



KAYUWAWA PROPERTIES LTD.

INFORMATION COLLECTION PROTOCOL (ICP-2025)

Issued by: Compliance & Field Operations Division

Effective Date: April 15, 2025

Version: 1.0

Applies to: All Verified Due Diligence Agents under Kayuwawa Properties Ltd.

1. OBJECTIVE

This protocol outlines the standardized process for collecting critical property information during due diligence. It ensures the data gathered is reliable, legally relevant, and verifiable by both community and institutional standards.

2. PRE-COLLECTION PREPARATIONS

Before traveling to a site, each agent must:

1. Log into the Kayuwawa Agent Portal and confirm the assignment.
 2. Review the client's brief: land type (Registered/Unregistered), location, and contact person.
 3. Ensure:
 - Phone is fully charged with GPS and camera enabled.
 - You have your Kayuwawa ID badge.
 - Required forms (digital or printed) are ready.
 - Any documents from the landowner (if provided) are reviewed.
 - 4.
-

3. INFORMATION TO COLLECT

Category

Details to Capture

Property Details	Plot No (if applicable), size, terrain, district, parish, village, GPS coordinates
Ownership Status	Claimed owner's full name, contact, method of acquisition (inheritance/purchase/gift)
Occupancy & Use	Current use (vacant, farming, commercial), current occupants
Boundaries & Disputes	Physical boundaries, boundary markers, neighbor boundaries, any encroachments
Witness Statements	From neighbors, LC1 Chairperson, and spouse (where applicable)
Documentation	Sale agreements, title (if any), LC letter, previous claims or caveats
Photos	Land entrance, boundary markers, corners, road access, neighboring land, structures

4. COMMUNITY INTERVIEWS

REQUIRED INTERVIEWEES:

- At least four (4) neighbors
- One (1) LC1 leader or executive
- Spouse of owner (where possible or relevant)

STANDARD QUESTIONS:

- What is your name and how long have you lived near this land?

- Who do you believe owns this land?
- Have there been any disputes about this land?
- Do you know if this land was inherited, bought, or otherwise transferred?
- Are you aware of any co-owners or spouses involved?

Record their full name, contact, and relation to the land.

Take a clear, geotagged photo with their verbal consent.

Always conduct interviews respectfully and truthfully.

5. PHOTO DOCUMENTATION GUIDELINES

Requirement	Standard
Quantity	At least 6 photos
Type	Clear images of corners, access roads, structures, surroundings
Quality	Taken during daytime, no filters, not blurry
GPS Metadata	Enable “location tagging” on your camera before shooting
Supporting Documents	Upload in PDF or image format

6. TIMELINES & DEADLINES

- Initiate the assignment within **6 hours** of confirmation.
 - Complete the site visit and submit the full report within **48 hours**.
 - Extensions must be requested through the platform with justification.
-

7. COMMON RED FLAGS TO REPORT

- Disputes between neighbors or known boundary conflict.
- Multiple people claiming ownership.
- Illegal use (e.g., land grabbing, wetlands, forest reserves).
- Structures built over boundaries or access paths.

Clearly label these as “ **Red Flag**” items in your submission.

8. ETHICS, INTEGRITY & LEGALITY

- All data submitted must be true, first-hand, and unbiased.
 - Any form of falsification, omission, or bribery will result in immediate deactivation.
 - Collected information remains confidential and used solely for due diligence reporting.
 - Kayuwawa Properties Ltd. reserves the right to use agent reports in legal claims or disputes if necessary.
-

9. ESCALATION & SUPPORT

If you encounter issues during collection (e.g., owner unavailable, hostile neighbors), follow this process:

Scenario	Action
Unreachable LC1 or Spouse	Note in the report; include all available interviews
Land dispute encountered	Document both parties, note date, and take photo of claim/warning
Weather or poor access	Document situation; notify admin for potential extension

10. SUPPORT

Agent Support Line: +256 705 915 321

Email: bamboobantu@gmail.com

Agent Chatbot: Available in the Kayuwawa app

Document Control:

Prepared by: Compliance Unit – Kayuwawa Properties Ltd.

Authorized by: Managing Director

Revision Cycle: Annual or as required

Version: 1.0