



UGANDA REGISTRATION
SERVICES BUREAU



CLIENT CHARTER

2025 - 2030

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VISION

Centre of Excellence in providing registration services for business facilitation



MISSION

To provide secure, efficient and innovative

CORE VALUES



- Integrity
- Teamwork
- Customer centric
- Accountability
- Professionalism

FUNCTIONS OF THE BUREAU

Section 4(2) of the URSB Act stipulates that the Bureau shall, for the purpose of achieving its objectives, have the following functions:-

- Carry out all registrations required under the relevant laws;
- Maintain registers, data and records on registrations elected by the bureau and act as a clearing house for information and data on those registrations;
- Evaluate from time to time the practicability and efficacy of the relevant laws and advise the Government accordingly;
- Carry on research and also disseminate research findings in the fields covered by the relevant laws through seminars, workshops, publications or other means and to recommend to the Government any improvements in the relevant laws appearing to the Bureau to be required as a result;
- Charge fees for any services performed by the Bureau;
- Perform any other function or to carry out such other activity as may be conducive or incidental to the efficient discharge of its objects or as the Minister may, by statutory instrument, direct.
- Act as the agent of the Uganda Revenue Authority in the collection of stamp duty under the Stamps Act in respect of any documents or other matter on or in respect of which stamp duty is required to be paid and connected with the functions of the bureau under this Act.

MANDATE

The following laws regulate our service standards as an organisation:

Business Registration

-  The Uganda Registration Services Bureau Act Cap 210
-  The Companies Act No. 1 of 2012
-  Registration of Documents Act Cap 81
-  Partnership Act, No.2 of 2010
-  Business Names Registration Act Cap 109
-  The Finance Act, 2003 (as amended)
-  Security Interest in Movable Property Act, 2019
-  The Capital Markets Authority (Amendment) Act No.12 of 2011
-  The Non-Governmental Organizations Act No.1 of 2016
-  The Mortgage Act No. 8 of 2009

Intellectual Property Rights

-  The Industrial Property Act of 2014
 - Industrial property regulations, 2017
 - Industrial property (fees) regulations, 2017
-  The Geographical Indications Act 2013
-  The Trademarks Act 2010
-  The Trademark Regulations 2012
-  The Trade Secrets Protection Act, 2009

Official Receiver

-  The Companies Act, 2012
-  Insolvency Act, 2011
-  Insolvency Regulations, S.I No. 36 of 2013
-  Insolvency Investigation and Prosecution Regulations, 2018
-  Insolvency Practitioners Regulations, 2017
-  Insolvency Fees (Amendment) Regulations, 2018

Institutional and Legal Framework

-  The Constitution of the Republic of Uganda
-  The Uganda Registration Services Bureau Act Cap 210
-  Stamps Act Cap 342
-  The Local Government Act Cap 243 as amended

Copyright and Neighbouring Rights

-  Copyright and Neighbouring Rights Act Cap 222
-  The Copyright and Neighbouring Rights Regulations 2010
-  The Copyright and Neighbouring Rights(Amendment) Regulations 2025

SERVICES PROVIDED BY URSB

Below is a description of the services provided by each service directorate

Department	SERVICES OFFERED
Business Registration	i) Companies  Name Reservation  Name Searches  Registration of companies  Verification and Certification of Records  Registration of company forms & resolutions  Search of records  Registration of charges including Debentures and Mortgages  Handling Company Disputes inform of adjudication, mediation and advising clients
	ii) Business Names  Search of Business Names  Registration of business names  Verification and Certification of Business Names  Registration of changes in particulars of Business Names  Cessation of Business
	iii) Documents  Search of documents  Registration of documents such as Powers of Attorney, Deeds, Constitutions, Agreements, Affidavits  Verification and Certification of Documents
	iv) Security Interest in Movable Property Registry (SIMPO)  Account creation  Registration of security interest notices  Post registration activities  Searches  Trainings

