcel and Extract of the Cadastral Plan for the parcel or Certificate of Conditional Freehold Title or of Freehold Title</td>
<td>Registrar, through the DLO</td>
<td>Registrar through DLO</td>
</tr>
</tbody>
</table>

Depending on the document lost, damaged or destroyed, one or more of the following:
- New identical Certificate of Registration of Emphyteutic Lease for the parcel, new identical Contract of Emphyteutic Lease for the parcel and new identical Extract of the Cadastral Plan for the parcel, or
- New identical Certificate of Conditional Freehold Title or of Freehold Title
APPLICATION FORM FOR REPLACEMENT OF LOST/DAMAGED OR DESTROYED LAND DOCUMENT

Person information
I/We: ...........................................................................................................................................
Status: ........................................................................................................................................
ID/Passport: ................................................................................................................................
Address: ........................................District ................................Sector ..........................Cell ..............Village
Telephone number: ................................................E-mail: ...........................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ..........................................

I (authorised representative): ...........................................................................................................
ID/Passport: .....................................................................................................................................
Address: ...........................................District ...................................Sector ..........................Cell ..............Village
Telephone number: ................................................E-mail: ...........................................................

Kindly request for replacement of lost/damaged or destroyed land document

Parcel information
UPI: ..............................................................................................................................................
City of Kigali/Province: ....................................................................................................................
District: ...........................................................................................................................................
Sector: .............................................................................................................................................
Cell: ................................................................................................................................................

Motivation for the request for replacement of lost/damaged or destroyed land document
..............................................................................................................................................................
..............................................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Proof of identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In case of lost land document: affidavit made before a notary with competence in land matters where that land is located and a proof that a period of two weeks has passed since the owner has announced the loss at least on one radio station with wide audience in Rwanda or at least in one newspaper published in Rwanda</td>
</tr>
<tr>
<td>• In case of damaged land document whereby the remaining piece is visible: the damaged land document itself</td>
</tr>
<tr>
<td>• In case of damaged land document whereby the remaining piece is not visible: affidavit made before a notary with competence in land matters where that land is located</td>
</tr>
<tr>
<td>• I case of destroyed land document by fire or by natural disaster: affidavit made before a notary with competence in land matters where that land is located and a testimonial signed by Cell Executive Secretary where the destruction occurred confirming the existence of destruction by fire or natural disaster</td>
</tr>
</tbody>
</table>

Date of application ............................................................................................................................
Signature of the applicant(s) ............................................................................................................

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ........................................
Date: .............................................................................................................................................
Name and Signature: ......................................................................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: .............................................................................................................................................
Name and signature: ......................................................................................................................
Stamp
2.13.3 Sporadic registration

Transaction name: Sporadic registration

Objectives of the transaction: To register a newly leased parcel or a parcel that was not registered during the systematic registration (Land Tenure Regularisation/LTR).

Reasons and conditions for transaction
- Land lease: any person is allowed to lease private state owned land, parastatal’s owned land, private City of Kigali owned land or private District owned land. Requirements and procedures for land lease are defined in the Ministerial order n° 001/2008 of 01/04/2008 determining the requirements and procedures for land lease
- Also, during the LTR, a limited number of parcels could not be registered because the right holders where not present during the adjudication process. These parcels have then been demarcated but not adjudicated and thus not registered. Now the right holder wants to receive a land title on his parcel. This case will soon disappear due to the LTR rectification process in terms of non-registered parcels.

Required documents
- Proof of identity
- Extract of marriage certificate or certificate of celibacy
- Proof of land acquisition signed by Cell Executive Secretary and approved by Sector Executive Secretary where that land is located
- UPI confirmation sheet if UPI is known
- If UPI is not known: Approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located
- Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Triggering document
- Administrative document: land acquisition by competent authority (by Cell/Sector Authorities)

Output documents
- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan
- Or Certificate of Conditional Freehold Title or of Freehold Title
### Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-SLM option</th>
<th>Responsible-DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for sporadic registration of land and apply to SLM or to DLO\(^{26}\) | Right holder | Right holder | - Proof of identity  
- Extract of marriage certificate or certificate of celibacy  
- Proof of land acquisition signed by Cell Executive Secretary and approved by Sector Executive Secretary where that land is located  
- UPI confirmation sheet if UPI is known  
- If UPI is not known: Approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located  
- Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders |
| 2   | Check completeness and validity of the documents received | SLM | DLO | |
| 3   | If documents complete and valid | SLM sends file to DLO | DLO proceeds with entering the request in the LAIS | **Book**: check Conditions for Booking |
| 4   | Otherwise, return the documents to the Right holder | DLO through SLM | DLO | With mention of the reasons for not booking |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO | DLO | **Accept**: check Conditions for Acceptance |
| 6   | Otherwise, return the documents to the Right holder | DLO through SLM | DLO | With mention of the reason(s) for refusal |
| 7   | Process the sporadic registration of land | DLO | DLO | **Process** |

\(^{26}\) District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th></th>
<th>Approval Action</th>
<th>Responsible Authority</th>
<th>Responsible Authority</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Approve the sporadic registration of land</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse sporadic registration of land and if needed send a request for new rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve, Sign and Seal (generate new Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan, with the electronic signature of the Deputy Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign (electronically)</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Lease Certificate, Lease Contract and Extract Cadastral Plan</td>
<td>Registrar Office</td>
<td>Registrar office</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Lease Certificate at the Deputy Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar office</td>
<td></td>
</tr>
</tbody>
</table>
| 15| Provide the Right holder with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan | Registrar, through the DLO | Registrar office through DLO | - Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan  
- Or Certificate of Conditional Freehold Title or of Freehold Title |
APPLICATION FORM FOR SPORADIC REGISTRATION

