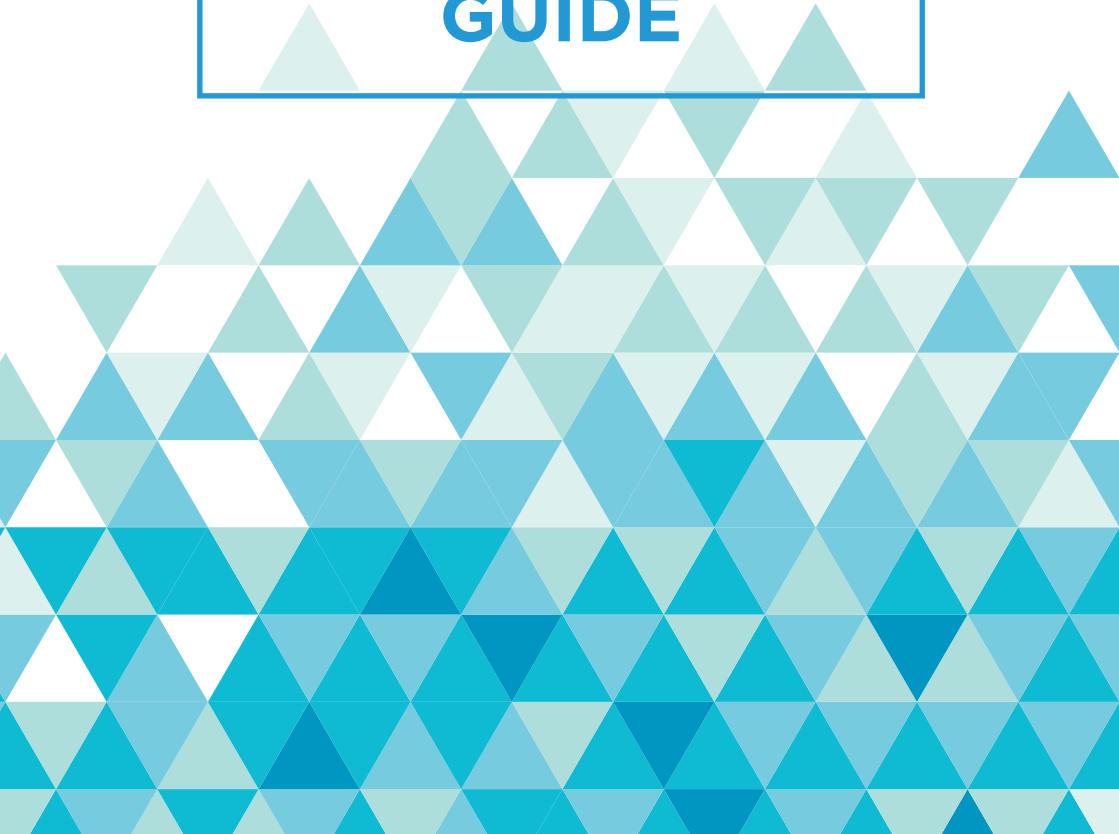




UGANDA REGISTRATION  
SERVICES BUREAU

**INFORMATION  
GUIDE**





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# About

Uganda Registration Services Bureau (URSB) is the institution mandated under cap 210 Laws of Uganda to deliver a number of registration services that aim at facilitating and enabling the private sector growth in order to create a better investment climate.

## Mandate

URSB is responsible for the following functions:

1. Business Registration - registration of companies, business names, partnerships, documents, debentures and chattels securities
2. Intellectual Property Registration - registration of Patents, Utility models, Industrial designs, Trademarks, Copyright and Neighboring Rights.
3. Civil Registration - registration of all marriages, licensing churches to celebrate marriages, solemnizing civil marriages and issuance of letters of single status.
4. Handling of insolvency matters - which includes bankruptcy, winding up of companies and corporate rescue mechanisms.

Located on plot 5, George Street at Georgian House Kampala , URSB has devolved services countrywide to bring services nearer to the people

In Kampala, there are branches;

- Posta Uganda Main Office, Kampala Rd . Booth 2 &3,
- UIA Office, Twed Tower (2nd Floor) Lumumba Avenue and at
- Sekaziga House, Level 1 Nakivubo Mews Opposite Park Yard Market

There are also regional offices located in;

**Mbale** on Plot 3, Park Crescent ,

**Mbarara** on Plot 1, Kamukuzi Hill ,

**Gulu** on Plot 6B Princess Road,

**Arua** on Plot 42/44 Packwach road

**Masaka** on Plot 28, Edward Avenue,  
Mayor's Chambers



## Vision

Centre of excellence  
for reliable registration  
services

# Business Registration

The Directorate of Business Registration (DBR) is charged with a number of activities including Name Search & Reservations, New Company incorporation, Business names registration, Registration of legal instruments and other documents, Company related documents and Collateral securities such as chattels, mortgages & debentures, Certifications, and Searches.

URSB registers the following types of companies: Single member company, public company, private company limited by shares, company limited by guarantee and Foreign company.

## Benefits of Registering a Company

When a company is registered, it is said to be 'incorporated' and a certificate of incorporation is issued. Upon incorporation, the company becomes a body corporate separate from its owners. In other words, the business entity will be recognized under the law as legal and eligible to transact in its own name. This means that the company can, among other things:

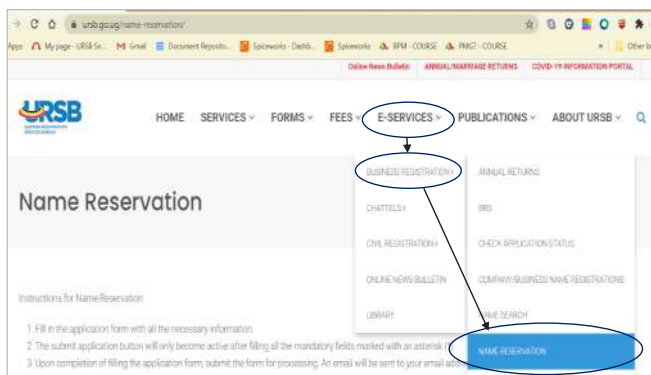
- Own and transfer property;
- Borrow money and provide security in form of a charge on its assets; and
- Access to credit in case of expansion from financial institutions.

## Steps for Registration of a Company

### Steps To Reserve A Company Name

Go to <https://ursb.go.ug/>

1. Click on E-Services >> Business Registration >> "Name Reservation" Tab



2. Fill in the fields provided. The fields with the **Asterisk \*** are mandatory.
3. Click the drop-down arrow and select the URSB Branch closest to you.

**APPLICATION FORM FOR RESERVATION OF NAME**

Application Form

From(Names)  Email\*

Telephone Number\*  Date of Application

URSB Branch Near You\*

select the type of entity and indicate if it is a change of name.)

Change of Name?\*

ARUA  
GULU  
HEAD OFFICE  
MPALE  
MGARARA  
NAKIVUBO  
POST OFFICE  
UGANDA INVESTMENT AUTHORITY

4. Under "Name of Entity", click drop-down and select either **Business Name OR Company**.
5. Under "Sub Type" select from drop-down.

Being promoters of an Entity (please select the type of entity and indicate if it is a change of name.)

Nature of Entity\*

Sub Type

BUSINESS-NAME  
COMPANY

6. Under "Type of Entity", click drop-down arrow and select company type from drop down

Being promoters of an Entity (please select the type of entity and indicate if it is a change of name.)