Department	SERVICES OFFERED
Insolvency & Receivership	 Administering of Insolvent companies & individuals  Registration and Regulation of Insolvency Practitioners  Investigation of Insolvent Companies & individuals  Prosecution of persons for offences committed under the Insolvency Act  Providing advice to Government on matters of Insolvency  Providing advice to clients  Acting as an agent of a reciprocating state in cross border Insolvency  Searches on the Insolvency Practitioners Register
Intellectual Property	 Registration of Patents, Utility models, Industrial designs, Trademarks and Geographical Indications  Handling oppositions and rectifications  Investigating and Enforcing protection of Intellectual Property Rights  Certification of Records Searches on the Intellectual Property register  To handle Traditional Knowledge related matters  Providing advice to clients
Copyright & Neighbouring Rights	 Regulating Collective Management Organisations  Registering Creative works  Registering Collective management organisations  Registering exploitation contracts  Registering assignments, transfers and licenses  Searches on Copyright registrations

DETAILS OF THE BUSINESS REGISTRATION SERVICES

SERVICE	DETAILS	TIME FRAME
Company Incorporation	Reservation of company name	Within 3 working hours
	Processing of application and issuance of certificate	Within 3 working hours
Registration of other company/business name forms and resolutions	Processing of documents/forms submitted physically. Processing of resolutions submitted online.	Within 3 working hours
Search of company/business Records	Processing of a search application with a request for company/business name documents.	Within 3 working hours
	Processing a search application with a request for a search report	Within 16 working hours
Registration of legal Documents	Registration of documents	Within 3 working hours
Business Name Registration	Processing of application and issuance of a certificate	Within 6 working hours
Certification of company/business name documents and legal documents	Processing of the application and issuance of certified documents.	Within 4 working hours
Annual Returns	Processing of the application	Within 8 working hours

***Clients can effect payment either by mobile money, visa payments or from a Bank of their Choice**

SCHEDULE OF BUSINESS REGISTRATION FEES

SERVICE	DETAIL	COSTS (Ugx. & Us\$)
Continuous filing on companies	Company Resolutions	35,000/=
	Company Forms	35,000/=
	Stamp duty on transfer of shares	1.5% of amount being transferred
	Registration of transfer of share forms	35,000/=
	Annual Returns	55,000/=
Registration of Legal Documents	Power of Attorney and Constitution	55,000/=
	Affidavits and Statutory Declarations	55,000/=
Other Services	Search Fees	25,000/=
	Certification of Company documents	35,000/=
Business Names Registration	Registration Fees	90,000/=
	Change of Particulars	35,000/=
	Search	25,000/=
	Filing Fees	35,000/=
	Change of Address	35,000/=
	Rectification of a register	55,000/=
	Notice of cessation	35,000/=
	Certification	35,000/=
Incorporation of Companies with Share Capital	Name Reservation	35,000/=
	Registration fees of nominal capital of 1M-5M	105,000/=
	Registration fees of nominal capital exceeding 5M	1% of Share Capital

SERVICE	DETAILS	COSTS (UGX. & US\$)
	Stamp duty	0.5% of share + 35,000/= capital
Incorporation of Company without share capital	Registration fees of a company limited by guarantee	105,000/=
	Stamp Duty of Company limited by Guarantee	35,000/=
	Registration of annual returns of a company Limited by Guarantee including a copy of balance sheet	35,000/=
Foreign Companies	Registration of certified copy of memorandum or equivalent	\$350
	Any other document (forms)	\$70
	Certification, per copy	\$30
Registration of Charges	Registration of mortgage/charge	55,000/=
	Registration of series of debentures	55,000/=
	Inspection of register	25,000/=
	Registration of receiver or manager of property	55,000/=

Note: Submission should be in triplicate

(2 originals and 1 photocopy, each extra copy costs 10,000/=)

