

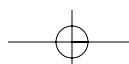
VOLUME 1

SECTION 6

THE NATIONAL LAND AGENCY



**8 Ardenne Road
Kingston 10**



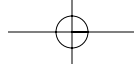
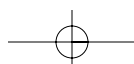
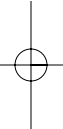
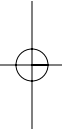


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CHAPTER I

THE NATIONAL LAND AGENCY (NLA)

1.0 OVERVIEW

The National Land Agency, an Executive Agency of the Jamaican Government, commenced its operation on April 1, 2001 and is headed by a Chief Executive Officer. It is the integration of four (4) Government departments responsible for land administration: The Titles Office, Surveys Department, Land Valuation Department and Lands Department. The NLA comprises seven divisions, each headed by a Director. The divisions are Land Titles, Surveys and Mapping, Land Valuation, Estate Management, Business Development and Technology, Corporate Services and Corporate Legal Services.

1.1 FUNCTIONS AND RESPONSIBILITIES

The major functions and responsibilities of the NLA are:

- 1.1.1 To administer the Registration of Titles Act, The Registration (Strata Titles) Act and the regulations thereunder, in order to provide a State-guaranteed Title and ensure the legal and formal validity of all transactions registered by the Land Titles Division.
- 1.1.2 To build and maintain the national geodetic control network; survey Government plans in accordance with the Land Surveyors Act; provide cadastral, topographic, hydrographic and other basic mapping services and to check survey plans for private surveyors.
- 1.1.3 To maintain a Valuation Roll to support property taxation and provide Government organisations with valuation and related services.
- 1.1.4 To provide custodial and strategic management services for Crown lands, including the acquisition and divestment of lands.

1.2 MAJOR DIVISIONS

There are four (4) core Divisions of this organisation:

1.2.1 Surveys and Mapping Division

This Division focuses on the establishment and maintenance of a geodetic infrastructure for the island with accurate standards and high quality. It also produces cadastral, topographic and hydrographic maps from the surveys conducted by field personnel. The land registration system is supported by this division. It is also responsible for administering the Land Surveyor's Act as well as providing land surveying services to facilitate Government's land acquisition.

1.2.2 Land Valuation Division

The Land Valuation Division is responsible for the maintenance of a valuation roll to support property taxation and to provide Government organisations with valuation and related services. By providing valuation services, individuals can access information relating to parcels of land, the certification of value for properties which are being sub-divided as well as updates to valuation roll.

1.2.3 Land Titles Division

The Land Titles Division is responsible for the registration of lands and transferral of property interest. This division also ensures legal and formal validity of all transactions including registering new certificates of titles for land and registering dealings on existing certificates.

1.2.4 Estate Management Division

The Estate Management Division mainly deals with the administration of public (Government) land. It provides custodial and strategic management services for Crown Lands, including acquisition of lands required for a public purpose and divestment of land by the way of lease or sale.

CHAPTER 2

TITLE REGISTRATION AND TRANSFER

2.0 PROCEDURE TO OBTAIN A REGISTERED LAND TITLE

If land is owned and there is no registered Title, an application can be made to the Registrar of Titles to have the land registered.

2.0.1 To apply to obtain a registered land title the following documents must be submitted:

- i An application in the form prescribed by the Registration of Titles Act and signed by the applicant and witnessed;
- ii A Statutory Declaration by the applicant to prove possession (a statutory declaration is a written statement confirmed by oath);
- iii Supporting Statutory Declarations to prove ownership from two persons who have known the land for at least 30 years;
- iv An up to date certificate of payment of Property Tax;
- v A pre-checked Survey diagram if the land is being registered by plan;
- vi Any other document that the applicant may have that proves ownership e.g. Receipt, Conveyance, Probate, Certificate of Compliance under the Facilities for Titles Act;
- vii Applications otherwise than by Plan must state the name by which the property is known and must describe the land so as to enable identification of the location of the parcel on the ground by reference to a landmark. The description must state the distances along each boundary and the compass direction of each boundary line, the names of the abutting properties, the names adjoining owners. Where the abutting land is registered land, the registered title reference for this land must be stated.

The Land Valuation reference number for the abutting parcels should be included where the adjoining parcel is not registered land.

There may be other documents required depending on the facts of each case. Persons who wish to register land should therefore seek the assistance of an Attorney at Law.

2.1 APPLICATION PROCESS

In order to ensure that the application fulfills the requirements of the laws, the following processes are carried out:

- i The documents will be checked at the Land Titles Division.
- ii The survey plan (if applicable) will be sent to the Surveys and Mapping Division to be checked to ensure that the land is not yet registered and the plan is acceptable in accordance with the Land Surveyors Act.
- iii All the documents will be submitted to the Referee of Titles for consideration.

If the application is approved by the Referee of Titles, Notice of Approval will be sent to the applicant who will be directed to have the application published in a particular newspaper in the manner prescribed by the Notice.

2.2 PREPARATION AND ISSUE OF CERTIFICATE

Preparation of the Certificate of Title will commence after proof of advertisement has been submitted (i.e. the newspaper pages with the advertisements pertaining to the application) and also payment of the final fees.

The Certificate of Title with plan will be issued seven weeks (35 days) after the first appearance of the advertisement in the newspaper, provided that a Caveat has not been lodged against the application or any Court action commenced, which precludes the issuance of a Certificate of Title, until the court proceedings have been resolved and the Registrar of Titles has been notified

2.3 TAXES AND FEES

Registration fees are payable when documents are submitted and the applicable fees are determined by an Assessor at the Land Titles Division at 93 Hanover Street, Kingston. A dated official receipt which contains the name of the person lodging the application and an application reference number will be issued. The number printed on the receipt is the Application Number and must be quoted when making enquiries about the application. This receipt must be kept until the

application is completely processed.

