



MINISTRY OF LANDS &
PHYSICAL PLANNING



REGISTRATION OF COMMUNITY

LAND



EUROPEAN UNION



Food and Agriculture
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Technical and Financial support was provided from the Food and Agriculture Organization of the United Nations (FAO) through the Land Governance Programme titled ***“Support to the attainment of devolved Land Reforms in Community Lands of Kenya”***



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This publication was prepared with funding by the European Union. However, the views expressed herein can in no way be taken to reflect the official opinion of the European Union.



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INTERPRETATION

- **COMMUNITY** - A consciously distinct & organized group of users of Community Land who are citizens attributed to; common ancestry, culture or unique mode of livelihood, socioeconomic or other common interest, geographical or ecological space & ethnicity.
- **COMMUNITY LAND** – Land declared as such under Article 63(2) of the Constitution; land converted into community land under any law;
 - Definition (b) in the Act expunged through orders of Nairobi ELC Petition No. 35 of 2017
 - Kelly Malenya vs AG and Others in the judgement delivered on 7th June, 2019
- **COMMUNITY ASSEMBLY** - A gathering of registered adult members of a community convened in accordance with this Act
- **ADJUDICATION TEAM**- A working team comprising of land adjudication officers, surveyors, physical planners and the Committee with the mandate of ascertainment of rights, demarcation and survey of community land
- **COMMITTEE** - The community land management committee elected under section 7 of the Act
- **DEMARCATION** - Physical marking of land boundaries.

FORE WORD

After many years, Kenya now have a comprehensive legal framework governing the administration and management of the land that cover about 70% of the country. The realization of Community Land Act 2016 is therefore an important milestone in institutionalizing land reforms in the country.

The process for the development of community land law was long and treacherous. It required full time alertness and swiftness to take advantage of opportunities to engage with policy and decision makers. The law put responsibility on the communities to organize themselves and initiate the process of registering their land rights. This cannot happen without adequate awareness and education on the key provisions of the Act.

I know the future of community land in Kenya will soon be secured because of you. Lets continue the work until we see the reality of registering community land happening across this great nation of Kenya.

PURPOSE

This booklet envisions to delve in explaining the procedure for registration of community under the Community Land Act (includes election of Community Land Management Committees, development of community by-laws), the registration of community land as well as how best to strengthen governance structures on Community Land focusing on;

- a. Facilitate the establishment of CLMC;
- b. Facilitate the registration of communities;
- c. Facilitate the registration of community land;
- d. Facilitate the process of setting of structures/institutions who are to deal with the management and administration of community land;
- e. Provide the roles of the structures; and
- f. Facilitate the constitution formulation of the communities.

It is designed to be simple but comprehensive. It will focus on the process and procedures of community registration and community land registration with clear reference to the relevant laws. The booklet is to be defined by the different sources of Law within Kenya as well as the Constitution but the main focus is on Community and Community Land Registration process.

BACK GROUND

The Community Land Act came into force on 21st September 2016, marking a pivotal point in Kenya's land reform process. The introduction of community land tenure is a key achievement of the National Land Policy of 2009 and the Constitution of Kenya 2010. It provides an opportunity for securing collective land rights founded on customary law, by giving legal recognition of customary rights in land as lawful forms of property with equal legal force and effect as rights obtained and transacted under freehold and leasehold tenure. In so doing, it addresses the foundational issue that has historically undermined land rights of rural communities since colonial times.

Community land tenure rests on two pillars – the registration of a community, and registration of the community land. It is through the act of registration that the community attains the legal personality to be registered as owner of land. This is an important first step as only a registered community within the meaning of section 2 of the Community Land Act can apply to be registered as a landowner. As part of the registration process, the community elects a Community Land Management Committee (CLMC), which oversees the process of registration of the community, including the development of its Constitution and Regulations, the registration of the land, and its management on behalf of the community upon registration.

Registration of community land is done in accordance with the provisions of the Community Land Act and the Land Registration Act. It is preceded by adjudication, which includes the recording of community land claims, demarcation of community land and delineation of boundaries. Upon registration, a title deed in the

prescribed form is issued in the name of the community. Thereafter, the community under the leadership of the CLMC can plan the development and management of the community land and the natural resources on it.

The Community Land Regulations will make detailed provisions on procedures for implementation of the Act. It is through such implementation that communities will get to enjoy the benefits of the reforms introduced by the National Land Policy and the Constitution.

Guide to Registration of Communities and Community Land Section 5(3) of the Community Land Act provides that “Customary land rights, including those held in common shall have equal force and effect in law with freehold or leasehold rights acquired through allocation, registration or transfer”

The communities which stand to benefit most from these reforms are mainly pastoralists and agro-pastoralists living in the Arid and Semi-Arid Lands (ASALs) of Kenya. They will need support by way of education, awareness creation and capacity development on the Community Land Act and its Regulations as well as the National Land Policy, the Constitutions and other policies and laws that have a bearing on community land rights.

