



UGANDA REGISTRATION  
SERVICES BUREAU

# CLIENT CHARTER 2025 -2030

# CONTENTS

VISION, MISSION, CORE VALUES .....	01
FUNCTIONS OF THE BUREAU .....	02
MANDATE .....	03
SERVICES PROVIDED BY THE BUREAU .....	04
DETAILS OF THE BUSINESS REGISTRATION SERVICES .....	05
REGULATION OF INSOLVENCY PRACTICE .....	06
WINDING UP PROCEDURE .....	07
DETAILS OF THE INTELLECTUAL PROPERTY REGISTRATION SERVICES .....	08
DETAILS OF THE COPYRIGHT AND NEIGHBOURING RIGHTS REGISTRATION SERVICES .....	09



## VISION


Centre of Excellence in providing registration services for business facilitation



## MISSION

To provide secure, efficient and innovative registration services








## 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 217
-  The Companies Act Cap106
-  Registration of Documents Act Cap 291
-  Partnership Act Cap 110
-  Business Names Registration Act Cap 105
-  The Finance Act, 2015 Cap 166
-  Security Interest in Movable Property Act, Cap 293
-  The Non-Governmental Organisations Act, Cap 109
-  The Mortgage Act, Cap 239
-  The Stamp Duty Act, Cap 339
-  All attendant regulations





### 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, Cap 106
-  Insolvency Act, Cap 108
-  Insolvency Regulations, S.I No. 36 of 2013 (As amended)
-  Insolvency Investigation and Prosecution Regulations, 2018
-  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	<p><b>I. Companies</b></p> <ul style="list-style-type: none"> <li>• Name Reservation</li> <li>• Name Searches</li> <li>• Registration of companies</li> <li>• Verification and Certification of Records Incorporation &amp;</li> <li>• Registration of company forms &amp; resolutions</li> <li>• Search of records</li> <li>• Registration of charges including Debentures and Mortgages</li> <li>• Handling Company Disputes inform of adjudication, mediation and advising clients</li> <li>• Maintaining Beneficial ownership Register</li> </ul>
	<p><b>II. Business Names</b></p> <ul style="list-style-type: none"> <li>• Search of Business Names</li> <li>• Registration of business names (Sole proprietorships, general partnerships, Limited Liability Partnerships)</li> <li>• Verification and Certification of Business Names</li> <li>• Registration of changes in particulars of Business</li> <li>• Names Cessation of Business</li> <li>• Maintaining Beneficial ownership Register for LLP'S</li> </ul>
	<p><b>III. Documents</b></p> <ul style="list-style-type: none"> <li>• Search of documents</li> <li>• Registration of documents such as Powers of Attorney, Deeds, Constitutions, Agreements, Affidavits</li> <li>• Verification and Certification of Documents</li> </ul>

## SERVICES PROVIDED BY URSB

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

Department	Services Offered
Business Registration	<ul style="list-style-type: none"> <li>• <b>IV. Security Interest in Movable Property Registry (SIMPO)</b></li> <li>• Account creation</li> <li>• Registration of security interest notices</li> <li>• Post registration activities</li> <li>• Searches</li> <li>• Trainings</li> </ul>
Copyright and Neighbouring Rights	<ul style="list-style-type: none"> <li>• Regulating Collective Management Organisations</li> <li>• Registering Creative works</li> <li>• Registering Collective management organisations</li> <li>• Registering exploitation contracts</li> <li>• Registering assignments, transfers and licenses</li> <li>• Searches on Copyright registrations</li> </ul>
Insolvency and Receivership	<ul style="list-style-type: none"> <li>• Administering of Insolvent companies &amp; individuals</li> <li>• Registration and Regulation of Insolvency Practitioners</li> <li>• Investigation of Insolvent Companies &amp; individuals</li> <li>• Prosecution of persons for offences committed under the Insolvency Act</li> <li>• Providing advice to Government on matters of Insolvency</li> <li>• Providing advice to clients</li> <li>• Acting as an agent of a reciprocating state in cross border Insolvency</li> <li>• Searches on Insolvency Matters</li> </ul>

## SERVICES PROVIDED BY URSB

Department	Services Offered
Intellectual Property	<ul style="list-style-type: none"> <li>• Registration of Patents, Utility models, Industrial designs, Trademarks and Geographical Indications</li> <li>• Handling oppositions and rectifications</li> <li>• Investigating and Enforcing protection of Intellectual Property Rights</li> <li>• Certification of Records Searches on the Intellectual Property register</li> <li>• To handle Traditional Knowledge related matters</li> </ul> Providing advice to clients

