



**Uganda
Export
Promotion
Board**

Helping You to Export ...



EXPORT DOCUMENTATION GUIDE

“For your Export Documentation requirements”

Please talk to UEPB

Location:

2nd Floor, UEDCL Towers, Plot 37 Nakasero Road
P. O. Box 5045, Kampala - Uganda

Telephone:

+256 (0)414 230 250 / 257 001

Email: info@ugandaexports.go.ug

Website: www.ugandaexports.go.ug

Facebook: /ugandaexportsonline - **Twitter:** @ugandaexports

INTRODUCTION

This Export Documentation Guide has been developed to help exporters know the key documents required when exporting goods from Uganda. Understanding and preparing the documents required ensures that your goods are accepted in the destination market without delay. The Guide therefore provides summarized information on export documentation requirements, issuing authorities and contact information.

A. PRE-EXPORT DOCUMENTATION

1 BUSINESS REGISTRATION

1.1 Business Name Registration & Incorporation

Business registration is a **STATUTORY** requirement for any business entity operating in Uganda. The process starts with reservation of a business name. The additional documents required will depend on the nature of registration required - business name registration, registration of local or foreign company. These documents include company registration form and Memorandum and Articles of Association. Visit Uganda Registration Services Bureau or log onto www.ursb.go.ug for details. After registration you will be issued with a Certificate of Registration of Business Name (business name), Certificate of Incorporation (local company) or Certificate of Registration (foreign company). **Applicable fees, payable after assessment, include business name reservation fees, business registration fees and stamp duty.**

1.2 Tax Identification Number (TIN No.)

Tax registration is a **STATUTORY** requirement for all business entities operating in Uganda. Exports are tax exempt. But, tax registration is required to facilitate customs administration processes such as customs declaration and issuance of preferential certificates of origin issuance. Registration is done by Uganda Revenue Authority (URA), **free-of-charge**, through the URA portal (<https://www.ura.go.ug>) and thereafter a physical verification of the registering entity's or person's identification and/or registration documentation

2 EXPORT LICENSES & PERMITS

2.1 Fish Export Permit

MANDATORY requirement for the export of fish and fish products. Issued and renewed annually by the Directorate of Fisheries Resources - MAAIF. **Application and renewal fees are UGX. 20,000 per annum.** *Please also note that the export of large fish species products (whether fresh, smoked or dried) attracts an export levy of US\$ 0.5 per kg. payable at the time of export*

2.2 Mineral Export Permit

MANDATORY requirement for the export of minerals, ores and precious stones. Mineral products are regulated majorly for security and conservation reason. The permit is issued on a consignment basis, by the Directorate of Geological Survey and

Mines, Ministry of Energy and Mineral Development (MEMD), upon verification of origin and authenticity of the mineral plus **payment of applicable levies (as indicated below)**. Exporter may be required to present a copy of the Exploration License, Mineral Dealers License or any other such license relating to acquisition of the product. Products will be tested before issuance of assessment form for payment of due levies.

Product	Applicable Export Levy
Precious Stones	10% of FOB Value
Industrial / Construction Materials	UGX. 10,000 per ton for Granite, UGX. 30,000 per for all other materials
Base Metals & Ores	5% of FOB Value

2.3 Timber Export Permit

MANDATORY requirement for the export of timber and timber products (in semi-processed form) harvested from **planted forests**. Export of timber harvested from natural forest is prohibited. The permit is issued by the Forestry Sector Support Department (FSSD) of the Ministry of Water and Environment. **Fees payable depend on the type of permit applied for.**

2.4 Hides and Skins Exporters License

MANDATORY requirement for the export of hides and skins. Issued and renewed by the Animal Production Department of the Directorate of Animal Resources at a **fee of UGX. 60,000 per annum**. *Please also note that export of raw hides and skins attracts a levy of US\$ 0.8 per kilo, payable at the time of export*

2.5 Coffee Export License

MANDATORY requirement for the export of coffee. Coffee is regulated for quality control reasons. The license issued and renewed annually (upon request) by the Quality and Regulatory Services Directorate, Uganda Coffee Development Authority (UCDA). Applicant will be required to fill-out an application form and provide copies of applicable identification and/or registration documents, such as Certification of Incorporation, Memorandum and Articles of Association and evidence of a certified processing factory. **Export license issuance and renewal fees are UGX. 1,500,000 per annum**. A non-cash performance bond of US\$25,000 will also be required.

2.6 Wildlife User Rights License

MANDATORY requirement for the capture, breeding and export of wildlife and wildlife products. It is issued in classes, depending on the nature of wildlife and activities the applicant is interested in engaging in. Issued by the Uganda Wildlife Authority (UWA). **Fees payable depend on the type of license required.**

3 HEALTH, SAFETY & QUALITY RELATED CERTIFICATION

These are issued either in respect to the processing facility and/or product. Accordingly they are acquired periodically prior to export on a consignment basis.