This booklet is a first step in providing such communities with the understanding and skills that will enable them take advantage of the reforms introduced to strengthen community land rights.

REGISTRATION OF A COMMUNITY

The procedure for registration of “a community claiming an interest in or right over community land” is set out in section 7 of the Community Land Act and detailed in Part II of the Community Land Regulations.

A community as defined by the Community Land Act (see section on “interpretation”) having agreed on the need to register their interest in land, will initiate the process of registration, which involves the following critical steps, namely:

1. Members of the Community notify the Community Land Registrar of the intention to register their interest in land
2. Members of the Community hold a public meeting
3. They elect members of the Community Land Management Committee (CLMC)
4. The Community Land Management Committee spearheads the process of registration of the community



NOTICE TO THE COMMUNITY LAND REGISTRAR



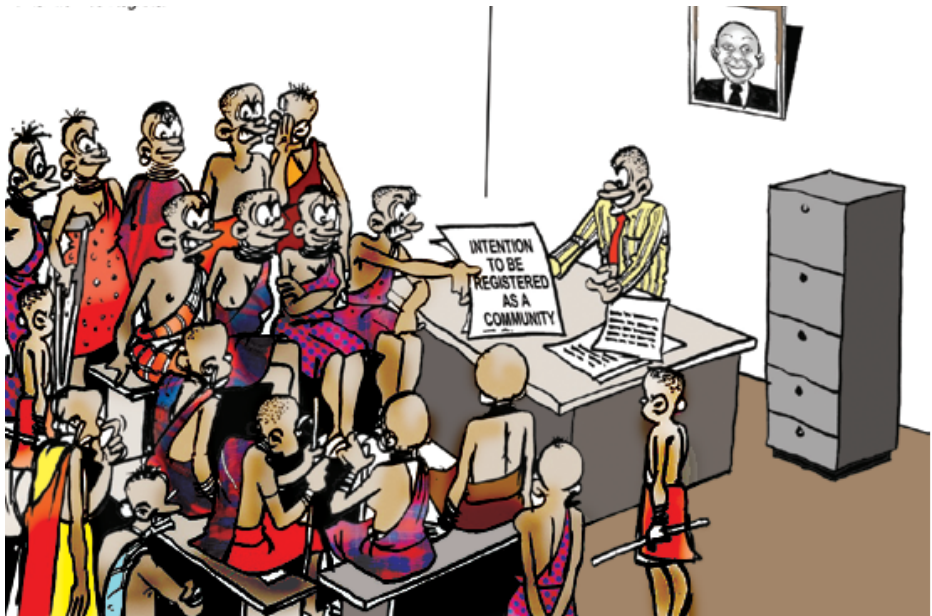
The community shall meet and agree on the need to register their interest in land. This decision should be reached with the participation of all categories of members of the community. In particular, the participation of women, youth, minorities and persons with disability must be ensured. It is recommended that communities considering registration of their interest in land are taken through a process of education and awareness creation on the applicable provisions of the Constitution and the Community Land Act to prepare them to effectively and meaningfully participate in the process. In particular, community members should be educated on the implication of community land registration, the roles and responsibilities of the Community Assembly and the Community Land Management Committee (CLMC), and the criteria for election to the Community Land Management Committee (CLMC).

Community leadership is key at this point, to ensure that the decision to register the interest in land is one of the majority.

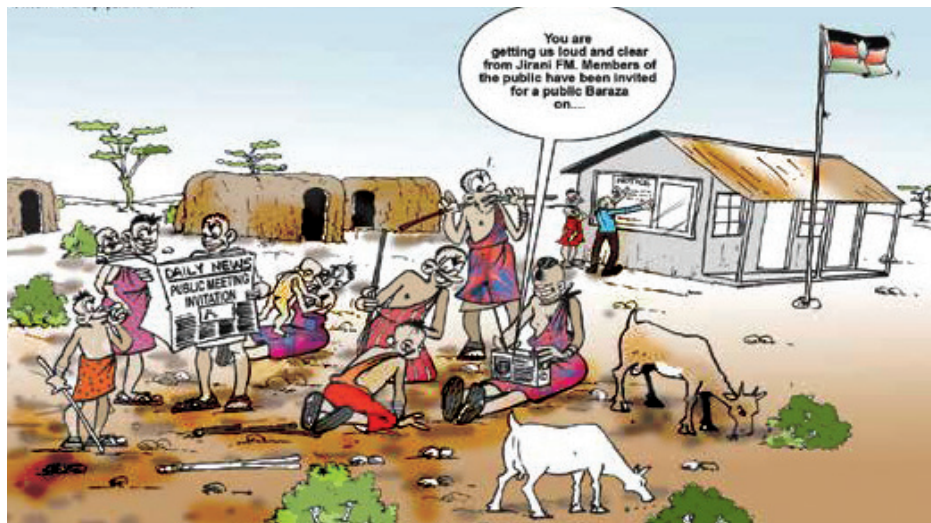
It is important at this point to confirm the number of adults in the community and begin to compile the Register of community members.

