

# Export Procedures

## UGANDA



EXPORT PROCEDURES  
**COFFEE**

### Step 1: Register as an Exporter with Uganda Export Promotion Board

The following documents are required for registration with the Uganda Export Promotion Board:

1. Application form for exporter registration
2. Certificate of incorporation (copy) for companies
3. Certificate of registration of a cooperative society (copy)
4. Business name registration certificate (copy) for sole proprietorships
5. Form 20 – notification and appointment of secretary and director(s) of company (copy).

This document is provided by the [Uganda Registration Services Bureau at company registration](#).

6. Form 7 for companies incorporated before July 2016 (copy)
7. Trading license (copy)
8. Tax identification number for the company

Uganda Export Promotion Board will review the documents and provide feedback within a period of one to two days. Once your application is

approved, you or a representative can go to the Uganda Export Promotion Board with national identity card (national) or passport (foreigners) and obtain a letter of registration.

### Step 2: Register on E-Single Window

Submit an application for access rights for Automated System for Customs Data (ASYCUDA) World to Uganda Revenue Authority with the following documents:

1. ASYCUDA world user registration application (original). The form must be stamped and signed by a person authorized to sign on behalf of the company. The signature must be written in the stamp.
2. Passport size photograph in color for each of the directors listed on the application (original)

The user credentials will be sent to the email addresses provided within a day.

### Step 3: Register as an Exporter on the E-Single Window Portal

Apply for exporter registration. The form can be downloaded from

[https://help.ura.go.ug/downloads/uraexternal\\_userrights.pdf](https://help.ura.go.ug/downloads/uraexternal_userrights.pdf) and can be sent by courier. It can also be submitted to the Uganda Revenue Authority at <https://help.ura.go.ug/>.

The applicant must have E-single window user credentials.

First-time users will download and run the Java plugin to access the ASYCUDA World system. Even though you have already registered with Uganda Export Promotion Board, you still need to complete the online registration on the E-single window system.

Membership registration approval is sent online through the E-single window system within a day. Membership registration certificate is a requirement for all exporters.

### Step 4: Obtain Performance Bond

Apply for a performance bond at an insurance company or commercial bank with the following documents:

1. Application for performance bond (original) – see sample in annex below
2. Bond proposal forms (original)
3. Existing insurance policy (copy)
4. Sales contract (copy)
5. Company profile (copy)
6. Articles and memorandum of association (copy)
7. Company bank statement (original)
8. Certificate of incorporation (copy)
9. Audited books of accounts (copy)
10. Collateral (copy)  
Collateral security up to a minimum value of the bond is required. Forms of collateral include houses, cars, stocks and cash. You will need additional documentation for this requirement.
11. Valuation report

You will receive a response within two days. Then, submit the following to the insurance company:

1. Confirmation letter for the use of collateral

from company directors.

2. Cash deposit, motor vehicle log book(s), plant and machinery equipment, land title, stocks or shares

Finally, pay for the performance bond. You will need a bank deposit slip and payment notice which the insurance company provides after you submit collateral. The cost is negotiable but it is usually 1 to 2 percent of the contract/ transaction amount for the performance bond.

### Step 5: Obtain Coffee Export License

Submit an application for a coffee export license to Uganda Coffee Development Authority (UCDA). You will need the following documents:

1. Application for coffee export license (original)
2. Certificate of incorporation (copy) for companies
3. Business name registration certificate (copy) for sole proprietorships
4. Certificate of registration of a cooperative (copy) for cooperatives
5. Articles and memorandum of association (copy) for associations
6. Tax identification number for the company, sole proprietorship, cooperative or association
7. Performance bond (original)
8. Proof of access to a grading facility
9. Evidence of arrangements made with a grading facility that has been authorized by UCDA
10. Passport size photograph (original) of the managing director
11. National identity card (copy) for Ugandan business owners or their representatives
12. Passport (copy) for non-Ugandan business owners or their representatives

After submission, you will sign in a book to register the application. You will then receive a phone call notifying you that your letter of approval is ready. You can then obtain the approval letter and pay the UGX 1,500,000 coffee export license fees by cash or check.

To make payment, the account name is Uganda Coffee Development Authority. Account number 9030005950693 for Stanbic Bank, City branch or account number 0010077613 for Tropical Bank, Kampala Road branch.

Submit the bankers slip to Uganda Coffee Development Authority and then obtain the coffee export license.

