



ATEBUBU STOOL LAND SECRETARIAT

BROCHURE

2

**KNOW
YOUR
LAND**



FROM ALLOCATION NOTE TO LEASE

The Lawful Process of Acquiring Stool Land

ASLS Land Literacy Series
Understanding Land. Protecting Futures

The Official Guide to Stool Land Administration in Atebubu
Prepared from the ASLS Manual

Under the Authority of
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FOREWORD

In Atebubu, stool land is not a commodity to be traded casually. It is a sacred trust held by the Owusu Asare Paramount Stool on behalf of our ancestors, our people, and generations yet unborn.

As custodians of this sacred trust, we carry a duty that is both customary and constitutional. Custom demands that we protect the land for the benefit of the community. The laws of Ghana, particularly the Land Act, 2020, require that stool lands be administered in a structured, transparent, and accountable manner. It is within this framework that the Atebubu Stool Land Secretariat was established.

The Atebubu Stool Land Secretariat is not merely an administrative office. It is a commitment. A commitment to order instead of confusion. A commitment to documentation instead of informality. A commitment to fairness instead of arbitrary dealings.

For too long, land transactions across the country have been plagued by disputes, double sales, undocumented transfers, and prolonged litigation. These problems destroy investments, divide families, and weaken traditional authority. We resolved that Atebubu must not follow that path.

This publication, *Know Your Land: The Official Guide to Stool Land Administration in Atebubu*, is therefore both an educational tool and a protective instrument. It has been prepared to guide citizens, farmers, developers, investors, financial institutions, and public authorities on the lawful and customary framework governing stool land in Atebubu.

Within these pages in **brochure two**, you will find:

- The proper process of acquiring stool land (Step-by-step flow)
- Allocation note explained
- Lease explained
- Land registration process
- Planning verification requirements
- Site inspection significance
- Drink money and official fees
- Common mistakes to avoid

This guide reflects our conviction that knowledge prevents conflict. When citizens understand ownership, authority, process, and obligation, disputes reduce and development thrives.

Let it be clearly understood that stool land is held in trust. It is not privately owned. It is not alienated without due process. Any document not issued in accordance with the lawful authority of the Paramount Stool has no validity. Unity of authority is the foundation of land security.

At the same time, our administration remains open to responsible investment and lawful development. We welcome partnerships that respect our customs, comply with our laws, protect our farmers, and contribute to the progress of Atebubu.

Our vision is simple but firm: a land administration system that honors tradition, complies with national law, protects livelihoods, attracts investment, and secures inheritance for future generations.

I encourage every citizen and stakeholder to read this guide carefully. Let it serve as your reference before any land transaction. Let it protect you from avoidable mistakes. Let it strengthen peace within our traditional area.

- Land is life.
- Land is identity.
- Land is inheritance.
- Land is sacred.
- It must be administered with wisdom.
- It must be protected with integrity.
- It must be preserved with foresight.
- May this guide serve as a beacon of lawful land governance for Atebubu and beyond.

HRM Ohempon Dr. Yeboah Asiamah

--Paramount Chief of Atebubu

--President, Atebubu Traditional Council

--Custodian of the Owusu Asare Paramount Stool

WHERE LAND ACQUISITION BEGINS

Anyone interested in acquiring stool land in Atebubu must begin the process at the **Atebubu Stool Land Secretariat (ASLS)**.

- Land acquisition should never start with private individuals, agents, or intermediaries.
- ASLS is the first and official point of contact for all stool land transactions.
- All legitimate stool land processes are initiated, verified, and supervised by ASLS.

Beginning the process outside ASLS exposes buyers to:

- Double sales
- Disputes
- Invalid documents
- Loss of money and land

Key Message

- Start at ASLS for authenticity and protection

WHAT IS AN ALLOCATION NOTE

An **Allocation Note** is a preliminary document issued by ASLS.