In all transactions related to registered land, a Stamp Duty and Transfer Tax may be payable to the Commissioner of Stamp Duties and Transfer Tax unless falling into any category of exempt transactions.

2.4 PROCEDURE TO REPLACE A CERTIFICATE OF TITLE THAT HAS BEEN LOST OR DESTROYED

To obtain a new Certificate of Title to replace one that has been destroyed or lost, the owner must:

- i Apply to the Registrar of Titles by way of Statutory Declaration proving the loss or destruction of the title. The statutory declaration is to be headed: "In the matter of the Registration of Titles Act and an application by —(insert owner's name) for a new Certificate of Title in place of the lost/destroyed duplicate registered at Volume..... Folio.....".
- ii Identify the land by reference to the description of the land as set out in the lost or destroyed Title and include the Volume and Folio numbers. If they are not known, the information can be ascertained by a Title search at the Land Titles Division.
- iii State the true and actual value of the land with all improvements must be stated.
- iv Provide evidence to satisfy the Registrar of Titles that the duplicate Certificate of Title has been lost or destroyed must be provided.
- v Applicants should retain the services of a practising Attorney-at-Law.

It is recommended that applicants consider retaining the services of a practising attorney at law to carry out these transactions.

2.5 PROCEDURE TO TRANSFER ALL THE LAND COMPRISED IN A CERTIFICATE OF TITLE

The following is the procedure for the transfer of all the land comprised in a certificate of title:

- i The Transferor's name is to be stated in the instrument of transfer

as it appears on the Certificate of Title.

- ii The civic address and occupation of the transferor must be stated in the instrument of transfer. If there has been a change of address, both the former one on the Title and the new address may be stated in the instrument of Transfer.
- iii The land being transferred is to be completely described as on the Certificate of Title, the Volume and Folio number must be accurately quoted and the land stated to be “all the land” in the Certificate of Title.
- iv The money consideration must be stated preferably both in words and figures, but definitely in words.
- v The name, address and occupation of the Transferees must be stated.
- vi If the Transferee is a minor, the age or date of birth must be stated.
- vii If a Transferee is a Company, the law and country of incorporation is to be stated.
- viii If there is more than one Transferee, the tenancy is to be stated.
- ix Where the transferees are to hold the land in different shares, the shares should be stated using fraction and not percentages e.g. one third share to ‘X’ and two thirds share to ‘Y’.
- x Where the Transferees are to hold the property as Trustees, although that fact may be recited in the Transfer instrument, a “Declaration of Trust” should be lodged so that the Registrar can enter a Caveat to protect the Trust. No mention of the Trust will be made in the endorsement of the Transfer.
- xi The Transfer is to be dated.
- xii The Attestation Clause is to be properly completed. **See Appendix 3** for details.
- xiii All alterations, delineations, etc. must be initialed by the parties to the instrument.

- xiv The Transfer Tax Act and Stamp Duty Act must be complied with.
- xv A company purporting to sign under seal must affix its Seal to the instrument in addition to having its authorized officers (Director and Secretary sign). The name on the seal must be the same on the Certificate of Title as that on the Transfer instrument.
- xvi Where a party to the Transfer signs under a Power of Attorney, the Power of Attorney number (document number) is to be stated and the name of the Donee (person receiving the power) printed in the Attention Clause.
- xvii The correct duplicate Certificate of Title must be lodged with the instrument.
- xviii Before lodging an instrument, a Title search should be done so that the appropriate Discharge of Mortgage, Consents, Withdrawal or Warning of Caveator and Road and Works Certificate, etc., may be submitted therewith.
- xix If a Transfer under power of sale is being submitted, the Mortgage will not be discharged.
- xx The Title is to be checked for any one holding clauses endorsed thereon in order to ensure that the transfer is endorsed on both titles simultaneously.

The average turnaround time to process a transfer is fifteen (15) working days.

CHAPTER 3

REQUIREMENTS FOR CHECKING OF SURVEY PLANS

3.0 LEGAL REQUIREMENTS

3.0.1 Applicable Act

Plans must be submitted for checking in accordance with section 33 of the Land Surveyors Act.

3.0.2 Why a Survey Plan is Required

Section 126 of the Registration of Titles Act requires a deposited plan for Subdivision for Sale by Lots, i.e., lots in a subdivision must be registered by plan.

3.0.3 Importance of the Plan

A survey plan is important for the following reasons:

- i A commissioned land surveyor is responsible for its accuracy.
- ii Parcel boundaries are defined precisely and unambiguously, which can prevent future disputes. A surveyor can accurately re-establish the boundaries.
- iii The plan provides a clear picture of the parcel boundaries
- iv The Land Surveyors Act facilitates checking of the plan, and the checkers can discover errors.
- v The plan enjoys the full confidence of the public and also of financial institutions.

3.0.4 Requirements of the Land Surveyors Act

A surveyor, acting in accordance with the Land Surveyors Regulations, is required to make the survey of the land and the plan resulting from that survey.

- i A plan made for the purpose of registration or transfer under the Registration of Titles Act must be forwarded to the Director of

Surveys to be checked prior to registration.

