

GUIDE TO BUSINESS NAME REGISTRATION.

A. Fig A

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

B. 1. Click on E-Services → Business Registration → “Company/Business Name Registrations” Tab

The screenshot shows the URSB website interface. At the top, there is a navigation bar with the URSB logo on the left and a menu with items: HOME, SERVICES, FORMS, FEES, E-SERVICES, PUBLICATIONS, and ABOUT URSB. A search icon is also present. Below this, there is a secondary navigation bar with links: E-LICENSING PORTAL, CAREERS, WEBMAIL, INTRANET, SIMPO, LIBRARY, Online News Bulletin, ANNUAL/MARRIAGE RETURNS, and COVID-19 INFORMATION PORTAL. The main content area features a large banner for 'FILING RESOLUTIONS' with a list of steps. To the right, a dropdown menu is open under the 'E-SERVICES' tab, listing various services: BUSINESS REGISTRATION, ANNUAL RETURNS, CHATTELS, BRS, CIVIL REGISTRATION, CHECK APPLICATION STATUS, ONLINE NEWS BULLETIN, COMPANY/BUSINESS NAME REGISTRATIONS, LIBRARY, NAME SEARCH, and NAME RESERVATION. Blue circles and arrows highlight the path: 'E-SERVICES' → 'BUSINESS REGISTRATION' → 'COMPANY/BUSINESS NAME REGISTRATIONS'.

Fig. B - Applicants details

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 *
07/20/2020

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

Nearest URSB Branch *
[Dropdown]

Fig. C - Payment details

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...

Fig. D - IDs of Directors or Partners

9. 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

Fig. E – Name Reservation Notice

10. Click “Attach Name Reservation Notice” button and upload the Name reservation notice received after name reservation.



Fig. F – Business Name Attachments

11. Click “Attach Application for Business Name Registration” and upload scanned copy of a fully filled Business Name registration form.

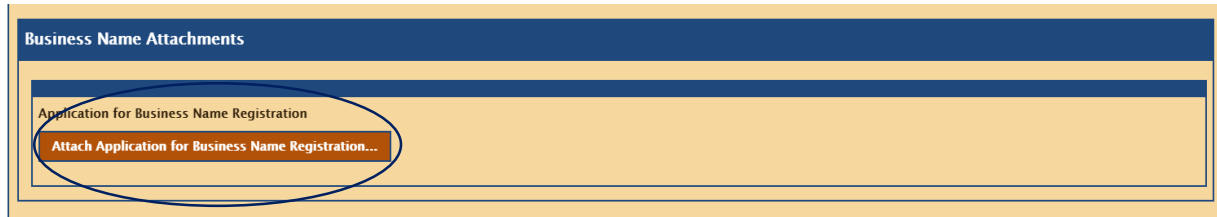


Fig G – Submit Application

12. Click “Submit Application” to complete the submission process.