Nature of Entity\*

Sub Type

Type of Entity\*

JOINT VENTURE  
PARTNERSHIP  
SOLE PROPRIETOR

Renew Expired Name Reservation?\*

7. Under the “Change of Name?”, click drop-down select either “No” if it’s a new reservation or “Yes” if changing name

Being promoters of an Entity (please select the type of entity and indicate if it is a change of name.)

Nature of Entity \* BUSINESS NAME

Sub Type Agriculture

Type of Entity \* SOLE PROPRIETOR

Change of Name? \* NO YES

Renew Expired Name Reservation? \*

Apply for the reservation of a name (Indicate in order of priority choice)

8. Under “Renew Expired Name Reservation”, click drop down and select either “No” if not applying for expired name or “Yes”, if applying for renewal of expired name

Being promoters of an Entity (please select the type of entity and indicate if it is a change of name.)

Nature of Entity \* BUSINESS NAME

Sub Type Agriculture

Type of Entity \* SOLE PROPRIETOR

Change of Name? \*

Renew Expired Name Reservation? \* NO YES

Apply for the reservation of a name (Indicate in order of priority choice)

9. Capture in order of priority the choice on names and click the “Submit Application” to submit the request.

Apply for the reservation of a name (Indicate in order of priority choice)

1st Choice \* aaaaaaaaaa

2nd Choice bbbbbbbbbb

3rd Choice cccccccccc

Submit Application

You will receive an Email notification with your reservation.

## Steps To Register A Company

Go to <https://ursb.go.ug/>

1. Click on E-Services >> Business Registration >> "Company/Business Name Registrations" Tab



2. Fill in all fields with the **Asterisk \***. (It is **MANDATORY**)
3. Under Type of Registration select Company Registration.
4. Under Nearest URSB Branch, click drop-down and select Office closest to you

The screenshot shows the 'Applicants Details' form. The 'Type of Registration' dropdown is set to 'COMPANY REGISTRATION' and is circled in blue with an arrow pointing to it. The 'Nearest URSB Branch' dropdown is also circled in blue with an arrow pointing to it. Other fields include Applicant Name, Email, Telephone, and Date of Application (07/22/2020). The 'Payment Reference Number (PRN)' field is at the bottom.

5. Enter the PRN number in the Payment Reference Number text box.
6. Click "Attach payment receipts" and upload scanned receipts.



**Payment Details**

Payment Reference Number(PRN) \*

Attach Payment Receipts

Attach Attach Payment Receipts...

7. Click "Attach IDs of Directors or Partners" and upload the scanned IDs

**IDs of Directors or Partners**

IDs of Directors or Partners \*

Attach IDs of Directors or Partners...

Send me

8. Attach the name Reservation Notice

**Name Reservation Notice**

Name Reservation Notice

Attach Name Reservation Notice...

9. Click the highlighted tabs to upload each of the identified documents.

**Company Registration Attachments**

**Memorandum and Articles of Association**

Memorandum & Articles Of Association

Attach Memorandum & Articles Of Association...

**Form S18 – Application for Registration of Company**

FORM S18 – Application for Registration Of Company

Attach FORM S18 – Application for Registration Of Company...

**Statement Of Nominal Capital**

FORM A1 – Statement of Nominal Capital

Attach FORM A1 – Statement of Nominal Capital...

**Form 20 – Notice of appointment of Directors and Secretary**

FORM20 – Notice of appointment of Directors

Attach FORM20 – Notice of appointment of Directors...

**Form 18 – Notice of Situation of the Registered office**

Form 18 – Notice of Situation of the Registered office

Attach Form 18 – Notice of Situation of the Registered office...

**Resolution**

Resolution

Attach Resolution...

**P.S: Note that Form 18, 20 and Resolution are not mandatory. ONLY Form A1 for Company Limited by shares.**

12. Click "Submit Application" to complete the submission process.



## Steps To Register A Foreign Company

<b>STEP 1</b>	Submit all requisite forms (certified copy of charter, statutes or memorandum and articles of the company or constitution; Fill form 24 (list of directors and secretary) Form 13(statement of charges) Form 25 (names and postal address of person(s) resident in Uganda authorised to accept service of behalf of the company) and Form 26 ( the full address of the registered or principal office of the company)
<b>STEP 2</b>	Payment of fees
<b>STEP 3</b>	Issuance of registration certificate in 3 workings hours

## Benefits of Registering a Business Name

Registering a business name helps the proprietor to carry on business under the registered name thereby distinguishing the owner's business from that of other s.

## Steps to Register a Business Name

Go to <https://ursb.go.ug/>

1. Click on E-Services >> Business Registration >> "Company/Business Name Registrations" Tab



2. Fill in all fields with the **Asterisk \***. It is mandatory.
3. Under "Type of Registration", Select Business Name Registration.
4. Under Nearest URSB Branch, click drop-down and select Office closest to you

**Registrations**

**Applicants Details**

Applicant Name \*  
ABC

Email \*  
ABC@gmail.com

Telephone \*  
0772111111

Date of Application \*  
07-01-2014

Type of Registration \*  
BUSINESS NAME REGISTRATION  
BUSINESS NAME REGISTRATION  
COMPANY REGISTRATION

Nearest URSB Branch \*  
[Dropdown menu]

5. Enter the PRN number in the Payment Reference Number text box.
6. Click "Attach payment receipts" and upload scanned receipts.

**Payment Details**

Payment Reference Number (PRN) \*

Attach Payment Receipts  
Attach Attach Payment Receipts...

7. Click "Attach IDs of Directors or Partners" and upload the scanned IDs

**IDs of Directors or Partners**

IDs of Directors or Partners \*

Attach IDs of Directors or Partners...

Send message

8. Click "Attach Name Reservation Notice" button and upload the Name reservation notice received after name reservation.

**Name Reservation Notice**

Name Reservation Notice \*

Attach Name Reservation Notice...

Send message

9. Click "Attach Application for Business Name Registration" and upload scanned copy of a fully filled Business Name registration form.

10. Click "Submit Application" to complete the submission process.

## Steps to Change from Business Name to a Company

<b>STEP 1</b>	Submit the following documents (original certificate of registration, Form of particulars for the business name, Signed notice of cessation of business names and Signed memorandum and articles and company application forms and proof of payment.
<b>STEP 2</b>	Certificate of change of business name

## OTHER SERVICES

- 1) Certification of Documents: To have a document previously registered at URSB certified one is required to submit copies of the document to be certified with evidence of payment. Documents are certified within 30minutes.
- 2) Information on business licences: An e-licenses portal that houses information on licenses required to do different business in Uganda and can be accessed through <https://www.businesslicences.go.ug>
- 3) Online Name searches: An online search for availability of business name can be processed through the URSB website on [www.ursb.go.ug](http://www.ursb.go.ug).

## TO NOTE:

- a) Assessment for fees payable is carried out using the URA web portal and you can also carry out self-assessment on [www.ura.go.ug](http://www.ura.go.ug)
- b) Registration of a company requires a passport photograph (mugshot) of subscribers.
- c) All documents must be signed by all subscribers.
- d) Please note you can register a Single Member limited liability company.

# Company Registration in Uganda

## WHAT IS A COMPANYY

A company is an artificial person created by law having a separate entity with perpetual succession. This means that a Company is separate from its promoters or subscribers.

In Uganda, Companies are registered and regulated by Uganda Registration Services Bureau (URSB). The relevant laws include but are not limited to the Companies Act No. 1 of 2012. According to sec.4 thereof, one or more persons may for a lawful purpose form a Company. The applicant will need an application form under sec. 18, and may support it with a Copy of memorandum and articles of association if any. Once the registrar has received and verified the application along with the required fees (Finance Act 2013 and the Stamp Duty as amended), a certificate of incorporation/ registration shall be issued as conclusive evidence of compliance with the necessary requirements (sec. 22).

