

GUIDE TO NAME RESERVATION.

Please Note that before Completion of Name Reservation, the following must be done; -

- A. Fill in the application form with all the necessary information.**
- B. Ensure all the mandatory fields marked with an asterisk (*) are filled.**
- C. The “Submit Application” button will only be activated after all the mandatory fields are filled.**
- D. Upon Submission, the client will receive an email with a ticket Number for ease of follow up.**

Fig A

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

1. Click on E-Services → Business Registration → “Name Reservation” Tab

The screenshot shows the URSB website interface. The browser address bar displays ursb.go.ug/name-reservation/. The navigation menu includes HOME, SERVICES, FORMS, FEES, E-SERVICES, PUBLICATIONS, and ABOUT URSB. The E-SERVICES dropdown menu is open, showing options: BUSINESS REGISTRATION, CHATELS, CIVIL REGISTRATION, ONLINE NEWS BULLETIN, and LIBRARY. The BUSINESS REGISTRATION option is further expanded to show: ANNUAL RETURNS, BRS, CHECK APPLICATION STATUS, COMPANY/BUSINESS NAME REGISTRATIONS, NAME SEARCH, and NAME RESERVATION. The NAME RESERVATION option is highlighted with a blue background and circled. Below the navigation, the page title is "Name Reservation" and there are instructions for the process.

Instructions for Name Reservation

1. Fill in the application form with all the necessary information.
2. The submit application button will only become active after filling all the mandatory fields marked with an asterisk (*)
3. Upon completion of filling the application form, submit the form for processing. An email will be sent to your email address

Fig. B - Application Form

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.

The screenshot shows the 'APPLICATION FORM FOR RESERVATION OF NAME' interface. The form is titled 'Application form' in a blue header. Below the header, there are several input fields: 'From(Names)' with the value 'Barbara Jones', 'Email*' with 'barbarajones@gmail.com', 'Telephone Number*' with '0772111111', and 'Date of Application' with '07/23/2020'. A dropdown menu for 'URSB Branch Near You*' is open, showing options: ARUA, GULU, HEAD OFFICE, MBALE, MBARARA, NAKIVUBO, POST OFFICE, and UGANDA INVESTMENT AUTHORITY. An arrow points to the dropdown arrow icon. Below the dropdown, there are three more dropdown menus for 'Change of Name?*' with values: 'Business Name', 'Business Name', and 'Company'. A blue 'On' button is visible in the bottom right corner.

Fig. C Nature of Entity

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

The screenshot shows the 'Being promoters of an Entity (please select the type of entity and indicate if it is a change of name.)' section. It features two dropdown menus: 'Nature of Entity*' and 'Sub Type'. The 'Nature of Entity*' dropdown is open, showing options: 'BUSINESS NAME', 'BUSINESS NAME', and 'COMPANY'. An arrow points to the dropdown arrow icon. The 'Sub Type' dropdown is also open, showing a blank selection. A blue 'On' button is visible in the bottom right corner.

Fig. D - Type of Entity

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*
BUSINESS NAME

Sub Type
Agriculture

Type of Entity*
JOINT VENTURE
PARTNERSHIP
SOLE PROPRIETOR

Renew Expired Name Reservation?*
[Empty dropdown]

Fig. E – Change of Name

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?*
[Empty dropdown]

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

Fig. G – Renewal of Expired Name.

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? *
[Empty dropdown]

Renew Expired Name Reservation? *
NO
YES

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

Fig G – Submit Application

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

The image shows a web form for name reservation. At the top, a dark blue header contains the text "Apply for the reservation of a name (Indicate in order of priority choice)". Below this, the form is divided into three sections for priority choices, each with a text input field. The first section is labeled "1st Choice *" and contains the text "aaaaaaaa". The second section is labeled "2nd Choice" and contains "bbbbbbbbbb". The third section is labeled "3rd Choice" and contains "cccccccccc". At the bottom of the form, a dark blue bar contains an orange button with the text "Submit Application", which is circled in black.

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

1st Choice *
aaaaaaaa

2nd Choice
bbbbbbbbbb

3rd Choice
cccccccccc

Submit Application