Person information
I/We: .........................................................................................................................
Status: ........................................................................................................................
ID/Passport: ..............................................................................................................
Address: District: Sector: Cell: Village
Telephone number: E-mail: .........................................................................................
OR
Company/NGO/Professional association/Church/Cooperative/Other: .................................................................
I (authorised representative): ........................................................................................
ID/Passport: ..............................................................................................................
Address: District: Sector: Cell: Village
Telephone number: E-mail: .........................................................................................
Kindly request for sporadic registration

Parcel information
UPI: ..............................................................................................................................
City of Kigali/Province: ............................................................................................
District: ....................................................................................................................
Sector: ......................................................................................................................
Cell: .........................................................................................................................
Motivation for the request for sporadic registration
........................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Proof of identity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Extract of marriage certificate or certificate of celibacy</td>
<td></td>
</tr>
<tr>
<td>Proof of land acquisition signed by Cell Executive Secretary and approved by Sector Executive Secretary where that land is located</td>
<td></td>
</tr>
<tr>
<td>UPI confirmation sheet if UPI is known</td>
<td></td>
</tr>
<tr>
<td>If UPI is not known: Approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located</td>
<td></td>
</tr>
<tr>
<td>Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders</td>
<td></td>
</tr>
</tbody>
</table>

Date of application .............................................................. Signature of the applicant(s)

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ..............................................................
Date: ..............................................................
Name and Signature: ..............................................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: ..............................................................
Name and signature: ..............................................................

Stamp
2.13.4 Request for Land documents not issued during systematic land registration

Transaction name: Request for Land documents not issued during systematic land registration

Objectives of the transaction: To issue a lease not issued during the systematic registration (Land Tenure Regularisation/LTR) while the land was registered.

Reasons and conditions for transaction
- Land lease: any person is allowed to lease private state owned land, parastatal's owned land, and private City of Kigali owned land or private District owned land. Requirements and procedures for land lease are defined in the Ministerial Order 001-2008 Determining the requirements and procedures for land lease.
- Also, during the LTR, because of a massive production of land documents, a certain number of them have not been issued because some of them have been misplaced or have not been printed while parcels have then been demarcated, adjudicated and registered. When the right holder wants to receive a lease on his parcel, he/she is entitled to get it.

Required documents
- Application form
- Proof of identity
- Provisional certificate issued during systematic land registration
- Proof of non collected land document signed by Cell Executive Secretary confirming that land owners didn’t collect the requested land documents and are not among those handed over to the Cell

Triggering document
- Administrative document: Provisional certificate issued during systematic land registration

Output documents
- Certificate of Registration of Emphyteutic Lease.
- Emphyteutic Lease Contract
- Extract of the Cadastral Plan
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-SLM option</th>
<th>Responsible-DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for land documents not issued and apply to SLM or to DLO   | Right holder            | Right holder           | • Application form for request of Land documents not issued during Systematic Land Registration  
• Provisional certificate issued during systematic land registration  
• Proof of non-collected land document signed by Cell Executive Secretary confirming that land owners didn’t collect the requested land documents and are not among those handed over to the Cell |
| 2   | Check completeness and validity of the documents received                     | SLM                      | DLO                    |                                                 |
| 3   | If documents complete and valid                                              | SLM sends file to DLO    | DLO                    | Book: check Conditions for Booking           |
| 4   | Otherwise, return the documents to the Right holder                          | DLO through SLM          | DLO                    | With mention of the reasons for not booking |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO                      | DLO                    | Accept: check Conditions for Acceptance      |
| 6   | Otherwise, return the documents to the Right holder                          | DLO through SLM          | DLO                    | With mention of the reason(s) for refusal    |
| 7   | Process the request for land documents not issued during Systematic Land Registration | DLO                      | DLO                    | Process                                        |
| 8   | Approve the request for land documents not issued during Systematic Land Registration | Registrar                | Registrar              | Approve                                        |
| 9   | Otherwise refuse the request for land documents not issued during Systematic Land Registration and if needed send a request for new rectification | Registrar through DLO    | Registrar through DLO | Changes in the LAIS are reversed and returned to the “accepted“ status |
| 10  | Re-process                                                                  | DLO                      | DLO                    |                                                 |
| 11  | Approve, Sign and Seal (generate new Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan, with the electronic signature of the Registrar) | Registrar                | Registrar              | Approve and Sign (electronically)            |

---

27 District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th></th>
<th>Task Description</th>
<th>Responsible Party</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Lease Certificate, Lease Contract and Extract Cadastral Plan</td>
<td>Registrar Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Lease Certificate at the Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar office</td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan</td>
<td>Registrar, through the DLO</td>
<td>Registrar through DLO • Certificate of Registration of Emphyteutic Lease • Emphyteutic Lease Contract • Extract of the Cadastral Plan</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR LAND DOCUMENTS NOT ISSUED DURING SYSTEMATIC LAND REGISTRATION

**Person information**
I/We: ........................................................................................................................................
Status: ........................................................................................................................................
ID/Passport: ................................................................................................................................
Address: ........................................ District: ................. Sector: .................. Cell: ................. Village
Telephone number: ........................................ E-mail: .............................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ............................................
I (authorised representative): ........................................................................................................
ID/Passport: ................................................................................................................................
Address: ........................................ District: ................. Sector: .................. Cell: ................. Village
Telephone number: ........................................ E-mail: .............................................................

