

## **INFORMATION ON LAND, SOME FACTORIES, INVESTOR COMPANY NECCESITIES AND IMPORTANT INFORMATION ON INVESTMENT OPPORTUNITIES IN THE PROPOSED BUSINESS AND INDUSTRIAL PARKS**

In regards to invest land it can be allocated in any part of the country mainly in the Central part of Uganda in the urban and semi urban areas. This is determined by what is the purpose of needing the land by the investor, is it for Industrial, agriculture or other purposes all this is to be applied through a land request form from the Uganda Investment Authority website. Other forms include an investor application license and business registration form.

The information of land request forms and other form details in regards to investor companies interested are written below.

### **ALL KINDS OF FACTORY ARE NEEDED BOTH LARGE AND SMALL IN ANY FIELD DUE TO THE VARIETY OF RAW MATERIALS BUT LACK OF EXPERTISE AND TECHNOLOGY,EXAMPLES ARE:**

#### **medical product factories**

Production of Human Liquid formulations;

- Manufacturing of Diagnostic material and equipment;
- Production of Human Parenteral Drugs;
- Production of Human vaccines;
- Processing of Herbal medicines from the neem tree and aloe vera;
- Manufacturing of veterinary pharmaceuticals;
- Production of Human Solid dosage forms such as tablets , capsules, etc;
- Processing of medical sundries (Cotton wool, syringes, sanitary pads, bandages, glucose, water for injections, infusions syrups and oxygen etc and;
- Manufacture of Medical Equipment.

- **packaging factories for food and goods**
- **garbage collection and recycle factories**
- **Motor bike assembling or manufacturing factories**
- **modern textile factories**
- **Food processing factories to various by products**
- **Paper recycle factories**
- **Leather processing and by product factories from animals eg crocodile, sheep, ostrich, and more**
- **Solar energy manufacturing equipment, wind energy supply factories**
- **water filter factories,**

- **Mineral byproduct processing factories eg Gold, Magnesium, Copper , precious stones and more**
- **Ship and boat building factories**
- **Car assembling factories**
- **battery cell energy manufacturing factories**

**(ii) Steps to Register your Investment in Uganda**

**Step 1 – Register your company in Uganda**

Register your company in Uganda at the Uganda Registration Services Bureau (URSB) and obtain the Memorandum and Articles of Association, and a Certificate of Incorporation.

**Step 2 – Get your Investment License**

An investment license is required for all foreign Investors before any of their investments become operational. An investment License once obtained authorizes the holder to make the arrangements necessary for establishing the business enterprise.

Currently the license is free of charge and can be obtained within 2-5 working days. An application is made to the Executive Director of UIA using Form UIA 1 (obtainable from the UIA offices or online at [www.ugandainvest.go.ug](http://www.ugandainvest.go.ug)). The form is filled and returned to UIA with the following:

- A copy of the certificate of incorporation if it is a limited liability company, plus copies of the Memorandum and Articles of Association;
- A brief business plan;
- Detailed investment program indicating all investment capital goods, their value and timing of implementation.

For a foreign Investor to receive an investment license, s/he must demonstrate a minimum planned investment of at least US \$ 100,000, while it is US\$50,000 for local investors but registration is not obligatory for local investors.

Apply for an investment license using UIA Form 1 and attach the documents in step 1 plus a brief Business Plan. Normal processing time for an investment license is 2 – 5 days.

### **Step-3- Trading license**

A trading license is required of any business operating in Uganda. The license is issued by the local authority (town or city council). The issuance of license is instant.

License fee for opening up an office is Ushs.156,500. License fee for carrying out a retail business is Ushs.206,500. License fee for carrying out a wholesale business is Ushs.366,500. The Trading License is a general business license required for all companies including service enterprises.

The issuing authority is the relevant Municipal Authority where the business premises are situated. A trading license can be obtained almost instantly provided the necessary documents on the nature of business to be undertaken and the location are available. The fee is assessed by the Municipality or City Council. Standard forms are completed and are accompanied by Memorandum & Articles of Association as well as the Certificate of Incorporation. For the case of Kampala City Council, the exercise is decentralized to each of the 5 Divisions of Kawempe, Nakawa, Makindye, Rubaga, and Kampala Central Divisions.

The Public Relations Officer  
Kampala City Council  
City Hall, Room A112  
Tel: +256-41-231443  
Fax: +256-41-231916  
Tel. +256-772-695296  
Email: [public.relations@kcc.go.ug](mailto:public.relations@kcc.go.ug)

Nakawa Division  
Tel: +256-41-4222936

Email: [nakawa@kcc.co.ug](mailto:nakawa@kcc.co.ug)

Central Division

Tel: 256-41-4230857

Email : [central@kcc.co.ug](mailto:central@kcc.co.ug)

Kawempe Division

Tel: 256-41-4566907

Email: [kawempe@kcc.co.ug](mailto:kawempe@kcc.co.ug)

Makindye Division

Tel: 256-41-4267840

Email: [makindye@kcc.go.ug](mailto:makindye@kcc.go.ug)

Rubaga Division

Tel: 256-41-4271711

Email: [rubaga@kcc.go.ug](mailto:rubaga@kcc.go.ug)

#### **Step –4- Secure necessary secondary clearances**

Certain sectors require other secondary licenses e.g. for mining activity, air transport, banking, forestry. UIA will assist you to secure these licenses within reasonable time. UIA shall also assist you in obtaining suitable industrial land and work permits for your expatriate staff. Utilities like telephone, electricity and water can easily be secured from the relevant offices.

**One-stop-centre**– The one-stop-shop has now been implemented permitting investors to obtain all these services at the UIA. This initiative saves the investors both time and money to have their projects licensed and implemented expeditiously. Representatives from Uganda Revenue Authority, Department of Immigration and Ministry of Lands are already housed at the UIA for this cause.

The one-stop facilitation service is operational at the UIA Headquarters. Every investor’s first point of contact for business registration with the **Uganda Registration Services Bureau** is available at the UIA. The other line agencies with officials based at the UIA include; **Uganda Revenue Authority (URA)** for tax advice and registration issues, **Directorate of Citizenship and Immigration Control** for work permits and residency advice, and the **Lands Department**.

#### **(iii) OTHER NECESSITIES**

##### **(a) Environmental compliance**

The National Environment Management Authority (NEMA) requires EIAs to be carried out for the following types of investment, prior to commencement: -

- Urban development;
- Transportation;
- Dams, rivers, and water resources;
- Aerial spraying;
- Mining;
- Forestry related activities;
- Large-scale agricultural activities, introduction of new crops, animals, and pesticides;
- Processing and manufacturing activities;
- Electrical infrastructure;
- Management of hydrocarbons;
- Waste disposal;
- Natural conservation areas.

On approval of a project brief and environmental impact study the developer is required to pay a fee to NEMA. This fee is used for monitoring the project during its existence and to cover administrative costs and ranges between Ushs250,000 – Ushs.2,000,000 depending on the level of investment. Large projects over Ushs.5 billion pay a fee of 0.1% of the investment value.

At a minimum, the project brief submitted by the developer to NEMA shall contain the following information:

- Name, title and address of the developer.
- Name, purpose, objective and nature of project, including attributes such as size of project, design, activities that shall be undertaken during and after the establishment of the project, products and inputs, sources of inputs, etc.
- Description of the proposed project site and its surroundings, and alternative sites, if any, where the project is to be located.
- Description of how the proposed project and its location conform to existing laws, regulations and policies governing such project and the use of the site/area proposed for its location.

