

# LANDS COMMISSION



# CLIENT SERVICE CHARTER

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## **ORGANISATIONAL BACKGROUND**

### **Introduction**

Article 258 of the Republic of Ghana 1992 Constitution establishes the mandate of the Lands Commission and is emphasized by Section 5 of the Lands Commission Act 2008 (Act 767). The Lands Commission seeks to promote effective and efficient land administration for national development.

The Commission operates through its corporate headquarters and four (4) Divisional Head offices for the Survey and Mapping Division, Land Registration Division, Land Valuation Division, and the Public and Vested Lands Management Division in Accra as well as Regional Offices in the 16 regions of Ghana. It also operates at the local level through limited district offices for the Land Valuation Division and Survey and Mapping Division.

### **Mandate**

The Lands Commission has been established under the Lands Commission Act, 2008 (Act 767) to:

- a) integrate the operations of public service land institutions under the Commission in order to secure effective and holistic Land Administration; and,
- b) provide for related matters.

### **Objectives**

The objectives of the Commission are to:

- a) promote the judicious use of land by the society and ensure that land use is in accordance with sustainable management principles and the maintenance of a sound eco-system; and,
- b) ensure that land development is effected in conformity with the nation's development goals.

### **Vision**

To become a centre of excellence for land services delivery.

### **Mission**

To provide high quality, reliable and efficient services in geographic information, guaranteed tenure, property valuation, surveying and mapping, through teamwork and modern technology to our stakeholders.

### **Functions**

- (a) On behalf of the Government, manage public lands and any other lands vested in the President by the Constitution or by any other law and any lands vested in the Commission;

- (b) Advise the Government, local authorities and traditional authorities on the policy framework for the development of particular areas of the country to ensure that the development of individual pieces of land is coordinated with the relevant development plan for the area concerned;
- (c) Formulate and submit to Government recommendations on national policy with respect to land use suitability or capability;
- (d) Advise on, and assist in the execution of, a comprehensive programme for the registration of title to land throughout the country;
- (e) Register deeds and instruments that affect land throughout the country;
- (f) Facilitate the acquisition of land on behalf of Government;
- (g) Establish standards for and regulate survey and mapping of the country;
- (h) Provide surveying and mapping services where necessary;
- (i) License practitioners of cadastral survey;
- (j) Provide land and land related valuation services;
- (k) Ensure that through sound, sustainable land use planning, socio-economic activities are consistent with sound land use through sustainable land use planning in the long term national development goals;
- (l) In collaboration with other bodies instill order and discipline into the land market through curbing the incidence of land encroachment, unapproved development schemes, multiple or illegal land sales, land speculation and other forms of land racketeering;
- (m) In collaboration with other bodies minimise or eliminate, where possible, the sources of protracted land boundary disputes, conflicts and litigations in order to bring their associated economic costs and socio-political upheavals under control;
- (n) Promote community participation and public awareness at all levels in sustainable land management and development practices to ensure the highest and best use of land;
- (o) Promote research into all aspects of land ownership, tenure and the operations of the land market and the land development process
- (p) Impose and collect levies, fees, charges for services rendered; (q) Establish and maintain a comprehensive land information system; and
- (r) Perform other functions the Minister may assign to it.

**HEAD OFFICE**

Post Office Box CT 5008  
Cantonments - Accra  
Tel: 777322, 760549

**GREATER ACCRA REGION**

Post Office Box CT 5008  
Cantonments - Accra  
Tel: 777322

**WESTERN REGION**

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Sekondi  
Tel: 031 46161/2

**EASTERN REGION**

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Koforidua  
Tel: 081 22240

**CENTRAL REGION**

Post Office Box 183  
Cape Coast  
Tel: 042 34597

**VOLTA REGION**

Post Office Box HP 842  
Ho  
Tel: 091 8204

**ASHANTI REGION**

Post Office Box 43  
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Tel: 051 26402

**BONO REGION**

Post Office Box 168  
Sunyani,  
Tel: 061 7014

**NORTHERN REGION**

Post Office Box 164  
Tamale,  
Tel: 071 22769

**UPPER EAST REGION**

Post Office Box 463  
Bolgatanga  
Tel: 072 22448

**UPPER WEST REGION**

Post Office Box 329  
Wa  
Tel: 0756 22078

**NORTH EAST REGION**

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Nalerigu  
Tel: 0246 386559

**BONO EAST REGION**

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Techiman  
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**SAVANNAH REGION**