- ii On receipt of the plan and the prescribed fees, the Director of Surveys will cause the plan to be checked. The check may include the physical examination of the survey marks on the ground.
 - If the plan is not found to be incorrect, the Director of Surveys will certify on the plan that the plan has been checked.
 - If the plan is found to be incorrect the Director of Surveys will not certify on the plan.
 - The certified or uncertified plan will be returned to the person from whom it was received.
 - Where a plan has been checked and certified by the Director of Surveys, the surveyor remains responsible for the correctness of the plan.
 - The Director of Surveys may make a copy of the plan.
- iii Where the certified plan is attached to an application for title, the Registrar of Titles will request that the Director of Surveys check the plan again and make a report to the Registrar of Titles.
 - If the plan is found to be correct the Director of Surveys will report that the plan may be accepted for registration.
 - If the plan is found to be incorrect the Director of Surveys will report that the plan is not acceptable for registration.

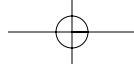
3.1 TURN-AROUND-TIME FOR CHECKING PLANS

Standard pre-checking operation

This relates to the checking of a plan which may or may not be attached to the title application at some future date. Average time ranges between 7 and 10 weeks.

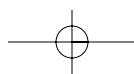
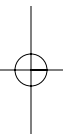
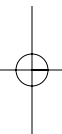
3.2 SUMMARY

Applicants for titles for lots in a subdivision are required to have a plan



representing the survey of the property.

A surveyor must prepare the plan and the Director of Surveys must certify it.



CHAPTER 4

VALUATION OF LAND

4.0 INTRODUCTION

All land in Jamaica is valued for the assessment of the Property Tax on the unimproved value principle, as defined in the Land Valuation Act. Valuations are based on market value, that is, the price the seller would expect to receive if an owner was selling the land alone, i.e. disregarding the value of any “improvements” on the land, e.g. buildings, crops, etc.

Valuations take into account factors including the following:

- Size of the parcel
- Topography
- Land Use
- Development potential
- Zoning
- Soil classification

All valuations are supervised by qualified Valuation Surveyors.

4.1 WHAT IS THE VALUATION ROLL?

The Valuation Roll is a record of data relating to all parcels of land in Jamaica. It is maintained primarily to support the property tax system and contains data on all parcels of land in Jamaica. The Valuation Roll has data on ownership, possession, mailing address, and property information including title reference (Volume and Folio numbers), location, size, value and land use.

4.2 MAKING CHANGES TO THE VALUATION ROLL

4.2.1 Bases for Making Changes to the Valuation Roll

The following are the main circumstances that will require changes to the Valuation Roll:

- i Change of ownership or possession and subdivision of land
- ii Death of Owner
- iii Where information relating to an existing Valuation Roll record has changed or where there is additional information

4.2.2 Procedure for Making Changes to the Valuation Roll

The requirements for making changes to the Valuation Roll are, in general, based on the provision of suitable proof to support the action requested. Where a registered Title exists, it can be used to support the majority of claims which might arise. Where no other information is required beyond that on a title, the request for such a change may be made by telephone, fax, or by e-mail, provided there is sufficient information to establish the location of the parcel. Some of the procedures below may therefore be bypassed in the case of registered land.

4.3 CHANGE OF OWNERSHIP OR POSSESSION

In order to effect a change of ownership or possession on the Valuation Roll, two (2) duly executed Notices of Change of Possession forms (TRI forms) must be submitted, one completed by the transferee (purchaser) and the other by the transferor (vendor). The forms require information such as the person coming into possession, and the person going out of possession, current mailing address, address of subject property and purchase price. The signature of each applicant must be witnessed by a Justice of the Peace or Collector of Taxes. Sample of TRI form is at Appendix I.

4.3.1 Transfer of Ownership due to Sub-Division of Land

Where the transfer is in respect of a subdivision, or where it relates to a parcel which is omitted from the Valuation Roll, the shape and position of the parcel(s) in relation to adjoining parcels must be indicated by a map, diagram, or sketch.

Notices of Change of Possession forms are also required in respect of land with an unexpired lease in excess of three (3) years.

4.3.2 Submission of Forms

Notices of Change of Possession forms may be submitted through the Collectorates, or directly to the National Land Agency Head Office or at any of its Regional Offices.

4.3.3 Death of Landowner

Upon receipt of legal proof of the death of a person named on the Valuation Roll, that death will be noted by appending the word "ESTATE" to the Surname. Where the landowner has died, requests for changes of

ownership or possession can only be made if the request is accompanied by proof that the applicant has the authority to deal in the land. Such proof includes a Probated Will or Letters of Administration.

4.4 WHERE INFORMATION RELATING TO AN EXISTING PARCEL HAS CHANGED, OR WHERE THERE IS ADDITIONAL INFORMATION

Where any information on the Valuation Roll has changed, for example, in cases of a name change or a change of mailing address, or where any error has been detected on a notice printed from the Valuation Roll information, the National Land Agency must be advised of the need to update the Roll. With most requests, the relevant supporting documentation must be submitted. Where it is claimed, for example, that the name on the Roll is incorrectly spelt, a birth certificate or passport should be presented to prove the claim and establish the basis for the amendment. A notable exception to the requirement for supporting documentation is a request to update the mailing address of a parcel of land.

CONTACT INFORMATION

For further information please contact

The National Land Agency
8 Ardenne Road
Kingston 10
Tel: (876) 978-2181-7
Fax: (876) 978-0021
Website: www.nla.gov.jm

CHAPTER 5

NEW SERVICES OR NON-STATUTORY SERVICES

5.0 SIMULTANEOUS LODGEMENTS

Developers can now benefit from speedier transactions at the National Land Agency through the Agency's express service, Simultaneous Lodgements, which allow for the lodgement of survey plans and land title application for subdivision to be submitted concurrently. This enables the NLA to process the documents within 40 days, once all the documents are in good order. A developer who wishes to utilise the service is advised to make an appointment with the Customer Service Manager at the Land Titles Division at 93 Hanover Street, Kingston, to have his/her documents checked to ensure that they are in order.

