



**Key:**

- Incorporated Land Group (ILG)
- Civil Registry (CR)
- Registrar of ILGs (RILG)
- Surveyor General (SG)
- District Administrator (DA)
- Registrar of Customary Land (RCL)
- Director of Customary Land (DCL)
- Various including ILG

*Source: Land Research Program, NRI (or National Land Development Program)???*

## Customary Land Registration and Development Process

1. Preparation of a sketch map of all customary land owned by ILG – Registered Surveyor may be engaged to verify (ILG + Private Surveyor)
2. Submission of birth information forms to Civil Registry by ILG to obtain Birth Certificates (ILG + CR)
3. Preparation and adoption of the Constitution by ILG (ILG)
4. Convening and submission of records of Annual General Meeting (ILG)
5. Submission of Application for Incorporation of ILG to the Registrar of ILG (ILG + RILG)
6. Registrar of ILG:
  - (i) Gazette the Notice of Application;
  - (ii) Send copies to the District Administrator & others for any possible objections.
7. Verification Report from the District Administrator (DA)  
Note: When disputes arise, refer to Magisterial Services (Land Court)
8. Issuance of Certificate of Incorporation by the Registrar of ILG (RILG)
9. ILG convenes AGM to identify portions of land for development (ILG)
10. Survey and Preparation of Registration Plan by ILG to be vetted by Surveyor General (ILG + SG)
11. ILG submit Application for Registration of customary land (ILG + RCL)
12. Verification of the Application by the Director of Customary Land (DCL)  
Note: When disputes arise, refer to Magisterial Services (Land Court)
13. Director of CL (DCL + RS):
  - (i) Publish Registration Plan;
  - (ii) Submit a copy of the plan to the Regional Surveyor.
14. Director of CL:
  - (i) Prepare and forward a copy of Final Registration Plan to ILG;
  - (ii) Prepare Final Registration Plan.
15. Registration of Customary Land and Issuance of Certificate of Title (DCL)
16. Land Development Phase (Various including ILG)
  - (i) Seek & select developer;
  - (ii) Prepare engineering and subdivision plans for approval by Surveyor General;
  - (iii) Seek Approval by physical planning board;
  - (iv) Registrar of Titles to issue leases;
  - (v) Market land and or property packages to interested buyers;
  - (vi) Register buyer's name in the lease records kept by ROT;
  - (vii) Prepare building and related plans and submit for approval by the Building Board; and

(viii)Actual property development.

17. Ongoing ILG Management (ILG + RILG)

- (i) AG meeting & submission of audited financial statements & minutes of AG & Executive meetings to the RILG on a regular basis.

Ongoing Land Management (ILG + RILG)

- (i) Land rents to be collected by central agency like Department of Lands & Physical Planning and distributed to ILGs;
- (ii) Land taxes to be collected by Municipal Authorities and portions distributed to ILGs;
- (iii) Stamp duties & Capital gains taxes are to be collected by IRC and distribution to National Govt, Prov. Govt, Municipal Authorities and ILGs.