Post Office Box 57  
Damongo  
Tel: 0553 803807/0209  
41017

**AHAFO REGION**

Post Office Box GS 184  
Goaso  
Tel: 0332 098109

**OTI REGION**

Post Office Box HB 840  
Dambai  
Tel: 0206 102660

**WESTERN NORTH REGION**

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Tel: 0332 098090

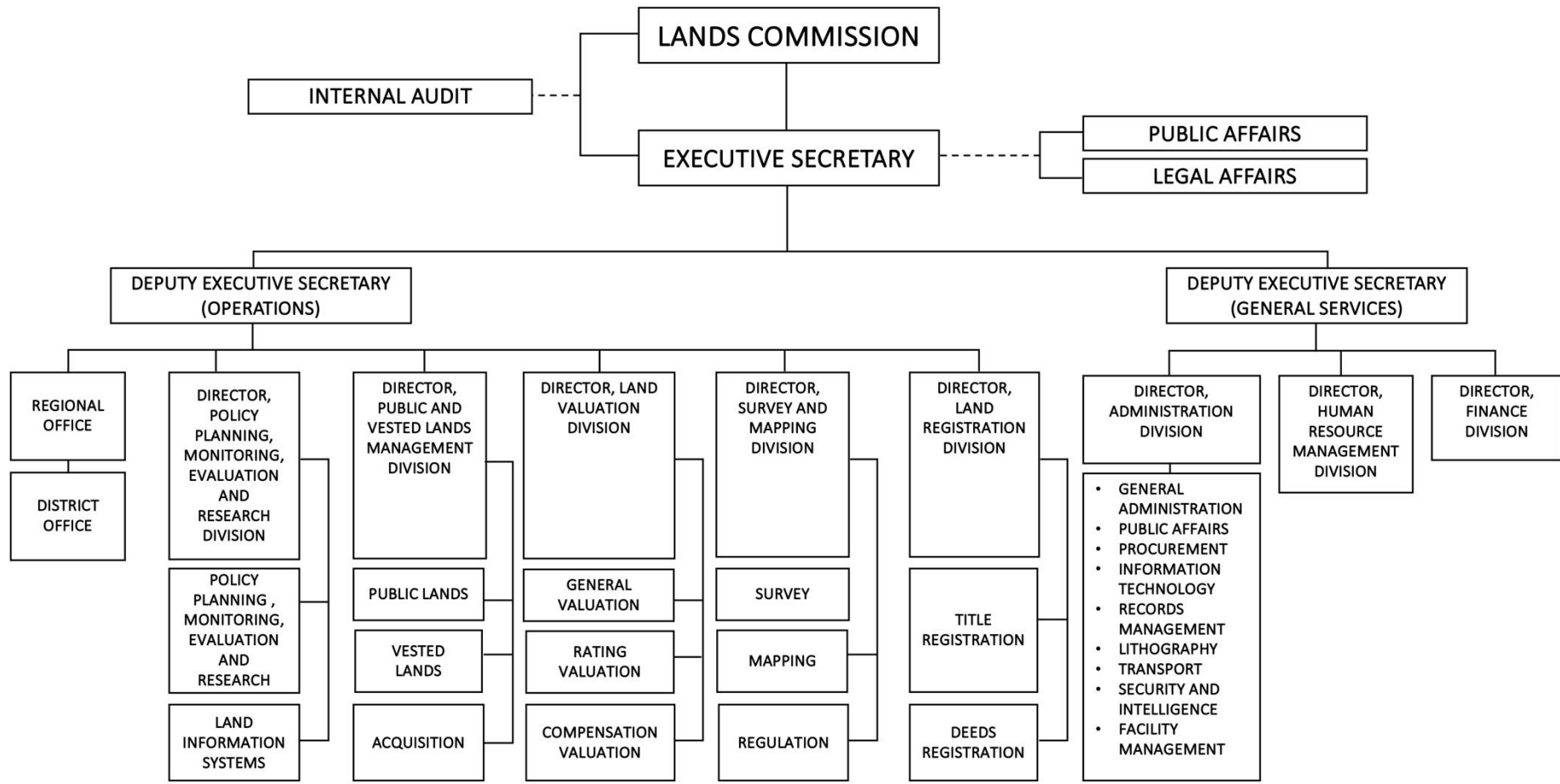
**DISCLAIMER**

The Commission has provided the average timeline required to render specific services. However, it is noteworthy that the timelines for certain services are extremely difficult to estimate.

They are dependent on weather conditions, size of land, prompt response of clients, statutory requirement, inputs outside the control of the Commission among others.

Therefore, the stated timelines should be considered the minimum in providing each service.

The fees provided in this document have been approved by Parliament under the Fees and Charges (Miscellaneous Provisions Act), Act 2022 (Act 1080) and are currently undergoing revision.



**ORGANISATIONAL STRUCTURE**

**SERVICES PROVIDED BY THE LANDS COMMISSION**

There are two main types of services the Commission provides, General and Divisional services.

<u>General Services</u>	<u>Division specific Services</u>			
	SMD	LVD	PVLMD	LRD
Official Searches	Generation of Regional Number	Stamp duty assessment	Application for State Land	First Registration of Title to Land
Development Application Searches	Preparation of Cadastral plan for Title Registration	General Valuation (Capital and Rental)	Application for Regularization of Title to State Land	Registration of Transfers of Registered Lands
Administrative Searches	Dispute/Composite Survey	Rating Valuation	Application for Consent to assign/sublet/mortgage State Land	Registration of Power of Attorney
Client Service Access Unit	Acquisition Survey	Interim Compensation Valuation	Compulsory acquisition of Land	Replacement of Lost or Defaced Land Certificate (substituted Land Certificate) or Provisional Certificate
Complaints & Advisory Centre	Drone Survey	Assessment of Compensation Claims	Concurrence to Stool Land leases	Land Title Certificate Search
	Purchase of Base/Topo maps/ Map sheet		Application for Consent to assign/sublet/mortgage Stool Land	
	International Boundary Survey		Application for Plotting	
			Application for Deeds Registration	



## GENERAL SERVICES

### Provision of Information on Land

#### 1. OFFICIAL SEARCHES (GREATER ACCRA REGION)

Service Type	Steps	Duration	Fee/Charge (Ghs)
SEARCHES (GREATER ACCRA REGION)	Log on to the LC portal <sup>1</sup>	14 working days	<ul style="list-style-type: none"> <li>• Up to 1 acre is 155.00</li> <li>• Every additional acre is 10.00</li> </ul>
	Select the required service		
	Generate service bill and pay online		
	Upload site plan		
	Acknowledgement of submission via email		
	Review of the application		
	Generation of search report		
	Applicant is notified of progress and completion of report		
<b><u>Requirements</u></b>			
Soft copy of the site plan (pdf)			
Grid lines, grid values or parcel coordinates should be clearly indicated on the site plan			

#### 2. OFFICIAL SEARCHES (OTHER REGIONS)

<i>Service Type</i>	<i>Steps</i>	<i>Duration</i>	Fee/Charge (Ghs)
SEARCHES (OTHER REGIONS)	Submission of site plan at CSAU or Registry	14 working days	Agricultural Use: <ul style="list-style-type: none"> <li>• Up to 10 acres is 30.00</li> <li>• Every additional 10 acres is 10.00</li> </ul> Other Uses: <ul style="list-style-type: none"> <li>• Up to 1 acre is 55.00</li> </ul>
	Assessment and Payment of service bill		
	Review of the application		
	Generation of search report		