### **Step 6: Obtain Letter of Registration of Sales Contract**

Submit the application letter to register sales contract (original) to UCDA.

### **Step 7: Obtain Quality Certificate and International Coffee Organization Certificate of Origin**

Apply for pre-shipment inspection and quality certificate at UCDA with the following documents:

1. Form 6 (original)
2. UCDA sales contract (original)

Uganda Revenue Authority will then conduct a consignment inspection at the exporter's warehouse, grading facility, etc. The exporter, clearing agent or representative must be present. The quality certificate and International Coffee Organization (ICO) certificate of origin cost UGX 25,000. The pre-shipment inspection cost estimate is paid to an independent inspection firm.

### **Step 8: Obtain GSP Certificate of Origin**

Apply for the certificate of origin online at [http:// singlewindow.go.ug/uesw/Login](http://singlewindow.go.ug/uesw/Login). You will need the following documents:

1. Commercial invoice (copy)
2. Packing list (copy)

You will obtain the results online at <http://asyworld.ura.go.ug/portal/userIndex.jsf> and the GSP

certificate of origin will be sent online by the single window system.

### **Step 9: Obtain Phytosanitary Certificate for Coffee**

Apply for a phytosanitary certificate at the Ministry of Agriculture, Animal Industry and Fisheries department of Crop Inspection and Certification.

You will need the following documents:

1. Import permit for plants (copy)
2. Certificate of incorporation (copy) for companies
3. Business name registration certificate (copy) for sole proprietorships
4. Certificate of registration of a cooperative (copy) for cooperatives
5. Tax identification number (copy) of the company
6. Commercial invoice (copy)
7. Packing list (copy)

The Ministry of Agriculture, Animal Industry and Fisheries will then conduct a consignment inspection. The owner of the consignment or a representative will need to be physically present and will need the following documents:

1. Consignment sample
2. Packing list (copy)
3. Phytosanitary inspection checklist (copy)

This will be based on the requirements stated on the import permit.

The phytosanitary certificate costs UGX 5,000. The certificate is issued per consignment and is valid for 14 days.

### **Step 10: Consignment Clearance Inland Tax Exempt**

Make a customs entry with the following documents:

1. Invoice for the consignment (copy)
2. Certificate of origin (copy)
3. Packing list (copy)
4. Quality certificate (copy)
5. UCDA sales contract (copy)
6. Phytosanitary certificate (original)
5. Certificate of analysis (copy)
6. Certificate of fumigation (original)

Then, depending on the risk profile of the exporter or the commodity, officials from the agencies tagged in the consignment may carry out a joint consignment inspection.

If one is necessary, you will need to be physically present and have a packing list and consignment. Following this, you can obtain the release order from the URA offices.

# Useful Resources

Uganda Export Promotion Board 2nd Floor, UEDCL  
Towers, Plot

37 Nakasero Road P.O. Box 5045, Kampala  
Tel: +256 414 230 250 / +256 414 257 001  
Email: [info@ugandaexports.go.ug](mailto:info@ugandaexports.go.ug)

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

Uganda Revenue Authority Crested Towers,  
Kampala

Tel: +256 417 443 034 / +256 417 443 090  
Email: [services@ura.go.ug](mailto:services@ura.go.ug) [www.ura.go.ug](http://www.ura.go.ug)

Uganda Coffee Development Authority  
Plot 35 Jinja Road, Coffee House, P.O. Box 7267, Kampala  
Tel: +256 312 260 471 / +256 312 260 470  
Fax: +256 414 256 994  
Email: [ucda@ugandacoffee.go.ug](mailto:ucda@ugandacoffee.go.ug)

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

Ministry of Trade, Industry and Cooperatives  
Farmers House 3rd Floor, Plot 6-8  
Parliament Avenue, P.O. Box 7103, Kampala  
Tel: +256 414 314226

Email: [mintrade@mtic.go.ug](mailto:mintrade@mtic.go.ug)

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

Uganda Registration Services Bureau Plot 5 George Street,  
Georgian House, P.O. Box 6848, Kampala Tel: +256 414  
233 219

Call Center: +256 417 338 100  
WhatsApp: +256 712 488 488  
Toll free: 0800 100 006  
Fax: +256 414 250 712