## WHAT ELSE ARE YOU REQUIRED TO FILE AFTER INCORPORATION/REGISTRATION

Upon its birth, a company becomes a body corporate distinct from its subscribers/members and is required to comply to a number of statutory obligations. Failure to comply may attract penalties both civil and criminal in nature as well as potential striking off from the business register. These obligations include but are not limited to:

### 1. Management/Board

Sec. 185 requires every company to have a director (s). In case of a single member company, in addition to the sole owner being a director, such owner shall appoint a nominee and an alternate nominee director to manage the affairs of the SMC upon the demise of the owner.

However, sec. 188 prohibits acts done by sole person both as director and secretary.

The Board is critical in keeping the company as a going concern through among others, adopting corporate governance principles and ensuring compliance with other statutory obligations.

### 2. Address

All companies doing business or registered in Uganda are required to have a registered office and a registered postal address. From the day of

commencement of business or 14 days after incorporation, whichever is earlier, a company shall have an address to which all communications and notices may be addressed (Secs 115 & 116).

An address is an essential marketing tool for your business and exonerates one from brief case company syndrome, while at the same time creating a distinction between your professional and private life. For purposes of the postal address, it may be physical, virtual or even care of (C/O) in cases where an authorizing document is attached.

Failure to have such an address shall render the company and every officer in default to a fine of twenty-five currency points (Sec. 115(5)). The registrar of Companies may also elect to deregister the company in default (Sec. 115(4)).

In Uganda, Postal addresses are issued by Posta Uganda. You may also choose to visit Posta at [www.eposta.ug](http://www.eposta.ug) for self service.

### **3. Return of allotment**

Whenever a Company limited by shares or by guarantee and having share capital, makes any allotment of its shares to the shareholders, it shall within sixty days thereafter deliver to the registrar of companies for registration such return of allotment (sec. 61).

Failure to file such a return attracts liability against the officers of the company to the tune of twenty-five currency points and an additional five currency points for every day during which the default continues (Sec. 61(3)).

### **4. Register of members**

A company is required to keep, at its registered office, a register of its members (119) and shall notify the registrar of companies of the place where the register is kept and any changes thereto (119(3)). Failure to keep such a register attracts a daily default fine of twenty-five currency points against officer responsible for such a default (119(6)).

### **5. Annual Returns**

All Companies whether limited by shares or Guarantee are required to submit annual returns to the registrar of companies within forty-two days after the Annual General Meeting of the company in issue (Secs. 132,133, 134).

Failure to file Annual Returns attracts a penalty of twenty-five currency points against company and every officer responsible for the default (132

(4) & 133(3)). Further, if for 5 consecutive years no Annual Returns have been filed by the Company, the registrar of companies may be prompted to strike off the company in issue off the register (134(5) & (6)).

## 6. Company Resolutions

Company decisions are derived through board meetings and shareholders meetings. These decisions are communicated through board resolutions (Sec.150). Resolutions generally fall into two categories, i.e;

- a. Those passed by the board. These relate to daily operations and may not be registered.
- b. Those passed by members/shareholders. These relate to special resolutions and other resolutions agreed upon by and affecting the members.

***N.B:*** *The wording or content of a resolution can determine whether it's a board resolution or members' resolution. This is because the two have clear cut boundaries on matters of jurisdiction. Applicants are therefore advised to ensure the resolutions are signed by the rightful set of people.*

*Further a single member may not sign both as secretary and Director at the same time or on the same application.*

Finally, you may access our online services via;

- a. General website - <http://ursb.go.ug/>
- b. Annual Returns - <http://onlinefiling.ursb.go.ug/brs/pro/um/login>
- c. Business Names registration - <http://ursb.go.ug/business-name-registration/>
- d. Company registration - <https://ursb.go.ug/registrations/>
- e. Name reservation - <https://ursb.go.ug/name-reservation/>
- f. Resolution filing (None contentious) - <https://ursb.go.ug/submit-resolution/>
- g. Application tracker - <http://brs.ursb.go.ug/brs/pro/apr/checkstatus#checkstatus>
- h. Search - [search@ursb.go.ug](mailto:search@ursb.go.ug)

### **N.B:**

1. *Monetary fines are charged in currency points. Each currency point is equivalent to 20,000/ (First Schedule to the Companies Act 2012).*
2. *Payment of statutory fees/registration/ stamp duty and other fees may be done by mobile money and other electronic means.*

# Filing Annual Returns

1. Are you a company Director/Secretary/Auditor/Accountant or have powers of Attorney/resolution to act on behalf of the company to file their annual returns?
2. Please have your identification (National ID or Passport) and document of representation in soft copy on one of your folders (desktop, downloads, documents etc.), for upload and also the system generated number that starts with 800.....(14digits), but in case one does not have it, at the mark out of company representation, a note pops up with a blue bolded word "CLICK" that will lead you to name search from database for the number, then click on Load from BRS
3. If so, Visit the website at [www.ursb.go.ug](http://www.ursb.go.ug) and select **Annual/marriage returns** or click onto E-services and select **online filing**.
4. Click on "create new account" and fill in your personal information such;- as your name, email address and phone contact.
5. If you would like to represent a company, mark it off and have the number copied from name search platform if you don't have the registration number and click on Load from BRS, select document, upload soft copy of your National ID or Passport and resolution or power of attorney for appointment of representation or document that can substitute and submit for approval of account from URSB.
6. You will receive an email response containing your user name and link to activate your account, please ensure to click on that link to the login page where you will enter the user name received and the password well known to you that you submitted at the fill up of the application form for an account.
7. Once logged in, next your profile, click on select representation, click on the your company name, and all the other displays will disappear only one field box with 'New application for annual return filing' will appear for you to click on and there it will take you to the first page of the annual return to fill in " confirm activity/address of company", please check and confirm your annual return period, incase as per the subtitles e.g " confirm activity/address of company' the information is not displayed, find an instruction in form of a field title: editing mode under which, there is confirm data , if all information is in, change data:



if you have new updates ,that is to say for example if as you file returns, you have a new office address for your business so a form 18 shall be required, but if all information was provided to URSB and you don't see it display, mark on correction and it will allow you edit by inputting information as required.

8. Please every time you finish with a page, save and proceed to the next page till you get to payment page CLICK on assess payment (mark of yes/no under 'is it paid for'? tax payer identifier, mark it off, get PRN slip, agree and go on to pay by mobile money, bank, cheque, any of your payment mode choices as enlisted by URA. However, if paid you prior, then you will enter PRN and check status at URA and then submit for processing at URSB. but if not yet paid, and assessment is done pay up once you have received PRN and it will automatically throw itself to URSB without you have to click on any button .
9. The system will generate an assessment of fees payable which can be paid using different modes such as the bank of your choice, mobile money, etc. (Please note that you can only pay for one year at a time)
10. You can also make payments upon generation of an Assessment off the URA portal and pay for each year.(Please note that you can only pay for one year at a time)
11. Once the payment is made you will receive a notification via your email on the status of your application being processed at URSB.
12. Where at URSB, we shall confirm your information, and either, approve, query or reject, and a notice will still be received by you of what action has been done to your application.
13. Upon completion of entering the information you must confirm and submit your application
14. Please note that for Companies Limited by Guarantee and non Common Wealth countries you will upload an original copy of your audited books accounts
15. On the backend, URSB side, we shall review your application and confirm final decision by the Registrar and send you a copy of your Annual return to the applicant's email which you will be able to print then ensure that the Director and Secretary sign for filing or before submission to any other licensing authority.
16. In the event that you need a certified copy, you will submit the same

for certification upon payment of the requisite fee.