It only:

- Indicates that land has been identified for you.
- Provides the basic terms upon which a lease will be prepared.
- Confirms that you have expressed interest in a specific parcel of land.

However:

- It is only a preparatory document.
- It does not grant ownership.
- It does not provide legal security.
- It cannot be used as proof of land title.

An allocation note is simply the **first formal step** toward obtaining a lease.

Key Message

- An allocation note prepares you for subsequent land document processing.
- It does not protect your interest in land.

WHY AN ALLOCATION NOTE IS NOT ENOUGH

Many disputes arise because people stop at the allocation note stage.

You must always move on from an allocation to a lease.

Without a lease:

- Your interest is not legally secure.
- The land may not be registered in your name.
- You may face disputes in the future.
- Banks will not accept the land as collateral.

WHAT IS A LEASE

A **Lease** is the legally binding document that grants a person the right to use stool land for a defined purpose and period.

A valid lease:

- Is prepared under the supervision of ASLS.
- Is signed by the lessee and the Paramount Chief (**Ohempon**).
- Is registered at the Lands Commission.

Once registered, the lease becomes:

- Legally enforceable.
- Recognized by courts.
- Acceptable for financial transactions.
- Transferable, subject to stool consent.

Key Message

- Without a lease, your interest in land is vulnerable.

THE BASIC LAND ACQUISITION FLOW

Every lawful stool land transaction follows a clear process.

Step-by-Step Process

- 1. Step One:** Inquiry at ASLS.
- 2. Step Two:** Application.
- 3. Step Three:** Planning checks.
- 4. Step Four:** Site inspection and valuation.
- 5. Step Five:** Issuance of allocation note.
- 6. Step Six:** Preparation and signing of lease.
- 7. Step Seven:** Registration at Lands Commission.

Each step protects you from future disputes.

Visual Flow

ASLS Inquiry → Application → Planning Check → Site Inspection → Allocation Note → Lease Signing → Registration → **Secured Land Interest**

PLANNING, VERIFICATION AND SITE INSPECTION

Not every bare land is available or approved for transfer.

Why Planning Checks Are Important

- Some lands are reserved for roads, schools, or public use.
- Some lands are under dispute.
- Some lands have already been allocated.

ASLS Conducts:

- Physical site inspections.
- Planning scheme checks.
- Layout confirmations.
- Boundary verifications.

This ensures:

- Correct land use.
- Proper boundaries.
- Valid transactions.
- Long-term security.

Key Principle

- Papers unverified by ASLS can lie.
- Verified records cannot.

All field works including physical site inspection, boundary confirmation, and layout verification, must be done only by ASLS-approved surveyors.

Always verify the physical land and planning status before any transaction or construction.

DRINK MONEY AND OFFICIAL FEES

Land transactions involve both:

1. Customary Payments (also called Drink Money)

- A traditional token acknowledging the authority of the Stool over the land
- Symbolic of respect and acceptance

2. Administrative Fees

- For documentation
- For planning checks
- For lease preparation
- For registration processes

All payments must be:

- Properly assessed
- Made at ASLS
- Officially receipted

Never pay money to individuals without official receipts.

IMPORTANT NOTICE

- ASLS does not sell land through middlemen.
- No individual can sell stool land without consultation with ASLS
- Always verify land directly at ASLS before making any payment.
- Remember, it's only licensed and ASLS-approved surveyors who can do site inspection and verification.

If in doubt, visit ASLS first.

COMMON MISTAKES TO AVOID

- Paying money to persons claiming land ownership before checking with ASLS
- Buying land from individuals without checking land status from ASLS
- Holding only an allocation note as proof of land transaction
- Building without a lease
- Skipping registration

These mistakes often lead to:

- Disputes
- Demolitions
- Loss of money
- Court cases

KEY MESSAGE

- An allocation note prepares you.
- A lease protects you.
- Registration secures you.

Always proceed from allocation note to lease for full legal protection.

CONTACT INFORMATION

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