National Environment Management Authority (NEMA)  
NEMA House,  
Plot 17/19/21, Jinja Road

Tel: +256-41-4236817/251064/5/8

Fax: +256-41-4257521/232680

E-mail: [info@nemaug.org](mailto:info@nemaug.org)

<http://www.nemaug.org>

## **(b) Business/Tax registration**

### **a. Tax Identification Number:**

Anyone intending to do business in Uganda is required to be tax registered for both the directors (personal TIN) and company (business TIN). It is the main identifier.

### **b. VAT registration:**

This is recommended for persons intending to supply taxable supplies and expect the turnover threshold of more than UGX 50 Million p.a.

### **c. Registration as an Investment Trader:**

This is for a person planning to supply taxable supplies in the future. Registration as an Investment Trader for tax purposes allows one to claim a refund of VAT input tax suffered in the period prior to making taxable supplies provided the period does not exceed two years.

### **d. Pay- As- You- Earn (PAYE)**

Employers are also required to register for Pay As You Earn (PAYE). Every employer is required to deduct monthly taxes from liable employee's salary payments and any other employment benefits whether monetary or in kind. Fill out application forms for both the directors and for the company. These can be got from any URA Domestic taxes office across the country or at the UIA offices. Tax registration is free of charge.

### **Documents to attach.**

- Copy of Certificate of Incorporation
- Copy of Company Form 7 indicating directors particulars
- Proof of location of business e.g. copy of tenancy agreement.
- Copies of the identifications of the directors.

In the case of VAT registration, URA will conduct an inspection to verify the business existence and information submitted.

In the case of registration as an investment trader (must hold an Investment License), URA will require that you issue an undertaking and security guaranteeing the repayment of any tax refunded if you do not make taxable supplies within the registered period.

PAYE file number is given automatically the investors indicates s/he is going to employ people during TIN registration. This does not require a separate registration step.

Particular rates are applied depending on the amount an employee earns in a year of income for instance 10% for amounts exceeding Ushs.1,560,000 and the amounts increase as the income increases up to 30%

Taxpayer Services (TPS) Desk  
Uganda Revenue Authority  
Crested Towers, Tall Tower  
Ground Floor.

Tel: +256-41-4317000

Tel: +256-41-4317002

Email; [prte@ura.go.ug](mailto:prte@ura.go.ug)

Website: [www.ura.go.ug](http://www.ura.go.ug)

### **(c) Import clearance procedure**

Kampala Customs Business Center of Uganda Revenue Authority, is a one-stop shop for Customs transactions where the control of declarations is based on the Risk Management and is done electronically under the ASYCUDA++. Imports into the country are kept in a licensed customs area pending Customs Clearance.

URA has basically four (4) import regimes.

IM4 – Direct Import for Home use

IM5 – Temporary Import

IM6 – Re-Import

IM7 – Customs Warehousing

## **Procedures**

- Importer appoints a Customs Agent and hands him all related documents.
- The appointed agent prepares an electronic customs declaration (Single Administrative Document – SAD) at any Direct Trader Input (DTI) center.
- A printout is generated and payment must be made in the authorized bank.

## **Documents to attach**

- Profoma invoice
- Commercial invoice (mandatory)
- Insurance certificates (where applicable)
- Freight invoices (where applicable)
- Sales Contract/Agreement (where applicable)
- Certificate of Origin (for preferential rate, it is mandatory)
- Shipment documents e.g.
  - Bill of Lading (mandatory)
  - Airway Bill (mandatory)
  - Railway Consignment Note (mandatory)
- Export documents where applicable e.g.
  - Export entry ---- South Africa
  - Shipping Bills ---India
  - Form E ---- Pakistan
- Payment documents – Cash (Telegraphic Transfer – T/T)
  - Letter of Credit
  - Bill of Exchange.
- Others.
  - Fumigation Certificate – used cloth and shoes
  - Phytosanitary Certificates – for plants, seeds, soil, timber, agro chemicals, etc
- Permits for restricted (regulated) goods

Customer Care Desk

Kampala Customs Business Center (CBC)

Uganda Revenue Authority

Nakawa headquarters

Tel: +256-41-4334263

Tel: +256-41-4334267

Tel: +256-41-4334268



Email; [prte@ura.go.ug](mailto:prte@ura.go.ug)

Website: [www.ura.go.ug](http://www.ura.go.ug)

#### **(d) Importation/clearance of raw materials**

Import duty remission to zero if the products are on the list of raw materials for the East African Community. One requires the procedures under (6) above, and in addition, one should also note that:

1. Customs inspects the premises of the manufacturer to confirm suitability.
2. It's an added advantage if the manufacturer is registered with UIA and UMA.

Customs – Trade Section  
Uganda Revenue Authority  
8th floor Crested Towers,  
Tel: +256-414-317000/209  
Email; [prte@ura.go.ug](mailto:prte@ura.go.ug)

#### **(e) arrival privileges**

For Foreigners (investors and expatriates) coming into the country for the first time to work and/or reside, an exemption in the form of duty exemptions for personal and household effects and (1 motor vehicle previously owned for at least 12 months) is granted under the 5th Schedule Part B 5 (3) a, b & c.

In addition to requirements under (6), the beneficiary may also need to note that:

- a. Notify Customs.
- b. Items should have been in use of the person in the previous country of residence.
- c. Items should be of a personal/household nature.
- d. Item should be in reasonable quantities.
- e. Proof that person is bona-fide changing residence.
- f. Items must be imported into the country within three months of your first arrival in the country.

Customer Care Desk  
Kampala Customs Business Center (CBC)

Uganda Revenue Authority  
Nakawa headquarters  
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Tel: +256-41-4334268  
Email; [prte@ura.go.ug](mailto:prte@ura.go.ug)  
Website: [www.ura.go.ug](http://www.ura.go.ug)

**(f) Import/clearance of plant and machinery**

Import duty remission to zero

Exemption from withholding tax and the VAT may be deferrable for VAT registered persons (see below).

In addition to requirements under (8), the beneficiary may also need to fulfil other conditions as under:

- a. On importation, lodge an application for VAT deferment on URA Form 230
- b. For a new applicant, write formally to Assistant Commissioner – Field Delivery (AC-FD)
- c. Importer should be VAT registered
- d. Importer should be filing returns and should attach last 3 copies (if applicable).
- e. Importer should have a Certificate of Incorporation
- f. Importer should have fulfilled all customs procedures.
- g. The customs verification account should be complete and original.
- h. Attach all required documents as explained above.
- i. The deferred VAT should be discharged after 30 days on Form 231 and a discharge note.
- j. If machinery is coming in parts, attach a copy of the assembly plan and schedule of importation

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Email; [prte@ura.go.ug](mailto:prte@ura.go.ug)  
Website: [www.ura.go.ug](http://www.ura.go.ug)

**(g) Vat Deferred payment facility**

This is a facility granted to VAT registered taxpayers where by payment of VAT at importation on specified imports is postponed to the future. URA then collects the VAT on production of final goods, where applicable.

