



MINISTRY OF JUSTICE AND CONSTITUTIONAL AFFAIRS

OFFICE OF THE ADMINISTRATOR GENERAL

SERVICES MANUAL

THINGS TO NOTE WHILE ACCESSING SERVICES OF THE ADMINISTRATOR GENERAL

1. Buy a file from 15 on 3rd Floor, at Ug. Shs. 2,000/=
2. Fill in all relevant information in the A.G.A Form. **MAKE SURE** you indicate the **PROPER** and **CORRECT** names of the deceased person as they appear on the death Certificate or the land Title or Bank Account.
3. Attach a Death Certificate or Affidavit in Lieu of a Death Certificate.
4. Take the file to a Legal Officer for Sanctioning.
5. After the file is authorized to be opened by a Legal Officer, take it to the Registry in Room 6 on 2nd Floor to be given a file number.
6. The Registry officials will then give you a card indicating the file number and tell you when you should return to find out which legal officer will be handling your file. This is usually one to three days after the file has been given a file number.
7. After the file is allocated to a Legal Officer, he or she will cause a family meeting to be held either at Georgian House in the offices of the Administrator general or through the Chief Administrative Officer (CAO) of the district where the deceased person had his or her residence. The CAO may request the concerned Sub County or Parish Chief to hold this meeting.
8. The Administrator General may request additional information if he or she finds that the meeting at CAO's office was not properly held or that it was not attended by all the concerned beneficiaries.
9. During this meeting in number 7 above, the family is expected to nominate a person or persons to take over administration of the estate of the deceased person.
10. Following the family meeting of all concerned beneficiaries, a certificate of No Objection will be issued within 28 days after the Legal handling the file has received the photocopies of identification documents of all the persons who attended the meeting; and the photographs of the persons who are applying for a Certificate of No Objection (intending administrators

11. For all beneficiaries, including children who live outside Uganda, the Administrator General requires a Power of Attorney properly made and notarized in the country where the beneficiary lives. The beneficiary must indicate that he or she agrees with the process being undertaken in Uganda, including the persons who are being nominated to administer the estate of the deceased.
12. The Administrator General issues a Certificate of No Objection to the person(s) nominated to enable them apply for Letters of Administration in the relevant Court of Law.
13. A Certificate of No Objection is issued at a cost of U. shs. 2,000/= in either Room 12,13 or Room 1
14. The Office of the Administrator General does Not Issue Letters of Administration.
15. The Office of the Administrator General does not get involved in matters where Letters of Administration from a competent Court have already been issued for the estate.

FEES INVOLVED IN ACCESSING THE SERVICES OF THE ADMINISTRATOR GENERAL

1. Buying a file and Death Report form: 2,000/= payable in Room 15
2. Buying a Certificate of No Objection: 2,000/= payable in Room 15
3. 1% of the value of the property (before the Administrator General issues a transfer of property in cases where the Administrator General is the administrator of the estate). This money is paid in Room 15 and is receipted.
4. 1% of the amount of money in the custody of the Administrator General (before the Administrator General pays out any money to a beneficiary of an estate being administered by the Administrator General). This money is paid in Room 15 and is receipted.
5. All other fees and charges involved and necessary in the administration of the estate not limited to the following:
 - (a) Central and Local Government taxes, rates, and fees;
 - (b) Title registration fees;

- (c) Charges for making Special and Substitute Certificates of Title in the Land office;
- (d) Fees for land surveying, including opening of boundaries must be paid out of the estate or by the beneficiaries themselves in cases where the Administrator General is administering the estate.

6. Fees and Cost including those awarded against the Administrator General MUST be borne by the estate or paid by the beneficiaries.
7. The Administrator General DOES NOT CHARGE ANY FEES for holding family and other meetings at the offices of the Administrator General.

Management

Department of the Administrator General

Georgian House, Buganda Road