This arrangement is accommodated only in respect of Subdivisions of a minimum of 10 lots which attract a checking fee of \$15,000 per lot.

Customers not using the Simultaneous Lodgement service would normally have their documents processed within a minimum of 4 months (80 working days).

5.1 DIGITAL CADASTRAL INDEX

In September 2004, the National Land Agency (NLA) introduced one of its newest products, the Digital Cadastral Index, which shows the relative position of land parcels, roads, street centerline data with street names and addresses in Jamaica. In 2001, as a part of the National Land Policy, the Government of Jamaica decided to accelerate the conversion of a number of its paper maps into a digital format. This resulted in the digital conversion for all 14 parishes and has been placed in a continuous improvement and maintenance operation.

Information in this format is ideal for developers who wish to obtain information on parcels of land including value of property and titling information for names of owner or possessor. It is also ideal for fleet management and vehicle tracking or any application in which road and address navigation is important.

While the Agency has a standard packaged product that is offered to all interested parties, it is prepared to customise the package, making whatever modifications that are possible to suit the client. The map, for example, can be customised with value added information relevant to the customers to be utilized in various applications such as Disease Impact mapping, Crime Analysis and Emergency

Response Systems.

Persons interested in purchasing a digital map for their company are invited to call the NLA's Business Services Customer Contact Centre at 23½ Charles Street, Kingston, telephone: 948-9513, 948-9520, 922-6630-5 or 967-9983, or visit the website at www.nla.gov.jm.



Sample Section of Cadastral Index

5.2 PORTMORE MASTER MAP

On February 25, 2005, the National Land Agency launched a revolutionary map for the Portmore Municipality in St Catherine, called the Portmore Master Map. The Map is available in hard copy and digital format. With its compatibility to the Global Position System (GPS), the map in the digital format is referred to as an 'intelligent' map, as it is the first map produced by the NLA that allows users the flexibility to adjust the features to suit their needs.

The map data is presented in 10 layers and can be used:

- as a road map
- to show the location of parcels as the boundaries of the parcels are clearly defined
- to show features such as schools, churches, gas stations, etc.

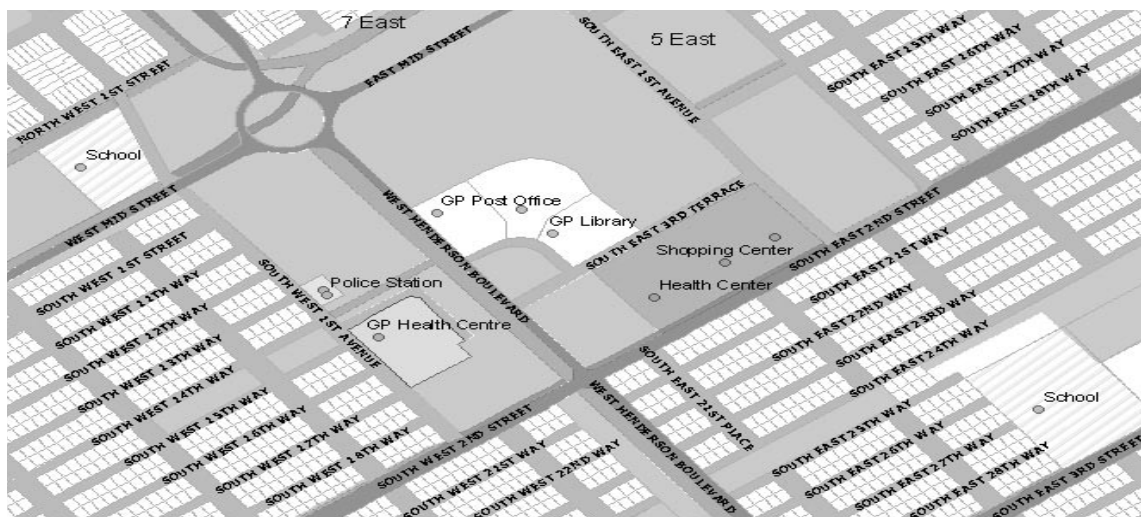
5.2.1 Layers Available

The ten (10) available layers are:

- i Parcels
- ii Roads
- iii Street Centreline (vehicle tracking and street identification capabilities)
- iv Drains
- v Green Areas
- vi Swamps
- vii Annotation
- viii Special Areas (such as police stations, shopping centres, health centres, industrial facilities, school zones, utility areas and common parking areas)
- ix Topography (contour and spot height information)
- x Survey Control (This layer is of specific interest to the surveying community).

Each layer can be viewed separately from the other layers, avoiding information overload. The roads, for example, can be separated from the parcels, from the drains, from the green areas, from the annotations, allowing the map user to choose the information suitable to him/her.

