



KAYUWAWA PROPERTIES LTD.

DOCUMENTATION STANDARDS PROTOCOL (DSP-2025)

Effective Date: April 15, 2025
Version: 1.0
Prepared by: Compliance & Digital Records Division
Applies to: All Agents, Admins, Legal and Field Operatives

1. PURPOSE

This protocol establishes standardized guidelines for capturing, labeling, uploading, and storing documents and photographic evidence submitted to Kayuwawa during due diligence, dispute resolution, customer onboarding, and field operations. The aim is to ensure consistency, clarity, legal integrity, and retrievability.

2. DOCUMENT TYPES COVERED

Type	Examples
Property Documents	Land titles, sale agreements, lease agreements
Government Issued Documents	LC letters, court orders, caveat notices
Identity Documents	National IDs, Passport biodata pages
Interview Transcripts	Handwritten or typed notes, summaries of interviews
Field Photos	Land photos, boundaries, structures, access roads
Agent Reports	Due Diligence Forms, Verification Protocols, field memos
Payment Proof	Mobile money receipts, invoices



3. ACCEPTED FORMATS

File Type	Recommended Use
.PDF	Contracts, agreements, official letters, court documents
.JPG, .PNG	Photographs, ID cards, scanned images
.DOCX, .TXT	Agent summaries, report drafts, interview scripts
.MP4, .MOV	(if applicable) video walkthroughs of properties

- **Avoid:** screenshots unless instructed.
- All uploads must be clear, readable, and complete. No cropped or torn edges.
- Scans must be flat (no curved paper), and in daylight or well-lit conditions.

4. FILE NAMING CONVENTIONS

All files must be named using the following format:

[AssignmentID]/[DocumentType]/[AgentID or IntervieweeName]_[Date].ext

Examples:

- KYW234_Title_00123_20250415.pdf
- KYW234_Photo_BoundaryNorth_20250415.jpg
- KYW234_LC1Letter_ChairmanMugisha_20250415.pdf

Avoid: ambiguous names like “newscan.pdf” or “IMG_342.jpg”.

5. PHOTOGRAPHY STANDARDS

Category	Guideline
Minimum Photos	At least 6: entrance, all corners, access road, any nearby structure
GPS Metadata	Must be enabled – activate GPS on your phone camera settings
Time of Day	Daylight only – no night or low-light photos

Orientation	Landscape preferred; portrait only when photographing documents or people
Clarity	No blurry, dark, overly zoomed, or obstructed images
Perspective	Avoid selfies or photos that show the agent. Maintain subject-focus only.
People in Photos	Only if they consent; label image appropriately (e.g., Neighbor1_Consent.jpg)

6. UPLOAD GUIDELINES

- All files must be uploaded to the Agent Portal or Admin Dashboard depending on role.
 - Use the correct upload form matching the assignment type (e.g., “Registered Land Search,” “Unregistered Land Visit”).
 - If mobile signal is poor, save locally and upload as soon as service is restored.
 - Upload all documents within the 48-hour submission window.
 - Large files must be compressed without losing clarity before uploading.
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7. DATA SECURITY & PRIVACY

- Do not save client documents on shared devices or public computers.
 - Immediately delete files from your device after successful upload and confirmation.
 - Do not share documents externally unless instructed via Kayuwawa's legal office.
 - All digital files are subject to audit by the Compliance Division.
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8. NON-COMPLIANCE & REJECTION CRITERIA

Violation	Consequence
Unclear or unreadable scans/photos	Rejection and request for re-submission
Missing or mislabeled files	Delay in report processing
Uploads without metadata	Manual verification triggered
Repeated violations	Account flagging, quality review, or deactivation

9. SUPPORT

For questions on documentation standards or upload failures:

Email: bamboobantu@gmail.com

Help Line: +256 705 915 321

Agent Portal Chatbot: Available under "Support"

10. AGENT DECLARATION

All verified agents are required to confirm their understanding and compliance with this protocol during onboarding and every annual renewal cycle.

Approved by:

Managing Director, Kayuwawa Properties Ltd.

Revision Cycle: Annual or as required

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