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

Ministry of Agriculture,  
Animal Industry and  
Fisheries  
P.O. Box 102, Entebbe Plot  
16-18, Lugard Avenue,  
Entebbe Uganda Email:  
[info@agriculture.go.ug](mailto:info@agriculture.go.ug) Tel:  
041 4320004  
[www.agricultureug.org](http://www.agricultureug.org)

Department of Crop Inspection  
and Certification

Plot 14-18 Lugard Avenue,  
Entebbe Tel: +256 414 531 411 /  
+256 414 567 368

Email: [cepmaaif@gmail.com](mailto:cepmaaif@gmail.com)

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

Uganda Investment  
Authority The Investment  
Centre  
TWED Plaza, Plot 22B, Lumumba  
Avenue Tel: +256-414-301000,  
+256-313-301100  
[info@ugandainvest.go.ug](mailto:info@ugandainvest.go.ug)  
P.O. Box 7418 Kampala,

Uganda

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

EBiz – Uganda’s One-Stop  
Center for starting a business  
The Investment Centre Plot  
22B Lumumba Avenue  
TWED Plaza P.O. Box 7418  
Kampala, Uganda  
Tel: +256-750-306-880 +256-  
750-306-890  
Email: [ebizhelpdesk@gou.go.ug](mailto:ebizhelpdesk@gou.go.ug)  
[www.ebiz.go.ug](http://www.ebiz.go.ug)

Uganda Manufacturers’  
Association P.O Box 6966,  
Lugogo Show Grounds, Kampala  
Uganda Manufacturers’  
Association P.O Box 6966,  
Lugogo Show Grounds,  
Kampala



# Annexes

## Application for Coffee Export License

FIRST SCHEDULE.	Form 1.
THE COFFEE REGULATIONS, 1994. (reg. 6 (1) ).	
APPLICATION FOR REGISTRATION FOR INTERNAL MARKETING OF COFFEE.	
Date.....	
We,.....	
of P.O.Box .....	
hereby apply for a *new/renewal of a certificate to buy (Kiboko/parchment **) coffee from the following locations—	
Location	District
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....
and process it in a coffee factory which is situated at .....	
This factory processed .....tonnes of coffee during the last season of.....	
.....	
<i>Signature of Applicant.</i>	
Checked by:	.....
	<i>Technical Officer</i> <i>Uganda Coffee Development Authority.</i>
Approved/not approved .....	
*Delete whichever is applicable	
**Delete whichever is applicable	
.....	
<i>Managing Director,</i> <i>Uganda Coffee Development Authority.</i>	

## Application for Performance Bond

### COMPANY HEADED PAPER

Our ref;

04 July 2018

Head

Insurance Company

Dear Sir,

#### **RE: APPLICATION FOR PERFORMANCE BOND**

This is to request for a performance bond from your company.

Attached are the required documents.

Kind regards

Company director

## Approval of Application for Export License

Our Ref: UCDA/ADM/19  
Date: 28<sup>th</sup> February 2017



### Uganda Coffee Development Authority

Office of the Managing Director

P.O. Box 7257,  
Kampala, Uganda  
Coffee House, Plot 35 Jinja Road  
Tel: +256-312-280471 / 0414-256840  
Telfax: +256-414-256994  
E-mail: [md@ugandacoffee.go.ug](mailto:md@ugandacoffee.go.ug)  
: [ucda@ugandacoffee.go.ug](mailto:ucda@ugandacoffee.go.ug)  
[www.ugandacoffee.go.ug](http://www.ugandacoffee.go.ug)

Dear Sir,

#### **APPLICATION FOR COFFEE EXPORT LICENCE 2016/17**

I am pleased to inform you that your application for an export licence has been approved for the Coffee Season 2016/17.

You will be issued with the licence after paying a fee of Ug.Shs 1.5m/=. You will be required to comply with statutory requirement regarding payment of cess not exceeding 1% of the FOB/FOT price levied on exports of coffee.

Your exporter's identification Number will be      and you should always use it as a reference in all correspondences to UCDA. Your export quantities should be in lots of 330 bags starting with batch No

I am enclosing copies of the coffee regulations on coffee exports, processing, buying, coffee quality improvement programme and transportation for your information.

You are required to ensure that the good quality image Uganda Coffee has built over the years on the international market is maintained. To this end we should point out that renewal of licenses for the subsequent seasons will only be made after satisfactory compliance with the renewal requirements which include quality among other things as indicated in the licensing requirements.