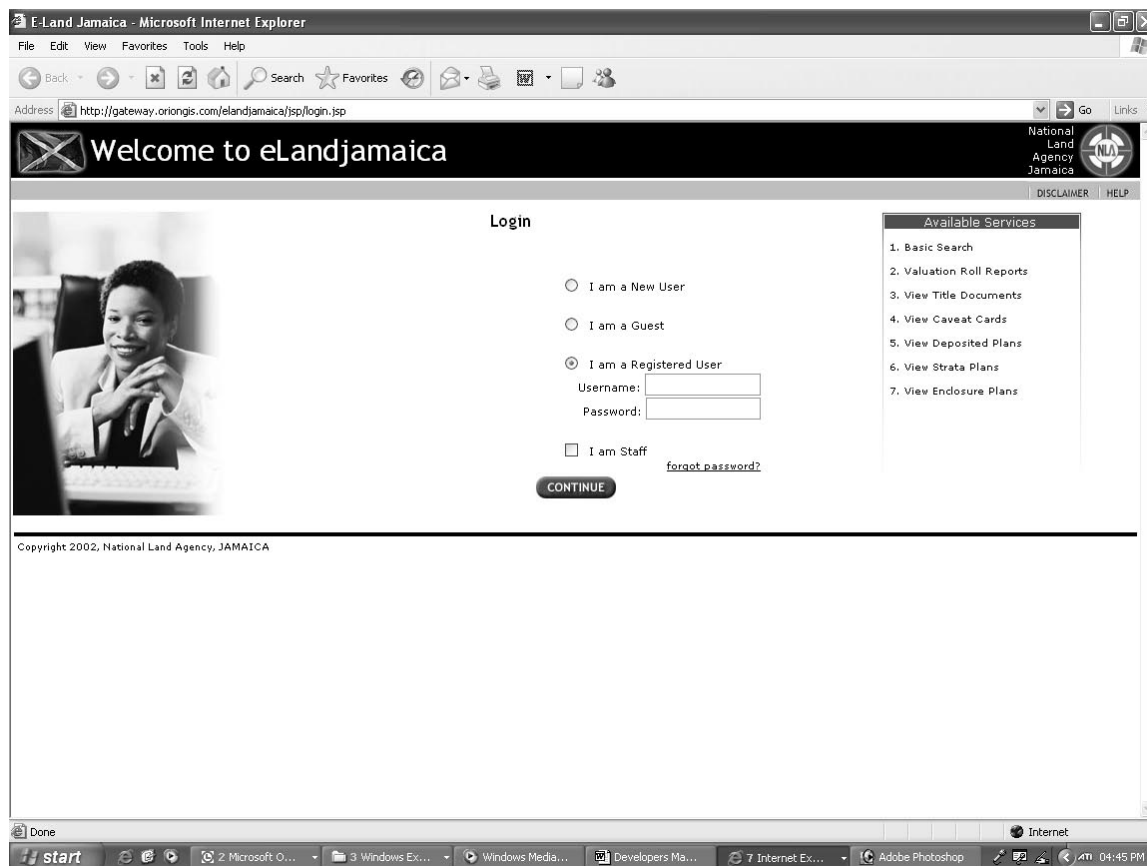
The Portmore Master Map has a total of 7 sheets and costs \$1000 per sheet which gives a total cost of **\$7000**. The Master Map is also available in digital format from The Business Services Customer Contact Centre at 23½ Charles Street, Kingston, telephone: 948-9513, 948-9520, 922-6630-5 or 967-9983, or visit the website at www.nla.gov.jm.



Sample Section of Portmore Master Map

5.3 ELANDJAMAICA

eLandjamaica is an internet-based service which allows the customer, anywhere in the world to access selected information on property value, location, title information, etc. The service is accessed through the official website of the National Land Agency: www.nla.gov.jm. The services available on eLandjamaica are: Basic Property Search, Advanced Property Search, Interactive Map and Survey Monument Search.



5.3.1 Basic Property Search

The Basic Search is a simple search that allows anyone to find the valuation number of the property given the title reference (Volume and Folio numbers) and vice versa. This service is free of cost.

5.3.2 Advanced Property Search

The Advanced Property Search allows subscribers to view and print information that would help persons in understanding the status of registered land. Clients can use various criteria to search such as volume and folio number, deposited plan number, strata plan number and caveat card number.

5.3.3 Searching for Land and Properties Island-wide

Subscribers can also view and print information to identify properties that are liable for property taxes and also to locate properties of interest in the country. The search uses the land valuation roll, which is the basis for property taxation.

5.3.4 Interactive Map

Maps are not available online but the Interactive Map service will help to identify the maps available at the NLA which can be requested for purchase by contacting the Agency's customer contact centre. Customers can obtain a wide variety of maps including general maps, specialised products, topographic and hydrographic maps and aerial photographs.

5.3.5 Applying for Your eLandjamaica Account

To subscribe to eLandjamaica, an application form must be submitted and a minimum deposit of J\$500 paid. This deposit is non-refundable and is not a subscription fee but represents the minimum deposit required to establish an account. New accounts can be created by the completion of an application form and by visiting any of the NLA branches islandwide. Payment is accepted in cash or Manager's Cheque at all locations. Additionally, credit and debit card payments are accepted at 93 Hanover Street, Kingston. Cheques are to be made payable to the National Land Agency. All accounts opened will be created within three working days of the initial payment. Additional payment will be updated on existing accounts within two working days. Money will be deducted from the customer's eLandjamaica account as charges are incurred based on searches conducted.

5.3.6 User Manual

Interested persons are encouraged to download and read the eLandjamaica User Manual available on the Agency's website www.nla.gov.jm .

5.4 CONTACT INFORMATION

For more information on the products and services of the National Land Agency, please contact:

Business Services Customer Contact Centre,
23½ Charles Street, Kingston
Tel: 948-9513, 948-9520, 922-6630-5 or 967- 9983,
email: asknla@nla.gov.jm
website: www.nla.gov.jm.

