

GUIDE TO COMPANY REGISTRATION

Fig A

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

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

The screenshot displays the Uganda Registration Services Bureau (URSB) website. The navigation menu at the top includes HOME, SERVICES, FORMS, FEES, E-SERVICES, PUBLICATIONS, and ABOUT URSB. The E-SERVICES dropdown menu is open, showing options like BUSINESS REGISTRATION, ANNUAL RETURNS, CHATTELS, BRS, CIVIL REGISTRATION, CHECK APPLICATION STATUS, ONLINE NEWS BULLETIN, COMPANY/BUSINESS NAME REGISTRATIONS, LIBRARY, NAME SEARCH, NAME RESERVATION, and RESOLUTION. The COMPANY/BUSINESS NAME REGISTRATIONS option is highlighted with a blue circle. A blue arrow points from the E-SERVICES menu to the BUSINESS REGISTRATION option, and another blue arrow points from BUSINESS REGISTRATION to COMPANY/BUSINESS NAME REGISTRATIONS. A 'Send message' button is visible at the bottom right of the page. The Windows taskbar at the bottom shows the time as 16:16 on 20/07/2020.

Fig. B – Applicant’s Details

- 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 with the following fields and annotations:

- Applicant Name ***: Text input field.
- Email ***: Text input field.
- Telephone ***: Text input field.
- Date of Application ***: Date picker showing 07/22/2020.
- Type of Registration ***: Dropdown menu with 'BUSINESS NAME REGISTRATION' and 'COMPANY REGISTRATION' (highlighted in orange). An arrow points to the dropdown arrow.
- Nearest URSB Branch ***: Dropdown menu. An arrow points to the dropdown arrow.
- Payment Reference Number (PRN) ***: Text input field at the bottom.

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.

The screenshot shows the 'Payment Details' form with the following fields and annotations:

- Payment Reference Number (PRN) ***: Text input field, circled in blue.
- Attach Payment Receipts**: Section containing an 'Attach Attach Payment Receipts...' button, circled in blue.

Fig. E - IDs of Directors or Partners

- 7. Click “Attach IDs of Directors or Partners” and upload the scanned IDs

The screenshot shows the 'IDs of Directors or Partners' form with the following fields and annotations:

- IDs of Directors or Partners ***: Section containing an 'Attach IDs of Directors or Partners...' button, circled in blue.

Fig. F – Name Reservation Notice

8. Attach the name Reservation Notice

The screenshot shows a section titled "Name Reservation Notice" with a sub-label "Name Reservation Notice" and a red button labeled "Attach Name Reservation Notice...". Both the sub-label and the button are circled in red.

Fig. G – Company Registration Attachments

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

The screenshot displays the "Company Registration Attachments" page with several sections, each containing a document name and a red "Attach" button. The buttons are circled in red, and an arrow points to the main title. The sections are:

- Memorandum and Articles of Association**: Attach Memorandum & Articles Of Assocization...
- Form S18 – Application for Registration of Company**: Attach FORM S18 – Application for Registration Of Company...
- Statement Of Nominal Capital**: Attach FORM A1 –Statement of Nominal Capital...
- Form 20 – Notice of appointment of Directors and Secretary**: Attach FORM20 – Notice of appointment of Directors...
- Form 18 – Notice of Situation of the Registered office**: Attach Form 18 – Notice of Situation of the Registered office...
- Resolution**: Attach Resolution...

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

Fig I – Submit Application

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