SECURITY INTEREST IN MOVABLE PROPERTY REGISTRY SERVICES

SERVICE	DETAIL	TIME FRAME	COST (Ugx)
Account Creation (Application for an account on SIMPO)	Requirements a. Individual; Passport or National Id or Refugee registration card b. Institution; Introduction letter for Administrator, Institution details, Certificate of incorporation.	1 working day	FREE
Registration of a notice	Electronic notice form filled by the secured creditor/agent	Instant	18,000/=
Post Registration activities	Registration of an amendment of initial notice • An Update • A Renewal A transfer	Instant	18,000/=
	Registration of a default and enforcement notice	Instant	20,000/=
	Registration of disposal notice	Instant	20,000/=
	Registration of notice for distribution	Instant	20,000/=
	Registration of a discharge notice	Instant	18,000/=
	Cancellation of a notice of Disposal	1 day	20,000/=
Search	Conducting an official search	This is instant	9,000/=
	Conducting an unofficial search	Instant	FREE
	Generating a certified search report	Instant	10,000/=
Trainings	Conducting trainings on the system	2 hours.	FREE

REGULATION OF INSOLVENCY PRACTICE

1. Registration of Insolvency Practitioners

SERVICE	DETAILS	TIME FRAME	COST
Application for Registration of Insolvency Practitioner	Requirements • Application Form - Form 1 - Insolvency Practitioners Regulations, 2017 Supported by • Certified copies of the qualifications of the person • Proof of membership of the professional body. • Evidence of the professional indemnity • Evidence of a bank account for insolvency matters. • Proof of payment of fees • Any other document that the Official Receiver may require for purposes of compliance with the Act and Regulations	5 Minutes	150,000/=
	Communication of decision on the application	Within 2 working hours from the time of receipt.	
Renewal of certificate of registration as Insolvency Practitioner	Renewal of certificate of registration	5 Minutes	155,000/=
	Communication of the decision on application for renewal	Within 4 working hours from the time of receipt.	
Filing Annual Returns by Insolvency Practitioner	Annual Returns for Insolvency Practitioners - Form 3 of Insolvency Practitioners Regulations, 2017	5 Minutes	55,000/=
Search on Register	Application to search on Insolvency Practitioners Register	Within 4 working hours from the time of receipt.	20,000/=

2. Investigation and Prosecution

SERVICE	Details	Time Frame	Cost
Investigation of Conduct of Insolvency Practitioners; Directors, Shareholders, Contributories of Insolvent Companies; Promotion, Formation, Failure and Conduct of Business of Insolvent Company	A complaint, shall specify the:- - Names and physical address of the person against whom the complaint is made; - Names and address of the complainant; - Material particulars of complaint or allegation; - Capacity of the person filing a complaint; and - Time that the action arose <i>The Investigation report shall be made available within 60 days from the date of commencement of the investigation or at such a time as determined by the Official Receiver.</i>	5 minutes Within 60 working days	Free

WINDING UP PROCEDURE

1. WINDING UP OF COMPANIES

Service	Statutory Requirements	Time Frame of Registration	Cost (Ugx)
Members Voluntary Winding Up	<i>This is a procedure for solvent companies initiated by the company's members and involves the orderly winding-up of the company's affairs, the appointment of a liquidator to manage the process of realizing the company's assets, ceasing or sale of its operations, payment of its debts (if any) and distribution of surplus assets (if any) among its members.</i>		
	Filing and Registration of Statutory Declaration of Solvency supported by Statement of Assets and Liabilities (Form 20 Insolvency Regulations, 2013)	30 minutes	50,000/=
	Registration of Special Resolution for winding up and appointment of a liquidator	30 minutes	20,000/=
	Filing of public notice of the special resolution for winding up	5 Minute	20,000/=
	Filing of public notice of appointment of Liquidator.	5 Minute	20,000/=
	Within 14 days give public notice of special resolution to wind up and appointment of a Liquidator in the Uganda gazette and Newspaper	30 minutes	Fees determined by UPPC and Newspaper of choice
	Return copies of the published notices	5 Minutes	Free
	Filing of any report required to be filed under the Act- Preliminary Report, Interim Report and Final Report	30 minutes	20,000/=