Where a community has traditional leadership in place, it will play this role. Otherwise, an interim leadership should be elected to spearhead the process of generating consensus on the need to register their interest in land. The said leadership is the one that once the decision is made shall notify the Community Land Registrar.

The Community Land Regulations stipulate that the Notice the Community Land Registrar shall be made in duplicate through a prescribed Form signed by at least 15 members of the community and upon payment of prescribed fees .



NOTICE AND INVITATION TO PUBLIC MEETING



Upon receiving the notice by the community, the Community Land Registrar shall issue and publish a notice “inviting all members of the community with some communal interest” to a public meeting, the purpose of which is to elect members of the Community Land Management Committee (CLMC).

The notice by the Community Land Registrar shall be published “in at least one newspaper of nationwide circulation and a radio station of nationwide coverage”.

The widest possible circulation of the notice of the meeting is important so that all members of the community are aware of the meeting and are given the chance to attend. Thus, the Act provides that the Community Land Registrar “may use all available means of

“Community Assembly” means a gathering of registered adult members of a community convened in accordance with this Act Community Land Act, section 2

communication including electronic media” to reach community members. Apart from the notice published in a newspaper and through a radio station, community members may be invited by email and through phone calls and text messages. The Community Land Regulations further provide for affixing notices at the headquarters of the respective county, sub-county, wards, location, and in strategic places where the community land is situate”.

Notice of the meeting is also given to national government administrators county government administrators in the area where the community land is located.

PROCEEDINGS OF THE PUBLIC MEETING



When the public meeting convenes, it becomes a Community Assembly the proceedings of which are governed by the provisions of section 15 of the Community Land Act. It is chaired by the Community Land Registrar or a public officer appointed

by the Registrar in writing. The principal agenda of this first Community Assembly is to elect 7 to 15 from among the members of the Assembly to constitute the Community Land Management Committee (CLMC).

However, the meeting should include a process of orientation and agreement on the procedure for election, including agreement on the number of Community Land Management Committee (CLMC) members, and clarification of qualifications and criteria.

The Community Land Regulations provide that the election of members of the Community Land Management Committee (CLMC) shall be overseen by “National County Administrators, the County Executive Committee Member responsible for lands and the Sub-County Administrator(s) for the area where the land is located”. These officials shall provide guidance to the Community Assembly to ensure that the proceedings and the elections are conducted in accordance with the relevant laws and regulations. Of particular relevance in this regard is compliance with the two third gender rule, the national values and principles of governance, and the principles of land policy.

ELECTION OF MEMBERS OF THE CLMC



The Community Land Regulations detail the procedure for election of members of the CLMC, which involves:

1. Nomination: by the Community Assembly of eligible persons to vie for membership of the Committee
2. Election by secret ballot: of between 7 and 15 members to constitute the Management Committee

QUALIFICATION FOR ELECTION AS MEMBER OF THE CLMC

Every member of the Community Assembly (that is to say every adult member of the community) qualifies for election as a member of the CLMC, except for those who have been convicted of a crime involving fraud or dishonesty, do not meet the requirements of chapter VI of the Constitution, have been adjudged bankrupt, or are below the age of eighteen years.

TERM OF MEMBERSHIP OF THE CLMC

A Committee once elected, shall hold office for a period of 3 years. At the end of the period, a third of the members of the Committee shall be eligible for re-election, meaning that two-thirds of the members of the Committee after every election subsequent to the first election shall be newly elected.

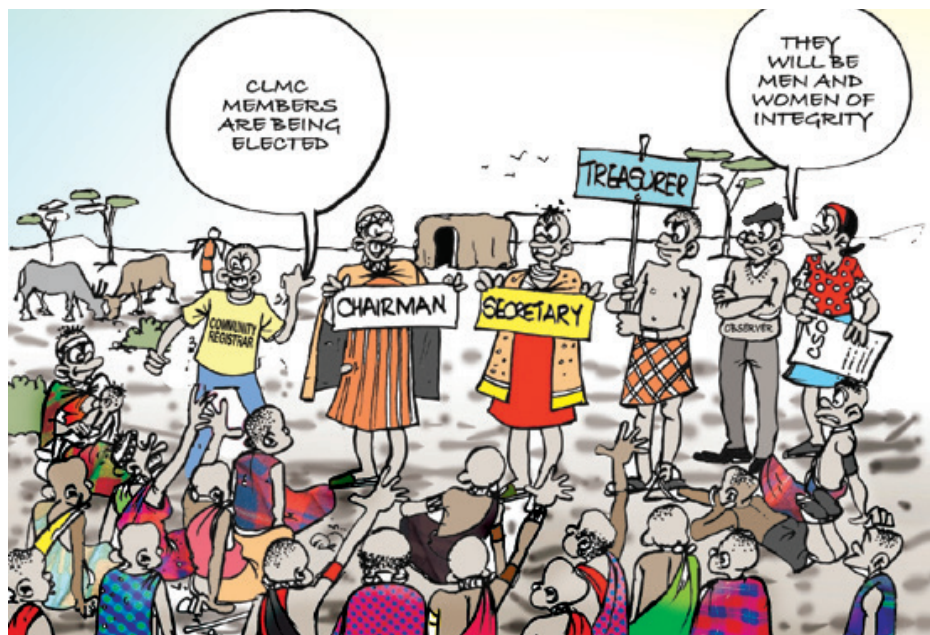
REPLACEMENT OF MEMBERS OF THE CLMC

The Community Assembly shall, by resolution replace a member of the CLMC who dies, becomes incapable or retires. The procedure for replacement shall be detailed in the Constitution of the community.