**Kindly request for land documents not issued during systematic land registration**

**Parcel information**
UPI: ........................................................................................................................................
City of Kigali/Province: ................................................................................................................
District: ......................................................................................................................................
Sector: .......................................................................................................................................
Cell: ..........................................................................................................................................

**Required documents for the transaction**

<table>
<thead>
<tr>
<th>Proof of identity</th>
<th>Provisional certificate issued during systematic land registration</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of application</th>
<th>Signature of the applicant(s)</th>
</tr>
</thead>
</table>

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ............................................

Date: ..............................................................
Name and Signature: ........................................

Approved by District Land Bureau (only for applications initiated by the SLM)

Date: ..............................................................
Name and signature: ........................................

Stamp

Land Administration Manual 116  Rwanda Natural Resources Authority
Transaction name: Change of land use

Objectives of the transaction: Modify information related to land use.

Reasons and conditions for transaction

- Land use is determined by the National, Kigali City and the District master plan. However, if need be, the land use can be changed on request of right holder.
- The right holder may apply for change of land use by applying to the District where the land is located and basing on the master plan, the District officials can authorize the change of land use or refuse it. If the change of land use is authorized, the land register has to be updated and a new land document is issued.
- Change of land will have two following effects on emphyteutic lease:
  - It gives the emphyteutic lessee the right to the full number of years of lease, according to the designated land use,
  - It invalidates the previous emphyteutic lease.

Required documents

- Application form for change of land use
- Land documents
- Authorization for change of land use issued in accordance with the master plan by the Mayor of the District or other district staff designated by the Mayor of the District

Triggering document

- Administrative document: Authorization for change of land use issued in accordance with the master plan by the Mayor of the District or other district staff designated by the Mayor of the District

Output documents

- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan, or
- Certificate of Conditional Freehold Title or of Freehold Title
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible SLM option</th>
<th>Responsible DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for request for change of land use and apply to SLM or to DLO <sup>28</sup> | Right holder           | Right holder           | • Application form for change of land use  
• Land documents  
• Authorization for change of land use issued in accordance with the master plan by the Mayor of the District or other district staff designated by the Mayor of the District |
| 2   | Check completeness and validity of the documents received                   | SLM                    | DLO                    |                                  |
| 3   | If documents complete and valid                                            | SLM sends file to DLO  | DLO proceeds with entering the request in the LAIS | Book: check Conditions for Booking |
| 4   | Otherwise, return the documents to the Right holder                        | DLO through SLM        | DLO                    | With mention of the reasons for not booking |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO                    | DLO                    | Accept: check Conditions for Acceptance |
| 6   | Otherwise, return the documents to the Right holder                        | DLO through SLM        | DLO                    | With mention of the reason(s) for refusal |
| 7   | Process the change of land use                                             | DLO                    |                        | Process                           |
| 8   | Approve the change of land use                                             | Registrar              | Registrar              | Approve                           |
| 9   | Otherwise refuse the change of land use and if needed send a request for rectification | Registrar through DLO  | Registrar through DLO  | Changes in the LAIS are reversed and returned to the “accepted” status |
| 10  | Re-process                                                                 | DLO                    |                        |                                  |
| 11  | Approve and Sign (generate new Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan, or Certificate of Conditional Freehold Title or of Freehold Title, with the electronic signature of the Registrar) | Registrar              | Registrar              | Approve and Sign (electronically) |
| 12  | Update the LAIS database                                                   | Registrar              | Registrar              |                                  |
| 13  | Physically print and seal the new Lease Certificate, Lease Contract and Extract Cadastral Plan | Registrar Office       | Registrar office       |                                  |

<sup>28</sup> District Land Office (DLO and/or authorized staff)
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>File the original of the Lease Certificate at the Registrar Office</td>
<td>Registrar Office</td>
<td>Registrar office</td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan</td>
<td>Registrar, through the DLO</td>
<td>Registrar through DLO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Certificate of Conditional Freehold Title or of Freehold Title</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR CHANGE OF LAND USE

Person information
I/We: ........................................................................................................................................
Status: ........................................................................................................................................
ID/Passport: .................................................................................................................................
Address: ............................................................... District.............................................. Sector................................. Cell.............................................. Village
Telephone number: ........................................ E-mail: ........................................................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ..............................................
I (authorised representative): ........................................................................................................
ID/Passport: .................................................................................................................................
Address: ............................................................... District.............................................. Sector................................. Cell.............................................. Village
Telephone number: ........................................ E-mail: ........................................................................

Kindly request for change of land use

Parcel information
UPI: ........................................................................................................................................
City of Kigali/Province: ..........................................................
District: ........................................................................
Sector: ........................................................................
Cell: ........................................................................

Motivation for the request for change of land use
..........................................................................................................................................................
..........................................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Land documents for the parcel</th>
<th>Authorization for change of land use issued in accordance with the master plan by the Mayor of the District or other district staff designated by the Mayor of the District</th>
</tr>
</thead>
</table>

Date of application .......................................................... Signature of the applicant(s)

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ..........................................................

Date: ........................................................................
Name and Signature: ........................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)

Date: ..........................................................
Name and signature: ..........................................................

Stamp
2.13.6 Registration of land allocated by the State or its institutions to individuals through the privatization process

Transaction name: Registration of land allocated by the State or its institutions to individuals

Objectives of the transaction: To register the land allocated by the State or its institutions to individuals (natural/non-natural persons).

