

NEW NORMAL IN SERVICE DELIVERY

Following the Presidential guidelines on the prevention of the spread of COVID-19, URSB adopted new service delivery measures to comply with social distancing requirements as clients access our services.

The new normal entails the combined delivery of services online, electronically and physically. This is also in furtherance of our strategy of "All digital All online".

1. Services transacted online

Applications for the following services are submitted online and the links are accessed through the URSB website www.ursb.go.ug

a. Business Registration

- Name reservation
- Business name registration
- Company incorporation
- Filing of resolutions for bank purposes and to appoint directors
- Filing of Annual Returns

b. Civil Registration

- Filing of Marriage Returns (by Marriage Celebrants) on the National Marriage Registration System (NMRS)

c. Security Interest in Movable Property Registry (SIMPO)

- Creation of account
- Registration of security interest in movable property
- Searches on the system
- Post registrations (amendment, default and discharge notices)

2. Applications submitted electronically

Applications for the following services are submitted on email

a. Intellectual Property

- Applications for copyright, patents, utility models, industrial designs and trademarks are submitted to ip@ursb.go.ug

b. Civil Registration

- Application for civil marriages, searches, certifications,

marital status letters, special licenses to waive notice to gazette venue and licensing of places of worship are submitted to marriages@ursb.go.ug

c. Insolvency

- Application for registration of insolvency practitioners and Insolvency Services are submitted to insol@ursb.go.ug

d. Enquiries for each of the services are submitted through the same emails provided

3. Physical transactions

- Conducting of civil weddings
- Certifications of legal documents
- Filing of other resolutions not mentioned in 1(a)

All clients that physically visit our premises are expected to wear masks at all times and go through temperature checks and sanitizing at the entrance.

FILING OF ANNUAL RETURNS

The Companies Act requires companies to file annual returns to the Registrar of Companies.

The procedure for filing returns online is as below:

- Go to the URSB website and select annual/marriage returns (at the right hand corner of the web page).
- Click "create new account" and fill in your personal information as required
- If you are representing a company, select the option of company representation and enter the 14-digit Company Registration number. If you don't know it click the yellow pop-up message which leads you to the database where you can retrieve the company registration number.
- Copy and fill in the Company Registration number as required.
- Attach the following documents: copy of your National ID or Passport and form 20 or previously form 7 (Particulars for Directors and Secretary) or resolution/ powers of attorney for representation. Click 'Submit'.
- You will then receive an email response containing your user name and link to activate your account, click the link and log into the account (enter user name and password).

- Once logged in, click 'select your representation' (a yellow tab in the top right corner) to select the company whose annual return you want to file.

- Choose 'new application for annual return filing' and fill in all required information

- page by page. Switch the editing mode from confirm data to correction. Save each page before proceeding to the next.
- Click on assess payment once you get to the payment page, the system will enquire whether or not payment has been made. If you click yes, then proceed to enter the PRN of the payment made. If you click no, the system will provide the assessment with a PRN.

- While making payment either through mobile money, bank, cheque or any mode of payment listed on the URA portal ensure that the Payment Registration Number (PRN) is quoted.
- You will receive notification of payment and status of application via your email
- You will receive a copy of the registered Annual Returns through email.

Having trouble filing your online returns?

Call us on 0800 100 006 and our team will walk you through the process.




**Bemanya Twebaze
REGISTRAR GENERAL**

For inquiries and further clarification contact us on;

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 : 0712448448

 : 0800 100 006

 : URSBHQ

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