



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 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 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 | <b>I. Companies</b> <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> |
|                       | <b>II. Business Names</b> <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>                                                                               |
|                       | <b>III. Documents</b> <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> <li>• Providing advice to clients</li> </ul> |

## 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="#">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="#">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 |

| COMPANIES                                                                                                                   |                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 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, statue 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       |
| <b>POST REGISTRATION ACTIVITIES</b>                                                |        |               |
| Registration of an amendment of initial notice<br>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       |
| <b>SEARCH</b>                                                                      |        |               |
| 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<br>• Application Form – 1-Insolvency Practitioners Regulations, 2017<br>Supported by:<br>• Certified copies of the qualifications of the person<br>• Proof of membership of the professional body.<br>• Evidence of the professional indemnity<br>• Evidence of a bank account for insolvency matters.<br>• Proof of payment of fees.<br>• 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)                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------|
| 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 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<br><br><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<br><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 \$ |
| TRADEMARKS                                                                   |               |                         |           |
| 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 |           |
| Filling 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:<br>· In respect of a patent<br>· 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  |
| 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 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>         | <a href="mailto:ursb@ursb.go.ug">ursb@ursb.go.ug</a>  |
| <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**

Uganda Business Facilitation Centre Plot, 1 Baskerville Avenue, Kololo







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



[ursb@ursb.go.ug](mailto:ursb@ursb.go.ug)



[www.ursb.go.ug](http://www.ursb.go.ug)



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



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