<sup>1</sup> Onlineservices.lc.gov.gh

			<ul style="list-style-type: none"> <li>• Every additional acre is 10.00</li> </ul>
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	Applicant is notified to collect search report		
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**Requirements**

Two copies of the Site plan (parcel edged pink)

Grid lines, grid values or parcel coordinates should be clearly indicated on the site

**3. ADMINISTRATIVE SEARCHES**

Service Type	Steps	Duration	Fee/Charge (Ghs)
ADMINISTRATIVE SEARCHES	Submission of request at Registry	14 working days	<ul style="list-style-type: none"> <li>• Up to 1 acre is 50.00</li> <li>• Every additional acre is 10.00</li> </ul>
	Assessment and payment of fees		
	Review of the application		
	Generation of report		
	Applicant is notified of progress and completion of report		

**Requirements**

Request from MDA, Security Service etc

Two (2) copies of site plan (the grid lines, grid values or parcel coordinates should be clearly indicated)

**4. DEVELOPMENT APPLICATION SEARCHES**

Service Type	Steps	Duration	Fee/Charge (Ghs)
DEVELOPMENT APPLICATION SEARCHES	Submission of request from MMDA	14 working days	<ul style="list-style-type: none"> <li>• Up to 1 acre is 50.00</li> <li>• Every additional acre is 10.00</li> </ul>
	Assessment and payment of fees		
	Review of the application		

	Generation of permit report		
	Applicant is notified of progress and completion of report		
<b><u>Requirements</u></b>			
Request from MMDA			
Two (2) copies of site plan (the grid lines, grid values or parcel coordinates should be clearly indicated)			

## DIVISION SPECIFIC SERVICES

### SURVEY AND MAPPING DIVISION (SMD)

#### Functions of Survey and Mapping Division

- (a) Supervise, regulate and control the survey and demarcation of land for the purposes of land use and land registration.
- (b) Take custody of and preserve records and operations relating to the survey of any parcel of land;
- (c) Direct and supervise the conduct of trigonometric, hydrographical and topographical surveys;
- (d) Coordinate the preparation of plans from the data derived from survey and any amendment of the plans;
- (e) Coordinate the production of photogrammetric surveys (aerial photography, orthophoto mapping, etc);
- (f) Survey, map and maintain the national territorial boundaries including maritime boundaries;
- (g) Develop and maintain the national geodetic reference network for the country;
- (h) Supervise, regulate, control and certify the production of maps. and (i) Other functions determined by the Commission.

#### Services provided by Survey and Mapping Division

##### 1. GENERATION OF REGIONAL NUMBER

Service Type	Steps	Duration	Fee/Charge (Ghs)
GENERATION OF REGIONAL NUMBER	Submission of request at CSAU or SMD Registry	1 working day	16.00
	Assessment and payment of fee		
	Regional number generated and given to Licensed Surveyor (LS)		
<b><u>Requirements</u></b>			
Request letter signed by LS indicating Client's name and locality of land.			

## 2. ACQUISITION SURVEY

Service Type	Steps	Duration	Fee/Charge (Ghs)
ACQUISITION SURVEY	Submission of request letter	80 working days (Barring any hitches)	Minimum of 68.66 (depends on ground conditions, vegetation type and distance)
	Assessment and payment of fee		
	Boundary survey undertaken		
	Preparation of acquisition plan		
	Presentation of completed plan		
<b><u>Requirements</u></b>			
Request letter from Site Advisory Committee/MDAs/MMDAs			
Consent to enter from Occupier(s) of land or Notification of intension to enter to Occupier(s)			

## 3. PURCHASE OF BASE/TOPO MAPS AND MAP SHEETS

Service Type	Steps	Duration	Fee/Charge (Ghs)
PURCHASE OF BASE/TOPO MAPS AND MAP SHEETS	Retrieval of map from stores	1 working day	Minimum of 30.00 (depends on map scale and type)
	Generation of service bill and payment		
	Dispatch of map		
<b><u>Requirements</u></b>			
Request indicating locality and scale of land.			

## 4. INTERNATIONAL BOUNDARIES

Service Type	Steps	Duration	Fee/Charge (Ghs)
INTERNATIONAL BOUNDARIES	Boundary survey		
	Boundary determined and pillared		

Service Type	Steps	Duration	Fee/Charge (Ghs)
	Data kept with Examination Unit		
<b><u>Requirements</u></b>			
Request from the Commission/Government			
Consent to enter from neighboring countries or Notification of intension to enter to neighboring countries			

5. PREPARATION OF CADASTRAL PLAN FOR TITLE REGISTRATION  
(WITH LI 1444 PLAN)

Service Type	Steps	Duration	Fee/Charge (Ghs)
PREPARATION OF CADASTRAL PLAN (WITH LI 1444 PLAN)	Submission of request from LRD	23 working days	Minimum of 100.00 (fee increases with increase in acreage)
	Vetting of LI 1444 plan		
	Preparation of cadastral plan		
	Approval of cadastral plan		
	Plan dispatch		
<b><u>Requirements</u></b>			
Request for plan preparation from LRD			
LI 1444 plan			

6. PREPARATION OF CADASTRAL PLAN FOR TITLE REGISTRATION  
(WITHOUT LI 1444 PLAN)

Service Type	Steps	Duration	Fee/Charge (Ghs)
PREPARATION OF TITLE PLAN (WITHOUT LI1444 PLAN)	Submission of request	40 working days	Minimum of 192.00 <ul style="list-style-type: none"> <li>• Fee increases with acreage</li> <li>• Also depends on ground condition and distance</li> </ul>
	Assessment and payment of fees		
	Site survey		
	Preparation of plan		
	Approval of plan		
	Plan dispatch		

