

Promotion of development through Business Formalisation.

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1. WHO WE ARE

- The Uganda Registration Services Bureau (URSB) is a semi-autonomous statutory body established in 1998 by Chapter 210 of the Laws of Uganda.
- URSB was created to take over the functions of the Registrar General's office under the Ministry of Justice and Constitutional Affairs.
- In July 2010, URSB was granted self accounting status.
- The URSB is governed by a Board of Directors and a Chief Executive Officer, the Registrar General.



2. WHAT WE DO

The Uganda Registration Services Bureau Act Cap 210, mandates the Bureau, under section 4(2), to do the following:-

- a. Business Registration which includes registration of companies, business names, partnerships, documents, debentures and chattels security transactions, Official Receiver in liquidation of companies and bankruptcy matters;
- b. Intellectual Property Rights - this includes registration of Patents, Utility Models, Industrial Designs, Trademarks and Service marks; Copyright and Neighbouring Rights;
- c. Civil Registration which involves registration of civil marriages (the mandate to register births, deaths and adoption orders was transferred to the National Identification Registration Authority)



3. REGISTRATION OF CHATTELS

Chattel means moveable property that can be transferred by delivery including

- ✓ machinery,
- ✓ book debts,
- ✓ stock, crops,
- ✓ wool,
- ✓ titled property.

If a chattel is subject to a security interest, it becomes collateral.

Does not include

- debentures,
- shares,
- negotiable instruments e.g. promissory notes, bills of exchange, banknotes and cheques,
- land,
- chose in action (intangible right to sue).





Benefits of Chattels registration to Entrepreneurs

- Reduce the cost of doing business through pledging chattels as security.
- Easy access to credit thereby increasing the number of new borrowers.
- Promotes Credit Diversification i.e moveable and immoveable.
- Growth and development.
- Poverty reduction.



4. REGISTRATION OF COMPANIES

The function of registration of companies is achieved through the Directorate of Business Registration (DBR).

TYPES OF BUSINESSES REGISTERED IN UGANDA.

A. Business Names- includes the following:-

- Sole Proprietorships
- Partnerships

B. Companies- includes the following:-

- Limited and Unlimited
- Private
- Public
- Foreign
- Single Member



5. WHY/ADVANTAGES OF REGISTERING A BUSINESS/ FORMALISATION

1. Access to Financial accommodation.
2. Participate in bidding processes for provision of goods and services.
3. Becomes a legal entity.
4. Creation of employment opportunities.
5. Trade in its own name.
6. Enhanced business reputation and continuity.
7. Contribution to National Devt. etc.
8. Access to both national and International markets



6. PROCEDURE FOR BUSINESS NAME REGISTRATION

- Sole Proprietorship:
 - Fill in Form of Statement required pursuant to registration of Business name.
 - Submit for name search and approval
 - Make requisite payments and lodge application for registration
 - Pick finished Certificate of registration within 16 working hours.
- Partnership:
 - In addition to the above attach a Partnership Deed.

FEES FOR REGISTRATION OF A BUSINESS NAME

- Sole Proprietorship:
 - Statement of particulars required pursuant to Business Names Registration Act- 24,000/=
- Partnership:
 - Statement of particulars required pursuant to Business Names Registration Act- 24,000/=
 - Partnership Deed- Registration Fees-20,000/=
 - Stamp Duty 15,000/= (3 copies)



7. PROCEDURE FOR COMPANY INCORPORATION- STEPS AND DOCUMENTS.

PRIVATE COMPANY Sec.4;

- Name search & Reservation(reserved for thirty days or for such longer period as the registrar may require but not exceeding sixty days) - Sec 36. [directly linked to identification, make sure the name is available and the identity of another company is not 'stolen']
 - Assessment and payment of statutory fees.
 - Submit application Form. Sec. 18.
- Memorandum and Articles if any may be filed as well (Sec19).
- Other forms (under the saved regulations)-
 - ❖ A1- Statement of Nominal Share Capital of the Company, and
 - Obtain certificate of Incorporation (within one day).



PROCEDURE FOR COMPANY INCORPORATION- STEPS AND DOCUMENTS REQUIRED (CONT.)

Form 20 - Particulars of the directors and secretary of the company filed within 14 days after registration of a company.

Form 18- Registered Address of the company. The form is filled in and brought to the Registrar of Companies within fourteen days after incorporation.

Form 10- Return of allotment. This form is what determines the shareholding of a company. At incorporation, shares are not yet paid for and thus not allotted.

PUBLIC COMPANIES;

In addition to other requirements as in Private Company, there is required either a prospectus or a statement in lieu of prospectus before registration of a public company- Sec.60.



8. RECENT ACHIEVEMENTS UNDER BUSINESS REGISTRATION

- ❖ Centralized Services- One stop shop.
- ❖ File Census leading to file automation.
- ❖ Computerization.
- ❖ Self assessment for NTR payment.
- ❖ Online name search.
- ❖ Mobile Business Registration clinics
- ❖ Synergies e.g TREP with KCCA/Local governments and URA.
- ❖ Decentralisation of our services to regional offices.





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- **Nakivubo Mews**, Sekaziga House, 1st Floor

Mbale: Plot 3, Park Crescent, Ministry of Justice and Constitutional Affairs

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

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