Office Locations

Corporate Office

8 Ardenne Road
Kingston 10
Tel: (876) 978 2181-7
Fax: (876) 978 0021

Land Valuation Division

8 Ardenne Road
Kingston 10
Tel: (876) 978-2181-7
Fax (876) 978-0021

Land Titles Division

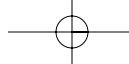
93 Hanover Street
Kingston
Tel: (876) 922-8535-7/8361/7565
Fax: (876) 922-3858

Surveys and Mapping Division

23½ Charles Street
Kingston
Tel: (876) 922-6630-5
Fax: (876) 967-1010

Estate Management Division

20 North Street
Kingston
Tel: (876) 967-3879/3880
Fax: (876) 948-9382



Central Regional Office

Shop G1-G6

Golf View Shopping Centre

5^{1/2} Caledonia Road

Mandeville, Manchester

Tel: (876) 962-4261/625/6208

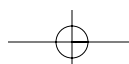
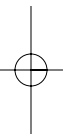
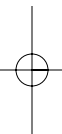
Western Regional Office

3 Federal Avenue

Montego Bay, St. James

Tel: (876) 952-5318/979-2263

Fax: (876) 952-1549



Appendix I

THE LAND VALUATION ACT

NOTICE OF CHANGE OF POSSESSION OF LAND BY *TRANSFEROR/TRANSFEEE

Pursuant to Section 30 of the Act.

Note: This Form is acceptable for the purposes of Section 8 of the Property Tax Act which requires returns to be made to the Collector of Taxes by persons in possession of property, and also serves for transfer on lease but in the case of a lease, is not required where the lease is for a period of less than three years.

To the Collector of Taxes Collectorate/Parish

From Name of *Transferor/Transferee (In the case of individuals state surname first followed by a forenames)

of (address)

I hereby notify you that I have recently *passed out of/come into possession of the land described herein and I accordingly request that the necessary steps be taken to amend the Valuation/Tax Roll.

PARTICULARS OF THE TRANSACTION
1.0 Valuation Number of the parcel of land affected by the transaction, whether or not the land transferred comprises the whole parcel or only a part thereof. Val. No.
1.1 Parish 1.2 Collectorate
1.3 Property Address
1.4 Name of +*Transferor/Transferee (In the case of individuals state surname first followed by forenames)
1.5 Address of +*Transferor/Transferee
1.6 Date of change of possession of the land
1.7 Date of Contract of *Sale/Purchase/Lease (where applicable)
1.8 *Sale/Purchase Price (where applicable)
1.9 Rental payable under Lease (where applicable)

*Delete the words which are not applicable.

Note: +Where the declarant is the transferor this entry should show particulars of the transferee, and vice versa.

Appendix I

DECLARATION

I do hereby declare that the information given by me in this Notice, the Schedule hereto and in any document(s) attached hereto is to the best of my knowledge and belief, true and correct, and this Declaration is made with the full knowledge and understanding that any false statement so made by me will render me liable to the penalties of the Land Valuation Act.

Taken and declared before me this _____ day of _____ 20

.....
Signature of *Transferor/Transferee

.....
*Justice of the Peace/Collector of Taxes

.....
*Parish/Collectorate

SCHEDULE

(The declarant should also furnish the information requested at boxes A, B, C, D & E (where applicable))

BOX A

Re: **TRANSFER OF WHOLE OF LAND**

2.0 Has the whole parcel of land described in the Particulars of the Transaction (vide 1.0, 1.1, 1.2 and 1.3) been transferred?

| | | |
|-----------------------------------|--------------------------------------|----|
| Yes <i>(transfer of whole)</i> | No <i>(transfer of part only)</i> | ** |
| | | |

If the answer to 2.0 is YES, please state—

2.1 Area of the land

| Acres | Roods | Perches |
|---------|-------|---------|
| | | |
| sq. ft. | | |

2.2 Title Reference of the land

Volume(s):

Folio(s):

2.3 If the land is not registered under the Registration of Titles Act please furnish the name(s) of adjoining land owner(s)

If the answer to 2.0 is NO, please refer to Box B

BOX B

Re: **TRANSFER OF PART OF LAND (where subdivision has been approved)**

3.0 State whether the land the subject to the transfer is part of an approved subdivision under the local Improvements Act or the Town and Country Planning Act.

| | | |
|-----|----|----|
| Yes | No | ** |
| | | |

If the answer to 3.0 is YES, please furnish the following information:

3.1 Title Reference of the parent parcel: Volume(s) Folio(s)

3.2 Title Reference of the part transferred: Volume Folio

3.3 Lot No. of the part transferred 3.4 Deposited Plan No.

3.5 Area of the part transferred

| Acres | Roods | Perches |
|---------|-------|---------|
| | | |
| sq. ft. | | |

If the answer to 3.0 is NO, please refer to Box C

* Delete the words which are not applicable.

** Indicate answer by marking X in the appropriate space.

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BOX C
Re: TRANSFER OF PART OF LAND (where subdivision has not been approved)

4.0 Where the land the subject of the transfer is NOT PART OF AN APPROVED SUBDIVISION, please state the basis upon which the subdivision has been made, e.g., by probated will, subdivision without approval, etc.

4.1 Area of the part transferred

| Acres | Roods | Perches |
|---------|-------|---------|
| | | |
| sq. ft. | | |

4.2 Area of the remaining part of parcel of land

| Acres | Roods | Perches |
|---------|-------|---------|
| | | |
| sq. ft. | | |

4.3. Title Reference of the *parent parcel of land/part of parcel of land transferred

| Volume(s) | Folio(s) |
|-----------|----------|
| | |

Note: (i) If the subdivision involves several lots, please attach a statement (or a plan) showing the number of lots and particulars of the area of each lot.
(ii) If the land the subject of the transfer is not registered under the Reigstration of Titles Act please furnish the name(s) of adjoining land owner(s)

BOX D
Re: TRANSFER OF LAND ON LEASE (for three or more years)

5.0 State whether lessee is liable for payments such as taxes, rates, etc., in addition to the lease rental

5.1 Date of commencement of lease 5.2 Duration of lease

5.3 Options (if any) for the extension of the lease

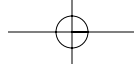
5.4 Details of any premium etc. *paid/payable in connection with the lease

5.5 Any other factor in the transaction affecting the value of the lease

*Delete the words which are not applicable.