Items deferrable are::

- a. Plant & Machinery and accessories
  - b. Green Houses and Cold Rooms
  - c. Specialized Vehicles
  - d. Generators
- KVA and above

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Kampala Customs Business Center (CBC)

Uganda Revenue Authority

Nakawa headquarters

Tel: +256-41-4334263

Tel: +256-41-4334267

Tel: +256-41-4334268

Email; [prte@ura.go.ug](mailto:prte@ura.go.ug)

Website: [www.ura.go.ug](http://www.ura.go.ug)

#### **(h) Export procedures**

Uganda's exports comprise of locally produced/manufactured goods and the previously imported goods categorized as

Bonded exports and Un-bonded exports.

Four operational export regimes are used in the automated export system, namely:

- EX1 –Permanent Direct Exports. These are mainly local produce and attract no taxes.
- EX2 – Temporary Export/ Re-exports (not bonded). Goods going out for repair or otherwise but coming back.
- EX3 – Permanent Re-exports (not bonded). These are normally personal effects.
- EX8 – Bonded exports (CPC 8400)/ re-exports (CPC 8471). These are basically manufactured goods.

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Kampala Customs Business Center (CBC)

Uganda Revenue Authority

Nakawa headquarters

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Email; [prte@ura.go.ug](mailto:prte@ura.go.ug)

Website: [www.ura.go.ug](http://www.ura.go.ug)

Export Incentives and Facilities.

- Bonded Warehouse Facility
- Duty Draw Back Facility
- Inward/Outward Processing
- Export Processing Zones (planning).

### **Procedures**

- a. A Single Administrative Document (SAD) is captured by the exporter or his/her Agent at the DTI center, and registers the declaration.
- b. The printed SAD together with the necessary export accompanying documents is presented to Customs Verification Unit for confirmation of the export goods.
- c. The Customs – endorsed SAD is then lodged at CBC Exports Desk for document processing.

### **Documents to attach:**

- a. Valid Export Certificate from Ministry of Trade, Tourism and Industry.
- b. Quality Certificate from relevant regulatory bodies i.e. UCDA, CDO, and UNBS.
- c. Weighbridge slip/report.
- d. Certificate of origin from Uganda National Chamber of Commerce and Industry for exports destined for countries outside COMESA.
- e. EUR.1 (movement certificate for goods destined for the EU issued by the Uganda Exports Promotion Board (UEPB).
- f. International Coffee Organization (ICO) certificate of origin from UCDA.
- g. Phytosanitary certificate from Ministry of Agriculture, Animal industry and Fisheries (MAAIF)
- h. Parking list/Tally sheet.
- i. Tax invoice.

- j. COMESA certificate of origin from UEPB for goods destined to COMESA countries.
- k. Health certificate from MAAIF if exporting fish.
- l. Valid lint cotton export registration certificate from CDO
- m. Fumigation certificate.
- n. Proof of payment of taxes (export levy) from the bank in the case of hides and skins - \$0.25 per kg.

Export Promotion Schemes  
 Uganda Revenue Authority  
 Tel +256-414-334219

**(i) Application of water supply**

Metered Charges (Charges per Cubic meter)

- a. Public standpipes 568/=
- b. Residential 879/=
- c. Institutional/Government, 1082/=
- Industrial/commercial, First 500m<sup>3</sup> per month = 1,462/=
- 501-1500m<sup>3</sup> per month, =1,462/=
- Over 1500m<sup>3</sup> per month, =1,324/=
- d. Industrial/Commercial assessed at Ushs.1,462/m<sup>3</sup>

Un-Metered Charges (Charges per Cubic meter)

- a. Public standpipes: 75m<sup>3</sup>, = 42,600/=
- b. Institutional/Government,. Assessed at shs.1,082/m<sup>3</sup>
- c. Industrial/Commercial, Assessed at shs.1,462/m<sup>3</sup>

NB: Other charges related to the pipes to used at premises

Upon identification of an Industrial site for development, the investor should:

- Fill out form NCI and deliver it (preferably in person) to the respective area office (for upcountry offices) or to NW&SC 6th Street Industrial Area for Kampala.
- The Block-mapping section of the corporation offers an updated site-plan
- A file is opened and an account number allocated to the client
- An estimate of the cost of the required materials is availed to the client to purchase on the open

market

- The materials are inspected by NW&SC officials for suitability and an approval is signed
- The client pays connection fees proportionate with the size of the desired pipe as given by the Corporation.

The Managing Director  
National Water and Sewerage Corporation  
Plot 39 Jinja Road  
P.O. Box 7053  
KAMPALA  
Tel: 256-41-4257800/256596  
Fax: 256-41-4345531  
Email: [commercial@nwscug.org](mailto:commercial@nwscug.org)  
[www.nwsc.co.ug](http://www.nwsc.co.ug)

#### **(j) Application of electricity supply**

Having finished construction of a house, a prospective customer must hire a competent wiring contractor, licensed by Umeme to complete the electrical wiring in the house. The customer will receive a genuine Wiring Certificate. Then the prospective customer approaches the nearest Umeme office within his/her location for application with: Passport size photograph; Wiring Certificate and TIN number.

The installation inspector/surveyor will visit the site to verify whether the wiring conforms to the requirements of the company. This will take about 3 days.

For usage, electricity charges currently range between Ushs. 140.1 – 233.1 for large industrial users during off-peak and peak respectively. For medium industrial users, the rates range from Ushs.282.6 – 430.6 respectively for off-peak and peak periods. For detail of the charges and other costs, please visit: [www.era.or.ug/tariffs/php](http://www.era.or.ug/tariffs/php)

Once the installation is found to be in conformity with the required standards, internal processing of the customer's application will be effected. This includes but may not be limited to: approval of the application, surveying, drawing sketch maps, and costing. Once the installation is found to be

in conformity with the required standards, internal processing of the customer's application will be effected. This includes but may not be limited to: approval of the application, surveying, drawing sketch maps, and costing.

After 12 working days, the customer will be informed to come and pay for the service. Currently, the fee stands at Shs. 197, 000 (Capital Contribution) and Shs. 100,000 (Security Deposit). Note. This is only for a No-Pole Service. For One pole service, the amount is Shs. 323,200 (Capital Contribution) and Shs. 100,000 (Security Deposit). An account number will be issued in respect of the payments.

UMEME Head Office:

2nd floor, Rwenzori House

Plot 1 Lumumba Avenue, P.O.Box 23841, KAMPALA.

Tel: +256-31-2360600

Fax: +256-41-4347949

e-mail: [umeme@umeme.co.ug](mailto:umeme@umeme.co.ug)

[www.umeme.co.ug](http://www.umeme.co.ug)

### **(k) Application of work permit**

The UIA assists investors in obtaining work permits from the Directorate of Citizenship and Immigration control. Licensed investors are required to submit their work permit applications through the UIA for faster and easier processing.

#### **Issuing Procedures**

An investor submits the application with all the relevant documents to UIA. At the UIA, the applications are evaluated and recommended by the Executive Committee. The evaluation process may require a visit to the project site to assess investment on the ground and number of jobs (local and foreign) created. Upon approval by UIA, the application for a work permit will go to the Immigration Office, who in turn will grant final approval.

#### **Appeal/ Problem Cases**

An applicant whose application is rejected can appeal to the Minister of Internal Affairs. The appeal should be done within a period of one month from the date the applicant is informed about the rejection. Appeals are made to the Minister for Internal Affairs and a US\$ 500 non-refundable appeals.