3.1 Health Certificate

MANDATORY requirement, issued for facilities (factories) processing fish or animal products. It confirms that the processing systems and facility are in conformity and compliance with internationally acceptable sanitary and hygienic conditions, and hence products are safe for consumption. Where the exporter is not the processor, a copy of the health certificate of the processor must accompany the consignment. Health Certificates are issued and renewed annually by the Directorate of Animal Resources (MAAIF) and Directorate of Fisheries Resources (MAAIF) for animal and fish products processing facilities, respectively. **Fees depend on nature of certification process to be undertaken.**

3.2 Quality Assurance Certificate

Manufactured/processed products for export **MUST** conform to applicable national and international standards. The manufacturer/processor is therefore required to obtain the distinct quality mark ("Q" mark) or a quality assurance certification. This is a process certification that must be undertaken prior to export. In absence of the above, the exporter can apply for product (batch) testing for issuance of a laboratory report to accompany the consignment. **Fees depend on the processes involved to obtain the certification, as prescribed by the applicable standard(s).** Certification is done by Uganda National Bureau of Standards (UNBS) and laboratories accredited by UNBS.

3.3 Halaal Certificate

This is an **OPTIONAL** requirement, issued upon request. It is acquired by entities that wish to engage in Halaal food trade especially in predominantly Muslim countries. It demonstrates conformity to applicable hygiene, food safety and wholesomeness requirements in accordance with Islamic dietary guidelines. Issued by Uganda Halaal Bureau (UHB) on behalf of UNBS. **Fees vary depending on the products to be certified.**

3.4 Phytosanitary Certificate

MANDATORY international requirement for trade in plant and plant products such as coffee, tea, fruits, vegetables, spices and grains. It certifies that the product does not contain anything injurious to plants, animals and human health - as per the import requirements for the destination market. It is issued by the Crop Inspection and Certification Department, Directorate of Crop Resource, Ministry of Agriculture, Animal Industry & Fisheries (MAAIF). **Fees are UGX. 5,000 per consignment**

3.5 Fumigation Certificate

An **OPTIONAL** requirement but necessary for products of plant origin to confirm that fumigation processes have been undertaken to free the product of pests.

B. SHIPPING DOCUMENTS

1.1 INVOICE / PACKING LIST

An exporter is required to prepare an invoice and/or packing list, as the primary source document of information that will be captured and used throughout the customs clearance processes. It reflects amongst other details the export product, quantities and indicative value.

1.2 CERTIFICATE OF ORIGIN

A Certificate of Origin is a **MANDATORY** international requirement, issued on a consignment basis, to confirm origin of the products being exported. It is required by importing country particularly for import tax assessment purposes. There are two types of Certificates of Origin.

General Certificate of Origin - Issued for shipments to countries that have NO preferential (special) trade arrangement with Uganda and hence generic international trade rules are applicable. For example UAE, South Africa and Malaysia. It is issued by the Uganda National Chamber of Commerce and Industry (UNCCI). **Fees are UGX. 20,000 per consignment**

Preferential Certificate of Origin - Uganda is signatory or beneficiary to upto eight (8) bilateral - *with China, Republic of Korea, India & Morocco* — regional - *EAC & COMESA* - and multilateral — *Everything-but-Arms (EBA)* — preferential trade agreements. Therefore, goods of Ugandan origin enjoy preferential (duty-free and quota-free) market access in upto 52 preferential markets (countries) under the different trade regimes. But, to enjoy the preferential treatment, a consignment must be accompanied by the applicable preferential certificate of origin. In Uganda these are issued, **free-of-charge**, by the International Affairs Desk - Customs Department, Uganda Revenue Authority (URA) through the Uganda Electronic Single Window. A simplified EAC Certificate of Origin is available at the border for consignment of value of less than US\$ 2,000. **For the EU however, the Registered Exporter (REX) system is used for certification of origin of goods, instead of the GSP Certificate of Origin. The exporter is therefore required to pre-register on the system to enable verification in the EU at the time of export. Registration is done online at <https://conformance.customs.ec.europa.eu/rex-pa-ui/>**

1.3 INTERNATIONAL HEALTH MOVEMENT PERMITS

International Health Movement Certificate (IHMC)

MANDATORY requirement for the movement of livestock (live animals) across borders. Issued by the Animal Health Department of the Directorate of Animal Resources, MAAIF at a **fee of UGX. 40,000 per consignment**. Additional supporting documents may be required, such as relating to animal health and internal movement of the animals

CONTACT INFORMATION

Uganda Registration Services Bureau (URSB)

Georgiana House, Plot 5 George Street

P. O. Box 6848 Kampala — Uganda

Telephone: +256 (0)414 233 219 or 0800 100 006 (Toll Free)