**Indicate answer by marking X in the appropriate space.

(See Box E overleaf)



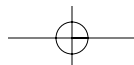
Appendix I

| | | | | | | |
|---|--|-----|----|--|--|----|
| BOX E | SUPPLEMENTARY INFORMATION | | | | | |
| 6.0 Have the +documents relating to the transaction been appropriately stamped? (+e.g., agreement of sale, transfer deed, etc.) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center;">Yes</td> <td style="width: 50px; text-align: center;">No</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> | Yes | No | | | ** |
| Yes | No | | | | | |
| | | | | | | |
| 6.1 Has the transfer of title (where applicable) been effected? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center;">Yes</td> <td style="width: 50px; text-align: center;">No</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> | Yes | No | | | ** |
| Yes | No | | | | | |
| | | | | | | |
| 6.2 State full details of the terms of payment or other consideration | <p>.....</p> <p>.....</p> <p>.....</p> | | | | | |
| 6.3 State full particulars of any items of value such as furniture, equipment, fittings, growing crops, live-stock, etc. included in the *sale/purchase price or lease agreement and the value attributed thereto in the transaction. | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | | | | | |

**Delete the words which are not applicable.*
***Indicate answer by marking X in the appropriate space.*

FOR OFFICE USE ONLY

(The declarant should not write in this space which does not constitute a part of the Notice of Change of Possession).



Appendix 2**USER FEES**

A list of fees is stated on the Agency's website www.nla.gov.jm. Some of the fees are given below.

REGISTRATION FEES IN RESPECT OF BRINGING LAND UNDER THE REGISTRATION OF TITLES ACT**Fee No. 1**

On making application to bring land under the operation of the Registration of Titles Act__ **\$100**

When the applicant is the original grantee under patent or under deed of conveyance from the commissioners for the sale of incumbered estates, or under an Act declaring the title acquired by such grantee to be indefeasible, or under any order of the Supreme Court or Resident Magistrate's Court, and no transaction affecting the land has taken place since the date of such patent, deed of conveyance or order...

When the title is of any other description and the value of the land does not exceed \$10,000... **\$100**

When the value exceeds \$10,000 and does not exceed \$20,000... **\$200**

When the value exceeds \$20,000 and does not exceed \$40,000... **\$400**

When the value exceeds \$40,000 and does not exceed \$60,000... **\$600**

When the value exceeds \$60,000 and does not exceed \$80,000... **\$800**

When the value exceeds \$80,000 and does not exceed \$100,000... **\$1000**

When the value exceeds \$100,000 and does not exceed \$120,000... **\$1200**

For every \$2000 or part of \$2000 in excess of \$120,000... **\$20**

Fee No. 2

On making applications for re-registration by plan - when the value of the land does not exceed \$20,000... **\$120**

When the value exceeds \$20,000 but not \$40,000... **\$240**

When the value exceeds \$40,000 but not \$100,000... **\$600**

Appendix 2

| | |
|--|----------------|
| For every \$5,000 or part of \$5,000 after the first \$100,000... | \$30 |
| Fee No. 3 | |
| On making application for the entry of a person as proprietor on transmission in respect of land lease, mortgage or charge when the value does not exceed \$10,000... | \$20 |
| When the value exceeds \$1,000 and does not exceed \$2,000... | \$40 |
| For every \$2,000 or part of \$2,000, after the first \$2,000... | \$10 |
| Provided always that the fee in no case shall exceed... | \$1,000 |
| Fee No. 6 | |
| On lodging for registration of: a lease or a transfer thereof; or a transfer not for value; or a transfer in consideration of marriage; or a transfer by way of partition; or a transfer of a mortgage or charge for value or otherwise... | \$200 |
| On lodging for registration of a transfer on sale or exchange of land, or a mortgage or charge, or on the lodging of a caveat against dealing with land__ When the value of the land or interest or amount of mortgage or charge does not exceed \$2,000... | \$10 |
| On every excess \$1,000 or part of \$1,000 in excess of \$2,000... | \$5 |

For the purpose of this item the value of the land or interest affected shall be the value of the consideration directly or indirectly paid or secured or agreed to be paid or secured as set out in the instrument to be registered, and in the case of a caveat the value of the estate or interest specified and claimed therein either as set out in the document under which the estate or interest is claimed and a copy whereof accompanies the caveat or in a statutory declaration by the Caveator which shall accompany such caveat.

Fee No. 7

| | |
|---|--------------|
| On lodging a caveat against bringing land under the operation of the Registration of titles Act... | \$100 |
|---|--------------|

Fee No. 8

| | |
|--|-------------|
| On lodging for registration of a transfer on sale or exchange of land, or a mortgage or charge, or on the lodging of a caveat against dealing with land__ When the value of the land or interest or amount of mortgage or charge does not exceed \$2,000... | \$10 |
|--|-------------|

| | |
|---|------------|
| On every excess \$1,000 or part of \$1,000 in excess of \$2,000... | \$5 |
|---|------------|

For the purpose of this item the value of the land or interest affected shall be the value of the consideration directly or indirectly paid or secured or agreed to be paid or secured as set out in the

Appendix 2

instrument to be registered, and in the case of a caveat the value of the estate or interest specified and claimed therein either as set out in the document under which the estate or interest is claimed and a copy whereof accompanies the caveat or in a statutory declaration by the Caveator which shall accompany such caveat.