Notice of replacement of a member of the CLMC who has died, become incapable or retired shall be given to the Registrar of Community Land in the prescribed form within 28 days of such replacement. The Notice shall be accompanied by a certified true copy of the relevant Minutes of the meeting at which the resolution was passed.

Upon receipt of the Notice of Replacement, the Registrar shall amend the register to reflect the changes.

EXECUTIVE COMMITTEE OF THE CLMC



The Committee shall at its first meeting appoint its Executive Committee consisting of a Chairperson, Vice-Chairperson, Secretary and Treasurer. Detailed provisions for appointment or election of the Executive Committee shall be specified in the Constitution of the community.

FUNCTIONS AND POWERS OF THE CLMC

The CLMC has three principal functions, namely:

- To spearhead the registration of the community
 - To spearhead the registration of the community land; and
 - To manage the community land
- Registration of the community

The first function of the CLMC is to spearhead the process of registration of the community. This process entails:

1. Coming up with the name with which the community is to be registered
2. Compiling the Register of Members of the community
3. Drawing the Constitution of the Community, including rules and regulations for the CLMC, and getting the same approved by the Community Assembly
4. Applying to the Registrar for registration

The CLMC shall:

- (a) have responsibility over the running of the day to day functions of the community;
- (b) manage and administer registered community land on behalf of the respective community;
- (c) coordinate the development of community land use plans in collaboration with the relevant authorities;
- (d) promote the co-operation and participation among community members in dealing with matters pertaining to the respective registered community land; and
- (e) prescribe rules and regulations, to be ratified by the community assembly, to govern the operations of the community.

Section 15(4) Community Land Act

SUMMARY STEPS IN REGISTERING COMMUNITY

STEP 1: NAME OF THE COMMUNITY

The community is expected to agree on a name with which it gets registered. This is the name that shall be registered and inserted in the certificate of registration.

STEP 2: REGISTER OF MEMBERS

The Register of Members of the community is important as the basis of inclusiveness, ensuring that all eligible members are identified and recorded. The number of

members is important as certain decisions require to be validated by a specific proportion of the total number of registered members of the community . The Constitution of the community shall specify the details to be included in the Register of members, and how the register shall be maintained and updated.

STEP 3: CONSTITUTIVE DOCUMENTS OF THE COMMUNITY

Operations of the community shall be governed by rules and regulations drawn by the CLMC and ratified by the Community Assembly. The rules and regulations are embodied in the Constitutions of the community, which is among the documents to be presented in support of registration.

STEP 4: APPLICATION FOR REGISTRATION OF THE COMMUNITY

The CLMC shall apply to the Registrar of Community Land for registration of the community, using the Form prescribed by the Community Land Regulations. The application shall be accompanied by:

- (a) The name of the community
- (b) The register of members of the community
- (c) A certified true copy of the Minutes of the Community Assembly at which it was resolved to apply for registration of the community
- (d) The Constitution of the community
- (e) A description of the interest being claimed by the community

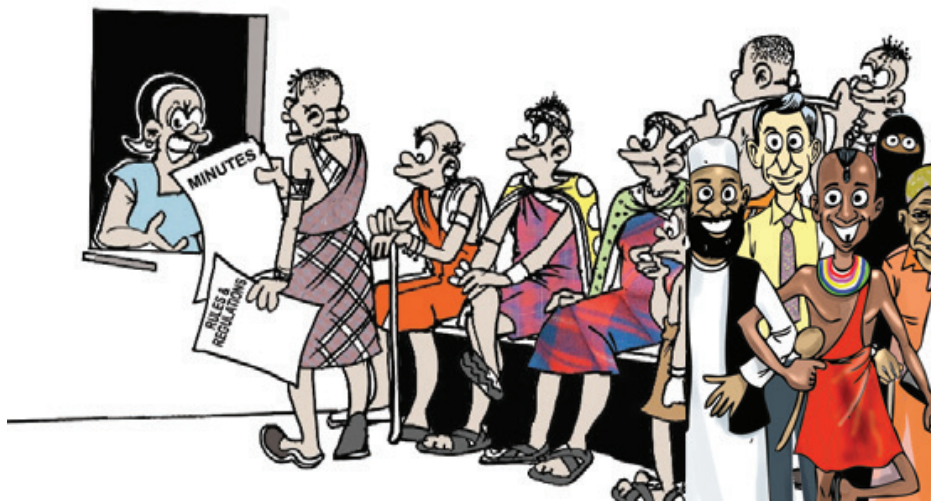


OBLIGATION OF THE CLMC TO MEMBERS OF THE COMMUNITY

Upon registration and issue of the certificate of registration, members of the CLMC shall become officers of the community. They are under a duty to hold any property which they hold, and to exercise their powers, on behalf and for the collective benefit of all the members of the community, and fully and effectively to consult the other members of the community on such exercise”.