Service	Statutory Requirements	Time Frame of Registration	Cost (Ugx)
Creditors Voluntary Winding up	<i>It is a procedure, instigated by an insolvent company, by which the assets of the insolvent company are sold, and the proceeds are distributed to the company's creditors. At the end of the liquidation, the company is dissolved. The process is managed by a liquidator. A company goes into CVL after its directors realise that its liabilities exceed its assets or it cannot pay its debts as they fall due and so the company cannot carry on its business.</i>		
	Cause a meeting of the creditors of the company on the same day as the meeting for the resolution for Liquidation is to be proposed or on the following day.		
	File copy of the notice in the gazette and newspaper.	5 Minutes	20,000/= Fees
	Notice for the meeting of the creditors to be advertised in the gazette and newspaper of wide circulation.		determined by UPPC and Newspaper of choice
	File or register notice of the creditors meeting		
	Registration of Special Resolution for winding up and appointment of a liquidator	30 minutes	20,000/=
	Filing of notice for special resolution to wind up	5 minutes	20,000/=
	Filing of notice for Appointment of the liquidators	5 minutes	20,000/=
	Within 14 days give public notice of special resolution to windup and appointment of liquidator in the gazette and Newspaper		Fees determined by UPPC and Newspaper of choice
	Filing of a copy of public notice of the special resolution of winding up and appointment of Liquidator.	30 minutes	20,000/=
	Filing of any report required to be filed under the Act- Preliminary Report, Interim Report and Final Report	30 minutes	20,000/=

2. CORPORATE RESCUE

a) RECEIVERSHIP

Receiverships are provided for under sections 175 – 197 of the Insolvency Act. This is a remedy available to secured creditors on default of payment by the debtor. A receiver may be appointed under a debenture or a deed creating security over the Company assets or by court. A receiver's main focus is to realise assets and manage the business of a company for the benefit of the security holder.

SERVICE	STATUTORY REQUIREMENTS	TIME FRAME OF REGISTRATION	COST (UGX)
Receivership	Registration of Notice of appointment of a receiver. Form 12 of Schedule 1 of Insolvency Regulations <i>*An appointed receiver should be a qualified insolvency practitioner.</i>	30 minutes	20,000/=
	Within 14 days give public notice in the gazette and Newspaper		Fees determined by UPPC and Newspaper of choice
	Filing of copy of Public Notice of Receivership and Appointment of receiver	10 Minutes	Free
	Filing of any report by the receiver (Filed within 5 days after preparation)	30 minutes	20,000/=

b) ADMINISTRATION

SERVICE	STATUTORY REQUIREMENTS	TIME FRAME OF REGISTRATION	COST (UGX)
Administration	Filing and registration of special Resolution agreeing that the company needs to make a settlement with the company creditors	30 minutes	20,000/=
	Filing and registration of special Resolution appointing a provisional Administrator <i>*An appointed provisional administrator should be a qualified insolvency practitioner</i>	30 minutes	20,000/=
	Notice of appointment of provisional administrator Form 12 of Schedule 1 of Insolvency Regulations	30 minutes	20,000/=
	Filing of any report by the administrator every six months during the administration period.	30 minutes	20,000/=

SCHEDULE OF FEES

Insolvency Fees (Amendment) Regulations, 2018

FEES	Fee (Ug. Shs)
On the filing of an order of public examination	25,000/=
Where the Official Receiver acts as a provisional liquidator or provisional administrator.	2,000,000/= for every 30 days.
Where the Official Receiver acts as a liquidator, administrator or receiver of an insolvent company.	2,000,000/= for every 30 days.
Where the Official Receiver acts as an interim receiver, trustee, special manager or supervisor of an individual debtor.	2,000,000/= for every 30 days
Fees for registration of an insolvency practitioner	155,000/=
Filing annual returns by an insolvency practitioner	55,000/=
Filing statement of affairs for company	35,000/=
Filing a list of contributories	35,000/=
Filing with the Official Receiver any report required to be filed under the Act	55,000/=
Where the Official Receiver acts as an agent of a reciprocating state	2,000,000/= for every 30 days
Search in the insolvency practitioners register	35,000/=

