

DOCUMENTS REQUIREMENTS FOR ORGANIZATIONAL CODING

ENTRY PERMITS

CLASS A (DIPLOMATIC SERVICE: *(for diplomats accredited to Uganda for service)*

- Name of Embassy/Consulate /Mission
- Email address
- Tel. Number (Landline and Mobile)
- Website
- Physical Address
- Contact person
- Tin No.

CLASS A2 (GOVERNMENT CONTRACTORS: *(for applicants on government contract)*

- Name of Ministry/ Department/Agency/ Parastatal
- Tel. Number
- Email Address
- Website
- Physical Address
- Contact person and tel.
- TIN NO.

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CLASS B (INVESTMENT IN AGRICULTURE): *(FOR PERSONS INTENDING TO INVEST IN THE BUSINESS OF AGRICULTURE OR ANIMAL HUSBANDRY)*

- Land title
- A License from the Uganda Investment Authority
- Certified Copy of Memorandum and Articles of Association
- Company form 7
- Certificate of incorporation
- Letter from Ministry of Agriculture regarding intended agricultural venture
- Recommendation from Area Local Council and RDC's office
- Work plan / Feasibility study of the Project to be undertaken
- Income tax clearance
- Tin No.

CLASS C (MINING) : *(FOR PERSONS INTENDING TO INVEST IN THE BUSINESS OF PROSPECTING FOR MINERALS OR MINING IN UGANDA)*

- License issued by Ministry of Energy and Natural Resources
- Certified Copy of Memorandum and Articles of Association
- Certificate of incorporation
- Company form 7
- A letter from the Permanent Secretary, or designated officer of the Ministry of Natural Resources
- License from Uganda Investment Authority
- Income tax clearance
- Physical address and active telephone contacts
- Tin No.

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CLASS D (BUSINESS AND TRADE): *(FOR PERSONS INTENDING TO CARRY ON THE BUSINESS OR TRADE IN UGANDA)*

- Certified Copy of Memorandum and Articles of Association
- Company form 7
- Certificate of incorporation
- Income Tax Clearance
- Proof of investment of US \$ 100,000
- Physical location and active telephone contacts
- Tin No.

CLASS E (MANUFACTURERS): *(FOR PERSONS INTENDING TO ENGAGE IN MANUFACTURING BUSINESS IN UGANDA)*

- Certified Copy of Memorandum and Articles of Association
- License from Uganda Investment Authority
- Certificate of incorporation
- Company form 7
- Income tax clearance
- Physical location and active telephone contacts
- Tin No.

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CLASS F (PROFESSIONALS): (*FOR MEMBERS OF PRESCRIBED PROFESSIONALS INTENDING TO PRACTICE IN UGANDA*)

- Certified Copy of Memorandum and Articles of Association
- Certificate of incorporation
- Company form 7
- Registration with the relevant professional agency e.g Association of medical Practitioners
- Income tax clearance
- Physical location and active telephone contacts
- Tin No.

INFORMATION REQUIRED FROM ORGANIZATIONS UNDER G1 (NON PROFIT COMPANY; Trustee, Association, charity, Faith based, NGO)

- Name of Organization
- Email
- Website
- NGO certificate (if applicable)
- NGO Permit
- Certified Copy of Memorandum of Understanding
- Constitution (if applicable)
- Incorporation certificate (if applicable)
- Type Of Organization (e.g Foreign, International, Local, Regional)
- Physical Address
- Activity engaged in
- Date of Registration
- TIN No. (if applicable)
- Brief Background of the organization
- Tel. Number (Landline/Mobile)
- Names and Address of Director(s) or Trustees
- Category of NGO e.g Education& research, Environment & natural resources, Faith based, Health, Law, Governance &Democracy, Livelihood & support, Agriculture and ICT

ORGANISATIONAL INFORMATION REQUIRED

TYPES OF ORGANISATIONS

(Please indicate which one of the following)

- Profit making Company
- Non Profit Company (Trustee, Association, Charity, Faith based, NGO,)
- School
- Embassy/Consulate/Mission
- Government Ministry/Department/Agency/ Parastatal
- Other

INFORMATION ABOUT PROFIT MAKING COMPANY

- Organizational Name
- Email Address
- Website
- Type of company (Profit making/Non Profit making)
- Type of Activity engaged in (Area of Investment e.g. Trade, Agriculture, mining, Manufacturing etc)
- Date of Registration
- Company Registration No. with URSB
- Company TIN No.
- Brief Background of the company
- UIA License Number
- Physical Address
- Postal Address
- Tel. Number/Mobile

INFORMATION ABOUT DIRECTOR(S)

- Name of the Director
- Nationality
- Date of Birth
- Email Address
- Tel. Number (Landline/Mobile)
- Shareholding
- Physical Address

GENERAL INFORMATION REQUIRED FROM SCHOOLS

- Name of School
- Email Address
- Website
- School Type (Primary, Secondary, Tertiary, others)
- School Address
- Physical Location
- Tel. Number of Registrar's Office e.g +256....
- Tel. Number of School
- Registration Number with Ministry of Education & Sports

PRIVATE SCHOOLS SHOULD ADD THE FOLLOWING

- Certified Copy of Memorandum and Articles of association
- A copy of License from Ministry of Education & Sports

CERTIFICATE OF RESIDENCE DUE TO MARRIAGE

- Requirements as above plus:
- A certified copy of the Marriage certificate (at least 3yrs)
- Copy of spouse's Uganda passport

III SECURITY BOND REFUND

- Fill in the form
- Copy of the return air ticket, or copy of the exit stamp in the passport
- A letter from the Company/Ex-employer
- Evidence of cancellation of Work Permit (where applicable) .
- Original payment receipt

IV STUDENT PASS:

- Fill application form
- 2 Passport size photos
- A letter from Company addressed to the Secretary, Citizenship and Immigration Control
- Copy of passport bio data page and visa pages
- Admission letter from school
- Copy of parents CR/EP/Citizenship Certificate (if applicant already in the Country, and where applicable)
- A Bank statement of the sponsor
- Letter of Good Conduct from home country or Interpol

V VISITORS PASS AND EXTENSION OF VISITORS PASS:

- Fill application form
- Invitation letter
- Copy of passport bio data page and visa pages
- Evidence of finances enough to sustain the visitor in the Country for the period in issue.
- Medical report of illness where applicable.
- Address and telephone numbers and where the applicant intends to stay.
- Intended length of stay in Uganda.