<b><u>Requirements</u></b>
Request for plan preparation
Site plan endorsed by Head-Technical, LRD
Consent to enter from Occupier(s) of land or Notification of intension to enter to Occupier(s)

7. DRONE SURVEY

Service Type	Steps	Duration	Fee/Charge (Ghs)
DRONE SURVEY	Submission of request	up to 10,000acres 80 working days	35,000.00 <ul style="list-style-type: none"> <li>• Fee increases with acreage</li> <li>• Security to be provided by client where the case may be</li> </ul>
	Assessment and Payment of service bill		
	Pre-Flight reconnaissance		
	Flight Planning		
	Flying and collection of data		
	Data processing		
	Map preparation and printing		
	Plan dispatch		

<b><u>Requirements</u></b>
Request for plan preparation
Data in shapefile or AutoCAD showing Area of Interest (AoI)

8. DISPUTE/COMPOSITE SURVEY

Service Type	Steps	Duration	Fee/Charge (Ghs)
DISPUTE/COMPOSITE SURVEY	Submission of request to SMD Registry	40 working days	Minimum of 400.00 <ul style="list-style-type: none"> <li>• Depending on volume of work from survey</li> </ul>
	Assessment and Payment of service bill		

Service Type	Steps	Duration	Fee/Charge (Ghs)
	Field survey with parties to dispute		instructions and distance
	Preparation of composite plan		
	Approval of composite plan		
	Dispatch of Report and plan to Adjudicating Authority or Security Agency		
<b><u>Requirements</u></b>			
An order or request by the LRD, Adjudicating Authority or Security Agency			
Survey instructions			
Site plans of disputing parties			
Consent to enter from Occupier(s) of the land or Notification of intention to enter to the Occupier(s)			

#### 9. SALE OF ORTHOPHOTO MAPS

Service Type	Steps	Duration	Fee/Charge (Ghs)
SALE OF ORTHOPHOTO MAPS	Submission of request	10 working days per 100 acres	<ul style="list-style-type: none"> <li>• 200.00 per tile</li> </ul>
	Assessment and payment of fees		
	Preparation of orthophoto		
	Dispatch to client		
<b><u>Requirements</u></b>			
Request letter indicating area of coverage			



10. QUALITY CONTROL/SUPERVISION OF PHOTO/DRONE MAPPING

Service Type	Steps	Duration	Fee/Charge (Ghs)
QUALITY CONTROL/SUPERVISION OF PHOTO/DRONE MAPPING	Submission of request to SMD Registry	40 working days	Normally covers large areas 100,000/1000sq km
	Assessment and Payment of service bill		
	Field work and Quality Control		
	Reporting		
	Dispatch of Report		
<b><u>Requirements</u></b>			

11. PRODUCTION OF THEMATIC MAPS

Service Type	Steps	Duration	Fee/Charge (Ghs)
PRODUCTION OF THEMATIC MAPS	Submission of request to SMD Registry	72 working days, depending on demands	100.00 • Depending on area coverage and additional demands
	Assessment and Payment of service bill		
	Field Completion, where necessary		
	Composition of data		
	Completion of thematic map		
	Dispatch of map		
<b><u>Requirements</u></b>			
Request letter stating type of map and area of coverage			

12. Calibration /repairs and maintenance of survey instrument

Service Type	Steps	Duration	Fee/Charge (Ghs)
INSTRUMENT CALIBRATION	Submission of request to SMD Registry	3 working days	1. GPS-150.00 2. Total Station-100.00 3. Level-20.00 4. Theodolite-50.00
	Assessment and Payment of service bill		
	Examination/Calibration of instrument		
	Instrument Certification		
	Instrument handed over to client		
<b><u>Requirements</u></b>			
Request for instrument calibration, submission of instrument, proof of ownership of instrument			

Service Type	Steps	Duration	Fee/Charge (Ghs)
INSTRUMENT REPAIRS	Submission of request to SMD Registry	Minimum of 5 days depending on availability of parts	100.00 Depending on part to be replaced
	Assessment and Payment of service bill		
	Examination/Calibration of instrument		
	Instrument Certification		
	Instrument handed over to client		
<b><u>Requirements</u></b>			
Request for instrument repairs, submission of instrument, proof of ownership of instrument			

### 13. Instrument Hiring

Service Type	Steps	Duration	Fee/Charge (Ghs)
INSTRUMENT HIRING	Submission of request to SMD Registry	1 working days	GPS - 400.00 Total Station - 350.00 Level instrument – 300.00 Fees increase by 100.00 per additional day
	Assessment and Payment of service bill		
	Place of Use and Purpose		
	Examination/Calibration of Instrument		
	Instrument release to Client		
<b><u>Requirements</u></b>			
Request letter stating Proof of survey profession, purpose and location of use			

### 14. Printing

Service Type	Steps	Duration	Fee/Charge (Ghs)
PRINTING	Submission of request to SMD Registry	5 working days minimum	Minimum of 30.00 • Fee increases with increase in colours and quantity of work
	Assessment and Payment of service bill		
	Printing done		
	Dispatch to Client		
<b><u>Requirements</u></b>			
Request for approval letter signed by the licensed surveyor with specifications stated			

## LAND VALUATION DIVISION

### Functions of the Land Valuation Division

- (a) Assessing the compensation payable upon acquisition of land by the Government;
- (b) Assessment of stamp duty;
- (c) Determining the values of properties rented, purchased, sold or leased by or to Government;
- (d) Preparation and maintenance of valuation list for rating purposes;
- (e) Valuation of interests in land or land related interests for the general public at a fee
- (f) Valuation of interests in land for the administration of estate duty; and (g) Other functions determined by the Commission.