Reasons and conditions for transaction
- As individuals are owners of land, the State or its institutions owns land known as “Public land”. Public land consists of land in public and private domain of State, land belonging to public institutions and land that belongs to local authorities whether being in their public domain or in their private domain.
- Only land in private domain of state, of public institution or of local authorities can be allocated to individuals in accordance with laws. Public land in private domain can be allocated for the purpose of investment through an open competition except when authorised by an Order of the Prime Minister on a well defined land. The Government has the responsibility to allocate land to persons denied rights on their land due to historical reasons.
- After the public land in private domain is allocated, the person to whom the land is allocated shall be vested with the same rights as those vested in the owner of land acquired through other modes of land acquisition. The person can register the land and get a certificate of land registration issued by the registrar of land titles.

Required documents
- Proof of identity of the applicant
- Extract of marriage certificate or certificate of celibacy of the applicant (For natural persons)
- Sale agreement or donation agreement between the state or its institutions and individuals
- Freehold title issued to the state or to its institutions
- If there no Freehold title issued: Approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located
- Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Triggering document
- Administrative document: Sale agreement or donation agreement between the state or its institutions and individuals

Output documents
- Or Freehold Title
**Description of the process**

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 1   | Compile documents for registration of land allocated by the State or its institutions to individuals and apply to DLO\(^{29}\) | Right holder         | • Proof of identity of the applicant  
• Extract of marriage certificate or certificate of celibacy of the applicant (For natural persons)  
• Sale agreement or donation agreement between the state or its institutions and individuals  
• Freehold title issued to the state or to its institutions  
• If there no Freehold title issued: Approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located  
• Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders |
| 2   | Check completeness and validity of the documents received                    | DLO                  | Book: check Conditions for Booking                                                                |
| 3   | If documents complete and valid, proceed with entering the request in the LAIS | DLO                  | Accept: check Conditions for Acceptance                                                              |
| 4   | Otherwise, return the documents to the Right holder                           | DLO                  | With mention of the reasons for not booking                                                        |
| 5   | Check for requirements on the documents and enter corresponding data (scan and store) in LAIS | DLO                  | Process                                                                                           |
| 6   | Otherwise, return the documents to the Right holder                           | DLO                  | With mention of the reason(s) for refusal                                                         |
| 7   | Process the registration of land allocated by the State or its institutions to individuals | DLO                  | Approve                                                                                           |
| 8   | Approve the registration of land allocated by the State or its institutions to individuals | Registrar            | Approve                                                                                           |
| 9   | Otherwise refuse registration of land allocated by the State or its institutions to individuals and if needed send a request for new rectification | Registrar through DLO | Changes in the LAIS are reversed and returned to the “accepted” status                              |
| 10  | Re-process                                                                   | DLO                  |                                                                                                   |
| 11  | Approve and Sign (generate Lease Certificate, Lease Contract and Extract Cadastral Plan, or Conditional Freehold Title, or Freehold Title, with the electronic signature of the Registrar) | Registrar            | Approve and Sign (electronically)                                                                 |
| 12  | Update the LAIS database                                                      | Registrar            |                                                                                                   |

\(^{29}\) District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th></th>
<th>Task</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Physically print and seal the new Lease Certificate, Lease Contract and Extract Cadastral Plan, or Conditional Freehold Title, or Freehold Title</td>
<td>Registrar Office</td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Lease Certificate at the Deputy Registrar Office</td>
<td>Registrar Office</td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with a duplicate of the Lease Certificate, Lease Contract and Extract Cadastral Plan, or Conditional Freehold Title, or Freehold Title</td>
<td>Registrar, through the DLO, Or Freehold Title</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR REGISTRATION OF LAND ALLOCATED
BY THE STATE OR ITS INSTITUTIONS TO INDIVIDUALS THROUGH
THE PRIVATIZATION PROCESS

**Person information**
I/We: ………………………………………………………………………………………………………

Status: ………………………………………………………………………………………………………

ID/Passport: ………………………………………………………………………………………………………

Address: ……………………….. District: ……………………….. Sector: ……………………….. Cell: ……………………….. Village

Telephone number: ………………………...................... E-mail: ……………………………………………………………

**OR**
Company/NGO/Professional association/Church/Cooperative/Other: ……………………………………………………………

I (authorised representative): ………………………………………………………………………………………………………

ID/Passport: ………………………………………………………………………………………………………

Address: ……………………….. District: ……………………….. Sector: ……………………….. Cell: ……………………….. Village

Telephone number: ………………………...................... E-mail: ……………………………………………………………

**Kindly request for registration of land allocated by state or its institutions to individuals**

**Parcel information**

UPI: ………………………………………………………………………………………………………

City of Kigali/Province: ………………………………………………………………………………………………………

District: ………………………………………………………………………………………………………

Sector: ………………………………………………………………………………………………………

Cell: ………………………………………………………………………………………………………

**Required documents for the transaction**

- Proof of identity of the applicant
- Extract of marriage certificate or certificate of celibacy of the applicant (For natural persons)
- Sale agreement or donation agreement between the state or its institutions and individuals
- Freehold title issued to the state or to its institutions
- If there no Freehold title issued: Approved Fiche Cadastrale and a Survey report signed by the proprietor of the parcel, proprietors of neighbouring parcels, the surveyor and the Cell Executive Secretary where that land is located
- Notarised Memorandum of Association indicating shares of every shareholder, in case among persons to be registered there are foreigners and Rwandans co-owning land or a company business company, an organisation or association with legal personality in which foreigners are shareholders

Date of Application: ………………………...................... Signature of the applicant(s): ……………………………………………………………

**Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of:** ………………………………………

Date: ………………………...................... Name and Signature: ……………………………………………………………

**Approved by District Land Bureau (only for applications initiated by the SLM)**

Date: ………………………...................... Name and signature: ……………………………………………………………