Email: ursb@ursb.go.ug

Website: www.ursb.go.ug

Uganda Revenue Authority (URA)

URA Tower, Plot M193/M194

Nakawa Industrial Area

P. O. Box 7279 Kampala — Uganda

Telephone: 0800 117 000 (Toll Free Line)

Email: services@ura.go.ug

Website: www.ura.go.ug

Ministry of Agriculture, Animal Industry & Fisheries (MAAIF)

Berkely Lane, Entebbe

P. O. Box 102, Entebbe — Uganda

Telephone:

Fisheries Resources - +256 (0)414 321 302

Animal Resources - +256 (0)414 320 064

Crop Resources - +256 (0)414 323 239

Email: ps@agriculture.go.ug

Website: www.agriculture.go.ug

Directorate of Geological Survey and Mines (DGSM)

Ministry of Energy & Mineral Development

Plot 21 - 29, Johnstone Road - Entebbe

P. O. Box 9, Entebbe — Uganda

Telephone: +256 (0)414 320 656

Email: dgsm@minerals.go.ug

Uganda National Bureau of Standards (UNBS)

Standards House, Bweyogerere Industrial Park (HQ)

Plot 2 -12, Bypass Link - Bweyogerere Industrial Park

or

Plot M217 Nakawa Industrial Area (Nakawa Office)

P. O. Box 6329 Kampala Uganda

Telephone: +256 (0)417 333 250/1/2 or 0800 133 133 (Toll Free)

Email: info@unbs.go.ug

Website: www.unbs.go.ug

Uganda National Chamber of Commerce & Industry (UNCCI)

Plot 1A, Kiira Road

P. O. Box 3809, Kampala — Uganda

Telephone: +256 (0)312 266 323

Email: info@chamberuganda.com

Website: www.chamberuganda.com

Uganda Wildlife Authority (UWA)

Plot 7, Kiira Road, Kamwokya

P. O. Box 3530 Kampala — Uganda

Telephone: +256 (0)414 355 000 / (0)312 355 000

Email: info@ugandawildlife.org

Website: www.ugandawildlife.org

National Forestry Authority (NFA)

Plot 10/20, Spring Road, Bugolobi

P. O. Box 70863 Kampala — Uganda

Telephone: +256 (0)312 264 035

Email: info@nfa.org.ug

Website: www.nfa.org.ug

Uganda Halal Bureau (UHB)

Plot 2, Delhi Gardens,

Behind Old Kampala Police Station

P. O. Box 9762 Kampala — Uganda

Telephone: +256 (0)414 233 561

Email: info@ughalal.com

Website: www.ughalal.com

Uganda Coffee Development Authority (UCDA)

Coffee House, Plot 35, Jinja Road

P. O. Box 7267, Kampala — Uganda

Telephone: +256 (0)414 256 940 / (0)312 260 470

Email: ucda@ugandacoffee.go.ug

Website: www.ugandacoffee.go.ug

Government Chemist

Loundrel Road, Wandegeya - Kampala

P. O. Box 2714 Kampala — Uganda

Telephone: +256 (0)414 250 474

Email: govchem@infocom.co.ug

Uganda National Council of Science & Technology (UNCST)

Plot 6, Kimera Road, Ntinda - Kampala

P. O. Box 6884 Kampala — Uganda

Telephone: +256 (0)414 750 500

Email: info@uncst.go.ug

Uganda Industrial Research Institute (UIRI) - Product Development Support

Plot 42A Mukabya Road

P. O. Box 7086 Kampala — Uganda

Telephone: Tel: (256+) 414 286 124/245

Email: info@uri.org

National Organic Agricultural Movement of Uganda (NOGAMU)

Plot 957, Galukande Close, Muyenga - Kampala

P. O. Box 70071 Kampala — Uganda

Telephone: +256 (0)312 264 039

Email: organictradepoint@nogamu.org.ug

Uganda Export Promotion Board (UEPB) - Helping you to export

UEDCL Towers, Plot 37 Nakasero Road

P. O. Box 5045 Kampala — Uganda

Telephone: +256 (0)414 230 250 / 257 001

Email: info@ugandaexports.go.ug

Website: www.ugandaexports.go.ug

Uganda's Top Exports

- Coffee
- Fish & fish products
- Base metals & products
- Sugar
- Maize
- Beans & Other Pulses
- Tea
- Tobacco
- Cocoa
- Edible Fats & Oils

Uganda's Top Export Markets

- Kenya
- United Arab Emirates
- South Sudan
- DR Congo
- Rwanda
- Netherlands
- Sudan
- USA
- Tanzania
- India

Reviewed: January 2019



UGANDA
TRADE PORTAL
ugandatrades.go.ug

FOR STEP-BY-STEP GUIDANCE ON
IMPORT, EXPORT AND TRANSIT
DOCUMENTATION PROCEDURES