CERTIFICATE OF REGISTRATION AND EFFECTS OF REGISTRATION

REGISTRAR



Once the Registrar is satisfied that:

- (a) the name proposed to be registered has not been used by any other registered community;
- (b) the requirements of the Act and regulations with respect to registration have been complied with; and
- (c) the rules and regulations of the community are acceptable in substance and form.

He may issue a certificate of registration to the community in the prescribed form “subject to any conditions, limitations or

exemptions which he considers appropriate". Upon being issued with a certificate of registration, the community shall, subject to the Act, the Regulations, and the conditions, limitations and exemptions in the certificate, have "power to sue and be sued in its name, and to acquire, hold, charge and dispose of property of any kind, and to borrow money with or without giving security".

REGISTER OF COMMUNITIES

The Registrar of Community Land shall maintain a register of registered



communities in the prescribed form. The Register shall contain: the application for registration, the name of the community, register of members of the community, rules and regulations of the community, duplicate of

certificate of registration and all subsequent notifications, applications, returns and certified extracts from the minutes of meetings forwarded by the community to the Registrar. It shall be updated to reflect changes that are communicated to the Registrar in the prescribed form.

Article 61(2) of the Constitution created community land as a specific category of land separate from public and private land. This category includes unregistered community lands identified by the Constitution as well as land previously registered as group ranches under the repealed Land (Group Representatives) Act Cap 287 in the name of group representatives.

PROCEDURE FOR REGISTRATION OF UNREGISTERED COMMUNITY LAND

The procedure for recognition, protection and registration of unregistered community land comprises of a series of activities a community undertakes in collaboration with different stakeholders. The lead player in this process is the adjudication team which comprises of land adjudication officers, surveyors and the Community Land Management Committee representing the community. The team works in close consultation with the community assembly which is the main decision-making body in the community.

The process involves the following major steps:

- a) Application for registration of community land
- b) confirmation of availability of the land
- c) Notice to adjudicate and register community land
- d) Public baraza
- e) Establishment of the boundaries and adjudication of community land
- f) Inspection of the community land register
- g) Resolution of disputes arising from adjudication of community land
- h) Publication of Maps and checking of Adjudication records
- i) Registration of community land

a) Application for registration of community land

A registered community will be required to submit a notice of intention to register a claim in an interest in land to the Community Land Registrar and request to have an identified parcel of land registered in the name of the community. The notice is issued in the prescribed notification forms available at the office of the Registrar and must be signed by at least fifteen members of the community. The form is filled in duplicate the original submitted to the registrar while the community retains the duplicate.

The duly completed notification form is submitted to the Registrar together with any fees that may be payable.

b) Official confirmation of availability of the land for which the community has applied for registration.



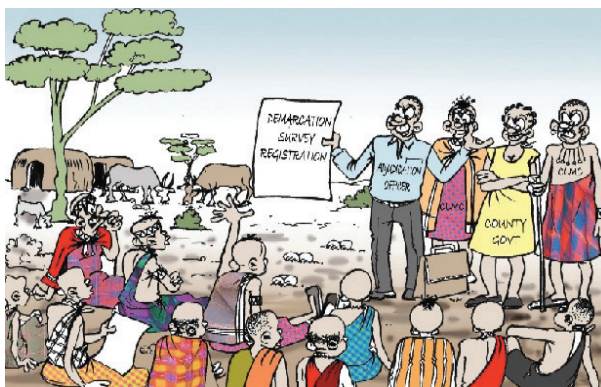
This is an internal activity undertaken in the lands office and involves checking of existing records and maps and matching the same against the land for which the community seeks registration. The objective of this activity is to establish the registration status of the earmarked land and to ensure that the land is available for registration to the community. This step is very critical in the process of community land registration because there are some communities that occupy and claim land that may not necessarily be available for registration or which may have already been alienated and registered to other parties. The outcome of the confirmation exercise determines the direction in which the registration process proceeds. If the land is available, a notice to adjudicate the land will be issued. If the land is committed for public purpose use or is registered to other parties, the community may pursue other available mechanisms for negotiations leading to possible conversion of the land to community land.

c) Notice to adjudicate and register community land



The Cabinet Secretary shall issue a public notice in the media, sub county offices and on the land the community has applied for registration. The notice is intended to inform the general public and all persons with an interest in the said land of the intention to demarcate, survey and register the land. The notice will also give the timelines within which the activities will be carried out and what the community and any other person with an interest in the land are supposed to do.

d) Public barazas



The Land Adjudication Officer gazetted for the area to be adjudicated will, in consultation with the registrar, the relevant County government and the Community Land Management

Committees call for a public baraza to sensitize the entire community on commencement of demarcation, survey and registration of the community land. The community will also be sensitized on their roles, responsibilities, and any requirements including fees and charges payable to facilitate registration of the land.

e) Establishment of the boundaries and adjudication of community land



The Community Land Management Committee shall, on behalf of the community assembly work with the adjudication team of Surveyors, Land Adjudication Officers and Planners in the establishment of community land boundaries, field demarcation and survey; preparation of preliminary community land adjudication record as well as the cadastral map(s). All the adjudication records are done in the prescribed format indicating the name of the registered community.