I wish you success in your export venture.

Yours faithfully,

Dr. Emmanuel Iyamulemye Niyibigira  
**MANAGING DIRECTOR**

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*A sustainable coffee industry with high stakeholder value for social economic transformation*

# ASYCUDA World User Registration Application Form

## ASYCUDA WORLD USER REGISTRATION APPLICATION FORM

**To Commissioner of Customs & Excise (Through the Assistant  
Commissioner Field Services)**

In accordance with Section 188 of East African Community Customs Act (EACCMA), I / we wish to apply for registration as a user of the Customs computer system ASYCUDA World and to this effect I / we provide the following details.

<b>I / we wish to be registered as a user of:</b>
a) ASYCUDA World

### 1. IDENTIFICATION OF COMPANY / INSTITUTION APPLYING FOR REGISTRATION

#### A) COMPANY PARTICULARS

	Tick where applicable
a) Customs Agent	
b) ICD	
c) Bonded Warehouse	
d) Importer	
e) Exporter	
f) Government, Parastatal or other government agency	
g) Others (Please specify).....	

<b>Name</b>	
<b>TIN</b>	
<b>Physical address</b>	
<b>Postal address</b>	
<b>Email</b>	
<b>Office Telephone</b>	

**NOTE:**

All companies applying for registration must provide the names of each individual who will be using the Customs computer system (ASYCUDA World) and include them in part B below.



## ASYCUDA World User Registration Application Form

**B) INDIVIDUALS** (All employees who will be accessing the Customs system on behalf of company (A) above,

<p><b>1.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>	<p><b>2.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>
<p><b>3.</b></p> <p>TIN:</p> <p>Name:</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Business address:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>	<p><b>4.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Business address:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>
<p><b>5.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Business address:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>	<p><b>6.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Business address:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>
<p><b>7.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Business address:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>	<p><b>8.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Business address:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>

## ASYCUDA World User Registration Application Form

<b>9.</b> TIN: Name : Position: Telephone no: Email: Business address: Office Location: URA/Employee ID number:	<b>10.</b> TIN: Name : Position: Telephone no: Email: Business address: Office Location: URA/Employee ID number:
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Kindly email the color passport photos of each employee to the Customs systems support team on email [asycudateam-gp@ura.go.ug](mailto:asycudateam-gp@ura.go.ug)

### 2. TECHNICAL REQUIREMENTS FOR REGISTRATION AS A USER OF ASYCUDA World

**I/we confirm that the personal computers (PCs) that I use with ASYCUDA World comply with following minimum specifications:** (please indicate "Yes" or "No" in the box next to each item)

- a) Processor speed of at least 1.7 Ghz
- b) RAM of 1 GB
- c) Microsoft Windows XP or Windows 7 operating system
- d) 50 MB free space on the hard disk
- e) Up-to-date antivirus software
- f) 128 kbps Connection to Customs network through internet service provider
- g) Internet browser
- h) Java 6 installed on computer
- i) PDF reader software installed on computer
- j) A document scanner

**I/we also confirm that we have in our staff or we can call upon:**

- g) a qualified IT person to ensure that ALL the requirements above are met

# ASYCUDA World User Registration Application Form

## 3. GENERAL CONDITIONS UNDER WHICH REGISTRATION WILL BE GRANTED

**The applicant agrees to notify by email the Commissioner of Customs & Excise (or Custom Office Head, if outside Kampala) within 24 hours of any changes in the following situations:**

- a) You no longer meet licensing or operating conditions as Customs Agent, ICD operator, warehouse operator, DTI centre (if you fall within one of these categories);
- b) Cease to employ all or any individual registered users nominated in this application form.
- c) Change the address of your company or individual users.
- d) Change the name of your company or individual users.
- e) Cease to conduct business with Customs.
- f) You or any of your individual registered users are or become bankrupt.
- g) You or any of your individual registered users are convicted of any offence punishable under the Customs, Taxation or criminal legislation.