For fees see: [www.immigration.co.ug](http://www.immigration.co.ug)

### **1. Special Passes**

The Special Pass entitles the holder to stay in Uganda for an initial period of three months, renewable for two more months.

Application Form 10A available, which is also available at UIA free of charge, is filled out and submitted to the Immigration Department. A Special Pass is given within one day and a processing fee of US\$ 50 is paid. Extensions are given for US\$ 20. The investor may contact UIA in case of any difficulty. For fees see: [www.immigration.co.ug](http://www.immigration.co.ug)

### **2. Entry (Work) Permits**

The Work permit entitles the holder to stay in Uganda for a period of between one- three years and this period may be extended on the investor's request.

For each of the above, the applicant is required to fill out Form 1, which is available from the Directorate of Citizenship Immigration Control.

Each applicant (investor) is requested to attach the following, on submitting to the UIA the completed work permit application forms:

- Two passport size photographs;
- A photocopy of the applicant's passport;
- A copy of UIA Investment License;
- A recommendation letter from UIA.

For potential expatriate employees, should submit the following documents, in addition to the above listed: Copies of academic certificates, Curriculum Vitae, and A letter of appointment, letter of good conduct from one's home country. Application is done prior to the prospective expatriate entering Uganda.

The Commissioner  
Directorate of Citizenship Immigration Control  
Ministry of Internal Affairs  
Jinja Road  
P.O. Box 7165 Kampala, Uganda  
Tel: 231641 or 231031  
[www.immigration.co.ug](http://www.immigration.co.ug)



## **( L) Approval of building plans by Kampala City Council**

### **Stage 1: Submission and Approval of Plans**

- Obtain four sets of submission forms from the Area Building Inspector of your respective Division;
- Submit four sets of the duly filled forms to the Area Building Inspector at your divisional offices accompanied by : Four sets of architectural drawings ; and a sketch of the location plan drawn to scale of 1:2500
- The submitted documents are distributed by the Area Building Inspector to: Medical Officer of Health – for Public Health requirements such as ventilation, sanitation etc.; Chief Town Planner – for such as accessibility, density of buildings and people, user activity in relation to zoning, plot coverage and ratio, skyline, etc.; City Engineer – for structural details especially in cases of storied buildings; and Land Officer – for verification of title/ownership of land.

After approval by the Council, the plans are stamped and one copy is availed to the developer.

### **Stage 2: Construction Phase**

- The developer should give notice to the Chief Town Planner, specifying the date and time of commencement. The information should be forwarded through the respective Area Building Inspector at the Divisional Headquarters. The developer must obtain a job card from the Area Building Inspector at the Division offices.

### **Stage 3: Occupation Phase**

- On completion of construction, the developer/owner or his Architect shall duly complete applications forms applying for a certificate of occupation or occupation permit.
- Inspection fees – paid by the occupant.

The Principal Building Surveyor recommends to the Chief Town Planner to issue a written permit of occupation.

NB: other authorities may also follow similar paths

The Public Relations Officer  
Kampala City Council

City Hall, Room A112  
Tel: +256-41-231443  
Fax: +256-41-231916  
Tel. +256-772-695296  
Email: [public.relations@kcc.go.ug](mailto:public.relations@kcc.go.ug)

Nakawa Division  
Tel: +256-41-4222936  
Email: [nakawa@kcc.co.ug](mailto:nakawa@kcc.co.ug)

Central Division  
Tel: 256-41-4230857  
Email : : [central@kcc.co.ug](mailto:central@kcc.co.ug)

Kawempe Division  
Tel: 256-41-4566907  
Email: [kawempe@kcc.co.ug](mailto:kawempe@kcc.co.ug)

Makindye Division  
Tel: 256-41-4267840  
Email: [makindye@kcc.go.ug](mailto:makindye@kcc.go.ug)

Rubaga Division  
Tel: 256-41-4271711  
Email: [rubaga@kcc.go.ug](mailto:rubaga@kcc.go.ug)

#### **(m) Land acquisition**

Land use in Uganda is regulated by the Town and Country Planning Act. Land use including changes to existing land use must be in accordance with the approved outline scheme in respect of that area. Where the investor's land does not fall within the planning area, there are no limitations in changing from one land use to another.

The Land Act 1998 provides for 4 types of land tenure systems; mailo, customary, freehold and leasehold. Leasehold tenure is the only land tenure available to foreign investors and this consists

of: -

A foreign investor can (subject to renewal) acquire a leasehold interest in land for up to 99 years. Land acquisition/leasing is governed by the Registration of Titles Act. The seller or lessor must be in possession of a Certificate of Title. A Certificate of Title in the names of a party is sufficient proof of ownership of the land in question. Investors should, where applicable, insist on a written consent from the spouse and children of the owner/vendor prior to effecting a purchase. Where the children are minors, the Local Land Committee can give such consent. Leasehold land is normally available from district, town or municipal council boards. The Buganda Land Board is also another body with authority to lease land.

**Steps to follow:**

1. Identify land available by contacting landlord (District Land Board, Municipality or individual with title).
2. Title Search – Establish if vendor or purported owner/landlord has a ‘clean or unencumbered’ title.
3. Complete land application form in the case of buying land from an institutional landlord. (For individual, go to step 4)
4. Sale Agreement and Transfer – Upon approval of application, the landlord will issue a certificate of allocation, which is effected by payment. The actual sale (transaction) should be evidenced by a sales agreement between vendor and buyer along with an instrument of transfer, which enables the buyer to have the registration on the title officially changed into the buyer’s names.

Uganda Investment Authority  
Plot 22B Lumumba Avenue  
P.O.Box 7418 Kampala, Uganda  
Tel: +256-41-4301000  
Fax: +256-41-4342903  
E-mail: [info@ugandainvest.com](mailto:info@ugandainvest.com)  
<http://www.ugandainvest.go.ug>

Ministry of Lands, Housing & Urban Development  
Century House, Parliament Avenue  
Tel. +256-41-4342931

Uganda Land Commission

Century House, Parliament Avenue

Tel. +256-41-4342931

The Secretary

Buganda Land Board

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Kampala, Uganda

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**(n) Application for banking license (guided by the financial institutions Act 2003).**

A non-refundable application fee of Uganda shillings one million for banks, and Uganda shillings five hundred thousand for non-bank financial institutions shall accompany each application for a license. Each application for a license shall be accompanied by the following supporting documents:

- (a) an information sheet for the applicant and for each of its substantial shareholders (if corporate), subsidiaries or affiliates in the form set out in Schedule 2;
- (b) a personal declaration form for each of the proposed directors, officers and substantial shareholders ( if natural persons) in the form set out in Schedule 3;
- (c) individual credit references for the applicant and each of the substantial shareholders, directors and officers from his or her bankers;
- (d) proposed capital structure of the financial institution;
- (e) a business plan and financial projections for at least three years (including the assumptions underlying the projections and a sensitivity analysis of the plan on varying assumptions);
- (f) the Certificate of Incorporation; and the Memorandum and Articles of association.