Specifically, the activities will involve:

- Walking the community land boundary and picking of boundary coordinates
- Noting and recording any disputed areas and the nature of disputes
- Noting and recording areas of special purposes like water points, salt licks, sacred areas, and any others identified for special recognition.



f) Inspection of the community land register



The community land register is made up of the adjudication records and the cadastral map(s). Once the documents are ready, the Land Adjudication Officer shall give a 14 days' public notice for inspection of the

adjudication register at an agreed place within the community

land. The inspection period gives opportunity to the community members to confirm the boundaries of their land on the maps, the names of members included in the community land records and any other information of interest to the community. This inspection is important because any errors noticed in the documents can be corrected at this point before they are submitted to the Registrar of Community Land for registration.

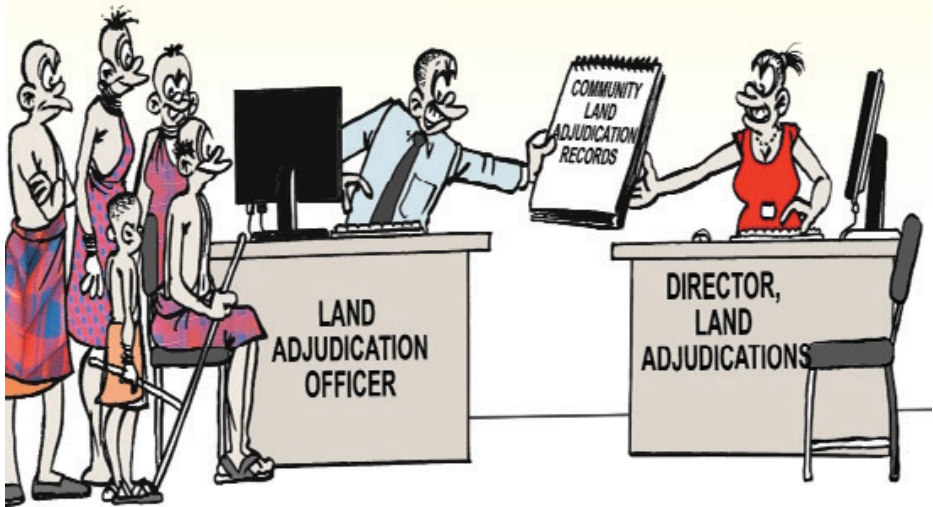


g) Resolution of disputes arising from adjudication of community land

(Recognize the role of community in dispute resolution before bringing in the role of LAO)

The Land Adjudication Officer in-charge of an adjudication unit shall compile a list of disputes that may arise from the process of adjudication of community land rights.

These disputes will be resolved by the adjudication team and the CLMC at the first instant as per the community rules and regulations; or be referred to an ad hoc dispute resolution committee established for that purpose. Any disputes that are not resolved by the ad hoc committee will be resolved as per the Act.



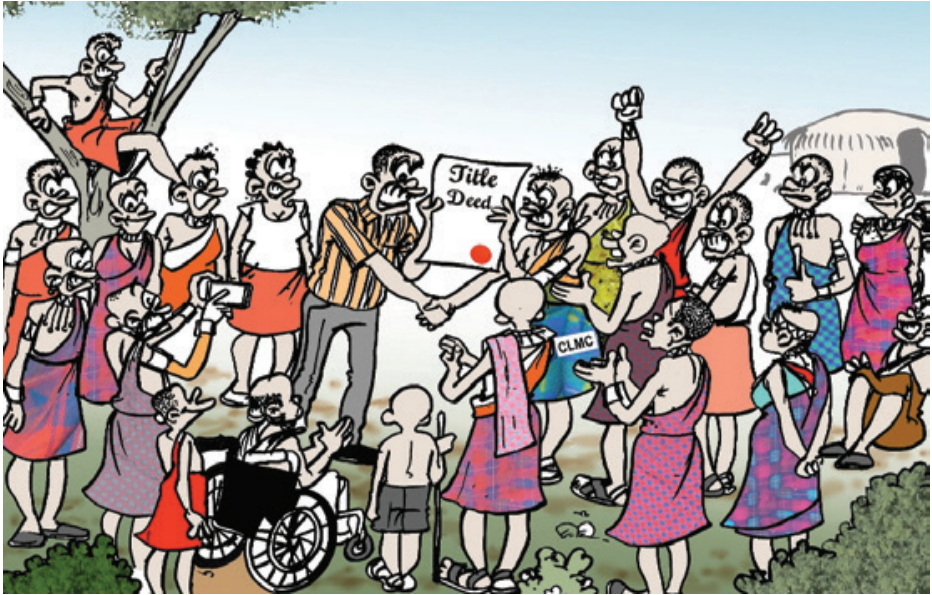
h) Publication of Maps and checking of Adjudication records