**PLEASE NOTE**

1. *That the interface is for both civil registration marriage returns and business registration annual returns since it is the same body URSB. So kindly endeavor to always mark off which returns that you are filing.*
2. *In case you have other entities to add on to your Profile/account, click on your profile then you will be able add other entities you representation and attach the Powers of Attorney/Document*

# Resolution Filing Guidelines

1. Generate payment assessment through the URA portal and make payments using any method of your choice i.e. through the bank, mobile money, pay way,visa etc.
2. Scan the resolution to be registered and copies of ID's for Directors or Secretary of the Company. Resolutions must be scanned in either TIFF or JPEG image format but preferably TIFF.DPI of 300 and image size of 1MB.**Document should be scanned in colour**
3. Visit the URSB website by typing <https://ursb.go.ug> in your preferred web browser.
4. Under the menu E-Services, click **submit Resolution** and a form will be displayed for a director or secretary of the company to fill in. Please note that this service is only accessible to a Director of Secretary of a company
5. The categories of resolutions that can be filed in this system include the following: Resolution to open up an bank account, Resolution to appoint an attorney, Resolution to appoint a technical director such as a pharmacist and a Resolution to change company address
6. Fill in the details of the Director/Secretary submitting the resolution for registration such as names, valid email address, phone number, and 14 -digit business registration number. If you are not sure of your 14-digit business number, please visit <https://brs.ursb.go.ug/brs/pro/brnr/searchname> and search for it by typing your company name under Business/Entity name and click search. Please note, the email address provided must be valid, it will be used for sending your any communication in regards to the resolution.
7. Attach IDs of all directors and secretary in the section of ID of Director and Secretary
8. Attach two copies of the scanned resolution
9. Fill in the Payment Reference Number (PRN) details and amount paid
10. Submit the Resolution for registration by clicking the submit button.
11. An email acknowledging receipt of the resolution will be sent to your email together with a ticket number, which you can use for follow up.
12. If you don't receive any email from [edms@ursb.go.ug](mailto:edms@ursb.go.ug), please check your spam folder and whitelist it or mark it as not spam.

# Intellectual Property

Intellectual Property is a product of the mind and human intellect. Intellectual property rights grant the owner of an intellectual creation exclusive rights to exploit and benefit from his/her creation.

Intellectual property is all around us, every product or service that we use in our daily lives is a product of someone else's creativity.

Creativity and innovation fuels progress of mankind. Legal protection of these new creations encourages the expenditure of additional resources, which leads to further innovation.

## **Intellectual Property is divided into two categories;**

- 1 Copyright and Neighboring rights which includes literary and artistic works such as novels, poems and plays, movies, musical works, photographs, architectural designs, Computer programs and electronic data bases .
- 2 Industrial Property which includes inventions (Patents), Trademarks, Industrial Designs and Geographic Indications.

## **Categories of Intellectual Property**

### **COPY RIGHT AND REGISTRATION PROCEDURES**

The Copyright law grants authors, artists and other creators protection for their literary and artistic creations, generally referred to as "works".

#### **The kind of works covered by copyright include;**

- Literary and artistic works such as novels, poems, plays, reference works, newspapers, films, musical compositions, paintings, drawings, photographs , advertisements, maps and technical drawings, Sculptures and architecture, Computer programs and databases

There is no requirement that the literary and artistic work should be good or have artistic merits . It should however, be original .

A copyright holder can prohibit ;

- (a) Reproduction in all forms including printing and sound recording;
- (b) Its public performance and communication to the public;
- (c) Its broadcasting;
- (d) Its Translation;
- (e) Its adaptation, such as a novel into a screenplay.

## Procedure For Registering A Copyright

<b>STEP 1</b>	An application for registration is made to the Registrar of Copyright and the application fees paid
<b>STEP 2</b>	The work applied for must be published in the Uganda Gazette.
<b>STEP 3</b>	If no objection is made to the registration of the said right within 60 days, a certificate of registration will be issued to the applicant

Send an Email to [ip@ursb.go.ug](mailto:ip@ursb.go.ug) prior to starting your application to be guided effectively.

## NEIGHBORING RIGHTS

Protects works of performing artists, producers, and those involved in broadcasting. Works derived from already existing works. Under the Copyright and Neighbouring rights Act, 2006, Copyright is protected for the life time of Copyright owner plus 50 years after their death.

## TRADE MARKS AND REGISTRATION PROCEDURES

A trademark is a distinctive sign that identifies certain goods or services produced or provided by an individual or a company. Trademark protection ensures that the owners of marks have the exclusive right to use them to identify goods or services, or to authorize others to use them in return for payment.

A Trademark may consist of any word, symbol, design, slogan, logo, sound, smell, colour, label, name, signature, letter, numeral or any combination of them and should be capable of being represented graphically. The Trade mark has to be distinctive and non-descriptive. Example of trademarks include Rwenzori Water, Apple, HPetc

Trademarks are protected through registration or use. Proper protection gives the Trademark owner the exclusive rights to prevent others from marketing the same or similar type of product or service under the same confusingly similar mark.

### **Trademarks should not consist of words or symbols that;**

- Are descriptive of the product
- Have direct reference to the character or quality of goods
- Are likely to deceive or confuse
- Are contrary to law and morality
- Resemble national regional or international flags, coat of arms and emblems

## Steps to register a TradeMark

<b>STEP 1</b>	Upon payment of a prescribed fee, request for a search to ascertain whether the trademark exists in the register
<b>STEP 2</b>	Applicant files the trademark application upon payment of application fees
<b>STEP 3</b>	The application is examined to determine if it is capable of distinguishing the goods or services among other considerations
<b>STEP 4</b>	Publication of Application: If the application is granted, it will be advertised in the Uganda Gazette for 60 days.
<b>STEP 5</b>	Certificate of Registration: If there is no opposition after the expiration of 60 days of the advertisement in the gazette, the Registrar shall upon payment of the prescribed fee by the applicant enter the trademark in the register and issue a certificate of Registration.

## INDUSTRIAL DESIGNS AND REGISTRATION PROCEDURES

An industrial design constitutes the ornamental aspects of an article. An industrial design may consist of three dimensional features such as the shape of an article, or two dimensional features such as patterns, lines or color. It protects the appearance of any range of products e.g from the shape of an aeroplane to a fashion item.

Industrial designs are applied to a wide variety of industrial products and handicrafts: from technical and medical instruments to watches, jewelry and other luxury items; from house wares and electrical appliances to vehicles and architectural structures; from textile designs to leisure goods.

Industrial designs are what make an article attractive and appealing; hence, they add to the commercial value of a product and increase its marketability.

### Steps to register for an Industrial design

<b>STEP 1</b>	Fill in the Industrial design application Form 28.
<b>STEP 2</b>	Attach drawings, photographs or other adequate graphic representations of the article embodying the industrial design.
<b>STEP 3</b>	Submit all documents including specimens (where applicable) with receipts of payment. The client waits for a rejection or gazette notice for 60 days. If no opposition is received, then a certificate is granted on payment of fees.

## GEOGRAPHICAL INDICATIONS (Gis)

A Geographical Indication means any indication which identifies goods as originating in a particular Country, region or locality where a given quality, reputation or other characteristics of the good(s) is essentially attributable to its geographical origin. GIs act as a certification that a certain product possesses certain qualities, and is made according to the traditional methods or enjoys a certain reputation due to its geographical origin.

