

How to register a foreign company in Uganda

A foreign company is a company which is incorporated in another country. If such a company wishes to carry out business in Uganda, it must be registered.

To register a foreign company, the following documents are required:

- a. Certified copies of Memorandum of Articles of Association/Charter/ Constitution and Certificate from the country of origin duly witnessed.
- b. Registration forms:
 - Form 24 – Particulars of Directors and Secretary
 - Form 13 – Statement of all subsisting charges
 - Form 25 – List of Names and Address of Persons Resident in Uganda authorized to accept service on behalf of the company.
 - Form 26 – Address and Principle Office of Company.

When you have all the documents ready, do self-assessment or pick assessment forms from our office and pay the necessary fees. Upon registration, Registrar will issue a certificate of registration *within two working days*.

Registering a Local Company

To Register a **Local Company limited by Shares**, one needs to Reserve the name to be used and then file the following documents with the Registrar of Companies:

- a) Companies Registration Form (s.18)
- b) Memorandum and Articles of Association (if any)
- c) Other Company forms
 1. A1 – Statement of Nominal Capital

To register a **Local company limited by guarantee**, one needs to reserve the name to be used and then file the following documents with Registrar of Companies:

- a. Company Registration Form (s.18)
- b. Memorandum and Articles of Association;

When you have all the documents ready, pick assessments forms from our office or do self- assessment and pay registration fees and stamp duty. Upon registration, the Registrar will issue a certificate on incorporation within *two working days*.

After the company has been registered, the following forms must be filed (Company Returns).

1. Company Form 20 – Particulars of Directors and Secretaries (Within 14 days)
2. Company Form 18 – Notice of Situation of Registered Office & Postal Address (within 14 days)
3. Company Form 10 – Return of allotment (within 60 days)
4. Form of Annual Return for a company limited by shares (to be filed once every year).