### Services of the Land Valuation Division

#### 1. STAMP DUTY ASSESSMENT ON LANDED NON-INSPECTION CASES

Service Type	Steps	Duration	Fee/Charge (Ghs)
STAMP DUTY ASSESSMENT ON LANDED NON-INSPECTION CASES	Document received by CSAU/Registry	10 working days	<ul style="list-style-type: none"> <li>• Presentation fee is 30.00 for all documents</li> <li>• Communication charge of 5.00</li> </ul>
	Vetting of document and assessment of stamp duty		
	Payment of assessed duty		
	Embossment of Document		
	Collection of stamped document		

#### Requirements

The Document/Instrument to be submitted for stamping must clearly indicate the following:

a. Date of Instrument

b. Nature of Instrument

c. Names and Addresses of Parties

d. Signatures of Parties

e. Names and Addresses of witnesses

f. Signatures of witnesses

g. Solicitor's signature & stamp/seal

h. Site plan
i. The site plan must indicate the name(s) of owner(s), land size and location as contained in the document
j. The back of the site plan must be signed by the Parties
k. Jurat is required where document is thumb printed
l. Oath of Proof must be sworn to by the Deponent (witness of the Grantor and certified by the Registrar of the Court/Land Registrar
m. Where an applicant is represented by another, a stamped Power of Attorney must accompany the required documents
n. Notarization (where Power of Attorney was executed outside Ghana)

## 2. STAMP DUTY ASSESSMENT ON LANDED INSPECTION CASES

Service Type	Steps	Duration	Fee/Charge (Ghs)
STAMP DUTY ASSESSMENT ON LANDED INSPECTION CASES	Document received by CSAU/ Registry	17 working days (Minimum 17 working days)	<ul style="list-style-type: none"> <li>• Presentation fee is 40.00</li> <li>• Communication fee is 5.00</li> <li>• Transportation of officer to site would be borne by applicant</li> </ul>
	Vetting of document		
	Inspection and referencing of property		
	Assessment and Payment of assessed duty		
	Embossment of Document		
	Collection of stamped document		

### **Requirements**

The Document/Instrument to be submitted for stamping must clearly indicate the following:

a. Date of Instrument

b. Nature of Instrument

c. Names and Addresses of Parties
d. Signatures of Parties
e. Names and Addresses of witnesses
f. Signatures of witnesses
g. Solicitor's signature & stamp/seal
h. Site plan
i. The site plan must indicate the name(s) of owner(s), land size and location as contained in the document
j. The back of the site plan must be signed by the Parties
k. Jurat is required where document is thumb printed
l. Oath of Proof must be sworn to by the Deponent (witness of the Grantor and certified by the Registrar of the Court/Land Registrar
m. Where an applicant is represented by another, a stamped Power of Attorney must accompany the required documents
n. Notarization (where Power of Attorney was executed outside Ghana)

### 3. STAMP DUTY ASSESSMENT ON NON-LANDED/LIGHT DOCUMENTS

Service Type	Steps	Duration	Fee/Charge (Ghs)
STAMP DUTY ASSESSMENT ON NONLANDED/LIGHT DOCUMENTS	Document received by CSAU/ Registry	2 working days	<ul style="list-style-type: none"> <li>• Presentation fee is 30.00</li> <li>• Communication fee is 5.00</li> </ul>
	Vetting of document and assessment of stamp duty		
	Payment of assessed duty		
	Embossment of Document		

Service Type	Steps	Duration	Fee/Charge (Ghs)
	Collection of stamped document		
<b><u>Requirements</u></b>			
The Document/Instrument to be submitted for stamping must clearly indicate the following:			
a. Date of Instrument			
b. Nature of Instrument			
c. Names and Addresses of Parties			
d. Signatures of Parties			
e. Names and Addresses of witnesses			
f. Signatures of witnesses			

#### 4. STAMP DUTY SEARCH

Service Type	Steps	Duration	Fee/Charge (Ghs)
STAMP DUTY SEARCH	Request received by CSAU/ Registry	10 working days	<ul style="list-style-type: none"> <li>• Presentation fee is 20.00</li> <li>• Communication fee is 5.00</li> </ul>
	Payment of service bill		
	Review of the request		
	Generation of search report		
	Dispatch of report		
<b><u>Requirements</u></b>			
Request letter			

## 5. GENERAL VALUATION (CAPITAL AND RENTAL)

Service Type	Steps	Duration	Fee/Charge (Ghs)
GENERAL VALUATION (CAPITAL AND RENTAL)	Request received by CSAU/ Registry	30 working days	<u>Rental Values</u> <ul style="list-style-type: none"> <li>• 500.00 for values up to 20,000.00 per annum</li> <li>• 2.5% for values above 20,000.00 per annum</li> </ul> <u>Capital Value</u> <ul style="list-style-type: none"> <li>• 750 for values up to 300,000.00</li> <li>• 0.25% for values above 300,000.00</li> </ul>
	Deposit payment of administrative fee		
	Inspection and referencing of property		
	Preparation of Valuation Report		
	Approval of Valuation Report		
	Communication of approval to Applicant		
	Payment of outstanding administrative fee		
	Collection of Valuation report by Applicant		
<b><u>Requirements</u></b>			
Request letter from Client/Applicant			
Copies of the requisite supporting documents			



**6. INTERIM COMPENSATION VALUATION FOR COMPULSORY ACQUISITION  
(CROPS, LAND/BUILDING & MACHINERY)**

Service Type	Steps	Duration	Fee/Charge (Ghs)
INTERIM COMPENSATION VALUATION FOR COMPULSORY ACQUISITION (CROPS, LAND/BUILDING & MACHINERY)	Request letter and other supporting documents received by Registry/RH(LVD)	40 working days (barring any hitches)	*200
	Deposit payment of administrative fee		
	Field Inspection and collection of data		
	Preparation of Valuation Report		
	Review and approval of Report		
	Communication of approved Value to Site Advisory Committee		
	Payment of outstanding administrative fee		