Stamp
2.13.7 Adding/removing right holder in land register

Transaction name: Adding/removing right holder in land register

Objectives of the transaction: To add or remove right holder in land register

Reasons and conditions for transaction

This transaction will aim at adding or removing a right holder (the person) because of the following reasons:

- Marriage
- Agreement between registered right holder and another person
- Court decision
- Request of registered right holder when he/she intends to return someone’s land
- Death of one the spouses
- Divorce

Required documents

In case of adding a right holder because of marriage:

- Proof of identity
- Extract of marriage certificate
- Land documents for the parcel

In case of adding a right holder because of agreement between registered right holder and the person to be added:

- Proof of identity
- Extract of marriage certificate or certificate of celibacy
- Notarised agreement signed before a competent notary showing shares of every right holder
- Land documents for the parcel

In case of adding or removing a right holder by court decision:

- Proof of identity
- Extract of marriage certificate or certificate of celibacy (Only in case of adding a person)
- Definitive Court decision confirming or refusing someone’s right over the land
- Land documents for the parcel (If the losing party is not willing to return the land documents, the court bailiff indicates it in the Judgment execution report)

In case of removing a registered right holder on his/her request when he/she intends to return someone’s land:

- Proof of identity (For the person to be registered replacing the former registered right holder)
- Extract of marriage certificate or certificate of celibacy (For the person to be registered replacing the former registered right holder)
- Notarised agreement signed before a competent notary attesting the removal of right holder in the land register and a recommendation signed by Cell Executive Secretary where the land is located confirming that land the registered right holder has registered land that does not belong to him/her.
- Land documents for the parcel (If the losing party is not willing to return the land documents, the court bailiff indicates it in the Judgment execution report)

In case of removing a registered right holder because of death of one the spouses:

- Death certificate of the deceased spouse and certificate of celibacy of surviving spouse or a Definitive Court decision ordering to register the surviving spouse as right holder
- Land documents for the parcel

In case of removing a registered right holder because of divorce:

- Extract of marriage certificate or certificate of celibacy (Only in case of adding a person)
- Court decision and a report of judgment execution, or a notarized agreement on properties sharing between the spouses before their divorce
- Land documents for the parcel
- Land documents for the parcel (If the losing party is not willing to return the land documents, the court bailiff indicates it in the Judgment execution report)
**Triggering document**

- Administrative documents:
  - Extract of marriage certificate, in case of adding a right holder because of marriage
  - Notarised agreement signed before a competent notary showing shares of every right holder, in case of adding a right holder because of agreement between registered right holder and the person to be added
  - Definitive Court decision confirming or refusing someone’s right over the land, in case of adding or removing a right holder by court decision
  - Notarised agreement signed before a competent notary attesting the removal of right holder in the land register and a recommendation signed by Cell Executive Secretary where the land is located confirming that land the registered right holder has registered land that does not belong to him/her, in case of removing a registered right holder on his/her request when he/she intends to return someone’s land
  - Death certificate of the deceased spouse and certificate of celibacy of surviving spouse or a Definitive Court decision ordering to register the surviving spouse as right holder, in case of removing a registered right holder because of death of one the spouses
  - Court decision and a report of judgment execution, or a notarized agreement on properties sharing between the spouses before their divorce, in case of removing a registered right holder because of divorce

**Output documents**

- New Certificate of Registration of Emphyteutic Lease, new Emphyteutic Lease Contract and new Extract of the Cadastral Plan
- Or new Conditional Freehold Title
- Or new Freehold Title
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible- SLM option</th>
<th>Responsible- DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compile documents for request for adding/removing right holder in land register and apply to SLM or to DLO</td>
<td>Right holder</td>
<td>Right holder</td>
<td>See above for Required documents, depending on the particular case</td>
</tr>
<tr>
<td>2</td>
<td>Check completeness and validity of the documents received</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If documents complete and valid</td>
<td>SLM sends file to DLO</td>
<td>DLO proceeds with entering the request in the LAIS</td>
<td><strong>Book</strong>: check Conditions for Booking</td>
</tr>
<tr>
<td>4</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td>DLO</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>5</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>DLO</td>
<td><strong>Accept</strong>: check Conditions for Acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td>DLO through SLM</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>7</td>
<td>Process the adding/removing right holder in land register</td>
<td>DLO</td>
<td>DLO</td>
<td>Process</td>
</tr>
<tr>
<td>8</td>
<td>Approve the adding/removing right holder in land register</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse adding/removing right holder in land register and if needed send a request for rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve and Sign (generate new Certificate of Registration of Emphyteutic Lease, new Emphyteutic Lease Contract and new Extract of the Cadastral Plan, Or new Conditional Freehold Title, Or new Freehold Title, with the signature of Registrar)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign (electronically)</td>
</tr>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the new Certificate of Registration of Emphyteutic Lease, new Emphyteutic Lease Contract and new Extract of the Cadastral Plan, Or new Conditional Freehold Title, Or new Freehold Title</td>
<td>Registrar Office</td>
<td>Registrar office</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Certificate of Registration of Emphyteutic Lease, new Emphyteutic Lease Contract and new Extract of the Cadastral Plan, Or new</td>
<td>Registrar Office</td>
<td>Registrar office</td>
<td></td>
</tr>
</tbody>
</table>

---

30 District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-SLM option</th>
<th>Responsible-DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
</table>
| 15  | Provide the Right holder with a duplicate of the Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan, or Conditional Freehold Title, or Freehold Title | Registrar, through the DLO | Registrar office | • New Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan  
• Or new Conditional Freehold Title  
• Or new Freehold Title |
APPLICATION FORM FOR ADDING/REMOVING RIGHT HOLDERS IN LAND REGISTER