## 4. SPECIFIC CONDITIONS IN RESPECT OF THE SECURITY OF ASYCUDA World

**If approved as a registered user of ASYCUDA World, the applicant and any other individual applicant listed in this application, agrees to:**

- a) Not to falsify, damage or impair any record or information stored in the system or to damage or impair any duplicate tape or disc or other medium stored in the system;
- b) Keep secure, and not disclose to another person the unique user identifier allocated to you;
- c) Only use the unique user identifier to access data in the system that is available to all registered users or is data input or pertains only to your transmissions;
- d) Notify immediately the Customs Department if you suspect that the security of your unique Identifier has in any way been compromised;
- e) Notify the Customs Department if you gain access or otherwise receive data that does not pertain to your lawful access to the system;
- f) Comply with any further conditions imposed by the Commissioner of Customs and Excise in relation to the security of a unique identifier allocated to you or persons listed in this application or to any other matters related to the access to and use of the Customs computer system.

**Note:**

**By signing this application form, the applicant agrees to comply with all the GENERAL CONDITIONS listed in part 3(a) to (g) under which registration will be granted and all the SPECIFIC CONDITIONS listed in 4(a) to (f) in respect of the security of ASYCUDA World of this application above.**


## ASYCUDA World User Registration Application Form

**PLEASE READ CAREFULLY THE NOTES BELOW BEFORE SIGNING THIS APPLICATION**

- 1) **All sections** of this application form must be completed and **all questions** answered correctly and accurately.
- 2) If the applicant is a company, this form must be signed by the authorized senior executive or any other authorized company executive, and shall be duly stamped using **official company stamp and sealed using official company seal**.
- 3) Regardless of individual responsibilities, the person signing this form on behalf of a company shall also be responsible for the accuracy of particulars, requirements / conditions set out for the individual employees listed in this application.
- 4) By signing this form the applicant agrees to fulfill all the requirements and conditions set out in this form and any other conditions that may be imposed by the Commissioner in respect of the registration of users to use any Customs system.

<b>Application completed by:</b>	
Full Names	
Authorised Signature	
Position held	
Company Stamp and seal	
<b>For URA use.</b>	
<b>Recommendation by Station Manager/Supervisor</b>	
Full Names	
Authorised Signature	
<b>Approval by AC-Field services/ Authorised Personnel</b>	
Full Names	
Authorised Signature	

# Declaration Document

URA/ASYCUDAWorld				A OFFICE OF DISPATCH/EXPORT	
2 Exporter No. KAMPALA KAMPALA CENTRAL DIVI KAM KAMPALA		1 DECLARATION EX 1		RADEx No. STATION Customs Reference 28/06/2018	
8 Consignee No.		3 Forms 1 1		4 Load List E Manifest	
14 Declarant No. : LIMITED		5 Items 1		6 Nbr packages 640	
15 Country of export Uganda		7 Reference number 2018		9 Financial No.	
16 Country of origin Uganda		10 Ctry f. dest of KE cty.		11 Trading cty.	
17 Country of destination South Sudan		12 C.A.P.		13 C.A.P.	
18 Identity and nationality of means of transport at arrival / at KE no		19 Ctr. no		20 Delivery terms FOB	
21 Identity and nationality of active means of transport crossing the border KE		22 Currency & total amount invoiced USE 11,805.000		23 Exch. rate 3,717.24000	
24 Nature of 8 5 transac.		25 Mode transport 3 at border		26 Inland mode 3 Transport	
27 Place of loading/unloading		28 Financial and banking data Bank DTB Terms of payment T01 CASH BANK (U) LTD		29 Office of entry/exit UGEL ELEGU	
30 Location of goods UGMAL		31 Packages and description of goods Marks and numbers - Containers No(s) - Number and kind O/T Number and Kind 640 BG Bag Containers No(s) Maize (com) Seed		32 Item 1 No	
33 Commodity code 10051000 000		34 Ctry. orig. Code a UG b		35 Gross mass (kg) 32,000.000	
36 Prefer.		37 PROCEDURE 1000 000		38 Net mass (kg) 32,000.000	
39 Quota		40 Summary declaration / Previous document S/L		41 Supplementary units KGM 32,000.000	
42 V.M. cod		43 V.M. cod		44 Adjustment	
45 Adjustment		46 Statistical value 43,882.018		47 Calculation of taxes	
48 Deferred payment		49 Identification of warehouse		B ACCOUNTING DETAILS Mode of payment CASH Assessment number A 48295 / Date 28/06/2018 Receipt number / Date Quarantee 0 UGS Date Total fees 0 UGS Total declaration 0 UGS	
50 Principal No. Signature		C OFFICE OF DEPARTURE		1 Intended offices of transit and country	
2 Intended offices of transit and country		3 Guarantee not valid for		Code 53 Office of destination and country	
D CONTROL BY OFFICE OF DESTINATION		Stamp:		54 Place and date	
Signature		Declarant name/representative Mrs. I			