Upon receipt of an application form together with the requisite application fee and supporting documents in accordance with regulations 11 and 12, the Supervision Function of the Central Bank shall, within ten days, send the applicant a formal letter of acknowledgement or a letter of deficiency in accordance with sub regulations (2) or (3), as the case may be. The Central Bank shall, within six months after receipt of a complete application and in accordance with section 12 of the Act, investigate and prepare a detailed report in respect of each application. The Central Bank shall inform the applicant, in writing, of its decision to grant or refuse to grant the

license. Where the Central Bank decides to grant a license, it shall, in the notice communicating the decision require the applicant to submit, within a period of two weeks, a certificate of deposit in the name of the applicant indicating that it has deposited or invested an amount not less than the required minimum paid-up capital.

#### License fees and other requirements

An initial license fee prescribed by notice of the Central Bank shall become due and payable soon after notification of the decision to grant a license and thereafter an annual fee prescribed from year to year by the Central Bank shall be payable on or before the 31st day of January each year in accordance with section 13 of the Act until the license is revoked.

- The minimum capital funds unimpaired by losses of a licensed bank shall, at any one time, not be less than Uganda shillings four billion.
- The minimum capital funds unimpaired by losses of a licensed non-bank financial institution shall at any one time not be less than Uganda shillings one billion an individual or body corporate owned or controlled by one individual other than a reputable financial institution or a reputable public company approved by the Central Bank

The Director

Commercial Banking Department

Bank of Uganda (BOU)

Plot 37/43 Kampala Road

Kampala, Uganda

Telephone: 257240 or 258441/9

Fax: 258515

Email: [info@bou.or.ug](mailto:info@bou.or.ug)

Web site: [www.bou.or.ug](http://www.bou.or.ug)

#### **(o) Application of a mining license**

In order to operationalize the Mineral Policy, a new legislation, Mining Act, 2003 was enacted and appropriate regulations were gazetted thereby replacing the Act of 1964 which was out-

dated in many respects. The provisions in the new Act conform to the contemporary industry conditions and practices.

They include:

**Ownership of Minerals** - this is vested in Government and their exploration and exploitation require authority from Government.

**Royalties** - All minerals obtained from any mineral right are subjected to royalty payment for example: precious stones - 5% of the gross value, precious metals - 3% of the gross value, base metals and ores - 3% of the gross value, and industrial minerals vary from 500 to 3000 Uganda shillings per tonne.

**Adequate Compensation** - the law provides for fair compensation upon disturbance of surface rights of landowner or lawful occupier.

**Mineral Agreements** – the law provides the investor and government sign agreements relating to operations in order to stabilize legal, social and economic obligations of either party. Types on mineral rights - for the purpose of carrying out prospecting, exploration and mining, the law provides for a number of licenses namely:

**Prospecting License** - the license is granted to the holder to prospect for minerals around the country and the license is non-exclusive. It is granted for one year and is not renewable.

**Exploration License** - the license area is to a maximum of 500 sq. km and duration of 3 years, renewable for two terms of 2 years each. On each renewal, half the area is relinquished.

**Retention License** - the license is a new feature in the law. It is granted to the holder of an exploration license in cases when the identified mineral deposit can not be exploited due to economic reasons. Its duration is 3 years, renewable once for 2 years.

**Mining Lease** - the license is for mining operations and is granted for 21 years and is renewable for 15 years.

Location License – the license is for mining operations of a smaller investment where expenditure to achieve production will not exceed 500 currency points (a currency point is worth 20,000 Uganda shillings). It is granted to citizens of Uganda or in case of corporate, only where citizens of Uganda hold at least 51% of ownership. Its duration is 2 years, renewable for other terms of 2 years each.

The Commissioner

Geological Survey & Mines Department

P.O. Box 9 Entebbe, Uganda

Telephone: 256-41-4320118/4320656; 4320559

Fax: 256-41-4320364

Emails: [minerals@infocom.co.ug](mailto:minerals@infocom.co.ug); [gsurvey@starcom.co.ug](mailto:gsurvey@starcom.co.ug)

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

#### **(p) Application for communication licenses**

Following Ministerial policy guidelines of May 11th 2006 and of 20th October 2006, the Uganda Communications Commission has developed a new Telecommunications Licensing Regime. The new regime is based on a distinction between Infrastructure Provision and Service Provision. According to the Ministerial Guidelines, infrastructure is interpreted to mean plant, equipment and systems associated with transmission, reception and switching of telecommunications (electronic) signals. A telecommunications service is taken to be the relaying of messages of any form (voice or data) over communication infrastructure between a sender and a receiver.

#### **Costs:**

Application fee = \$2,5000

Fees: One-time Entry Fee = \$100,000

Annual License fee = \$10,000

Levy of 1% on Gross Annual Revenue

Here are the guidelines on application requirements and processing procedure for service and infrastructure licenses under the new licensing regime.

**The licenses are:**

**a. Public Service Provider (PSP)**

Under this, there are two types of licenses available:- Public Voice and Data license; and Capacity Resale license

**b. Public Infrastructure Provider License (PIP)**

This license permits the holder to establish, operate and maintain infrastructure for the provision of communication services (if they are a PSP license holder) and/or offering it commercially for use to PSPs

**c. General License**

This category of licensees does not pay license fees but registers with UCC and subsequently receives a Certificate endorsing their operations in the sector. Under this category today, we have public pay communications networks (payphone kiosks, fax bureau and internet/cyber cafés).

The Executive Director

Uganda Communications Commission (UCC)

12th floor

Communications House

Plot 1 Colville Street

P.O.Box 7376, Kampala

Uganda

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**(q) Application of drug License**

The manufacture, importation, prescription and sale of drugs in Uganda are governed by the National Drug Authority. The NDA classifies drugs; maintains a register of drugs; licenses Retail Pharmacies, Wholesale Pharmacies, and Pharmaceutical Manufacturers; and licenses the importation of drugs.

Operational Requirements.

Importers of pharmaceuticals must apply for an annual license, as well as submit each shipment for a specific license. Normally, the importer is also a registered Pharmacy (or manufacturer), although it is possible for exceptions to be made. There must be a supervising registered



Pharmacist associated with the firm, as with the general licensing process. Applicants must fill out the form “Application for an Annual Importation License for Pharmaceuticals.

In addition to the annual license, which authorizes the firm to import, a Verification Certificate is required for each consignment. Importers (and exporters) must list the contents of the shipment on the “Application for Verification Certificate to Import/Export, and submit it to the NDA along with the commercial invoice for approval. The NDA will then issue its Verification Certificate to the Importer.

General requirements for all Applicants.

1.1 All applicants should collect application forms from the following locations:

District Assistant Drug Inspector (DDI) based in the office of the DHO in every district.

Regional office located at the following locations:

- Central Region-Premier complex Nakawa.
- South Eastern Region-Rippon Gardens, Jinja
- Eastern Region-Kwapa Road, Tororo
- Northern Region-Erute Road, Lira
- Western Region- Mugwana Center, Plot 30, Old Toro Road, Hoima
- South Western Region-Kamukuzi, Mbarara
- West Nile Region-Plot 1 Mt. Wati Road Anafiyo-Arua

NDA headquarters, Plot No. 46-48. Lumumba Avenue, Kampala

**PLEASE NOTE THAT ALL APPLICATION FORMS AND BANKING SLIPS ARE FREE.**

1.2 In line with “Guidelines for Equitable Distribution for Drug Outlets”, no persons shall open up or transfer any drug outlet anywhere without the prior approval of the location by the National Drug Authority. An application of the location of the proposed premises should be submitted to NDA prior to any financial or legal commitment to the premises and the approval should be obtained in writing following pre-inspection. This is to avoid loss in case of rejection of application based on these and any other guidelines. NDA shall not be obliged to license premises opened without following these procedures and shall not be liable to any claims of resultant financial loss. This approval shall be valid for a period of 3 months and, if not implemented or delay not justified in writing, thereafter shall be null and NDA may authorize a new applicant in the location.