Once the disputes are resolved, the surveyor in the adjudication team will finalize the maps and submit the final cadastral map to the office responsible for survey for authentication and publication while the Land Adjudication Officer



in the team forwards the adjudication records to the Director Land Adjudication and Settlement for checking and publishing. The finalized maps are forwarded to the Director of Land Adjudication and Settlement.

i) Registration of community land



Upon finalization of the Adjudication Register comprising of the Cadastral maps and Adjudication records, the Director of Land Adjudication and Settlement shall issue a Certificate of Finality which shall be forwarded to the Registrar of Community Land together with the adjudication register. The Registrar of Community Land shall register the land and issue a Certificate of Title or a Certificate of Lease to the respective community.

PROCEDURE FOR REGISTRATION OF COMMUNITY LAND FROM GROUP RANCHES

Section 47 of the Community Land Act requires all registered group ranches to seek fresh registration and transform themselves into communities in accordance with the Act. To convert from the group representatives to registration under the Community Land Act 2016, the following process will be followed:

Step 1: Preparation of inventory of group Ranches

All group representatives holding land under the repealed Land (Group representatives) Act, Cap 287 will be required to provide information to the Director Land Adjudication and Settlement indicating their status. The information will be used to prepare an inventory of all the land held by group representatives. A copy of the inventory will be forwarded to the Registrar of Community Land.

Step 2: Notification to the group representatives

Upon receipt of the inventory of land held under group representatives, the Registrar shall notify all the representatives of groups that have not been dissolved and their members, of the requirement to convert into a community. Where members do not receive notification from the Registrar and they have not dissolved, the representatives will be required to consult the registrar for direction.

Step 3: Application for Registration as Communities

Within twelve months of the commencement of the Regulations on Community Land Act, groups that have not dissolved shall make an application to the Registrar of Community Land to be registered as community entities. In making the application the groups shall ensure that:

- The register of the community members is updated to capture all members including women
- The community rules and regulations are reviewed and updated in accordance with the guidelines provided in the Community Land Act 2016.
- Election of a community land management committee is held.
- The application is made in the prescribed forms available at the Registrar's office and which must be signed by at least fifteen members of the community.

Step 4: Registration as a community entity

Upon successful application the Registrar shall issue a certificate of registration to the community and shall enter the community's particulars into the community land register in accordance with section 8 of the Land Registration Act, 2012. The community land management committee will be the custodian of the certificate on behalf of the community.

Step 5: Registration of community land

A community once registered shall:

- Surrender the existing title document and certificate of incorporation issued under the Land (Group Representatives) Act for cancellation. Certificates that are not surrendered at the expiry of a thirty days' gazette notice to that effect will be deemed cancelled.
- Receive a new certificate of title or certificate of lease in the name of the community under the Community Land Act.

Step 6: Handing over from group representatives to CLMC

- Group representatives will hand over the management of the registered community land to the community land management committee in a process supervised by a

representative of the Director Land Adjudication and Settlement on behalf of the Cabinet Secretary.

- Groups that have been issued with certificates of dissolution will be allowed to finalize the process within three years.

EFFECTS OF REGISTRATION OF COMMUNITY LAND

Section 5(3) of the Community Land Act 2016 confirms that customary land rights including those held in common shall have equal force and effect in law with freehold or leasehold rights acquired through other means recognized in law. Registered community land is eligible for:

- allocation to members of the community for different purposes;
- allocation for investment and prospecting purposes;
- compulsory acquisition with compensation;
- transfer to members of the community;
- conversion to other categories of land;
- allocation on short term leases; and
- use as collateral for financing of community development among others.

However, any transaction relating to registered community land must be approved by a two thirds majority of the community assembly before taking effect.

DETAILED ROLES AND RESPONSIBILITIES OF COMMUNITY AND OTHER STAKEHOLDERS IN REGISTRATION OF UNREGISTERED COMMUNITY LAND

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
Community	<ul style="list-style-type: none"> • Register as a legal community entity • Apply for registration in the prescribed forms and provide all the necessary information, accompanying documents and fees • Follow up on the registration process with Community Land Registrar • Keep the registration document in safe custody • Administer and manage the registered community land.
Cabinet Secretary	<ul style="list-style-type: none"> • Develop a national programme for public education and awareness in consultation with the National Land Commission and the respective county governments. • In consultation with the relevant County Governments and other stakeholders, undertake community awareness and mobilization programmes, training and induction for the newly elected CLMC. • Declare the Community Land Registration Units in accordance with Land Registration Act. • Issues public notices of intention to survey, demarcate and register specified community lands.