# Exporter Registration Information Form UEPB



## UGANDA EXPORT PROMOTION BOARD

### EXPORTER REGISTRATION INFORMATION FORM

#### 1. COMPANY DETAILS

Name of Company or Organization:			
Certificate of Incorporation No: (or Date)		TIN Number:	
Year of Establishment:		No. of Employees	
Postal Address:			
Physical Address:			
Office Telephone:		Mobile:	
Fax No:		Skype or Other:	
Email:		Website / Portal:	
Contact Person:		Position in Company:	
Company Director (s): <i>(Please provide a copy of Form 20 or Statement of Particulars)</i>			

#### 2. EXPORT BUSINESS INFORMATION

Export Product OR Service(s):	
For <u>agricultural products</u> , please indicate source of products: (Location)	
Target Export Markets (or Countries Exported to):	
Product Quality Mark / Certifications.	

Information provided by (Name & Position): .....

Signature:.....

Date: .....

*Please Turn Over*

*Helping you to export ...*

## Exporter Registration Information Form UEPB

Any other relevant information that you believe will help us serve you better

.....

.....

.....

.....

.....

.....

OFFICIAL USE ONLY: .....

Date of Registration:	UEPB Reference No.	U / EX / .....
	UESW Exporter Registration No.	

**PLEASE NOTE:**

- Information collected will be used for
  - Online Exporter registration under the Uganda Electronic Single Window
  - For promotional and referral purposes only
- Please complete and return to Uganda Export Promotion Board Offices
- Attach a copy of your Company Certificate of Registration and Form 20 (bearing Director's Names)
- A brief product profile (if available)

For further information or assistance please contact:

Trade Information Division  
 Uganda Export Promotion Board  
 2<sup>nd</sup> Floor, UEDCL Towers, Plot 37 Nakasero Road  
 P. O. Box 5045 Kampala – Uganda  
**Telephone:** +256 (0)414 230250 / 257 001  
**Email:** info@ugandaexports.go.ug

THIS REGISTRATION ENTITLES YOU TO;

- Free listing in the Exporters Directory maintained by UEPB
- Free information on existing trade, promotional, business and market opportunities
- Free access (at UEPB Offices – Information Centre) to subscribed market information sites/databases
- Free in-depth analysis and/or advisory on any product or market of your choice
- Priority consideration for all Capacity Building programmes organized by the Board and its partners
- Addition to the mailing list of UEPB products like bulletins, calendars, news feeds etc

*Helping you to export ...*

# Phytosanitary Inspection Report



THE REPUBLIC OF UGANDA

MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

## PHYTOSANITARY INSPECTION SERVICES (The Plant Protection Act, 2016)

ISF No. .... Date: 11<sup>th</sup> / 4 / 2018

Inspector .....

### FIELD/FACULTY/PRODUCE/INSPECTION

Name of Grower/Proprietor ..... Crop/Faculty/Other... Crops  
Species/Variety/Process... Various ..... Location... Namuwonyo - Kampala  
Address/Tel. No. .... Contact Person.....

### OBSERVATIONS

I have inspected 30 boxes - Avocado, 20 Boxes - Passion fruits,  
20 Boxes Pineapples, 10 Boxes - Sweet potato, 15 Boxes - Ginger,  
20 Boxes - Green Chillies and 11 Boxes - Raw Mangoes  
There were no pests of Phytosanitary Significance