1.3 A pharmacist shall not be allowed to supervise pharmaceutical operations of two premises and must indicate to NDA at the time of application:

- The time and duration he/she is expected to be physically present in each premises
- The name and qualification of the Professional Auxiliary Staff (PAS) to deputize the pharmacist during the hours his/her physical absence, attending to the other pharmacy
- Premises applying for renewal of both wholesale and retail licenses are required to have at least two PAS

1.4 A drug outlet shall be considered unlicensed and should close its operations if the National Drug

Authority has not received the application for renewal of licenses by 31st Jan 2011. The premises shall be subject to closure and all operation shall cease forthwith until when licensed. Applicants are encouraged to apply to renew their licenses before the expiry of the current licenses.

1.5 Licenses will not be renewable for applicants with unsatisfactory required records of operations or transactions.

1.6 All licensed drug outlets must have clearly visible signpost indicating the name and the type of outlet ,namely; Drug Shop, Retail Pharmacy or Wholesale Pharmacy.

1.7 Licenses shall be cancelled where it is confirmed that:

a) Unqualified staff have been allowed to handle drugs or have been left in charge of the drug outlet

The drug outlet has been involved in stocking and/or selling drugs beyond those prescribed by the respective license or unregistered, unauthorized, smuggled or counterfeit drugs.

1.8 In case the Pharmacist or in-charge of drug shop ceases to be responsible for the outlet before

The expiry of the operating license issued in his/her name. It shall be his/her responsibility to return to NDA the said license. Such a Pharmacist or in-charge shall not be issued with a new license if he/she has not returned the valid license previously issued in his or her name.

1.9 Any drug outlet that does not renew its license for at least one year without written acceptable and prior approved reasons shall, on reapplication, be treated as a new applicant with respect to location and fees.

1.10 Applicants must also comply with these and all other statutory and regulatory requirements.

2. Supervision Requirements.

### 2.1 Drug Shops

2.1.1 These may not only be supervised by one of the following professionals with an approved medical pharmaceutical or veterinary qualification.

#### 2.1.2 Human Drug Shops

- Pharmacy Technician
- Registered or Enrolled Nurse
- Comprehensive Nurse
- Registered or Enrolled Midwife
- Public Health Dental Assistant
- Clinical Officer(Medical, Psychiatric, Orthopedic, Dental)
- Anaesthetic assistant

#### 2.1.3 Veterinary drug Shops

- Veterinary surgeon (BVN)
- Animal Husbandry Officer

2.1.4 Supervision must be on full time basis, i.e. throughout the entire opening hours of the shop. If the supervisor must leave the premises for any reasons, the drug shop must be closed and locked, unless the supervisor is only absent for a short period and another person who is appropriately qualified is employed to dispense or supply medicines.

### 2.2 Pharmacies

2.2.1 Must be supervised by a named registered pharmacist

2.2.2 A pharmacist shall be allowed to supervise pharmaceutical operations of two pharmacy premises and must indicate to NDA at the time of the application:

- The time and duration he/she is expected to be physically present in each premises
  - The name and qualification of the Professional Auxiliary Staff(PAS) to deputize the pharmacist during the hours of his/her physical absence, attending to the other pharmacy
- Premises applying for renewal of both Wholesale and Retail Licenses are required to have at least two PAS.

2.2.3 For wholesalers dealing in Veterinary vaccines, a registered named veterinary surgeon must be employed in each premises supervised by the pharmacist

### **2.3 Pharmaceutical Manufacturing Facilities**

2.3.1 Manufacturing must be carried out under the direct supervision of a registered pharmacist to supervise other pharmaceutical business whether on the same or any other premises.

2.3.2 The production pharmacist must be supported by suitably qualified personnel such as pharmacists, pharmacy technicians or approved chemists.

2.3.3 Quality control of manufactured products must be supervised by a registered named quality Control Pharmacist or Chemist.

2.3.4 The quality control Pharmacist or Chemist must be supported by suitably qualified personnel such as pharmacists, pharmacy technicians or approved chemists.

2.3.5 The Pharmaceutical manufacturing operations must comply with NDA Guidelines on Good Manufacturing Practices(GMP).

## **3. Licensing Requirements for Pharmacies and Drug Shops.**

### **3.1 Applicants for license renewal**

3.1.1 All Renewing applicants should submit the following not later than 31st January 2011.

3.1.2 The completed application forms

3.1.3 Letter of acceptance from the professional in charge plus a copy of his/her relevant Registration/Enrolment Certificate.

3.1.4 The previous year's licenses number filled in the space provided on the form for application for license

3.1.5 Pharmacies

3.1.6 In addition to the above requirements, the applicant should submit also the following:

3.1.7 A valid Certificate of Registration of the supervising pharmacist as issued by the registrar of the Pharmacy Council, Ministry of Health.

3.1.8 A letter of commitment from the supervising pharmacist.

3.1.9 For Retail/Wholesale pharmacies (human): a copy of the certificate of the dispenser or approved registered or enrolled nurse.

3.1.10 For retail/wholesale pharmacies (veterinary): a copy of the certificate of the qualified veterinary professional (Veterinary Surgeon or Animal Husbandry Officer)

3.1.11 In case of change of pharmacist, the applicant must submit a certified copy of the articles and Memorandum of association or Partnership Deed showing the Supervising Pharmacist as one of the Directors or Partners respectively.

3.1.12 In case of change of ownership, the applicant must submit evidence of the sale such as copies of the sales agreement between the seller and the buyer and the updated /current articles and memorandum of association.

3.1.13 Drug shops.

3.1.14 In addition to the general requirements, the applicant should submit also the following:

3.1.15 Two black and white passport photos of the qualified professional in charge.

3.1.16 A copy of the certificate of the qualified medical/pharmaceutical /veterinary profession in charge .

3.1.17 Note: It is a joint responsibility of the in- charge and the applicant/owner of the drug shop to ensure that the certificate of the in-charge submitted to NDA is valid and authentic.

3.1.18 Submission of an invalid or non-authentic certificate may lead to:

- Denial and revocation of a license
- Prosecution of the in-charge and/or the owners of the drug shop
- Blacklisting of the in-charge and/or the owners of the drug shop

## 3.2 Requirements for new applicants:

3.2.1 Pharmacies

3.2.2 All new applicants are required to secure the services of a pharmacist duly registered in Uganda before applying for pre-inspection. The request for the pre-inspection must be accompanied by the commitment letter/letter of acceptance by the Pharmacist.

3.2.3 Pharmacists applying for Pre-inspection of a premise must be eligible to supervise.

3.2.4 All new applicants for a pharmacy license must submit the following after inspection:

- A certified copy of the articles and Memorandum of association or Partnership Deed showing the supervising pharmacist as one of the directors or partners of the firm respectively
- A sketch plan of the premises taking into consideration the minimum floor area for wholesale, retail and additional storage area
- The certificates of registration of the supervising pharmacist.
- Certificate of registration of the auxiliary pharmacy staff, issued by the respective professional Councils.
- Note that the minimum floor area acceptable for pharmacies is:
  - 20 square metres for retail pharmacies
  - 25 square metres for wholesale pharmacies

3.2.5 Dual applications for both the wholesale and retail pharmacies will no longer be accepted

for the same premise and location with effect from 2010. Applicants will have to apply for licenses to operate their wholesale or retail pharmacies only.