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Gazette Land Adjudication Officers to facilitate recording of community land claims, demarcation and delineation of community land boundaries for subsequent survey and registration. • In consultation with respective county government constitute additional community land registration units in specific sub-counties for purposes of ensuring reasonable access to land administration and registration services. • Develop and publish in the Gazette a comprehensive adjudication programme.
County Government	<ul style="list-style-type: none"> • Hold in trust and ensure safe custody of all unregistered community land • Receive and keep in safe custody on behalf of the communities, any monies paid as compensation for compulsorily acquired community land and royalties paid as benefit for use of unregistered community land. • Participate in development of a national programme for public education and awareness. • Participate in implementation of the public education and awareness programmes • Prepare and submit to the CS an inventory of all unregistered community land within their jurisdiction to facilitate preparation of a comprehensive adjudication programme.

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
National Land Commission	<ul style="list-style-type: none"> • Gazette any community land identified as public purpose land and facilitate registration in the name of the identified public entity
Director of Land Adjudication and Settlement.	<ul style="list-style-type: none"> • Identify and recommend to CS, officers to be appointed to adjudicate community land. • Constitute an adjudication team comprising of Land Adjudication Officers, Surveyors and physical planners. • Prepare a programme for finalization of ongoing adjudication programmes • Issue certificate of finality for adjudicated community land
Land Adjudication team	<ul style="list-style-type: none"> • Receive record and determine claims from the registered community entity. • Receive, record and determine together with community; any overriding claims on the community land and respond to the applicants • Delineate and establish the boundary limits of the community claims • Survey, demarcate and prepare cadastral maps and plans • Forward the cadastral map and other accompanying documents to the Community Land Registrar for registration and issuance of Certificate of Title or Certificate of Lease

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
Community Land Registrar	<ul style="list-style-type: none"> • Receive the application of intention to register as a community entity. • Issue a notice in newspapers, strategic places and any other available means inviting all the members of the community to a first meeting. • Preside over the election of the CLMC during the first meeting. • Receive application for registration of community entity and issuance of community registration certificate • Receive application for registration of community land and issuance of certificate of title or certificate of lease. • Open and maintain a community land register in the name of the community in accordance with section 8 of the Land Registration Act, 2012. • Note any transaction within community land in the register.

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
Community Assembly	<ul style="list-style-type: none"> • Elect the Community Land Management Committee • Approve and adopt the community rules and regulations • Approve commencement of the process of registration of community land by notification to the registrar. • Nominate at least 15 members of the community to sign the land claim application forms before the election of CLMC is held. • Submit the application to the Community Land Registrar. • Approve claims lodged by people with overriding interests on community land • Approve all transactions and dealings in registered community land • Inform the CLMC of transactions within the community land.
Community Land Management Committees.	<ul style="list-style-type: none"> • Implement the programme for public education. • Day to day administration and management of registered community land • Implementation of the decisions of the community assembly • Inform the registrar of transactions within the community land
Non-governmental organizations	<ul style="list-style-type: none"> • Community mobilization and sensitization

REGISTRATION OF REGISTERED GROUP RANCHES AS COMMUNITY LAND

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
Director of Land Adjudication and Settlement	<ul style="list-style-type: none"> • Preparation of an inventory of land held under repealed Land (Group representatives) Act. • Analyze and indicate the status of the land in the inventory. • Provide the Community Land Registrar with information on the status of all group ranches • Together with the Community Land Registrar, facilitate the handing over of group records, assets, liabilities and other facilities; by group representatives to community land management committees and changes caused by implementation of the Act
Community Land Registrar	<ul style="list-style-type: none"> • Receive a detailed report on the status of land held by group ranches from Director of Land Adjudication and Settlement • Notify the group representatives of their status and the actions they require to undertake to facilitate registration • Notify the group representatives of the dissolution status and where necessary advise the groups to initiate the process of registering into a community • Call for the first meeting of all the group members including women and facilitate election of CLMC • Register the group ranch community • Open a register for the registered group ranch community and enter the records of particulars and interests as well as certificate of registration as per the Land Registration Act

STAKEHOLDERS	ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Issue certificate of title or lease in exchange for the old title or lease • Cancellation of the existing title document and certificate of incorporation issued under the Land (Group Representatives) Act
<p>Note: Failure to surrender result to automatic cancellation of the existing title document and certificate of incorporation at the expiry of thirty day notice.</p>	
Group Representatives	<ul style="list-style-type: none"> • Initiate process to convert into a community as per the Community Land Act if the dissolution process has not gone through. • Undertake fresh registration of all the community members as required by the Community Land Act • Review and/or make rules and regulations to govern the registered community land • Make application to register as a community. • Surrender the existing title document and certificate of incorporation under the repealed Land (Group Representatives) Act. • Handing over of all community assets and documents to the community land management committee • Finalize the process of dissolution within three years if they have applied for dissolution and have been issued with the certificate.



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