


UGANDA REGISTRATION
SERVICES BUREAU
USER GUIDE TO USE FILLABLE FORMS

Process Flow

1. Browse to <https://ursb.go.ug> to access the URSB website.
2. Focus your cursor on FORMS for the drop down menu to pop-up for the various forms i.e. Business, Civil, Intellectual Property and Liquidation forms as shown below.

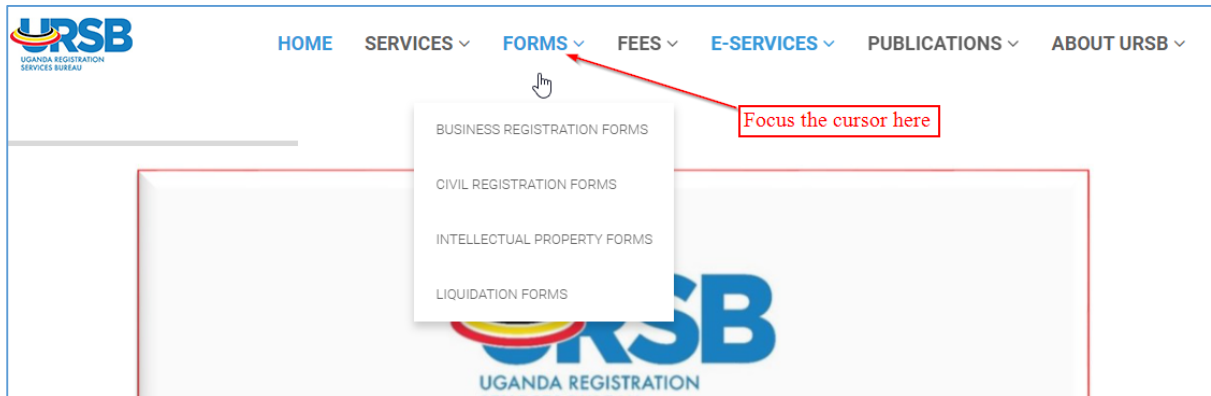


Fig1

3. How to access forms, e.g. Business registration forms

Select/click BUSINESS REGISTRATION FORMS as highlighted.

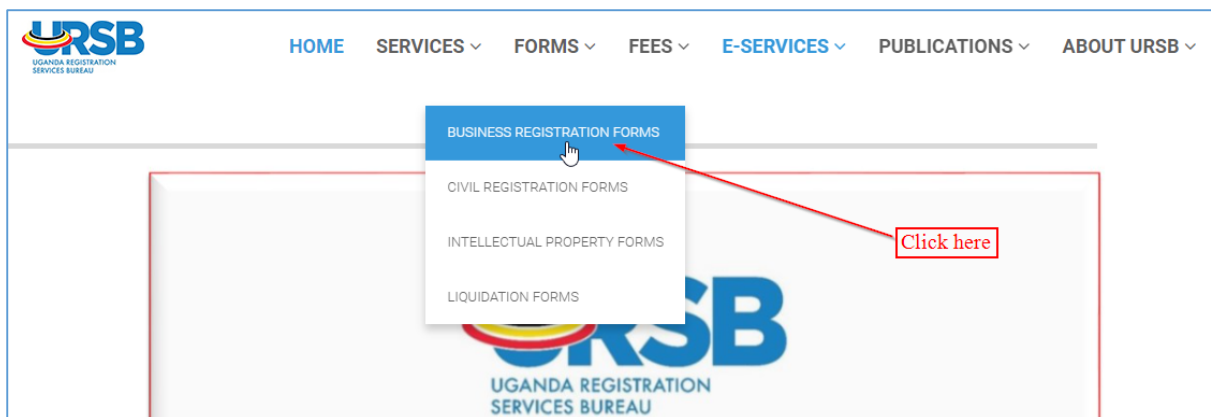


Fig 2

3. Selecting a preferred form.

Basing on your registration requirement, select your preferred form e.g.

“Return of Allotment” as shown in Figure 3 below;

BUSINESS REGISTRATION FORMS

GENERAL COMPANY FORMS

Click to download respective form

FORM NUMBER	NAME	SECTION	FILING DURATION
	Reservation of Name		
	Application to Search a record		
A1	Statement of Nominal Capital		
10	Return of Allotment	s61(1)(a)	Within sixty days after the allotment is made
11	Notice of Consolidation, Subdivision, Reduction of Shares, or Conversion of Stock into shares	s79(1)	

Fig 3

4. Download and save the form.
5. Fill out the form in the areas highlighted in blue.

Company Form 10

Reg 18

THE REPUBLIC OF UGANDA

THE COMPANIES ACT

RETURN OF ALLOTMENT OF SHARES

(Under section 61(1) (a) of the Act)

To be delivered to the Registrar of Companies within sixty days after the allotment is made

Fill all applicable fields highlighted in blue on the form

PARTICULARS OF COMPANY:

1. Company Registration Number:
2. Name of Company:
3. Presented by:

PERIOD OF RETURN

From the day of the year

To the day of the year

PARTICULARS OF ALLOTMENT

1. Number of the shares allotted payable in cash:
2. Nominal amount of the shares so allotted:

Fig 4

6. Save the filled form.