Just like Trade Marks and Industrial Designs, Geographical indications help to;

- (a) Distinguish a product from similar products
- (b) Capture and build good will and reputation
- (c) Create customer loyalty and association of the brands and designs of the products
- (d) Ensure comprehensive and uniform use on all products offered on international markets
- (e) Increase marketability and commercial value of any product
- (f) Prevent unauthorised persons, damage and loss of goodwill of the products

## PATENTS AND APPLICATION PROCEDURES

A patent is an exclusive right granted for an invention which is either a product or process that provides a new way of doing something, or that offers a new technical solution to a problem. A patent gives an inventor the right to exclusively use their invention for a limited period of time, generally 20 years. An invention must be new, inventive and industrially applicable to be granted a patent. Patent protection means an invention cannot be commercially made, used, distributed or sold without the patent owner's consent. Examples of inventions include; walkie-talkies, light bulbs, memory sticks, chemical formula.

### Requirements For An Invention To Be Patented

- (a) Novel/new-** The invention should not be described in any publication anywhere in the world.
- (b) Inventive** - The new product or process should not be obvious to a skilled person.
- (c) Industrially applicable** - Should be susceptible of use in some way

**(d) Patentable subject matter** - Should be acceptable to be patented under the law; discoveries, theories, business methods are examples of things that are not patentable.

### Examination of a Patent Application

An application found to be in order is subjected to search and examination as to substance. The Patent Examiner or other competent authority examines the patent application to determine if the claimed invention fulfills all requirements for patentability.

#### Steps For Patent Application

<b>STEP 1</b>	Applicant submits request for examination of application, this should be within three years from the filing date.
<b>STEP 2</b>	Application is examined by a Patent Examiner or other competent authority.
<b>STEP 3</b>	Examiner or other competent authority compiles an examination report

#### Grant and publication of a patent

<b>STEP 1</b>	Applicant notified on grant/refusal of a patent
<b>STEP 2</b>	Upon notification of grant of patent, applicant shall pay grant fees
<b>STEP 3</b>	A granted patent shall as soon as practicable be published in the gazette.

### UTILITY MODEL

A Utility Model is an exclusive right granted to a right holder for a limited period of time. It is also referred to as a petty patent or innovation patent and allows the right holder to prevent others from commercially using the protected invention without the right owner's authorisation.

The requirements for granting a Utility Model are similar to those of a Patent applicant only that for the former, they are less stringent than for Patents and the inventive nature of the application is lower or non-existent altogether.



# Civil Registration

Celebration of civil marriages is governed by the Marriage Act, Cap 251.

The Registrar General is gazetted as the Registrar of Marriages for Kampala while the Chief Administrative Officers are gazetted as Registrars of Marriages for districts outside Kampala.

Civil marriages take place at the offices of these Registrars.

## TYPES OF MARRIAGES IN UGANDA

- 1 **Civil Marriages**- are monogamous and are celebrated in the office of the Registrar General for residents of Kampala and in the office of the Chief Administrative Officer (CAO) in other districts.
- 2 **Church marriages** - are monogamous and are celebrated in licensed churches according to the rites of the Christian faith.
- 3 **Customary marriages** - are potentially polygamous and are celebrated in accordance with the customs of the African Community.
- 4 **Islamic Marriages**-are celebrated according to the rites and observance of the Islamic faith.
- 5 **Hindu Marriages**- are celebrated in accordance with the rites and observances of the Hindu faith.

## Benefits of Registering a Marriage

1. A registered certificate of marriage is prima facie evidence of a marriage
2. It is a safeguard for spousal benefits like pension, insurance claims and inheritance matters
3. It is a safeguard against bigamy or polyandry in case of monogamous marriages
4. It is in compliance with the law

## Process of Contracting a Civil Marriage

<b>STEP 1</b>	Couple appears in person before the Registrar of Marriages for an interview and filling notice of marriage with; proof of citizenship, proof of residence for at least 15 days, passport size photos, registered marriage affidavits, single status letter (foreigners)
<b>STEP 2</b>	Assessments and payments in the bank of choice
<b>STEP 3</b>	Registrar of Marriages publishes notice for marriage for 21 days. If there isn't any objection, the couple is wed after 21 days in the presence of two witnesses and issued with a Marriage certificate instantly.

## **TO NOTE:**

Where parties are between 18 and 21 years, they should in addition to the above submit;

- 1 A birth certificate to prove parentage.
- 2 A consent letter from the father or mother or legal guardian.
- 3 A photocopy of identification of the consenting authority.

Marriages are celebrated from Monday to Friday, between 10 a.m and 4 pm.

## **Special Licenses**

Special licences may be issued for a waiver of the 21 days notice or for a marriage to be conducted outside a licensed place of marriage. The Special licences may, on application through URSB, be issued by the Minister of Justice and Constitutional Affairs subject to compliance with the legal provisions.

## **Converting A Customary Marriage Into A Civil Marriage**

For a customary marriage to be converted into a civil or monogamous marriage, the civil marriage must be to the same partner with whom the customary marriage was conducted (otherwise the subsequent civil or monogamous marriage is null and void) and the marriage must have been registered with the Sub County Chief or Town Clerk within six months. Non registration of the marriage within the prescribed period however does not nullify the marriage although Marriages registered after six month attract a penalty.

## **REGISTRATION OF ISLAMIC, CHURCH, CUSTOMARY AND HINDU MARRIAGES**

Customary Marriages are registered with the Sub-County Chief/Town Clerk who issues a customary marriage certificate . The records of all customary marriages are further filed with URSB on a monthly basis.

Every entry made in the Registrar's book has got to be filed with Registrar General of Marriages on a monthly basis.

All faith based marriages, customary marriages and civil marriages **MUST** be registered with the Registrar of Marriages

Send an Email to **marriages@ursb.go.ug** with your filled application form and proof of payment

## LICENSING CHURCHES TO CELEBRATE MARRIAGES

The Marriage Act provides that all churches that would wish to celebrate marriages must be licensed .

To obtain a license to celebrate marriages, there must be:

- (a) An application letter addressed to the Honourable Minister of Justice and Constitutional Affairs (MOJCA), through the Registrar General. The letter requests for a license to celebrate marriages.
- (b) A certified copy of the church's occupational permit.
- (c) Certified copy of the church's approved building plans
- (d) Certified copy of the church's land title or registered tenancy agreement
- (c) Evidence of payment of the prescribed License fees into the consolidated fund (by way of receipt from the bank)
- (d) List of marriage celebrants for the place of worship (religious leaders like Pastors, Reverends, Priests and any clergy recognized by that faith, they should attach their qualifications and valid identification.

## LETTER OF SINGLE STATUS

This letter is issued to Ugandans wishing to have their marriages solemnised outside Uganda. The letter confirms that the applicant is single and has capacity to enter into a marriage. The applicant presents the following documents in support of his or her application;

- (a) A recommendation letter from the LC 1 chairperson of the locality where the applicant resides.
- (b) A photocopy of the applicant's birth certificate to prove parentage.
- (c) Proof of nationality for example a passport or national identity card.
- (d) A registered statutory declaration from the applicant to prove that he/ she is single.
- (e) A registered statutory declaration from the parent to prove that their son/daughter is single.

# Official Receiver/ Liquidation

The Official Receiver's aim is to establish a fair insolvency system which strengthens the business sector by offering confidence to investors and the public to make viable decisions that support economic growth.