### RECOMMENDATIONS

The consignment is fit for export

Owner's/Manager's Signature ..... Date 11<sup>th</sup> / 04 / 2018

Inspector's Signature ..... Date 11<sup>th</sup> / 4 / 2018

# Phytosanitary Certificate

ORIGINAL



PSC No. 00063451

THE REPUBLIC OF UGANDA

MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

PHYTOSANITARY INSPECTION SERVICES

## PHYTOSANITARY CERTIFICATE

From: CROP PROTECTION ORGANISATION OF UGANDA

To: CROP PROTECTION ORGANISATION OF: \_\_\_\_\_

DESCRIPTION OF THE CONSIGNMENT	
1. Name and address of exporter	
2. Declared name and address of consignee	5. Date inspected
	6. Location of Article
3. Declared means of conveyance	7. Place of origin
4. Declared point of entry	8. Import Permit Number
9. Distinguishing marks and container/Flight numbers:	
Number and description of packages:	
Name of producer/quantity declared:	
Botanical name of Plants:	
10. This is to certify that the plants, plant products or other regulated articles described from herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests. They are deemed to be practically free from other pests(*)	
11. Additional declaration	
DISINFESTATION AND/OR DISINFECTION TREATMENT	
12. Treatment	Place of issue
	Date
13. Chemical (active ingredient)	Stamp of organisation
14. Duration and temperature	
15. Concentration	Signature of authorised officer
16. Date	Name of authorised officer
17. Additional Information	
No financial liability attached to MAAIF or to any of her Officers in respect of this Certificate. The Certificate is valid up to _____ days from date of issue.	



## Tax Assessment

Uganda Revenue Authority  
Customs Headquarters



### Assessment Notice

Customs office: UGKLA - KAMPALA CBC

#### Declaration reference

Model      Customs reference      Declarant reference      Assessment reference      Number of packages

Declarant

Company

#### Item taxes

Tax code	Tax description	Tax value
102	PORT DUTY	27,906,411.00
401	VALUE ADDED TAX	25,329,071.00
105	WITHHOLDING TAX	0.00
123	Infrastructure Levy	1,692,160.00
Total Item taxes		54,927,642.00
Total assessed amount for the declaration		54,927,642.00
Total amount to be paid:		54,927,642.00

BANK:		Previous Payment:
PRN CODE:		
PRN-SEARCH CODE:		

Office stamp

Signature



# ASYCUDA World User Registration Application Form



**MoLG: eLogRev - KMC**  
**Namugongo Division**  
*eServices (Revenue Administration & Monitoring)*

Namugongo Division Council  
Kira Municipality  
IMA House, Plot 532  
Block 230 Kireka, Namugongo Road  
Uganda  
T/ +256 702 030 674, +256 772 476341

## TRADING LICENCE - CITIZEN

*The Trade (Licensing) Act, Cap 101. The Trade Licencing Regulation 2011*

**CIN: K3CUR18000012247**

**Customer Name:**

**Business Name:**

*The above mentioned customer is licensed to carry on trade in:*

**Printing and publishing firm , Municipality Grade I**

**at address:**

**Wakiso District, Kira Municipality, Namugongo  
Division, Kireka, Kireka C**

*Date Of Print 06/03/2017 9:04 am*

**REGISTRATION NUMBER**

**K3BLR18C**

**COMMENCEMENT DATE**

**06/03/2017**



2017-06-06 09:04:49 AM

## General Certificate of Origin (Non-Textile)

1. Goods consigned from (Exporter's business name, address, country)		Reference No		<b>GENERALIZED SYSTEM OF PREFERENCES</b> <b>CERTIFICATE OF ORIGIN</b> <b>(Combined declaration and certificate)</b> <b>FORM A</b> Issued in ..... (country) See notes overleaf	
2. Goods consigned to (Consignee's name, address, country)		4. For official use			
3. Means of transport and route (as far as known)		5. Item number		8. Origin criterion (see Notes overleaf)	
6. Marks and numbers of packages		7. Number and kind of packages, description of goods		9. Gross weight or other quantity	
				10. Number and date of invoices	
11. Certification		12. Declaration by the exporter			
It is hereby certified, on the basis of copies carried out, that the declaration by the exporter is correct.		The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in ..... (country)			
		and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to ..... (importing country)			
..... Place and date, signature and stamp of certifying authority		..... Place and date, signature of authorized signatory			

## General Certificate of Origin (Non-Textile)

### NOTES (2013)

#### I. Countries which accept Form A for the purposes of the Generalized System of Preferences (GSP):

Australia*	European Union:	Greece	Netherlands
Belarus	Austria	Germany	Norway
Canada	Belgium	Greece	Portugal
Iceland	Bulgaria	Hungary	Romania
Japan	Croatia	Iceland	Slovakia
New Zealand**	Cyprus	Italy	Slovenia
Norway	Czech Republic	Latvia	Spain
Russian Federation	Denmark	Lithuania	Sweden
Switzerland including Liechtenstein***	Estonia	Luxembourg	United Kingdom
Turkey	Finland	Malta	
United States of America****			