## REGISTERS USED FOR OUR REGISTRATIONS

NAME	REGISTRATIONS	LINK
Online Business Registration System (OBRS)	Registration Business Entities	<a href="#">OBRS portal</a>
Industrial Property Administration System (IPAS)	Registration of: <ul style="list-style-type: none"> <li>• Trademarks</li> <li>• Utility Models</li> <li>• Patents</li> <li>• Geographical Indications</li> <li>• Traditional Knowledge</li> <li>• Copyright and Neighbouring Rights</li> </ul>	<a href="http://iponline.ursb.go.ug/">iponline.ursb.go.ug/</a>
Security Interest in Movable Property Registry System (SIMPO)	Registration handled by the system: <ul style="list-style-type: none"> <li>• Notice of Security Interest Registration</li> <li>• Amendment Registration</li> <li>• Continuation Registration</li> <li>• Termination (Discharge) Registration</li> <li>• Assignment of Security Interest</li> </ul>	<a href="http://simpo.ursb.go.ug">simpo.ursb.go.ug.</a>

## DETAILS OF THE BUSINESS REGISTRATION SERVICES

SERVICE	DETAIL	TIME FRAME
Company Incorporation	Reservation of company name	Within 3 working hours
	Processing of application and issuance of certificate	Within 4 working hours
Registration of other company/business name forms and resolutions	Continuous filing of Company Documents	Withing 4 working hours
Record Searches	Processing of a search application online	Instant
Registration of Legal Documents	Registration of documents	Within 3 working hours
Business Name Registration	Processing of application and issuance of a certificate	Withing 2 working hours
Certifications	Processing of an application for certification	Within 1 working hour
Annual Returns	Processing of application	Within 1 working hour

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

## SCHEDULE OF BUSINESS REGISTRATION FEES

SERVICE	COST (ugx)
<b>BUSINESS NAMES</b>	
Reservation of a Business name	35,000
Registration of a Business name	55,000
Notice of change in particulars provided in a Business name registration including address and change of business name	35,000
Notice of cessation of business or removal of business name from the business names register	35,000
Certification of a copy of a certificate of registration	35,000
Certification of a copy of a business name registration form (Statement of particulars)	35,000
Record Search on the Business name register	35,000
Filing or requesting for a copy of any other document on the Business name register e.g. Business continuity form	55,000
Any other application to the Registrar of Business names	55,000
<b>PARTNERSHIPS</b>	
Reservation of a partnership name	35,000
Registration of a partnership	55,000

Registration of a notice of a minor repudiating the relationship in partnership	35,000
Registration of a notice of death of a partner	35,000
Registration of a notice of variation of terms of partnership	35,000
Registration of a notice of dissolution of a partnership	35,000
Registration of a notice of retirement of a partner	35,000
Filing a statement for registration of limited liability partnership	35,000
Registration of a notice of change in particulars of Limited Liability Partnership	55,000
Registration of a statement of intent of conversion of partnership	55,000
Certification of forms and any other document on the Partnership register	35,000
Record search on the Partnership register	35,000
Filing any other document under the Partnerships Act or Regulations made under the Act	35,000
<b>LEGAL DOCUMENTS</b>	
Registration of a document ( Registration fees and stamp duty)	55,000
Record search on the register of documents	35,000
Inspection of a document on the register of documents	35,000
Certification of a document on the register of documents	35,000
Request for an uncertified copy of the document on the register of documents	35,000
Any application to the Registrar of Documents	55,000

<b>COMPANIES</b>	
Reservation of a company name	35,000
Registration of a company whose nominal share capital does not exceed Uganda Shs.5,000,000	105,000
Registration of a company whose nominal share capital exceeds Uganda Shs. 5,000,000	1.5% of nominal share capital
Registration of a company without nominal share capital ( Company limited by guarantee without share capital)	105,000
Filing of any resolution under the Companies Act	35,000
Filing of amended Articles of Association and Memorandum of Association	55,000
Registration of annual returns of a private company with nominal share capital ( Company limited by shares)	55,000
Registration of annual returns of a company without nominal share capital ( Company limited by guarantee)	35,000
Filing of annual return by a foreign company	USD 70
Filing of any application or form not expressly provided for under the Regulations to the Registrar under the Companies Act	55,000
Filing and registration of any notice or order required to be delivered, sent or forwarded to the registrar of Companies	35,000
Certification of any company document on the register	35,000
Registration of any increase of share capital made after the first registration of a company	1.5 % of the amount by which the increased share capital exceeds the share capital on the preceding registration

Registration of any document effecting a transfer of shares	35,000
Registration of a certified copy of the charter, statute or memorandum and articles of a company or other instrument constituting or defining the constitution of a company	USD 350
Registration of any other document required to be delivered to the registrar relating to a foreign company under the Act	USD 70
Certification of any document on the foreign company register	USD 30
Registration of any Company charge ( Form 13 & Form 14)	55,000
Registration of memorandum of satisfaction of charge	55,000
Registration of the appointment of a receiver or manager of the property of a company under section 103 of the Companies Act	55,000
Record search on the register of companies	25,000
Application to the registrar of companies to dispense with the word limited	55,000
For registration of a notice of registered office, form of allotment of shares or other form or notice otherwise specified, required to be delivered to the registrar under the Act including Form 18, Form 20, Form 10 and Form 12	35,000
Registration of any notice of appointment or change of directors and secretary (Form 20)	35,000
Filing an application for restoration of a company on the register	55,000
Filing an application for conversion or registration of a company from one category to another	55,000
Filing a declaration that the company has no assets or liabilities	55,000
Any other application to the Registrar of Companies	55,000