The Official Receiver focuses on rescuing insolvent companies and individuals by encouraging them to adopt business rescue mechanisms.

**Insolvency** is the inability to pay one's debts as and when they fall due. A debtor is presumed unable to pay his debts if:

He has failed to comply with a statutory demand;

The execution issued against him in respect of a judgment debt has been returned unsatisfied whole or in part; or

All or substantially all his property is in the possession or control of a receiver or some other person enforcing a charge over that property.

The laws applicable to insolvency in Uganda include: the Companies Act, 2012; the Insolvency Act, 2011; the Insolvency Regulations, 2013; and the Insolvency (fees) Regulations, 2013. Insolvency applies to both individuals and companies or corporations.

## **Activities of Official Receiver revolve around individual and corporate insolvency mainly dealing with:**

- (a) Administering and investigating the affairs of bankrupt and insolvent companies;
- (b) Investigating the directors, shareholders, contributories and all present and past officers of an insolvent company or of a company which is being wound up or liquidated, for the purpose of establishing any fraud of impropriety;
- (c) Investigating the promotion, formation, failure and conduct of business of an insolvent company;
- (d) Prosecuting any person for offences committed under the act or discovered to have a case to answer as a result of the investigations carried out;
- (e) Investigating the conduct of insolvency practitioners and to prosecute them for any offences committed under the Insolvency Act;
- (f) Act during the vacancy in the office of an insolvency practitioner; and
- (g) Taking all necessary steps and actions considered fit for the official receiver to fulfill provisions of the Insolvency Act.

## **CORPORATE INSOLVENCY**

This refers to a situation when a company cannot pay off its debts as and when they fall due.

At this stage the company may undergo Liquidation or Administration/ Receivership

### **1. Liquidation / Winding Up**

Liquidation is the process of selling all assets of a company.

Administration is an insolvency procedure designed to help a company survive and is an ideal solution as opposed to liquidation. During this process, the company is given breathing space within which to re-organize its affairs with an aim of turning around the business to profitability and achieving a better result to the creditors.

Before administration ensues, the company is first placed in provisional administration and an interim protective order is made. The provisional administrator appointed by the company is required to call for a creditors meeting to confirm his appointment, and also present his proposals towards the future of the company for consideration by the creditors. If the creditors by majority vote agree to the proposals, an execution deed is executed and the company effectively goes into administration.

If administration fails, the company goes into liquidation and final dissolution used interchangeably with winding up. Winding up is the process by which the life of

a company is brought to an end.

The decision to liquidate or wind up a company may be based on a number of factors. The company may have realized all the objectives for its incorporation or the shareholders may lose interest in the business the company was undertaking.

In other cases, the company may have financial difficulties making its operations almost impossible. In the first two instances, the company may be solvent while in the last instance, the company is insolvent. In such cases, the shareholders may decide to liquidate or wind up the company.

The person appointed for this purpose (the liquidator) will sell the assets of the company, pay off all its debts, distribute any balance to the shareholders and the life of the company will come to an end.

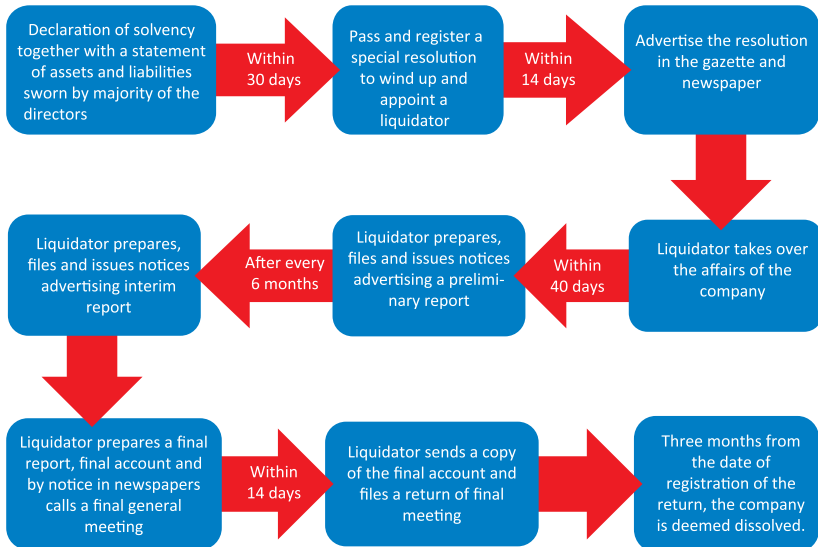
## Benefits Of Formally Winding Up A Business/Company

- (a) Legal obligations imposed on the company, e.g. the obligation to file annual returns and pay taxes and those obligations acquired in the course of business are extinguished.
- (b) The company enjoys a sufficient degree of protection against execution or other legal process.
- (c) Protects the interests of creditors.
- (d) The company may acquire a new lease of life through business rescue mechanisms such as administrative receivership or administration.

## MODES OF WINDING UP

- (a) Voluntary winding up which includes; members' voluntary winding up and creditors winding up.
- (b) Winding up subject to supervision of the Court.
- (c) Compulsory winding up/ winding up by Court.

### Summary of Procedure for members' voluntary winding up



## Winding Up Subject To Supervision Of Court

- (a) Where a company passes a resolution for voluntary liquidation the court may make an order that it shall continue subject to supervision of court.
- (b) Where an order to that effect is made the court may appoint another liquidator who shall have the same powers.
- (c) The liquidator may exercise his powers and obligations in the same manner as if company were liquidated voluntarily.

## Compulsory Winding Up/winding Up By Court

This is by way of a petition following Form 19 in Schedule 1 of the Insolvency Regulations, 2013

- (a) High court has jurisdiction to hear all Insolvency matters.
- (b) On hearing of the petition, Court may make a winding up order if satisfied that the company is unable to pay its debts.
- (c) Liquidation shall be taken to commence at the time of presentation of the petition for liquidation.
- (d) The court shall appoint the official receiver or any insolvency practitioner as provisional liquidator. He/she shall have power to dispose of any perishable goods the value of which is likely to diminish.
- (e) The provisional liquidator shall within fourteen days from the date of appointment call a creditors' meeting and appoint a liquidator.
- (f) The liquidator shall give notice of his appointment five days after the appointment in Form 12 Insolvency Regulations 2013.
- (g) The obligation on the liquidator to file reports and call for meetings will remain substantially similar to that imposed under other modes of liquidation.

## 2. CORPORATE RESCUE PROCEEDINGS

### Administration

Administration is an insolvency procedure designed to help a company survive and is an ideal solution as opposed to liquidation. During this process, the company is given breathing space within which to re-organize its affairs with an aim of turning around the business to profitability and achieving a better result to the creditors.

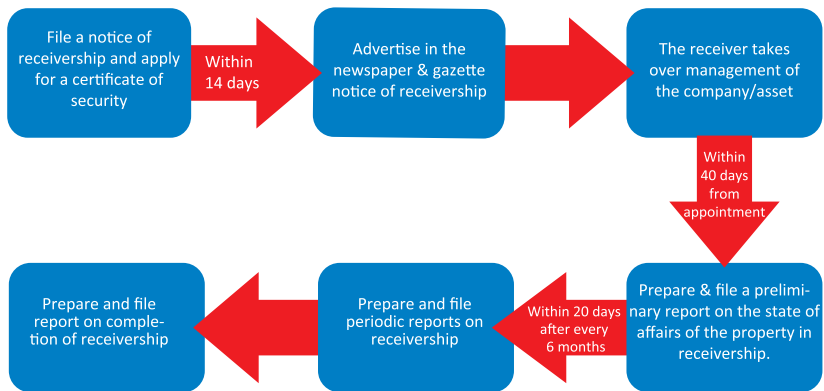
Before administration ensues, the company is first placed in provisional administration and an interim protective order is made. The provisional administrator appointed by the company is required to call for a creditors meeting to confirm his appointment, and also present his proposals towards the future of the company for consideration by the creditors. If the creditors by majority vote agree to the proposals, an execution deed is executed and the company effectively goes into administration.