*Full details of the conditions covering admission to the GSP in these countries are obtainable from the designated authorities in the exporting preference-receiving countries or from the customs authorities of the preference-giving countries listed above. An information note is also obtainable from the UNCTAD secretariat.*

#### II. General conditions

To qualify for preference, products must:

- all within a description of products eligible for preference in the country of destination. The description entered on the form must be sufficiently detailed to enable the products to be identified by the customs officer examining them;
- comply with the rules of origin of the country of destination. Each article in a consignment must qualify separately in its own right; and,
- comply with the consignment conditions specified by the country of destination. In general, products must be consigned direct from the country of exportation to the country of destination, but most preference-giving countries accept passage through intermediate countries subject to certain conditions. (For Australia, direct consignment is not necessary).

#### III. Entries to be made in Box 8

Preference products must either be wholly obtained in accordance with the rules of the country of destination or sufficiently worked or processed to fulfil the requirements of that country's origin rules.

- Products wholly obtained: for export to all countries listed in Section I, enter the letter "P" in Box 8 (for Australia and New Zealand Box 8 may be left blank).
- Products sufficiently worked or processed: for export to the countries specified below, the entry in Box 8 should be as follows:
  - United States of America: for single country shipments, enter the letter "Y" in Box 8, for shipments from recognized associations of countries, enter the letter "Z", followed by the sum of the cost or value of the constituent materials and the direct cost of processing, expressed as a percentage of the ex-fac FOB price of the exported products; (example "Y" 35% or "Z" 35%).
  - Canada: for products which meet origin criteria from working or processing in more than one eligible least developed country, enter letter "G" in Box 8; otherwise "F".
  - Iceland, the European Union, Japan, Norway, Switzerland including Liechtenstein, and Turkey; enter the letter "W" in Box 8 followed by the Harmonized Commodity Description and Coding System (Harmonized System) heading at the 4-digit level of the exported product (example "W" 96.18).
  - Russian Federation: for products which include value added in the exporting preference-receiving country, enter the letter "Y" in Box 8 followed by the value of imported materials and components expressed as a percentage of the FOB price of the exported products (example "Y" 45%); for products obtained in a preference-receiving country and worked or processed in one or more other such countries, enter "Pk".
  - Australia and New Zealand: completion of Box 8 is not required. It is sufficient that a declaration be properly made in Box 12.

\* For Australia, the main requirement is the exporter's declaration on the normal commercial invoice. Form A, accompanied by the normal commercial invoice, is an acceptable alternative, but official certification is not required.

\*\* Official certification is not required.

\*\*\* The Principality of Liechtenstein forms, pursuant to the Treaty of 29 March 1923, a customs union with Switzerland.

\*\*\*\* The United States customs require GSP Form A. A declaration as to the legal person declared in greater concern the production or manufacture of the merchandise is considered sufficient only if requested by the district collector of Customs.

# Commercial Invoice

COMPANY LOGO OR NAME HERE			
COMMERCIAL INVOICE			
Exporter reference no.		Importer purchase/order/reference no.	
		Invoice expiration date:	
Exporter/Shipper (Name and Physical Address)  Tel:                      Fax:                      Email:		Importer/Consignee (Name and Physical Address)  Tel:                      Fax:                      Email:	
Intermediate consignee (Name, Physical Address)  Tel:                      Fax:                      Email:		Buyer (If other than consignee - Name and physical address)  Tel:                      Fax:                      Email:	
Notify Party (Name, Physical Address)  Tel:                      Fax:                      Email:		Terms and conditions of delivery and payment (including Incoterms):  • Freight (please mark): Prepaid _____ Collect _____ • Title transfer occurs at: • Payment terms:	
Marks & Numbers:	Total number of packages:	Total number of packages:	Dimensions HxVxL (m <sup>3</sup> ):
Port of loading:	Port of discharge:	Total net weight (kg):	Currency of sale:
Final destination:	BOL/AWB No.	Transportation method:  Vessel/flight no:	Date of shipment:  L/C No.
Complete and accurate description of the goods including item no., product description, HS/tariff classification code and country of origin  • Packing costs • Freight costs • Other transportation-related costs • Handling • Insurance costs • Assists • Additional fees  Duties and taxes		Quantity (Unit of measure)	Unit Price
		Grand Total	
Signature, initials, name, title & position	Date	Place	

