

TITLE DEED SUBMISSION FORM

(Prepared in accordance with the Lands Act, Cap. 184 and Land and Deeds Registry Act, Cap. 185)

Jurisdiction: Republic of Zambia

Document Type: Land Documentation Submission – Title Review

PURPOSE OF THIS FORM

To collect relevant details from individuals or entities submitting a title deed for legal review, verification, or due diligence. The review process may involve authentication of the document, confirmation of ownership, or advice regarding possible disputes, encumbrances, or fraudulent issuance.

SECTION A: APPLICANT DETAILS

Full Name / Entity Name:

NRC / Company Registration No.:

Physical Address:

Phone Number: _____ **Email:**

Client Type: ☐ Individual ☐ Company ☐ Cooperative ☐ NGO ☐ Estate

SECTION B: TITLE DEED INFORMATION

Title Number (as stated on deed): _____

Plot / Stand / Farm Number: _____

Province / District / Area: _____

Land Type: ☐ State Land ☐ Customary Land (under conversion)

Size of Land (hectares or sqm): _____

Purpose of Land Use: ☐ Residential ☐ Commercial ☐ Agricultural ☐ Mixed

SECTION C: DOCUMENT SUBMITTED FOR REVIEW

Please tick all that apply and attach copies:

Document Type	Submitted (✓)
Certified copy of Title Deed	
Letter of Offer / Lease Agreement	
Survey Diagram / Site Plan	
NRC / Company Certificate	
ZRA Tax Clearance (if applicable)	
Consent to Assign / Transfer	
Any Other Relevant Document(s)	

SECTION D: PURPOSE OF SUBMISSION

- ☐ Ownership verification
 - ☐ Due diligence before purchase / sale
 - ☐ Verification of boundaries or encumbrances
 - ☐ Title transfer process initiation
 - ☐ Fraud check or suspected duplication
 - ☐ Legal opinion required on title status
 - ☐ Other (please specify):
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SECTION E: LEGAL REVIEW CONSIDERATIONS

The title will be reviewed for:

- Authenticity and registration status under the Land and Deeds Registry Act, Cap. 185
 - Compliance with the Lands Act, Cap. 184, particularly Section 13 on leasehold tenure
 - Encumbrances or caveats lodged
 - Whether title was properly issued by the Ministry of Lands
 - Conformity with planning and zoning laws under the Urban and Regional Planning Act No. 3 of 2015
 - Lawful consent from traditional authorities (if applicable)
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SECTION F: DISCLAIMER AND CLIENT DECLARATION

I, the undersigned, declare that the information and documents provided are true and correct to the best of my knowledge. I understand that this form is for the purpose of legal review and that submission does not imply ownership confirmation or title guarantee.

I authorise the legal practitioner and their office to conduct searches, obtain copies, and communicate with relevant authorities (e.g., Ministry of Lands, Council, Registrar of Lands) in connection with this submission.

Client Signature: _____

Date: _____

SECTION G: FOR LEGAL OFFICE USE ONLY

Received by (Name): _____

Date of Receipt: _____

Reference No.: _____

Search Required at: ☐ Ministry of Lands ☐ Lands Registry ☐ Local Authority

Verified by Practitioner: _____

Preliminary Observations:

Recommended Action:

- ☐ Proceed with search
- ☐ Issue legal opinion
- ☐ Flag anomalies for further investigation
- ☐ Client referral to Lands Tribunal or relevant authority
- ☐ Title is in good standing / irregular / under caution (circle as applicable)

Name of Reviewing Lawyer: _____

Signature: _____

Date: _____

Official Stamp: _____

GOVERNING LAW

This review is conducted in line with the following Acts of the Republic of Zambia:

- Lands Act, Cap. 184
- Land and Deeds Registry Act, Cap. 185
- Urban and Regional Planning Act No. 3 of 2015
- The Constitution of Zambia (Amendment) Act No. 2 of 2016, Articles 255–258
- Customary Land Administration Guidelines (where applicable)
- Penal Code, Cap. 87 (re: forged documents or fraudulent registration)