**Requirements**

Request letter

Minutes of Site Advisory Committee

**7. COMPENSATION CLAIM**

Service Type	Steps	Duration	Fee/Charge (Ghs)
COMPENSATION CLAIM	Submission of claim and other supporting documents	60 working days (Depending on the size and barring any hitches)	<ul style="list-style-type: none"> <li>• 10% on the compensation value</li> </ul>
	Field inspection and collection of data		
	Preparation of Proprietary plan and conflict resolution		
	Preparation of Valuation Report		
	Review and approval of Report		

	Communication of approved Value to applicant		
<b><u>Requirements</u></b>			
Executive Instrument (E.I.)			
Compensation Claims from claimants			
Title document or Site plan			

## 8. RATING VALUATION

Service Type	Steps	Duration	Fee/Charge (Ghs)
RATING VALUATION	Submission of request letter and other supporting documents	60 working days (depending on the size and barring any hitches)	<ul style="list-style-type: none"> <li>15% of the budget of the project</li> </ul>
	Payment of a deposit of administrative fee		
	Field inspection and collection of data		
	Generation of Valuation list for the Assembly		
<b><u>Requirements</u></b>			
Request Letter from MMDAs			
Approved Layout plan of Assembly			

## PUBLIC AND VESTED LAND MANAGEMENT DIVISION (PVLMD)

Functions of the Public and Vested Lands Management Division

- (a) Facilitating the acquisition of land for Government;
- (b) Managing state acquired and vested lands in conformity with approved land use plans;
- (c) Processing Customary land grants for Concurrence and Consents (d) Other functions determined by the Commission.

Services of the Public and Vested Lands Management Division

### 1. APPLICATION FOR PLOTTING

Service Type	Steps	Duration	Fee/Charge (Ghs)
APPLICATION FOR PLOTTING	Submission of Application and payment of service bill	10 working days	<ul style="list-style-type: none"> <li>• Up to 1 acre is 78.00</li> <li>• Acreage exceeding 1 acre is 0.25% of the land value for Residential</li> </ul> <p style="text-align: center;">And</p> <ul style="list-style-type: none"> <li>• 0.5% of the land value for Commercial</li> </ul>
	Verification and review of Application		
	Recording of Transaction		
	Payment of Ground rent, where applicable		
	Collection of plotted document		
<b><u>Requirements</u></b>			
Stamped Document (Lease/Assignment/ Sublease/Mortgage/Vesting Assent/Variation etc)			
Concurrence/Consent Certificate from Lands Commission (where applicable)			

### DEEDS REGISTRATION

Service Type	Steps	Duration	Fee/Charge (Ghs)
DEED REGISTRATION	Submission of stamped and plotted document	10 working days	60.00
	Payment of service bill		

Service Type	Steps	Duration	Fee/Charge (Ghs)
	Signing and embossment of document		
	Entry into Deeds Register		
	Collection of registered document		
<b><u>Requirements</u></b>			
Stamped and plotted document			
Tax Clearance Certificate			

## PUBLIC LANDS

### 3. APPLICATION FOR PUBLIC LAND

Service Type	Steps	Duration	Fee/Charge (Ghs)
APPLICATION FOR STATE LAND	Submission of Application letter to the Lands Commission	100 working days	<ul style="list-style-type: none"> <li>• Presentation fee is 500.00</li> <li>• Other fees will be communicated in the offer letter</li> </ul>
	Verification and review of submitted application		
	Fill State Land Application form		
	Consideration of application by the Commission		
	Offer Letter issued		
	acceptance of the Offer and payment of fees		
	Lease prepared and executed by parties		
	Stamp duty payment		
	Applicant pays rent		
	Lease recorded		
<b><u>Requirements</u></b>			

Service Type	Steps	Duration	Fee/Charge (Ghs)
Application letter indicating the preferred location of land			

#### 4. REGULARISATION FOR PUBLIC LAND

Service Type	Steps	Duration	Fee/Charge (Ghs)
REGULARISATION	Submission of Application letter to the Lands Commission	160 working days	<ul style="list-style-type: none"> <li>• Presentation fee is 500.00</li> </ul>
	MMDAs Physical Planning Department clearance		
	Verification of Ownership		
	Inspection of Site		
	Review of submitted application		
	Consideration and Approval by the Commission		
	Offer Letter*		
	Acceptance of Offer and payment of fees		
	Lease preparation and execution		
	Stamp duty payment		
	Ground rent payment		
Lease recording			
<b><u>Requirements</u></b>			
Application letter for regularization			
Search report			
Evidence of how land was obtained (indenture)			

5. CONSENT TO ASSIGN/SUBLET/MORTGAGE PUBLIC LAND

Service Type	Steps	Duration	Fee/Charge (Ghs)
CONSENT TO ASSIGN/SUBLET /MORTGAGE	Submission of Application letter to the Lands Commission	20 working days	<ul style="list-style-type: none"> <li>• Presentation fee for Consent to Assign or Sublet is 56.00</li> <li>• Presentation fee for Consent to Mortgage is 206.00</li> </ul>
	Verification of Ownership		
	Inspection of Site		
	Payment of Ground rent		
	Drafting and Signing of Consent Certificate		
	Payment of Administrative fee		
	Submission of executed and stamped document and consent certificate for recording		
<b><u>Requirements</u></b>			
Application letter from Assignor/Sublessor/Mortgagor			
Draft Deed of Assignment/Sublease/Mortgage			
Approved Site plan (LI 1444 compliant)			
Evidence of full ground rent payment			
MMDA Planning approval for sub-divided plots			