If administration fails, the company goes into liquidation and final dissolution

### Receiverships

Receiverships are remedies available to secured creditors on default of payment by the debtor. A receiver may be appointed under a debenture or a deed creating security over the Company assets or by court. A receiver's main focus is to realise assets and manage the business of a company for the benefit of the security holder.

The receivership process is as follows:



To access all insolvency services, send an email to [insol@ursb.go.ug](mailto:insol@ursb.go.ug)

### Requirements for registration of Insolvency Practitioners

As provided for in regulation 5 of the Insolvency Practitioners Regulations, 2017:

- (1) Completed Application form for registration (Form 1 of the Insolvency Practitioners Regulations, 2017);
- (2) Certified copies of the qualifications of the person;



- (3) Proof of membership of the professional body to which the person belongs;
- (4) Evidence of the professional indemnity required under section 204(1) of the Act and regulations 193 and 196 of the Insolvency Regulations, 2013;
- (5) Evidence of a bank account for insolvency matters maintained by the applicant or by his or her firm with a financial institution licensed by the Central Bank and;
- (6) Proof of payment of fees of Ug.shs. 150,000/ as set out in the Insolvency (Fees) (Amendment) Regulations, 2018.
- (7) Two passport size photographs.

# About the **Security Interest in Movable Property Registry (SIMPO)**

The Security Interest in Movable Property Act No.8 of 2019 replaced the repealed Chattels Securities Act No.7 of 2014 and provides for use of movable property as collateral for loans and other types of credit. The law also provides for establishment of an electronic register of security interests in movable property. Creation of the SIMPO is as a result for the constraints faced by Medium Small and Micro Enterprises (MSMEs) in accessing affordable credit. Lending to secured creditors using movable assets will be less risky owing to the transparency and effective publicity of competing claims in the collateral.

## **What is a Security Interest?**

A security interest is defined as:

Property right in movable property that is created by agreement to secure payment or other performance of an obligation, any types of charge over movable property, chattel mortgage or consensual lien, and includes a—

- (a) retention of title in movable property;
- (b) right under financial or an operating lease the duration of which exceeds one year;
- (c) right of a transferee of accounts receivable; and
- (d) right of a commercial consignor even if it does not secure payment or other performance of an obligation.

## **What is Movable Property and what items can be classified as such?**

Movable property refers to assets that are movable and transferable for example Household items, Livestock, Farm produce, Farm Harvest, Motor vehicles, Accounts receivables, plant and machinery, Shares, Patents, Copyright and Trademarks among others.

## **How to create an account**

1. From the Home page of the application click on the Create New Account button to display the client type selection page.
2. Select Client type "Institution" or "Individual".
3. Then click on the Continue button to display the Secured Creditor Profile page.
4. Provide details for your Profile depending on your Client type. For

Institution, complete the Administrator Profile.

5. After completion of your profile details, attach the following documents:
  - i. For institutions- A Letter of Introduction and Certificate of Incorporation.
  - ii. For Individuals – ID document
6. Click the 'I agree with the terms and conditions' box close to the Terms and Conditions link and then submit the account setup request to the Registry.
7. The "Account Successfully Submitted" message appears to confirm the success of the submission.
8. Wait for an approval email message from the Registry when the account setup request is approved and the account is created.

#### **How to register a security interest notice**

1. On the menu tab, click Security Interest Notices, and from the drop down menu, select 'Register New Notice'.
2. Select the 'Initial Notice' from the Notice Type drop down list and click Continue button. For a Lien, select the Notice type 'Lien Notice'.
3. The Initial Notice page is displayed.
4. Provide information for the Notice details. For a Lien Notice, provide the details of the court order.
5. Next, move to the Registration Information section to continue.
6. From the Register Information section, click on the Secured Creditor tab or the Lien Holder tab.
7. Click Add New Institution/Individual Secured Creditor button or Add New Institution/Individual Lien Holder button based on your option.
8. Fill the form that pops up with the country of origin or nationality and provide information for all other fields. Then click the Submit button.
9. Enter the Basic information and the Physical Address details of the secured creditor or lien holder.
10. To add a Grantor/Debtor information, click on its tab and then click Add New Institution/Individual button based on your option and select (Grantor, Debtor or Both).
11. Provide information for all mandatory fields.
12. To add a collateral information, click on the Collateral tab and enter all mandatory collateral details.

13. Click on the Add File button to attach a file document in Word or PDF formats to the notice and then click on the Upload button to upload the file attachment.
14. Click inside the Declaration box and then Click Register Notice button to register.
15. Enter the Payment Registration Number (PRN) for both registration fees and stamp duty.
16. If the transaction is stamp duty exempt, click inside the Stamp Duty Exempt box, and provide the Stamp Duty Exemption Certificate Number and your Reasons for Exemption. **NB:** Lien notices do not attract stamp duty payments.
17. Click the Continue button, the system will return a notification that you have successfully registered a notice, with a registration number.

### How to generate a PRN

#### Lenders;

1. Notice to the whole world. SIMPO is an electronic notice board of security interests accessible to the public through a web based application.
2. Multiple borrowing solved through search of register. Prudence/vigilance demands that a lender should log onto [www.simpou.ursb.go.ug](http://www.simpou.ursb.go.ug) to assess if a certain borrower is credit worthy; check if he/she has their movable assets encumbered by other lenders and make an informed decision on whether to advance him/her money or not.
3. Clear rules of priority. The general rule is first in time, first in right. Perfect your interest as soon as you create it to have first priority among other competing claimants.
4. Boost confidence among the lenders. SIMPO provides lenders with a platform to notify the public of their interests over certain movable property. This gives them a certain level of assurance that their money will be repaid and if not, that they have avenues to enforce payment through lodging default and enforcement notice, disposal notice and distribution and claim notice.
5. Remote access, registration is done electronically by logging onto [www.simpou.ursb.go.ug](http://www.simpou.ursb.go.ug). All one needs is an internet connection to perfect their interest.

## How to generate a PRN

1. Only users with the Finance Officer Role can generate PRN within SIMPO.
2. Login to the application with your Username and Password.
3. Click on the Payment menutab.
4. Select the 'Generate PRN' option from the drop down to load the Payment and Bank details.
5. Then click Generate PRN to generate the Payment Registration Number, you'll be taken to the 'Generate PRN' page.
6. Fill in the PRN details. For clients who would like to use prepaid account, select Prepaid Transaction Account on the list of tax heads.
7. Click the Generate PRN' button at the bottom of the page.
8. Click on the Print PRN Details button to print payment registration slip.

**NB:** A Public User does not need a SIMPO account to generate a PRN, just click on the Search the Registry menu, where you will be taken to the Search page, with the option of generating a PRN under the 'Payment menu'.

