

ONLINE RESOLUTION SUBMISSION USER GUIDE.

Please Note that before Completion of the Resolution process, 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 in.**
- C. Proof of payment (Bank Receipts or Mobile Money Message)**
- D. A valid PRN number from bank payments or Reference Number generated from Mobile Money.**
- E. Scanned resolution to be registered and copies of ID's for Directors and Secretary of the Company. (Resolutions must be scanned in either TIFF or JPEG image format but most preferably TIFF.DPI of 300 or less and image size of 1MB.Document should be scanned in color or gray scale.)**
- F. Upon Submission, the client will receive an email with a ticket Number for ease of follow up.**

P.S: Failure to scan in the right image format will automatically lead to failure of processing of the resolution

Fig A <https://ursb.go.ug/>

1. Click on E-Services → Business Registration → Resolution Tab

The screenshot shows the URSB website interface. The main navigation menu includes HOME, SERVICES, FORMS, FEES, E-SERVICES, PUBLICATIONS, and ABOUT URSB. The E-SERVICES dropdown menu is open, showing options like BUSINESS REGISTRATION, CHATELS, CIVIL REGISTRATION, ONLINE NEWS BULLETIN, and LIBRARY. The BUSINESS REGISTRATION dropdown is also open, showing options like ANNUAL RETURNS, BRS, CHECK APPLICATION STATUS, COMPANY/BUSINESS NAME REGISTRATIONS, NAME SEARCH, and NAME RESERVATION. The RESOLUTION tab is highlighted in blue. A red text box on the page reads: "Please Read the following Instructions before submission" followed by instructions on payment and scanning. The URL in the browser is https://ursb.go.ug/submit-resolution/.

Fig B Submitter's Details

2. Fill in all fields with the **Asterisk ***. (It is **MANDATORY**)
3. Under "Type of Resolution Being submitted", click the drop-down arrow and select one of the available options.

The screenshot shows a web form titled "Submitters Details" with a blue header. The form contains several input fields: "Business Registration No *", "Previous Business Registration Number", "Company Name", "Full Names *", "Email *", and "Phone Number *". Below these are two dropdown menus: "Type of Resolution Being Submitted *" and "URSB Branch Near You *". The "Type of Resolution" dropdown is open, showing a list of options: "RESOLUTION TO APPOINT A TECHNICAL DIRECTOR SUCH AS A PHARMACIST", "RESOLUTION TO APPOINT AN ATTORNEY", "RESOLUTION TO CHANGE COMPANY ADDRESS", and "RESOLUTION TO OPEN UP AN BANK ACCOUNT".

Fig. C IDs of Directors And Secretary of the Company (Scanned Copies)

3. Click the "Attach identification Document for Director or secretary" and upload
4. Select the Nearest Branch to you.

This screenshot shows the same "Submitters Details" form as in Fig B. In addition to the form fields, there is a section titled "IDs of Directors And Secretary of the Company (S)" with a button labeled "Attach Identification Document for Director or Secretary...". Below this is a section titled "Resolution To Be Registered". The "URSB Branch Near You *" dropdown menu is open, displaying a list of branches: "ARUA", "GULU", "HEAD OFFICE", "MBALE", "MBARARA", "NAKIVUBO", "POST OFFICE", and "UGANDA INVESTMENT AUTHORITY".

Fig. D IDs of Directors And Secretary of the Company (Scanned Copies)

3. Click the “Attach identification Document for Director or secretary” and upload

IDs of Directors And Secretary of the Company (Scanned Copies)

Identification Document for Director or Secretary *

Attach Identification Document for Director or Secretary...

Fig E Resolution to be registered

4. Attach the resolution under the Client Copy and under the File copy

P.S: Resolutions must be scanned in either TIFF or JPEG image format but most preferably TIFF.DPI of 300 or less and image size of 1MB. Document should be scanned in color or gray scale.

Resolution To Be Registered

Client Copy

COMPANY RESOLUTIONS(CLIENT COPY) *

Attach COMPANY RESOLUTIONS(CLIENT COPY)...

File Copy

COMPANY RESOLUTIONS(FILE COPY) *

Attach COMPANY RESOLUTIONS(FILE COPY)...

Fig.F Payment Details

- 5. Enter the PRN number on the payment receipt from bank
- 6. Enter amount paid
- 6. Click “Attach payment receipts” and upload scanned receipts.

Payment Details (Enter Payment Reference Number and Amount Paid)

Payment Reference Number(PRN)

Payment Amount

Payment Receipt

Attach Payment Receipt...

Submit

Fig G – Submit Resolution

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

The image shows a web form interface with a dark blue header and a light yellow body. The header contains the text "Payment Details (Enter Payment Reference Number and Amount Paid)". The form contains two input fields: "Payment Reference Number(PRN)" and "Payment Amount". To the right of these fields is a section titled "Payment Receipt" which contains a red button labeled "Attach Payment Receipt...". At the bottom left of the form, a red button labeled "Submit" is circled in blue.

Payment Details (Enter Payment Reference Number and Amount Paid)	
Payment Reference Number(PRN) <input type="text"/>	Payment Receipt <input type="button" value="Attach Payment Receipt..."/>
Payment Amount <input type="text"/>	
<input type="button" value="Submit"/>	