Person information
I/We: ……………………………………………………………………………………………………………………………………………………
Status: ……………………………………………………………………………………………………………………………………………………
ID/Passport: ……………………………………………………………………………………………………………………………………………
Address: …………..District……………………Sector…………………Cell……………………………………Village
Telephone number: ……………………………………………………………………………………………………………………………
E-mail: ……………………………………………………………………………………………………………………………………………
OR
Company/NGO/Professional association/Church/Cooperative/Other: …………………………………………………………………………………
I (authorised representative): ………………………………………………………………………………………………………………………
ID/Passport: ……………………………………………………………………………………………………………………………………………
Address: …………………..District……….………………Sector…………………Cell……………....……Village
Telephone number: ………………………………… E-mail: …………………………………………………..

Kindly request for adding/removing right holder in land register

Parcel information
UPI: …………………………………………………………………………………………………………………………………………………
City of Kigali/Province: ……………………………………………………………………………………………………………………………
District: ……………………………………………………………………………………………………………………………………………
Sector: ……………………………………………………………………………………………………………………………………………
Cell: ……………………………………………………………………………………………………………………………………………

Motivation for adding/removing right holder
…………………………………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………………………………

Required documents for the transaction

<table>
<thead>
<tr>
<th>Proof of identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In case of adding a right holder because of marriage: Extract of marriage certificate.</td>
</tr>
<tr>
<td>• In case of adding a right holder because of agreement between registered right holder and the person to be added: Notarised agreement signed before a competent notary showing shares of every right holder.</td>
</tr>
<tr>
<td>• In case of adding or removing a right holder by court decision: Definitive Court decision confirming or refusing someone’s right over the land.</td>
</tr>
<tr>
<td>• In case of removing a registered right holder on his/her request when he/she intends to return someone’s land: Notarised agreement signed before a competent notary attesting the removal of right holder in the land register and a recommendation signed by Cell Executive Secretary where the land is located confirming that land the registered right holder has registered land that does not belong to him/her.</td>
</tr>
<tr>
<td>• In case of removing a registered right holder because of death of one the spouses: Death certificate of the deceased spouse and certificate of celibacy of surviving spouse or a Definitive Court decision ordering to register the surviving spouse as right holder.</td>
</tr>
<tr>
<td>• In case of removing a registered right holder because of divorce: Court decision and a report of judgment execution, or a notarized agreement on properties sharing between the spouses before their divorce</td>
</tr>
</tbody>
</table>

Land documents for the parcel (If the losing party is not willing to return the land documents, the court bailiff indicates it in the Judgment report)

Date of application: ………………………………………………………………………………………………………………………
Signature of the applicant(s): …………………………………………………………………………………………………………….

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: …………………………………
Date: ……………………………………………………………………………………………………………………………………………
Name and Signature: ………………………………………………………………………………………………………………………

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: ……………………………………………………………………………………………………………………………………………
Name and signature: ………………………………………………………………………………………………………………………
Stamp:
2.13.8 Removing land dispute and getting land documents after dispute resolution

**Transaction name:** Removing land dispute and getting land documents after dispute resolution

**Objectives of the transaction:** To remove land dispute registered during systematic land registration and to get land documents after dispute resolution.

**Reasons and conditions for transaction**
- During systematic land registration there are some land disputes registered. A registered dispute is a restriction which hinders the right holder to get land documents and to dispose of his property unless the dispute is resolved by court or through an out court settlement.
- From the time of systematic land registration up to now, some registered land disputes have been resolved and continue to be resolved. If the out court settlement or the court rules out in favour of the registered right holder, the dispute must be removed so that the land documents be issued. If the registered right holder loses trial, LAIS database must be updated by transferring the parcel to the person who won the trial.

**Required documents**
- Proof of identity
- Extract of marriage certificate or certificate of celibacy (In case the applicant is not the one who is registered right holder)
- Court decision and a report of judgment execution or an agreement signed by all parties involved in the dispute and approved by Sector officials where the land is located
- Land documents in case the winning party is not the one who is registered right holder (If the losing party is not willing to return the land documents, the court bailiff indicates it in the Judgment report)

**Triggering document**
- Administrative document: Court decision and a report of judgment execution or an agreement signed by all parties involved in the dispute and approved by Sector officials where the land is located

**Output documents**
- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan
- Or Freehold Title
## Description of the process