## 6. COMPULSORY ACQUISITION OF LAND

Service Type	Steps	Duration	Fee/Charge (Ghs)
COMPULSORY ACQUISITION OF LAND	Submission of application letter to Regional Lands Officer	Maximum 480 working days	Administrative fee  Dependent on the following: <ul style="list-style-type: none"> <li>• Cost of organizing the Site Advisory Committee meetings and inspections.</li> <li>• Gazette publication</li> <li>• Organizing Public Forum/Stakeholder engagements</li> </ul>
	Assessment and payment of administrative fee		
	Review of Application		
	Consideration by Site Advisory Committee		
	Publication of Gazette notification		
	Inspection of Site		
	Preparation and description of acquisition plan		
	Stakeholder engagements		
	SAC's recommendation		
	Regional Minister's approval		
	Consideration by National Lands Commission/PVLMD Directorate		
	Review and draft of E.I.		
	MLNR and AG's Office review of draft E.I.		
	Publication of E.I.		
	Receiving of Compensation claims		
	Plotting of E.I.		
<b><u>Requirements</u></b>			
Application from Acquiring Body			
Site plan of identified site (LI 1444 compliant)			
Interim Valuation report			
Deposit of assessed compensation sum into Escrow account			

## CUSTOMARY AND PRIVATE LANDS

### Requirements

- (i) Four (4) hard copies (at least two of which must be original) and a soft copy of the document (an indenture) must be submitted with the date of execution, the annual ground rent to be paid (as in leases) and the amount of money paid (Consideration, as in Assignments) on the land stated where applicable on the document.
- (ii) The Document/Instrument to be submitted for registration must clearly indicate the following:
  - (iii) Evidence of Stamp duty payment
  - (iv) Date of Instrument
  - (v) Nature of Instrument
  - (vi) Names and Addresses of Parties
  - (vii) Signatures of Parties
  - (viii) Names and Addresses of witnesses (ix) Signatures of witnesses
  - (x) Solicitor's signature & stamp/seal
  - (xi) Approved Plan (LI 1444 compliant or Bar-coded Plan as the case may be) except where it is a transfer of whole land
  - (xii) The Approved plan must indicate the name(s) of owner(s), land size and location as contained in the document
  - (xiii) The back of the site plan must be signed by the Parties
  - (xiv) Jurat is required where document is thumb printed
  - (xv) Oath of Proof must be sworn to by the Deponent (witness of the Grantor) and certified by the Registrar of the Court/Land Registrar
  - (xvi) Submit Certificate of Incorporation/Statutory Law setting up the Corporate body (where the Applicant is a Company/Educational Establishment/Religious Institution
  - (xvii) Where an applicant is represented by another, a stamped Power of Attorney must accompany the required documents.
  - (xviii) Notarization (where Power of Attorney was executed outside Ghana) Planning Comment from the appropriate MMDA

### 7. CONCURRENCE TO LEASE CUSTOMARY LAND

Service Type	Steps	Duration	Fee/Charge (Ghs)
CONCURRENCE TO LEASE	Submission of documents and payment of service bill	60 working days	<ul style="list-style-type: none"> <li>• Presentation fee is 30.00</li> <li>• Processing fee is 80.00</li> </ul>
	Verification and review of Application		



	Inspection of Site		<ul style="list-style-type: none"> <li>Plotting fee for every 1 acre is 70.00 Every additional acre is 100.00 or 0.25 % of the land value</li> <li>the cost of service is 195.00 in Greater Accra Region.</li> </ul>
	Approval by Regional Chairperson of LC		
	Recording of Transaction		
	Communication of decision to Applicant		
<b><u>Requirements</u></b>			
Refer to list above			

**CONSENT TO ASSIGN/SUBLET/MORTGAGE CUSTOMARY LAND**

Service Type	Steps	Duration	Fee/Charge (Ghs)
CONSENT TO ASSIGN/SUBLET /MORTGAGE	Submission of Application letter together with draft document	20 working days	<ul style="list-style-type: none"> <li>Presentation fee is 30.00</li> <li>Processing fee is 80.00</li> <li>Administrative fee is 400.00</li> </ul>
	Review of Application		
	Inspection of Site		
	Approval by Regional Chairperson		
	Recording of Transaction		
	Communication of decision to Applicant		
	Payment of Administrative fee		
	Submission of executed document and consent certificate for recording		
<b><u>Requirements</u></b>			
Application letter			
Consent letter from the Allodial owner			
Payment of Ground rent			

MMDA planning approval for sub-divided plots
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Draft Deed of Assignment/Sublease/Mortgage
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## LAND REGISTRATION DIVISION

### Functions of the Land Registration Division

- (a) Publication of notice of registration upon receipt of an application for registration;
- (b) Registration of title to land and other interests in land;
- (c) Registration of deeds and other instruments affecting land in areas outside compulsory title registration districts;
- (d) Maintaining land registers that contain records of land and other interests in land.
- (e) Other functions determined by the Commission

### Registrable Interests

Registrable interests are as follows;

- i. Allodial Title
- ii. Common Law Freehold
- iii. Customary Law Freehold
- iv. Usufructuary interest
- v. Leasehold interest
- vi. Customary tenancies

### Requirements For Registration of Land

The Document/Instrument to be submitted for registration must clearly indicate the following:

- a. Evidence of Stamp duty payment
- b. Date of Instrument
- c. Nature of Instrument
- d. Names and Addresses of Parties
- e. Signatures of Parties
- f. Names and Addresses of witnesses
- g. Signatures of witnesses
- h. Solicitor's signature & stamp/seal
- i. Approved Plan (LI 1444 compliant or Bar-coded Plan as the case may be) except where it is a transfer of whole land
- j. If Instrument/Document is a Judgment/, the Judgment and the Approved Plan must be certified by the Court Registrar.
- k. The Approved plan must indicate the name(s) of owner(s), land size and location as contained in the document
- m. The back of the site plan must be signed by the Parties
- n. Jurat is required where document is thumb printed
- o. Oath of Proof must be sworn to by the Deponent (witness of the Grantor) and certified by the Registrar of the Court/Land Registrar
- p. Copies of all supporting/recited documents must be attached