DETAILS OF THE INTELLECTUAL PROPERTY REGISTRATION SERVICES

SERVICE	DETAILS	TIME FRAME	Costs (Ugx & Us\$)	
			UGX (Shs)	Dollars (\$)
Trademarks	Application for a search	1 working day	25,000/=	\$65
	Application for preliminary advice in one class	2 hours	30,000/=	\$70
	Application for a trademark	1 working day	50,000/=	\$150
	Application for defensive trademark of goods or services	1 working day	55,000/=	\$170
	Application for a certification trademark for goods or services in one class	1 working day	50,000/=	\$150
	Application for certification of a trademark certifying office copies	2 hours	25,000/=	\$40
	Publication of a trademark in the Uganda gazette	60 days	Fees determined by UPPC	
	Filing a notice of opposition	1 working day	100,000/=	\$250
	Filing a counterstatement	1 working day	50,000/=	\$150
	Filing evidence in support of an opposition	1 working day	N/A	N/A
	Filing evidence in support of an application	1 working day	N/A	N/A
	Filing evidence in rejoinder in opposition proceedings	1 working day	N/A	N/A
	Registration of trademark	1 working day	100,000/=	\$250
	Registration of a defensive trademark in one class	1 working day	100,000/=	\$300

Trademarks	Registration of certification trademark in one class.	1 working day	100,000/=	\$250
	Entry of registered user in respect to one mark	1 working day	100,000/=	\$250
	Entry of registered user in respect to each additional mark	1 working day	20,000/=	\$30
	Application by proprietor to vary entry of registered user in respect to one mark	1 working day	100,000/=	\$250
	Application by proprietor to vary entry of registered user, for every additional mark	1 working day	20,000/=	\$30
	Application by proprietor for cancellation of entry of registered user in respect to one mark	1 working day	100,000/=	\$250
	Application by proprietor for cancellation in respect to every additional mark	1 working day	20,000/=	\$30
	Application by other party for cancellation in respect to one mark	1 working day	100,000/=	\$250
	Application by other party to vary entry of registered user in respect to additional marks	1 working day	20,000/=	\$40
	Notice of intention to intervene proceedings to vary or cancel registered user	1 working day	30,000/=	\$40
	Certificate of validity for one registration	2 working days	50,000/=	\$150
	Certificate of validity for each additional registration	2 working days	10,000/=	\$20
	Extension of time for registration of subsequent proprietor on one assignment not exceeding 2 months	1 working day	35,000/=	\$75

Trademarks	Extension of assignment not exceeding 4 months	1 working day	55,000/=	\$150
	Extension of assignment not exceeding 6 months	1 working day	100,000/=	\$250
	Approval of the registrar for proposed assignment in respect to one trademark	1 working day	100,000/=	\$250
	Approval of registrar for proposed assignment in respect to additional trademarks.	1 working day	20,000/=	\$30
	Application for directions on advertisement of one trademark without goodwill	1 working day	35,000/=	\$65
	Application for directions on advertisement of additional trademark without goodwill on same devolution of title	1 working day	20,000/=	\$30
	Extension of time for advertisements of trade marks without goodwill not exceeding 1 month.	1 working day	25,000/=	\$55
	Extension of time for advertisements of trade marks without goodwill not exceeding 2 months.	1 working day	35,000/=	\$75
	Extension of time for advertisements of trade marks without goodwill not exceeding 3 months.	1 working day	100,000/=	\$250
	Assignment of a single mark within 6 months from date of acquisition-first mark.	1 working day	35,000/=	\$75
	Assignment within 6 months from date of acquisition for additional mark.	1 working day	30,000/=	\$30
	Assignment after expiration of 6 months from date of acquisition-First mark.	1 working day	100,000/=	\$250

Trademarks	Assignment after expiration of 6 months from date of acquisition-Additional mark	1 working day	30,000/=	\$20
	Assignment after expiration of 12 months from date of acquisition for first mark.	1 working day	120,000/=	\$300
	Assignment after expiration of 12 months from date of acquisition for each additional mark.	1 working day	20,000/=	\$20
	Change of name or description of proprietor or registered user-single mark	1 working day	25,000/=	\$30
	Change of name, description of proprietor or registered user for more than one mark-first mark	1 working day	25,000/=	\$40
	Change of name, description of proprietor or registered user for more than one mark-additional marks	1 working day	20,000/=	\$30
	Renewal of registered mark	1 working day	100,000/=	\$250
	Renewal of registration of series of trademark-First mark	1 working day	100,000/=	\$250
	Renewal of additional marks in a series	1 working day	20,000/=	\$30
	Renewal of registration of certification mark in more than one class.	1 working day	100,000/=	\$250
	Additional fee for late renewal	1 working day	35,000/=	\$65
	Restoration of a trademark	2 working days	100,000/=	\$250
	Alteration of a single trademark	1 working day	100,000/=	\$250
	Alteration of more than one trade mark- first mark	1 working day	100,000/=	\$250
	Alteration of more than one trademark-each additional mark	1 working day	30,000/=	\$55
	Notice of opposition against alteration	2 working days	100,000/=	\$250

