

GUIDE TO DOCUMENT CERTIFICATION.

Fig A:

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

1. Click on E-Services → Business Registration → 'Request for 'Request for Document Certification' Tab

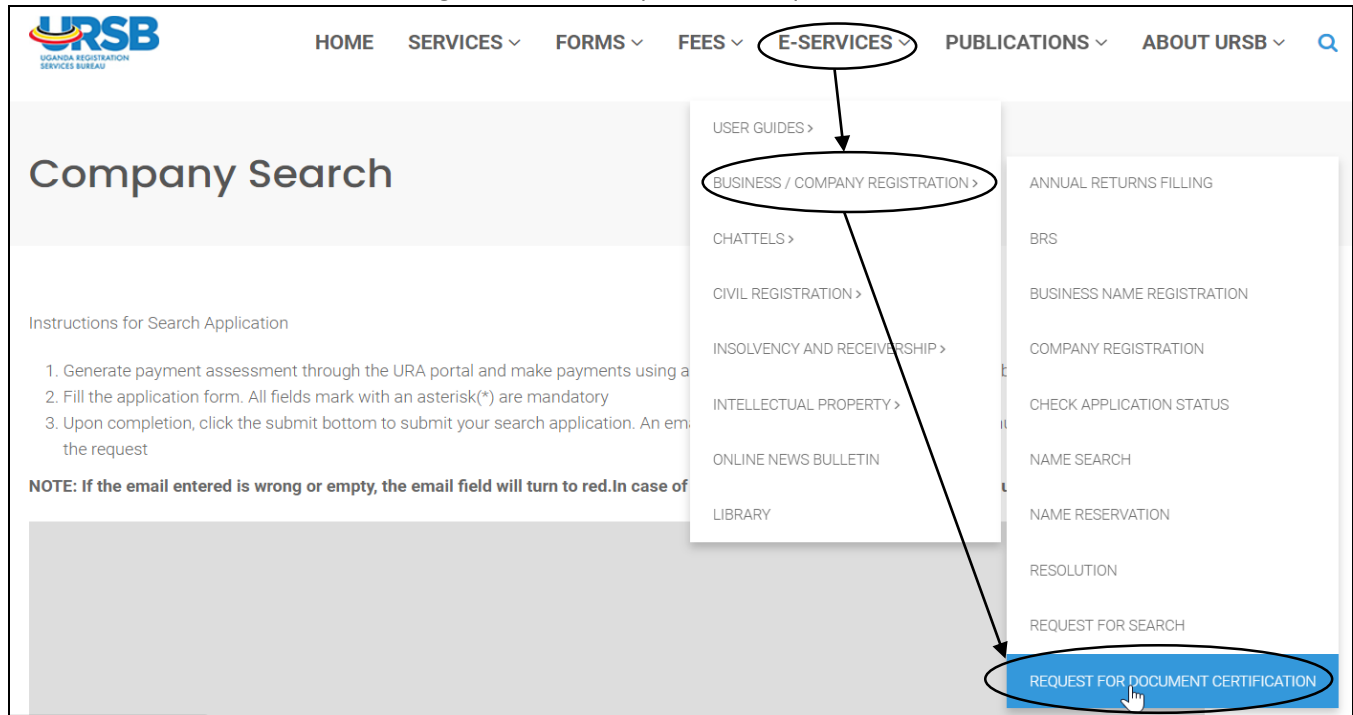


Fig B: Applicant's Details

2. Fill in all fields with the **Asterisk ***. (It is **MANDATORY**)

3. Under "Branch to handle request", click the drop-down arrow and select the branch nearest to you.

The screenshot shows the 'Applicants Details' form. The form has several fields: 'Applicant Names *', 'Email *', 'Phone Number *', 'Application Date' (with a date picker showing '08/04/2021'), 'Branch to Handle Request *' (a drop-down menu), 'Documents to be certified(e.g Certificate (2 copies)) *' (a large text area), and 'Total Number of Copies *' (a text input field). A 'Clear Email' button is located next to the 'Email *' field. A red circle highlights the 'Clear Email' button, and another red circle highlights the 'Branch to Handle Request *' field.

NOTE: If the email entered is wrong or empty, the email field will turn to red. In case of a wrong email, click on the clear email button before entering a new one.

Fig C: (0)

4. Click “Copy of the Documents to be certified” and upload scanned copies to be certified.

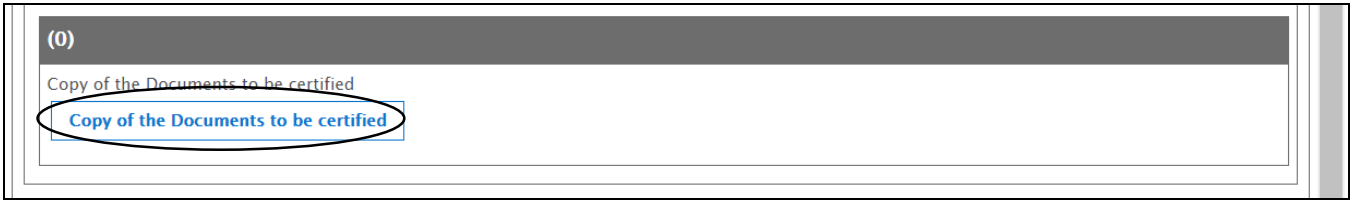


Fig D: Payment Details

5. Fill in all fields with the **Asterisk ***. (It is **MANDATORY**)

6. Click “Attach Receipts” and upload scanned receipts.

7. Click “Submit Request” to complete the submission process.

(YOU WILL RECEIVE AN EMAIL WITH A TICKET NUMBER FOR FOLLOW UP ON REQUEST)