- q. Evidence of Concurrence or Consent for Stool Land Transactions and Consent for State Land subsequent transactions
- r. Attach a copy of Land Certificate of the Transferor/Grantor (If He or She has already obtained a Land Certificate). Transferor's or Mortgagor's original Land Certificate should be submitted before issuance of the Transferee's or Mortgagee's Land Certificate.
- s. Submit Certificate of Incorporation/Statutory Law setting up the Corporate body (where the Applicant is a Company/Educational Establishment/Religious Institution
- t. Where an applicant is represented by another, a stamped Power of Attorney must accompany the required documents.
- u. Notarization (where Power of Attorney was executed outside Ghana)

#### Services of the Land Registration Division

##### 1. FIRST REGISTRATION OF TITLE TO LAND

Service Type	Steps	Duration	Fee/Charge (Ghs)
FIRST REGISTRATION OF TITLE TO LAND	Purchase and completion appropriate registration forms from CSAU	65 working days	677
	Submission of land document(s) to CSAU for vetting		
	Payment of Service bill (onsite/off-site banks)		
	Submission of completed form, document and evidence of payment to CSAU		
	Records verification		
	Vetting of application (Site inspection where necessary)		
	Title plan preparation		
	Publication in the dailies and wait for statutory 14 days (for objection, if any)		
	Preparation and Issuance of Land Certificate		
	Plotting of certificate		

**Requirements**

Refer list above

**2. REGISTRATION OF TRANSFERS OF REGISTERED LANDS**

Service Type	Steps	Duration	Fee/Charge (Ghs)
REGISTRATION OF TRANSFERS OF REGISTERED LANDS	Purchase and completion appropriate registration forms from CSAU	40 working days	<ul style="list-style-type: none"><li>• PART-407.00</li><li>• WHOLE-457.00</li></ul>
	Submission of land document(s) to CSAU for vetting		
	Payment of Service bill (on-site/off-site banks)		
	Submission of completed form, document and evidence of payment to CSAU		
	Records verification		
	Vetting of application		
	Title plan preparation		
	Request and submission of Grantor's original Land Certificate		
	Preparation and Issuance of Land Certificate		
	Plotting of certificate		

**Requirements**

Refer list above

### 3. REGISTRATION OF POWER OF ATTORNEY

Service Type	Steps	Duration	Fee/Charge (Ghs)
REGISTRATION OF POWER OF ATTORNEY	Submission of land document(s) to CSAU for vetting	20 working days	48.00
	Purchase and completion of appropriate registration form		
	Payment of Service bill (onsite/off-site banks)		
	Submission of completed form, document and evidence of payment to CSAU		
	Vet and Register the Power of Attorney		
	Collection of Registered Power of Attorney		
<b><u>Requirements</u></b>			
The Power of Attorney must clearly indicate the following:			
Evidence of payment of Stamp Duty			
Date of Power of Attorney			
Names of Donor(s) and Donee(s)			
Signatures of Donor(s) and witness(es) or authorised person by Donor and two witnesses			
Oath of Proof must be executed			
Notarization (where Power of Attorney was executed outside Ghana)			

4. REPLACEMENT OF LOST OR DEFACED LAND CERTIFICATE  
(SUBSTITUTED LAND CERTIFICATE) OR PROVISIONAL CERTIFICATE

Service Type	Steps	Duration	Fee/Charge (Ghs)
REPLACEMENT OF LOST OR DEFACED LAND CERTIFICATE (SUBSTITUTED LAND CERTIFICATE) OR PROVISIONAL CERTIFICATE	Submission of Request letter and other supporting documents to CSAU for vetting	30 working days	590.00
	Payment of Service bill (on-site/off-site banks)		
	Submission of completed form, document and evidence of payment to CSAU		
	Vetting of application		
	Reprint of Title plan or preparation (where necessary)		
	Publication in the dailies of the loss of Land Certificate with statutory 14 days wait (for objection, if any)		
	Preparation and Issuance of Substituted Land Certificate		
	Plotting of certificate		
<b><u>Requirements</u></b>			
Application letter			
Police report/Extract			
Statutory Declaration of the Lost/Defaced Land Certificate			

### 5. LAND TITLE CERTIFICATE SEARCH

<b>Service Type</b>	<b>Steps</b>	<b>Duration</b>	<b>Fee/Charge (Ghs)</b>
LAND TITLE CERTIFICATE SEARCH	Purchase and Completion of Affirmation form and supporting documents from CSAU	14 working days	85.00
	Payment of Service bill (on-site/off-site banks)		
	Submission of completed form, document and evidence of payment to CSAU		
	Vet and issue Search Report		
	Collection of Search report		
<b><u>Requirements</u></b>			
Completed Affirmation form			
Copy of Land Certificate/Certificate Number			
Copy of National Identification Card			

### 6. REGISTRATION OF MORTGAGES

<b>Service Type</b>	<b>Steps</b>	<b>Duration</b>	<b>Fee/Charge (Ghs)</b>
REGISTRATION OF MORTGAGES	Submission of Mortgage document(s) to CSAU for vetting	20 working days	125.00
	Purchase and completion of Mortgage form		
	Payment of Service bill (onsite/off-site banks)		



	Submission of completed form, document and evidence of payment to CSAU		
	Vet and Register Mortgage		
	Plotting of Mortgage		
<b><u>Requirements</u></b>			
The Mortgage Document			
Evidence of payment of Stamp Duty			
Original Land Certificate			

#### 7. REGISTRATION OF DISCHARGE

Service Type	Steps	Duration	Fee/Charge (Ghs)
REGISTRATION OF DISCHARGE	Submission of Discharge document(s) to CSAU for vetting	20 working days	75.00
	Purchase and completion of Discharge form		
	Payment of Service bill (onsite/off-site banks)		
	Submission of completed form, document and evidence of payment to CSAU		
	Vet and Register Discharge		
	Plotting of Discharge		
<b><u>Requirements</u></b>			
The Discharge Document			

Evidence of payment of Stamp Duty
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Original Land Certificate
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