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Description</th>
<th>Responsible-SLM option</th>
<th>Responsible-DLO option</th>
<th>Remark/Status in relation to LAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compile documents for removing land dispute and getting land documents after dispute resolution and apply to DLO&lt;sup&gt;31&lt;/sup&gt;</td>
<td>Wining party</td>
<td>Wining party</td>
<td>• Proof of identity&lt;br&gt;• Extract of marriage certificate or certificate of celibacy (In case the applicant is not the one who is registered right holder)&lt;br&gt;• Court decision and a report of judgment execution or an agreement signed by all parties involved in the dispute and approved by Sector officials where the land is located&lt;br&gt;• Land documents in case the winning party is not the one who is registered right holder (If the losing party is not willing to return the land documents, the court bailiff indicates it in the Judgment report)</td>
</tr>
<tr>
<td>2</td>
<td>Check completeness and validity of the documents received</td>
<td>SLM</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If documents complete and valid</td>
<td>SLM sends file to DLO</td>
<td>DLO</td>
<td>Book: check Conditions for Booking</td>
</tr>
<tr>
<td>4</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td>DLO</td>
<td>With mention of the reasons for not booking</td>
</tr>
<tr>
<td>5</td>
<td>Check for requirements on the documents and enter corresponding data (scan and store) in LAIS</td>
<td>DLO</td>
<td>DLO</td>
<td>Accept: check Conditions for Acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Otherwise, return the documents to the Right holder</td>
<td>DLO through SLM</td>
<td>DLO through SLM</td>
<td>With mention of the reason(s) for refusal</td>
</tr>
<tr>
<td>7</td>
<td>Process removal of land dispute and transfer of land</td>
<td>DLO</td>
<td>DLO</td>
<td>Process</td>
</tr>
<tr>
<td>8</td>
<td>Approve the removal of land dispute and transfer of land</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve</td>
</tr>
<tr>
<td>9</td>
<td>Otherwise refuse removal of land dispute and transfer of land and if needed send a request for rectification</td>
<td>Registrar through DLO</td>
<td>Registrar through DLO</td>
<td>Changes in the LAIS are reversed and returned to the “accepted” status</td>
</tr>
<tr>
<td>10</td>
<td>Re-process</td>
<td>DLO</td>
<td>DLO</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve and Sign (generate Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and new Extract)</td>
<td>Registrar</td>
<td>Registrar</td>
<td>Approve and Sign (electronically)</td>
</tr>
</tbody>
</table>

<sup>31</sup> District Land Office (DLO and/or authorized staff)
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Registrar</th>
<th>Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Update the LAIS database</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>13</td>
<td>Physically print and seal the Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and new Extract of the Cadastral Plan, Or Freehold Title</td>
<td>Registrar Office</td>
<td>Registrar office</td>
</tr>
<tr>
<td>14</td>
<td>File the original of the Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and new Extract of the Cadastral Plan, Or Freehold Title</td>
<td>Registrar Office</td>
<td>Registrar office</td>
</tr>
<tr>
<td>15</td>
<td>Provide the Right holder with Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and new Extract of the Cadastral Plan, Or Freehold Title</td>
<td>Registrar, through the DLO</td>
<td>Registrar through DLO</td>
</tr>
</tbody>
</table>

- Certificate of Registration of Emphyteutic Lease, Emphyteutic Lease Contract and Extract of the Cadastral Plan
- Or new Freehold Title
APPLICATION FORM FOR REMOVING LAND DISPUTE AND GETTING LAND DOCUMENTS AFTER DISPUTE RESOLUTION

Person information
I/We: .................................................................................................................................
Status: ...............................................................................................................................
ID/Passport: ......................................................................................................................
Address: ................................................................. District ........................ Sector ............ Cell......... Village
Telephone number: ................................................................. E-mail: .............................................

OR
Company/NGO/Professional association/Church/Cooperative/Other: ...........................................................
I (authorised representative): .............................................................................................................
ID/Passport: ..............................................................................................................................
Address: ................................................................. District ........................ Sector ............ Cell......... Village
Telephone number: ................................................................. E-mail: .............................................

Kindly request for removing land dispute and getting land documents after dispute resolution

Parcel information
UPI: .................................................................
City of Kigali/Province: .................................................................
District: ........................................................................
Sector: ........................................................................
Cell: ........................................................................

Motivation for removing land dispute and getting land documents after dispute resolution......
........................................................................................................................................................................

Required documents for the transaction

<table>
<thead>
<tr>
<th>Proof of identity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Extract of marriage certificate or certificate of celibacy (In case the applicant</td>
<td>..................................................................................</td>
</tr>
<tr>
<td>is not the one who is registered right holder)</td>
<td>..................................................................................</td>
</tr>
<tr>
<td>Court decision and a report of judgment execution or an agreement signed by all</td>
<td>..................................................................................</td>
</tr>
<tr>
<td>parties involved in the dispute and approved by Sector officials where the land</td>
<td>..................................................................................</td>
</tr>
<tr>
<td>is located</td>
<td>..................................................................................</td>
</tr>
<tr>
<td>Land documents in case the winning party is not the one who is registered right</td>
<td>..................................................................................</td>
</tr>
<tr>
<td>holder (If the losing party is not willing to return the land documents, the court</td>
<td></td>
</tr>
<tr>
<td>bailiff indicates it in the Judgment report)</td>
<td>..................................................................................</td>
</tr>
</tbody>
</table>

Date of application: .............................................................................. Signature of the applicant(s): ..............................................................................

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ........................................
Date: ...........................................................................................................
Name and Signature: ..................................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)
Date: ...........................................................................................................
Name and signature: ..................................................................................

Stamp
2.13.9 Proof of land acquisition delivered by decentralised entities

This document is required when there is a person who wants to receive a land title on his parcel not registered during systematic land registration.

During systematic land registration, a limited number of parcels could not be registered because the right holders were not present during the adjudication process. These parcels have then been demarcated but not adjudicated and thus not registered.

The authority of the Cell and the Sector where the land is located confirm that the claimant is the owner of the land.

**REPUBLIC OF RWANDA**

**CITY OF KIGALI/**

**PROOF OF LAND ACQUISITION DELIVERED BY DECENTRALISED ENTITIES**

The Authority of…………………………………………...Cell, hereby certifies that Mrs………………………………………………..ID number………………………………and Mr…………………………………………………………..ID number………………………………………, is/are owner(s) of land registered under No…………………………………….in…………………………village,…………………………..cell,…………………..Sector, ……………..District.