Trademarks	Change of business address for proprietor or registered user- first mark	1 working day	25,000/=	\$30
	Change of business address- additional marks	1 working day	20,000/=	\$20
	Change or alteration of the register	1 working day	30,000/=	\$55
	Cancellation of entry upon register on application by registered proprietor.	2 working days	20,000/=	\$30
	Application for rectification or removal of trademark from the register by other party	2 working days	120,000/=	\$300
	Application for leave to intervene in proceedings for rectification or removal	1 working day	120,000/=	\$300
	Correction of clerical errors or amendment of application	1 working day	25,000/=	\$40
	Entry of disclaimer or memorandum in the register	1 working day	25,000/=	\$40
	Notice of opposition to addition or alteration of a trademark for one mark	1 working day	100,000/=	\$250
	Notice of opposition to addition or alteration of a trademark- additional marks	1 working day	20,000/=	\$40
	Certificate to the registrar other than a registration certificate for a series of marks under S.30(1)	2 working days	25,000/=	\$45
	Certificate of the registrar other than registration certificate for a series of marks under S.30(2)	2 working days	30,000/=	\$75
	Cancellation of address of service of proprietor or registered user for first mark	2 working days	25,000/=	\$30
	Cancellation of address of service of additional marks	2 working days	10,000/=	\$20
	Inspection of the register for 15 minutes	1 working day	10,000/=	\$20
	Permission to search classified representation of trademark for 15 minutes	1 working day	10,000/=	\$20

Trademarks	Office copy of documents	1 working day	5,000/=	\$20
	Request for extension of time to take an action under the Trademarks Act	1 working day	25,000/=	25,000/=
	Registration or renewal of registration of a trademark agent	1 working day	50,000/=	50,000/=
	Certified copy of document	1 working day	25,000/=	\$40
	Application to the court to expunge or vary registration of a certification mark	2 working days	100,000/=	\$250
	One request by registered proprietor to the registrar to alter deposited regulations- for one registration	2 working days	30,000/=	\$65
	Additional request made at the same time for other registrations	2 working days	20,000/=	\$20
Patents	Filing patent application form and issuance of Application number and Filing date	2 hour	100,000/=	\$100
	Substantive Examination	18Months	150,000/=	\$150
	Grant of patent	10 Days	90,000/=	\$100
	After the grant, the applicant advertises the grant in the Uganda Gazette.	Fees payable to the Uganda Printing and Publishing Corporation		
	Maintenance fees (paid after grant), annual for application or patent under regulation 35 (1) of S.I No.12 of 2017	2nd year	50,000/=	\$50
		3rd year	70,000/=	\$70
		4th year	90,000/=	\$90
		5th year	110,000/=	\$110
		6th year	130,000/=	\$130
		7th year	150,000/=	\$150

		8th year	170,000/=	\$170
		9th year	190,000/=	\$190
		10th year	210,000/=	\$210
		11th year	230,000/=	\$230
		12th year	250,000/=	\$250
		13th year	270,000/=	\$270
		14th year	290,000/=	\$290
		15th year	310,000/=	\$310
		16th year	330,000/=	\$330
		17th year	350,000/=	\$350
		18th year	370,000/=	\$370
		19th year	390,000/=	\$390
		20th year	410,000/=	\$410
	Request for extension of time: a. In respect of a patent b. In respect of a utility model	3 working Days	50,000/=	\$50
			15,000/=	\$50
	Surcharge under regulation 35(3) of S.I No.12 of 2017	1 Day	20,000/=	\$20
Industrial Designs	Filing industrial design application	1 working day	50,000/=	\$50
	Formality examination of industrial design	1 working day	50,000/=	\$50
	Substantive examination of industrial design	1 working day		
	Certificate of grant of industrial design	1 working day	20,000/=	\$20
	Application for renewal of registration of an industrial design	1 working day	100,000/=	\$250
	Application for restoration of protection granted to an industrial design	1 working day	100,000/=	\$150
	Surcharge under section 76 (1) of the Act	1 working Day	50,000/=	\$100

