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**Whereas,** it is believed necessary to establish an institution to make expedient and transparent the process of registering the right of ownership, possession and other legal acts undertaken on immovable property situated in Addis Ababa City;

**Whereas,** it is found necessary to fasten the economic and social development of the City by introducing secured and reliable work procedure and encouraging mortgage of land-related property as security for loan;

**Whereas,** it is believed to be necessary to define by law powers and functions of the institution undertaking registration of immovable property;
Now therefore, in accordance with Article 14(1)(a) of the Revised Charter Proclamation No. 361/2003 of the Addis Ababa City Government it is proclaimed as follows:

Part One

General

1. Short Title
This proclamation may be cited as the "Addis Ababa City Government Immovable Property Registration and Information Agency Establishment Proclamation No 22/2010."

2. Definition
Unless the context demands otherwise, in this proclamation:
1. "City" means the Addis Ababa City;
2. "Government" means the Addis Ababa City Government;
3. "Mayor" means Mayor of the Addis Ababa City;
4. "Immovable property" means land and house;
5. "Land" means a plot of land situated within the master plan of Addis Ababa City and a possession permitted for institutional or individual use by authorized organ;
6. "House" means a house or building built on a plot of land situated within the boundary of Addis Ababa City in accordance with the land use plan of the City and fixed and permanently built in accordance with the construction permit issued by a body so authorized and serving for government institution, private residence, business, religious, non-governmental organization, or social services;
7. "Agency" means the Addis Ababa City Government Immovable Property Registration and Information Agency established in accordance with this proclamation;
8. "Office" means a structure established to discharge functions of the Agency at Sub-city level;
9. "Director" means the Addis Ababa City Government Immovable Property Registration and Information Agency director;

10. "Deputy registration and information director" means the Addis Ababa City Government Immovable Property Registration and Information Agency deputy registration and information director;

11. "Deputy survey director" means the Addis Ababa City Government Immovable Property Registration and Information Agency deputy survey director;

12. "Person " means any physical person or an entity entrusted with personality by law;

13. "Information" means the information of possession, ownership and other related legal acts of immovable property;

14. "Manager" means the Addis Ababa City Manager.

3. Scope of Application

This proclamation shall be applicable on any immovable property situated within the boundary of Addis Ababa City.

4. Establishment

1. The Addis Ababa City Government Immovable Property Registration and Information Agency (hereafter called “the agency”) is hereby established having its own legal personality.

2. The Agency shall be directed by a Board; details shall be determined by a regulation issued by the Cabinet of the City.

3. Board of the Agency shall be accountable to the City Manager.

5. Head Office

1. The Agency shall have its head office at City level.

2. The Agency shall have office at Sub-city level.

6. Organization of the Agency

The Agency shall have:-

1. Immovable property registration and information director;

2. one registration and information deputy director and one survey deputy director; and
3. Other staff necessary to discharge its functions and responsibilities.

7. Power and Functions of the Agency

The Agency shall have the following power and functions:

1. Register, keep principal archive, organize, and provide information, up on request, as regards immovable property situated in Addis Ababa City;

2. Facilitate conditions in which register of immovable property shall be made open to the public;

3. Prepare working manuals assisting the expedience and transparency of the functions and service rendered at City as well as office level; prepare training program on documents and offer on the job training;

4. Implement relevant laws of the Federal Government concerning its functions; ensure that same is implemented in offices at Sub-city level;

5. Propose amendment of laws and procedures that need to be amended and submit to the concerned superior organ; implement same up on approval;

6. Analyze and use information of immovable property;

7. Send, timely and in appropriate format, information of immovable property registration requested by superior officials of the City Government;

8. Collect fee in accordance with law;

9. Own property, conclude contract, sue and be sued, in its name.

8. Power and Functions of the Office

The office about shall have the following power and functions:

1. Issue identification code of immovable property;

2. Register ownership or possession of immovable property;

3. Organize information of immovable property, use, transfer same to others; issue certificate of registration;

4. Renew data of immovable property found in the office; design new working procedures that enable expediency and effectiveness of its service and notify the Agency the change made;
5. Register the transfer of ownership or possession title of immovable property;
6. Deliver a copy of the location and other matters registered in relation to land possession to legally authorized person;
7. Register divided or merged possession of land based on cadastre plan information; issue certificate of such registration;
8. Register cancelled title deed, court injunction, mortgage of banks and other lawful bodies;
9. Register immovable property belonging to the City Government; issue title deed of same;
10. Correct records of immovable property, where it is incomplete or inaccurate, according to relevant provisions of the Civil Code;
11. Perform other legal functions designated to it by the Agency.

Part Two
Appointment, Power and Function of the Director and Deputy Directors of the Agency

9. Director of the Agency
1. The director shall be appointed by the Mayor up on recommendation by the City Manager.
2. Term of office of the director shall be three years.
3. Notwithstanding the provisions of sub-article 2 of this Article, the director may be reappointed for a second term.

10. Power and Function of the Director
The director shall:
1. supervise and administer the Agency; execute the powers and functions of the Agency;
2. without prejudice to the provisions of sub-article 1/1 of this Article, the director shall discharge the following power and functions:-
11. Appointment of the Deputy Directors

1. The deputy directors of the Agency shall be appointed by the Mayor up on recommendation of the City Manager.

2. The term of office of the deputy directors shall be that of the Director.

3. Notwithstanding the provisions of sub-article 2 of this Article, the deputy directors may be reappointed for a second term.
12. Power and Function of the Deputy Directors

1. The deputy director specifically delegated shall, in addition to functions provided under sub-article 2 or 3 of this Article, as the case may be, represent the Director in his absence;

2. The survey deputy director shall carry out functions relating to survey of immovable property;

3. The registration and information deputy director shall carry out functions relating to registration and information of immovable property;

4. Each deputy director shall carry out other functions designated by the Director or the Board with the view to achieve the goals and objectives of the Agency.

13. Appointment of Officials of the Office

1. The director of each office shall be appointed by the Mayor up on the recommendation of the City Manager.

2. Each deputy director of sub-city Office shall be appointed by the City Manager up on recommendation of Director of the Agency.

14. Suspension from Responsibility

1. The City Manager may suspend from responsibility the director or deputy director of the Agency or an Office where he is found committing improper act.

2. The director or deputy director suspended from his responsibility according to sub-article (1) of this Article may present his grievance to the City Government within five working days from the date of such suspension.

3. The City Government shall designate a committee to examine facts of the allegation up on the director or deputy director suspended.

4. Having examined the facts and evidence, the committee shall submit its findings to the City Government along with its recommendation.
Part Three
Miscellaneous Provisions

15. Source of Budget
The source of budget for the Agency shall be from:-
1. the service fee it collects,
2. the budget allocated to it by the City Government, and
3. any other legal source.

16. Books of Account
1. The Agency shall keep accurate and complete books of account;
2. The Director shall keep the yearly account, asset and liability, income and expenditure along with its statement;
3. The City Manager may appoint external auditors to examine yearly accounts of the Agency.

17. Power to Issue Regulation
The Addis Ababa City Government Cabinet may issue regulation to implement this proclamation.

18. Inapplicable Laws
Any proclamation, regulation, and practice inconsistent with this proclamation shall not be applicable with regard to matters stated in this proclamation.

19. Effective Date
This proclamation shall enter into force as of 7th day of June/2010.

Done at Addis Ababa this 7th day of June 2010
Kuma Demeksa
Mayor of Addis Ababa City