3.2.6 Dual applications both have wholesale and retail pharmacies with respect to premises and location may be considered for only Underserved areas. However this has to be in line with guidelines for equitable distribution of pharmaceutical outlets

3.2.7 Pharmacies that sell human medicines, but desiring to sell Veterinary medicines as well can apply for certificates of suitability of premises and operating licenses for retail sale of veterinary medicines provided they meet the minimum floor required.

3.2.8 Drug shops

3.2.9 All New Applicants for a drug shop license are required to submit the following after inspection:

3.2.10 The completed application forms.

3.2.11 Two black and white passport photos of the qualified professional in charge

3.2.12 A copy of the certificate of the qualified medical/pharmaceutical/veterinary in-charge.

3.2.13 NOTE;

- o It is a joint responsibility of the in-charge and the applicant/owner of the drug shop to ensure that the certificate of the in-charge submitted to NDA is valid and authentic

- o The minimum floor area acceptable for drug shops is 16 square metres.

### **3.3 Medical equipment and Chemical sellers**

3.3.1 All medical and diagnostic equipment sellers' will be required to apply for certificates of Suitability of premises

3.3.2 In addition, their activities shall be carried out under the supervision of a duly qualified professional with a medical and/or biomedical qualification.

3.3.3 Firms involved in the importation of medical/or diagnostic reagents, equipment and consumables shall be required to apply for import permits and have their imports verified and inspected by the NDA.

## **4. Licensing Requirements for Pharmaceutical manufacturers**

### **4.1 Renewal Applicants.**

4.1. In addition to the general requirements, the applicant should submit also the following:

4.1.3 The Certificate of Registration of the supervising pharmacist as issued by the Registrar of the pharmacy council and Ministry of Health.

4.1.4 A certificate and letter of commitment of a qualified person to carry out Quality Control and Quality Assurance.

4.1.5 The Certificate of the dispenser

4.1.6 A letter of commitment from the supervising pharmacist

4.1.7 A letter of commitment from the dispenser.

4.1.8 A complete list of the products to be manufactured and their registration status.

4.1.9 A complete list of all the technical staff, stating their positions, their qualifications, nationalities and registration numbers if any.

4.1.10 A complete list of all laboratory equipment.

## 4.2 New Applicants

4.2.1 All applicants interested in establishing new pharmaceutical manufacturing facilities are advised to contact the National Drug Authority at the above-mentioned address for guidance before embarking on any works.

## 5. Payment of license fees

5.1 All applicants for licenses to operate pharmacies and drug shops should pay the relevant fees through any branch of Stanbic within their area using NDA bank slips. The details of the account number and bank branch are pre-printed on the customized bank slips. No license fee should be paid to the DADI or any other inspector. NDA shall not be responsible for any money paid to any inspector or any other official.

5.2 The NDA banking slips (in quadruplicate) should be collected from any of the following offices nearest to you:

5.3 District Assistant Drug Inspector (DADI) based in the office of the DHO in every district.

5.4 Regional office located at the following locations:

- Central Region-Premier complex Nakawa.
- South Eastern Region-Rippon Gardens, Jinja
- Eastern Region-Kwapa Road, Tororo
- Northern Region-Erute Road, Lira
- Western Region- Mugwana Center, Plot 30, Old Toro Road, Hoima
- South Western Region-Kamukuzi, Mbarara
- West Nile Region-Plot 1 Mt. Wati Road Anafiyo-Arua

5.5 NDA headquarters, Plot No. 46-48. Lumumba Avenue, Kampala

5.6 During payment, the banking slip should be filled in quadruplicate and should clearly show the name of the drug shop or pharmacy and the amount paid. Each of the 4 copies shall be

originally signed and stamped by the bank.

5.7 The yellow copy shall be retained by the bank to be used to send returns directly to NDA>

5.8 The white, blue and pink copies shall be returned to the payee/applicant who shall attach the blue and pink copies onto the application forms and handover the set to the inspector/DADI. The white copy shall be retained by the applicant as evidence of payment.

5.9 The inspector/DADI shall deliver the blue copy to the regional office to be issued with a receipt in exchange. this should be done promptly to facilitate bank reconciliation. NDA shall issue a receipt only on receipt of a blue copy originally endorsed by the Bank. The applicant shall make good any deficit charges found during bank reconciliations.

5.10 The inspector, DDI shall promptly forward the receipt to the applicant.

For further information on these and any other drug regulatory issues contact NDA officials at the above addresses (Sections1.1 and 6.2)

Fees:

Herewith listed are NDA fees applicable for the licenses for the year 2010 until further notice.

Please note that there has been change in fees for Local Pharmaceutical Manufacturers only. The rest of the license fees remain unchanged.

Note: All fees are in Uganda shillings except where stated otherwise.

#### 1) Drug Shop

Type of fee	New applications			Renewal Applications		
	Kampala	Municipal	Rural	Kampala	Municipal	Rural
Inspection	10,000	10,000	10,000	12,000	10,000	10,000
Suitability of premises	80,000	50,000	35,000	40,000	25,000	20,000
Operating license	80,000	50,000	30,000	80,000	50,000	30,000
Total fees payable	170,000	110,000	75,000	130,000	85,000	60,000



## 2) Retail PHARMACIES(outside Kampala District)

Type of fee	New applications		Renewal Applications	
	Municipal	Rural	Municipal	Rural
Inspection	30,000	30,000	30,000	30,000
Suitability of premises	200,000	200,000	100,000	100,000
Operating license	100,000	100,000	100,000	100,000
<b>Total fees payable</b>	<b>330,000</b>	<b>330,000</b>	<b>230,000</b>	<b>230,000</b>

## 3) Wholesale Pharmacies (outside Kampala District)

Type of fee	New applications		Renewal Applications	
	Municipal	Rural	Municipal	Rural
Inspection	35,000	35,000	35,000	35,000
Suitability of premises	200,000	200,000	100,000	100,000
Operating license	100,000	100,000	100,000	100,000
<b>Total fees payable</b>	<b>435,000</b>	<b>435,000</b>	<b>335,000</b>	<b>335,000</b>

## 4) Wholesale pharmacies (Kampala District)

Type of fee	New applications		Renewal Applications	
	Central division	Other divisions	Central division	Other divisions
Inspection	35,000	35,000	35,000	35,000
Suitability of premises	500,000	400,000	250,000	200,000
Operating license	500,000	400,000	500,000	400,000
<b>Total fees payable</b>	<b>1.035,000</b>	<b>835,000</b>	<b>785,000</b>	<b>635,000</b>

#### 5) Retail Pharmacies (Kampala district)

Type of fee	New applications		Renewal Applications	
	Central division	Other divisions	Central division	Other divisions
Inspection	30,000	30,000	30,000	30,000
Suitability of premises	500,000	400,000	300,000	250,000
Operating license	300,000	200,000	300,000	200,000
<b>Total fees payable</b>	<b>830,000</b>	<b>630,000</b>	<b>630,000</b>	<b>480,000</b>

#### Application Process.

The application process is essentially the same for the three classifications of retail pharmacy, wholesale pharmacy, and pharmaceutical manufacturer. Initially, the prospective investor should present his plans to NDA in a letter. The contents of this letter are not prescribed, and are not expected to be detailed, but should indicate the type of activity and prospective products. The NDA will then issue a letter in support of the project to UIA, in the event that the investor is

seeking an investment license or incentives. UIA will require this letter from NDA prior to issuing an investment license.