Utility Model	File utility model application and carry out formality examination of application	5 working days	30,000/=	\$50
	Substantive examination	3 months		
	Certificate of grant of utility mode.	1 day	50,000/=	\$50
	Annual fee for utility model certificate:	Fee due in 1st year after grant	30,000/=	\$50
		Fee due in 2nd year after grant	30,000/=	\$50
		Fee due in 3rd year after grant	60,000/=	\$100
		Fee due in 4th year after grant	60,000/=	\$100
		Fee due in 5th year after grant	60,000/=	\$100
		Fee due in 6th year after grant	60,000/=	\$150
		Fee due in 7th year after grant	100,000/=	\$150
		Fee due in 8th year after grant	100,000/=	\$150
		Fee due in 9th year after grant	100,000/=	\$150
		Fee due in 10th year after grant	100,000/=	\$150

Utility Model	File utility model application and carry out formality examination of application	1 working day	30,000/=	\$50
	Substantive examination	3 months		
	Certificate of grant of utility mode.	1 working day	50,000/=	\$50
	Annual fee for utility model certificate:	Fee due in 1st year after grant	30,000/=	\$50
		Fee due in 2nd year after grant	30,000/=	\$50
		Fee due in 3rd year after grant	60,000/=	\$100
		Fee due in 4th year after grant	60,000/=	\$100
		Fee due in 5th year after grant	60,000/=	\$100
		Fee due in 6th year after grant	60,000/=	\$150
		Fee due in 7th year after grant	100,000/=	\$150
		Fee due in 8th year after grant	100,000/=	\$150
		Fee due in 9th year after grant	100,000/=	\$150
		Fee due in 10th year after grant	100,000/=	\$150

DETAILS OF THE COPYRIGHT AND NEIGHBOURING RIGHTS REGISTRATION SERVICES

SERVICE	TIME FRAME OF REGISTRATION	COST (UGX)
Application for Registration and Certification	1 working day	50,000/=
Application for a search of copyright registration	1 working day	35,000/=
Certification of the first 3 copies	1 working day	35,000/=
Certification of any extra copy	1 working day	10,000/=



FEEDBACK AND COMPLAINTS MANAGEMENT MECHANISM

We value feedback from our clients because it equips us with information on how to improve our services and offer better services. URSB is committed to offering quality services based on our core values and mission.

The tools generated to provide feedback shall include but are not limited to:

Call centre line:	+256 326 338 000 / +256 200 404 700/ +256 417 338 100
Whistleblower Hotline:	0414 673 200 / 0417 338 520
WhatsApp:	+256 712 448 448
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Verbal Complaints:	Front desk officers

Northern Uganda Regional Office

Ministry of Justice and Constitutional Affairs Building,
Plot 6B, Princess Road, Gulu

Western Uganda Regional Office

Ministry of Justice and Constitutional Affairs Building,
Plot 1, Kamukuzi Hill, Mbarara

Eastern Uganda Regional Office

Ministry of Justice and Constitutional Affairs Building,
Plot 3, Park crescent, Mbale

West Nile Regional Office

Ministry of Justice and Constitutional Affairs Building,
Plot 42/44 Packwach Road

Greater Masaka Region

Plot 28 Edward Avenue Mayor's chambers

Kampala Head Offices

- Uganda Business Facilitation Centre Plot, 1 Baskerville Avenue, Kololo
- Georgian House 1st Floor, Plot 5 George street.





Plot 1 Baskerville Avenue, Kololo,
P.O.BOX 6848, Kampala - Uganda



ursb@ursb.go.ug



www.ursb.go.ug



+256 326 338 000 / +256 200 404 700/ +256 417 338 100



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