## Benefits of registering a security interest

### To Lenders;

1. Notice to the whole world. SIMPO is an electronic notice board of security interests accessible to the public through a web based application.
2. Multiple borrowing solved through search of register. Prudence/vigilance demands that a lender should log on to [www.simpou.ursb.go.ug](http://www.simpou.ursb.go.ug) to assess if a certain borrower is credit worthy; check if he/she has their movable assets encumbered by other lenders and make an informed decision on whether to advance him/her money or not.
3. Clear rules of priority. The general rule is first in time, first in right. Perfect your interest as soon as you create it to have first priority among other competing claimants.
4. Boost confidence among the lenders. SIMPO provides lenders with a platform to notify the public of their interests over certain movable property. This gives them a certain level of assurance that their money will be repaid and if not, that they have avenues to enforce payment through lodging default and enforcement notice, disposal notice and

distribution and claim notice.

5. Increased certainty on the acceptance of movable property by lenders, thereby lowering the risk associated with those kinds of assets, making creditors more willing to lend.
6. Remote access, registration is done electronically by logging onto [www.simpou.ursb.go.ug](http://www.simpou.ursb.go.ug). All one needs is an Internet connection to perfect their interest.

### **To Borrowers;**

1. Facilitates access to affordable credit. The credit becomes affordable where the lender reduces the interest rates, the cost of borrowing because of the reduced cost he/she incurs in perfecting his interest-from remotely accessing URSB, from formalization of the lender-borrower/grantor relationship through just a simple security agreement etc.
2. Cost of borrowing reduced. To formalise the lending relationship, one only needs a security agreement, no need for Advocate's fees or Commissioner of Oaths costs. No need for transport costs to visit the URSB offices as perfection is done remotely. Transaction fees reduced too from UGX 50,000 in the manual regime to UGX18,000.
3. Lower interest rates. It is implied that when the cost of borrowing is reduced, interest rates will also go down. Lower interest rates are also a result of less risk associated with lending on movable property.
4. Loan processing time reduced. If lenders can remotely perfect their interest vide just a security agreement, no need for bulky security documentation that normally delays loan processing with manual reviews of the paper work. And also a security interest can be booked pending completion of the necessary loan approvals, provided the grantor consents in writing.

### **General Public;**

1. Searching the registry before buying second hand goods to make sure that the goods are free from subsisting interests and are safe from being repossessed.

### **How to register an amendment notice**

1. Sign in to the application and click on the Security Interest Notices menu.
2. Select the View Registered Notices option from the drop-down list.
3. From the Actions column of the list of active notices displayed, click on

the Post Registration Activities icon of the Security Interest notice that needs to be amended.

4. Select Amendment Notice on the Post Registration Activity Type page and click the Continue button.
5. From the Add New Amendment drop down list, select the amendment type.
6. Provide details for the amendment and then click the Register Amendment button to submit the amendment for registration.
7. Confirmation message is generated.

### **How to register a discharge notice**

8. Login to the application with your Username and Password, as user with either 'client officer role' or 'post registration officer role'.
9. Click on the Security Interest Notices menu tab.
10. Select the 'View Registered Notices' option from the drop-down list.
11. From the Actions column of the list of active notices displayed, click on the Post Registration Activities icon of the Security Interest notice that needs to be discharged.
12. Select Discharge Notice on the Post Registration Activity Type page and click the Continue button.
13. Select type of discharge (full or partial), and provide reasons for discharge.
14. Click the 'Register discharge notice' button.

### **How to conduct a search**

#### **User with a SIMPO account (registered user)**

1. Login to the application with Username and Password.
2. Click on the Search menu and Select the type of Search to perform from the dropdown list.
3. Select the Search criteria. You may conduct a search by:
  - a. Grantor (Individual or Institution) Name or Identification Number or Registration Number.
  - b. Debtor (Individual or Institution) Name or Identification Number or Registration Number.
  - c. Collateral Serial Number
  - d. Security Interest Notice Registration Number

4. Click on Submit Search button to display a summary of search results.
5. To generate a Search Report, move to the Generate Search Result section and select appropriate Report Type button.
6. Check the 'Send Generated Search Report to My Inbox' option to send the report to email provided.
7. Click the Generate Search Report button to generate the report and save to disk.

#### **User without a SIMPO account (public user)**

1. From the Home page, click on the Search the Registry menu and Select the type of Search to perform from the drop down list.
2. Select the Search criteria. You may conduct a search by:
  - a. Grantor (Individual or Institution) Name or Identification Number or Registration Number.
  - b. Debtor (Individual or Institution) Name or Identification Number or Registration Number.
  - c. Collateral Serial Number
  - d. Security Interest Notice Registration Number
3. Enter security check details.
4. Click on the Submit Search button.
5. Enter PRN details and click on Get Search Results button to display a summary of search request.
6. To generate a Search or Certified Search Report, move to the Generate Search Result section and select appropriate Report Type button.
7. For a Certified Search Report, you'll be required to enter a PRN after Step6.
8. Check the 'Send Generated Search Report to My Inbox' option to send the report to email provided.
9. Click the Generate Search Report button to generate the report and save to disk.

**NB: If the search is an unofficial search, you can only search by Grantor's Name.**



### How to register a default and enforcement notice

1. Login to the application with your Username and Password.
2. Click on the Security Interest Notices menu tab.
3. Select the View Registered Notices option from the drop-down list.
4. From the Actions column of the list of active notices displayed, click on the Post Registration Activities icon of the Security Interest notice that needs to be forced.
5. Select Enforcement Notice on the Post Registration Activity Type page and click the Continue button.
6. Enter enforcement notice details; Enforceable Amount and Enforcement Date.
7. Click the Register Enforcement Notice button.
8. Enter PRN details and click the continue button.
9. System will return a confirmation message of successful registration of an enforcement notice.

### How to register a disposal notice

1. Login to the application with your Username and Password.
2. Click on the Security Interest Notices menu tab.
3. Select the 'View Registered Notices' option from the drop-down list.
4. From the Actions column of the list of active notices displayed, click on the Post Registration Activities icon of the Security Interest notice that requires a collateral disposal.
5. Select Collateral Disposal Notice on the Post Registration Activity Type page and click the Continue button.
6. Enter Disposal of Collateral Notice details.
7. Click the Submit Collateral Disposal Notice button.
8. Enter PRN details and click the continue button.
9. Application will return a confirmation message of successful registration of a notice of disposal.

### How to register a notice of objection

1. Login to the application with your Username and Password.
2. Click on the Security Interest Notices menu tab.
3. Select the 'Register Objection Notice' option from the drop-down list.

4. When Objection Notice page loads, select the objection type (either Security Interest Notice Objection OR Collateral Disposal Notice Objection), enter registration number and reason.
5. Click on Register Objection Notice button to register.
6. Enter PRN details and click the continue button.
7. Application will return a confirmation message of successful registration of a notice of disposal

**Email [simpo@ursb.go.ug](mailto:simpo@ursb.go.ug)**

# Regional Offices

## **Mbale**

Plot 3, Park Crescent.

Ministry of Justice and Constitutional Affairs Building

## **Mbarara**

Plot 1, Kamukuzi Hill.

Ministry of Justice and Constitutional Affairs Building

## **Gulu**

Plot 6B, Princess Road.

Ministry of Justice and Constitutional Affairs Building

## **Arua**

Plot 42/44 Pakwach Road.

Ministry of Justice and Constitutional Affairs Building

## **Masaka**

Plot 28 Edward Avenue

Mayor's Chambers

## **Kampala Branches Offices**

### **Posta**

Posta Uganda main office,

Kampala Road Booth 2&3

### **UIA**

UIA Office, Twed Plaza

1st Floor Lumumba avenue.

### **NAKIVUBO**

Nakivubo – Sekaziga House Floor 1

Nakivubo Mews



UGANDA REGISTRATION  
SERVICES BUREAU



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