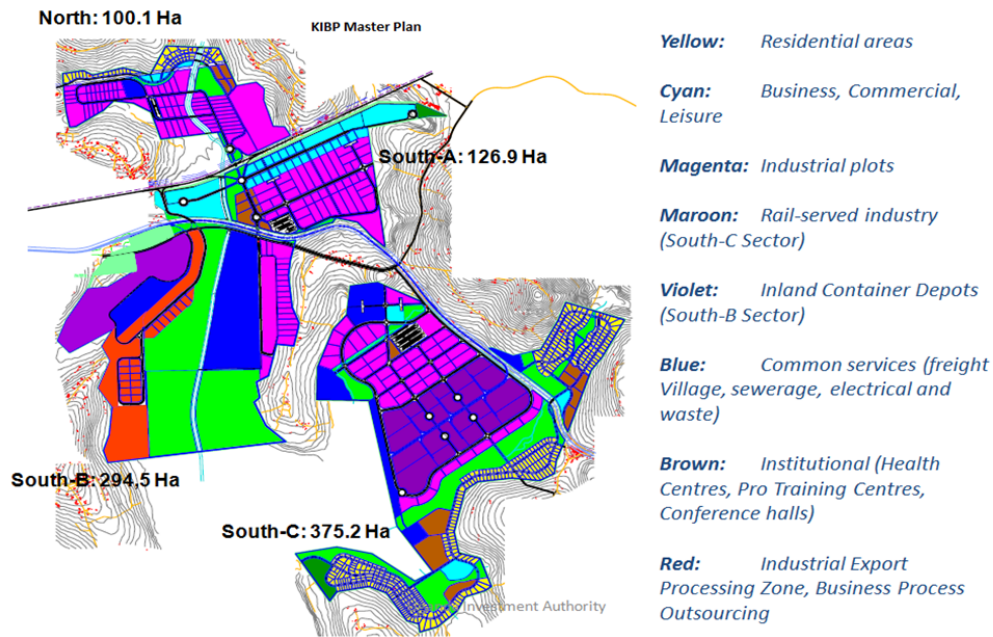
The next step is to submit the “Application for a Certificate of Suitability of Premises for Operating a Wholesale Pharmacy” (or Retail Pharmacy or Pharmaceutical Manufacturing) to the NDA on the prescribed form. The application must be accompanied by a detailed set of plans for the premises, and the application fee. The NDA evaluates the plans according to criteria detailed in the Regulations, as shown under the model inspection report. Upon approval, the Authority issues a Certificate of Suitability of Premises. Prior to operation, businesses in the sector must obtain an operating license from the NDA. Firms must submit the “Application for a License to Operate a Wholesale Pharmacy” (or retail pharmacy or pharmaceutical manufacturing operation). The Certificate of Suitability of Premises must accompany this form, along with the license fee. This form must indicate that there is a registered pharmacist associated with the project, either as a partner or director, and operationally in a supervisory position. The application must also include an attestation from the registered pharmacist. Upon approval, the NDA issues the “License to Operate a Wholesale Pharmacy” (or retail pharmacy or pharmaceutical manufacturing operation). Firms conducting more than one type of business, i.e. wholesale and retail, must apply for both types of certificates and licenses.

For detailed guidelines for registration please visit: <http://www.nda.or.ug/drug-reg.php>

The Executive Secretary/ Registrar  
National Drug Authority  
Plot 46/48 Lumumba Avenue  
P.O. Box 23096  
Kampala, Uganda  
Tel. 256-41-347391/2  
Fax: 256-41-255758  
Email: [ndaug@nda.or.ug](mailto:ndaug@nda.or.ug)  
Web site: [www.nda.or.ug](http://www.nda.or.ug)

**(s) Important information**





Besides the KIBP a number of smaller IPB's, Small and Medium Enterprise Parks ( SMEP's) are also being established in the Country.

On the outskirts of Kampala, UIA is developing two Parks:

1. **Luzira Industrial Park** is located 5 km East of Kampala. The 70 acre facility is operational with functional infrastructure ( road, water, power). Power is being upgraded to investor's requirements. Fifteen investors are at various stages of establishing their projects.
2. The 45 acre **Bweyogerere Industrial Estate** is 10 km North East of Kampala. The land has been allocated to seven investors.

The establishment of Up-Country Industrial Parks by UIA is in progress:-

1. **Soroti IBP** is 350 km North East of Kampala and is 219 acres in size. Five acres of land in the IBP have been allocated to the Teso Fruit Farmers Association to tap the large fruit potential in the region.
2. **Kasese IBP** ( 217 acres) is located 430 km from Kampala in Western Uganda near the border with the Democratic Republic of the Congo ( DRC). The IBP location is intended to stimulate agricultural products value addition and mineral beneficiation in the region.
3. **Mbarara SME Park** is a 12 acre facility built up to cater for small scale enterprises adjacent to Mbarara Municipality 280 km southwest of Kampala.
4. **Mbale IBP** is located in Mbale Municipality 250 km East of Kampala.

5. **The Jinja IBP** ( 182 acres located 80 km east of Kampala) is being established. More land is to be acquired in the near future. Jinja is being re-activated as a major industrial town that it once was.
6. In **Moroto**, 417 acres of land have been identified for acquisition. Mineral beneficiation activities are being targeted for employment generation.
7. Negotiations to acquire 500 acres of land to establish the **Gulu IBP** at have been initiated. Gulu is 350 km North of Kampala.
8. Land ( 150 acres) has been identified for the establishment of an IBP in **Kabarole and Kyenjojo** Districts.
9. It is planned that in 2011/12 land for an Oil Park ( 500 acres) be procured in the **Masindi / Hoima area**.
10. In implementing the Presidential Initiative ( PIRT) it is planned that a Leather Tanning Park ( 300 acres) be established in Eastern Uganda.
11. Bids to provide IPB land continue to be received by the UIA from Masaka, Bushenyi, Lira, Iganga and Mubende.

#### **(t) necessary forms and application**

##### **A check list for application of an investment license**

###### **Download**

[http://www.ugandainvest.go.ug/index.php?option=com\\_k2&view=item&layout=item&id=340&Itemid=179](http://www.ugandainvest.go.ug/index.php?option=com_k2&view=item&layout=item&id=340&Itemid=179)

##### **Online license application form**

###### **Download**

[http://www.ugandainvest.go.ug/index.php?option=com\\_breezingforms&view=form&Itemid=182](http://www.ugandainvest.go.ug/index.php?option=com_breezingforms&view=form&Itemid=182)

##### **Land request form**

###### **Download**

[http://www.ugandainvest.go.ug/index.php?option=com\\_breezingforms&view=form&Itemid=208](http://www.ugandainvest.go.ug/index.php?option=com_breezingforms&view=form&Itemid=208)