We hereby certify that the above mentioned land is not subject to any dispute

Executive Secretary of ………………………… Cell

Date:……………………………

Signature and stamp……………………………

Executive Secretary of ………………………… Sector

Date:……………………………

Signature and stamp……………………………

N.B: If the plot number is not known, nothing is completed
2.13.10 Confirmation of registered right holders in case of seizure

**Transaction name:** Confirmation of registered right holders in case of seizure

**Objectives of the transaction:** To give the bailiff or creditor the information about the land to be seized and to confirm registered right holders in case of seizure.

**Reasons and conditions for transaction**

- In Civil law, the term "seizure" refers to the act performed by an officer of the law under court order when she takes into custody the property of a person against whom a court has rendered a judgment to pay a certain amount of money to another. The property is seized so that it can be sold under the authority of the court to satisfy the judgment. Property can also be seized if a substantial likelihood exists that a defendant is concealing or removing property from the jurisdiction of the court so that in the event a judgment is rendered against her, the property cannot be used to pay the judgment.

- As provided for by article 286 of Law N° 21/2012 of 14/06/2012 relating to the civil, commercial, labour and administrative procedure, the seizure of immovable property is made in the hands of the Registrar of land titles when it concerns rights to immovable property recorded in the land register.

- Before the seizure is made, the court bailiff will need information about all land registered to the debtor and the confirmation of registered right holders. At the request of the creditor seeking the seizure of immovable property, the court bailiff requests in writing to the Registrar of Land Titles where the land is located to confirm all land registered to the debtor and the registered right holders.

**Required documents**

- Application form
- Enforcement orders bearing enforcement formula as per article 198 of Law n° 21/2012 of 14/06/2012 relating to the Civil, Commercial, Labor and Administrative Procedure
- Order to pay delivered to the debtor in accordance with the ordinary procedure regarding summons and service of court process
- If the plot number is unknown: ID number of the debtor or an approved fiche cadastrale

**Triggering document**

- Administrative document: Enforcement orders bearing enforcement formula as per article 198 of Law n° 21/2012 of 14/06/2012 relating to the Civil, Commercial, Labor and Administrative Procedure

**Output documents**

- Confirmation of registered right holders in case of seizure
APPLICATION FORM FOR CONFIRMATION OF REGISTERED RIGHT HOLDERS TOWARDS A SEIZURE

Person information of the court bailiff
I: ..............................................................................................................................
Address: District..................................Sector.................................Cell..............Village
Telephone number: .................................. E-mail: ...........................................................
Territorial jurisdiction: .............................................................................................

Kindly request for confirmation of registered right holders

Parcel information
UPI: .............................................................................................................................
City of Kigali/Province: ..........................................................
District: ..........................................................................................
Sector: ..........................................................................................
Cell: ..........................................................................................

If the plot number is not known, please provide ID number of the debtor:............................

Required documents

| Enforcement orders bearing enforcement formula as per article 198 of Law n° 21/2012 of 14/06/2012 relating to the Civil, Commercial, Labor and Administrative Procedure |
| Order to pay delivered to the debtor in accordance with the ordinary procedure regarding summons and service of court process |
| If the plot number is unknown: ID number of the debtor or an approved fiche cadastrale |

Date of application  Signature of the applicant/Stamp

Received and verified by Sector Land Manager/District Land Bureau (put a line through unnecessary mentions) of: ..........................................

Date: .................................................................
Name and Signature: .................................................................

Approved by District Land Bureau (only for applications initiated by the SLM)

Date.....................................................
Name and signature.................................

Stamp

N.B: The court bailiff has to submitt this form to the Registrar of Land Titles
2.13.11 Confirmation of the heirs in case there is no dispute about succession

The succession goes through probate at the death of the *decujus*. If the deceased person has many heirs it is not easy to know them if they are not confirmed by local authorities who know them.

When the Registrar of Land Titles has to register the land on the heirs or to transfer the land of the deceased person, it is necessary to ask a document issued by the Civil Status Officer in order to verify if every heir has given his/her consent. The Civil Status Officer confirms the heirs on basis of resolutions of the Family Council of the deceased.
CONFIRMATION OF THE HEIRS IN CASE THERE IS NO DISPUTE ABOUT SUCCESSION

Pursuant to the article 455 of Law nº 42/1988 of 27/10/1988 instituting preliminary Title and Book I of the Civil Code;

Pursuant to the article 49, 51 and 66 of Law nº 22 of 12/11/1999 to supplement Book I of the Civil Code and to institute Part Five regarding Matrimonial Regimes, Liberalities and Successions;

Considering that the family council of late .................................................................................................and .................................................................................................................... was held on .......................................................... and composed of the following members: (Fill a separate sheet if the members of family council are above 10)

<table>
<thead>
<tr>
<th>Nº</th>
<th>Names</th>
<th>ID Number</th>
<th>Relationship with deceased</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

and confirmed that their/her/his heirs are the following: (Fill a separate sheet if the number of heirs is above 10)

<table>
<thead>
<tr>
<th>Nº</th>
<th>Names</th>
<th>ID Number</th>
<th>Relationship with deceased</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

32 - Members of family council that must be at least present during the meeting include: all heirs of deceased, two relatives of both sides (deceased woman and deceased man) in case they were legally married, two friends of the family and two neighbors of the family.

- If members of one of the above mentioned categories are not available, the Sector Executive Secretary confirms it in a report that is to be attached to this document.
On the basis of the death certificates of ...................................................... and ......................................................;

Pursuant to the resolutions of the Family Council of the deceased;

I confirm that the above mentioned are the heirs of ............................................................ and ............................................................, as approved by the Family Council.

The elected representative is ...............................................................

Done at ..........................................

On .............................................

Executive Secretary and Civil Status Officer in ............................................................ Sector

Names .............................................

Signature .............................................

Stamp