Abatements

The following abatements of fees specified in Fee No. 8 shall be made__

- | | |
|--|---------------------|
| <p>1) Where a mortgage or charge by an applicant for first registration of title is lodged with the application for registration or if lodged subsequent to the date of first registration but before the issue of the certificate of title there shall be paid on the mortgage or charge a fee...</p> | <p>\$50</p> |
| <p>2) Where a mortgage or charge by the transferee under a transfer value is lodged with the transfer, the fee on the mortgage or charge (whether paid on the amount at the time of first registration or on further advances thereunder subsequent to registration) shall be reduced to one-half and further mortgages or charges by the same mortgager to the same mortgagee on the security of the same property shall fall under this abatement.</p> | |
| <p>3) Where a mortgage or charge is secured on unregistered land or other property as well as on registered land, the fee shall be assessed on the sum which bears the same proportion to the whole sum secured as the value of the registered land bears to the value of the whole security.</p> | |
| <p>4) The fee on a mortgage or charge by way of additional or substituted security and for no additional consideration shall be...</p> | <p>\$100</p> |
| <p>5) Where on the registration of the discharge of a mortgage or charge or the withdrawal of a caveat, a new mortgage or charge affecting the same land or any part thereof is lodged in favour of the proprietor of the former mortgage or charge, or the caveator, the fee payable on the new mortgage or charge, in so far as the amount secured does not exceed the maximum amount at any time secured by the former mortgage or charge or the document copy whereof accompanied the caveat shall be...</p> | <p>\$100</p> |
| <p>6) Where withdrawal of a caveat against a Certificate of Title in respect of an advance is lodged with a mortgage to be registered on or caveat to affect the same certificate within 18 months of the date of the lodging of caveat, the fee on lodging the mortgage or new caveat (up to the amount secured by the caveat being withdrawn) shall be...</p> | <p>\$50</p> |
| <p>and for each additional one thousand dollars...</p> | <p>\$5</p> |

Where two or more abatements of fees are applicable to the same case, their effect shall not be cumulative, and the applicant shall be required to pay the greater fee.

Appendix 3

MAPS

An access fee of **\$100.00** will be charged for accessing, viewing or otherwise of geographic and land survey data in the Surveys and Mapping Division.

Photocopy services are available at a cost of **\$30.00** per page.

All the maps listed under sections 1 to 4 are printed on request if not available

Aerial Photographs are available on request for the entire island

Topographic Map of Jamaica (Metric Series) multicoloured interactive map is available free of cost to guests on eLandjamaica

Index to the 1:12,500 map sheets is available on eLandjamaica.

V.I. = Vertical Interval is in feet unless otherwise stated.

DIGITAL MAPS

| Map Description | Scale | Private Sector | Public Sector | Student |
|---|----------|----------------|---------------|---------|
| All Island – Planimetric or Contours (Vector files, dxf format) | 1:12,500 | 1,500 | 1,200 | 500 |
| Planimetric & Contours | 1:12,500 | 2,500 | 2,000 | 500 |
| All Island – Raster (TIFF) - Planimetric | 1:12,500 | 350 | 350 | 350 |
| Kingston & Environs (Vector files, dxf format) | 1:12,000 | 1,500 | 1,200 | 500 |
| Planimetric & Contours | | 2,500 | 2,000 | 500 |

PORTMORE MASTER MAP \$7,000

SIMULTANEOUS LODGEMENTS \$15,000
per lot

Appendix 4

ATTESTATION/WITNESSING

An individual signing a document must do so before one of the functionaries prescribed by Section 152 of the Registration of Titles Act. The purpose of this is to ensure that the documents were duly signed by the named individuals.

For documents executed **within the island of Jamaica**, these documents must be witnessed before any of the following:

- (i) Justice of the Peace
- (ii) Judge of the Supreme Court
- (iii) Registrar of Titles
- (iv) Notary Public
- (v) The Governor-General
- (vi) Attorney-at-Law

For documents signed in **Great Britain or Northern Ireland**:

- (i) Mayor or Deputy Mayor
- (ii) Chief Magistrate or Deputy Magistrate Chief
- (iii) Magistrate
- (iv) Notary Public

For documents signed in any **other Commonwealth country**:

- (i) The Governor
- (ii) Commander-in-chief
- (iii) Judge of any court
- (iv) Mayor or Chief Magistrate
- (v) Notary Public

For documents signed in a **foreign country or state**:

- (i) The Jamaican or British Consular Officer
- (ii) Notary Public

Where an instrument is witnessed by a Notary Public in a Foreign State or Country, you must provide certification from an appropriate officer within that Country or State that the Notary Public is duly commissioned and practicing in such Country or State at the time the document was witnessed and that full faith or credit can be given to his acts.

Any other person or individual can be a witness within the island or outside of the island, but in this case, the witness shall appear before one of the functionaries aforesaid who after making due enquiries of such witness and shall endorse on the same instrument a form prescribed by the Act (probate clause) and this shall be sufficient proof of the due signing of the document. See **sample Form of Attestation overleaf**.

Appendix 4**SAMPLE FORMS OF ATTESTATION****Individuals signing on their own behalf**

Signed by (full name of individual) _____

In the presence of: _____

Witness: (signature of the witness and the capacity of the witness e.g. Attorney-at-law/Justice of the Peace). The seal of the witness is normally required to be affixed to the document. **For Justices of the Peace, the parish is to be stated and registration number.**

Individuals signing as a Marksman

Signed by (full name of individual) _____

After the same was read over and explained to him/her and he/she expressed himself to fully understand the nature and intent thereof. In the presence of witness: (prescribed by the Act)

Marksman Clause

A person may be unable to read or write by reason of illiteracy or some physical impairment. In these cases, it will be necessary that the contents of the document be read over and explained to the individual before they sign the document. The person may affix their normal signature or place a mark on the document. A person who signs using a mark is commonly referred to as a marksman.