## SECURITY INTEREST IN MOVABLE PROPERTY REGISTRY SERVICES

SERVICE	FEE	TIMELINE
Account creation (application for an account on SIMPO)	Free	1 working day
Registration of a notice	18,000	Instant
POST REGISTRATION ACTIVITIES		
Registration of an amendment of initial notice An update /A renewal /A transfer	18,000	Instant
Registration of a default and enforcement notice	20,000	Instant
Registration of disposal notice	20,000	Instant
Registration of notice for distribution	20,000	Instant
Registration of a discharge notice	18,000	Instant
Cancellation of a notice of Disposal	20,000	Instant
SEARCH		
Conducting an official search	9,000	Instant
Conducting an unofficial search	Free	Instant
Generating a certified search report	10,000	Instant
Trainings	Free	2 hours

## REGULATION OF INSOLVENCY PRACTICE

### 1. Registration of Insolvency Practitioners

Service	Details	Time Frame	Cost
Registration of Insolvency Practitioners	Requirements · Application 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 hrs from the time receipt	
Renewal of certificate of registration as Insolvency Practitioner	Renewal of certificate of registration	10 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	35,000/=

## 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	<p>A complaint, shall specify the:-</p> <ul style="list-style-type: none"> <li>• Names and physical address of the person against whom the complaint is made;</li> <li>• Names and address of the complainant;</li> <li>• Material particulars of complaint or allegation;</li> <li>• Capacity of the person filing a complaint; and</li> <li>• Time that the action arose</li> </ul> <p><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></p>	<p>5 Minutes</p> <p>Within 60 working days</p>	Free

## WINDING UP PROCEDURE

### 1. WINDING UP OF COMPANIES

Service	Statutory Requirements	Time Frame of Registration	Cost (Ugx)
	<p><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></p>		
Members Voluntary Winding Up	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 Minute	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/=
	Notice for the meeting of the creditors to be advertised in the gazette and newspaper of wide circulation		Fees 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/=

## 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. From 12 of Schedule 1 of Insolvency Regulations  <i>*An appointed receiver should be a qualified insolvency practitioner.</i>	30,000/=	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	30,000/=	20,000/=
	Filing and registration of special Resolution appointing a provisional Administrator  <i>*An appointed provisional administrator should be a qualified insolvency practitioner</i>		Fees determined by UPPC and Newspaper of choice
	Notice of appointment of provisional administrator Form 12 of Schedule 1 of Insolvency Regulations	10 minutes	Free
	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

SERVICE	COST (Ugx)
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

Details	Time Frame	Cost	
		Ugx (shs)	Dollar \$
<b>TRADEMARKS</b>			
Application of 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
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

## TRADEMARKS

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
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

## TRADEMARKS

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
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

## TRADEMARKS

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
Change of business address for proprietor or registered user- first mark	1 working day	25,000/=	30

## TRADEMARKS

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	2 working days	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	1 working day	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

Change of business address-additional marks	1 working day	5,000/=	20
Change or alteration of the register	1 working day	25,000/=	
Cancellation of entry upon register on application by registered proprietor.	1 working day	50,000/=	
Application for rectification or removal of trademark from the register by other party	1 working day	25,000/=	40
Application for leave to intervene in proceedings for rectification or removal	2 working days	100,000/=	250
Correction of clerical errors or amendment of application	2 working days	30,000/=	65
Entry of disclaimer or memorandum in the register	2 working days	20,000/=	20

## PANTENTS

Filing patent application form and issuance of Application number and Filing date	2 working hours	100,000/=	100
Substantive Examination	18 months	150,000/=	150
Grant of patent	10 days	90,000/=	1000

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: · In respect of a patent · In respect of a utility model	3 workings days	50,000/=	50
		15,000/=	50
Surcharge under regulation 35(3) of S.I No.12 of 2017	1 day	20,000/=	20
<b>UTILITY MODEL</b>			
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 model	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 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 model	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 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

## 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

## DETAILS OF THE COPYRIGHT AND NEIGHBOURING RIGHTS REGISTRATION SERVICES

SERVICE	TIME FRAME	COST
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:

<b>Call centre line:</b>	+256 326 338 000 / +256 200 404 700/ +256 417 338 100
<b>Whistleblower Hotline:</b>	0414 673 200 / 0417 338 520
<b>WhatsApp:</b>	+256 712 448 448
<b>Email address:</b>	ursb@ursb.go.ug
<b>Live chat on:</b>	<a href="http://www.ursb.go.ug">www.ursb.go.ug</a>
<b>Verbal Complaints:</b>	Front desk officers

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**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

**Hoima Regional Office**

Hoima District Local Government Headquarters, Kyenjonjo-Hoima Road, Kasingo Cell  
Hoima-Regional Service Uganda Centre Building (Youth Library).

**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 Branch (One Stop Center)**

Georgian House 1st Floor, Plot 5 George street.

**Head Office**

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