



# Kampala Capital City Authority

THE TRADE (LICENSING) ACT, CAP. 101  
THE TRADE (LICENSING) REGULATIONS, 2012

Registration 2  
FORM 1

- (a) Full Name of Applicant \_\_\_\_\_ (b) Business Name \_\_\_\_\_

(c) Address \_\_\_\_\_ Contact No \_\_\_\_\_ Email \_\_\_\_\_

(d) Division Urban Council \_\_\_\_\_ Parish \_\_\_\_\_ Road/Street \_\_\_\_\_

(e) Business Registration Number \_\_\_\_\_ (f) Location \_\_\_\_\_  
e.g Arcade Name/Number

(g) Nature of Business \_\_\_\_\_ (h) Tax Identification Number \_\_\_\_\_
- Names of Directors and their Nationalities

Name \_\_\_\_\_ Nationality \_\_\_\_\_

Name \_\_\_\_\_ Nationality \_\_\_\_\_
- (a) Amount of the Company's/Firm's share capital/Partnership property \_\_\_\_\_

(b) How much of this is held. (i) By Ugandans \_\_\_\_\_ (ii) By Non Ugandans \_\_\_\_\_
- If the Company or Firm was incorporated or registered in Uganda on or before 1<sup>st</sup> January 1969, state whether any shares were or partnership property was held by Ugandan citizens on that date and the percentage of the total shares or capital so held.

\_\_\_\_\_
- Has the proprietor or Company ever been convicted of criminal offence? YES  NO
- Has any Trading License, previously held by the owner been endorsed or canceled? YES  NO

If so, when 

D	D	/	M	M	/	Y	Y	Y	Y
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 By which Court? \_\_\_\_\_
- (a) What provisions have been made for the keeping of records or Proper Books of Accounts for the business

\_\_\_\_\_

(b) In what language are the Books kept? \_\_\_\_\_

*I declare that the particulars given above are to the best of my knowledge and belief true.*

Date 

D	D	/	M	M	/	Y	Y	Y	Y
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 Signature \_\_\_\_\_ Designation \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**(a) Pre – Assessment**

Nature of Business \_\_\_\_\_

Grade \_\_\_\_\_

Pre-Assessed By \_\_\_\_\_

Signature \_\_\_\_\_

Date 

D	D	/	M	M	/	Y	Y	Y	Y
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**(b) Approved By**

Assessed By \_\_\_\_\_

Signature \_\_\_\_\_

Date 

D	D	/	M	M	/	Y	Y	Y	Y
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## KCCA GUIDELINES TO THE PUBLIC/TAXPAYERS ON TRADING LICENCES

At the beginning of any new Calendar Year, on-going businessmen/women and new ones are required by the law to be in possession of a Trading License displayed in a conspicuous place in the Trading premises. In order for you to obtain a Trading License, you are advised to approach the licensing office with the following, wherever applicable:

1. Original Trading License for the previous year for already existing business
2. Original KCCA receipt for the previous year for already existing business
3. Original Certificate of Incorporation of the company for new business
4. Original rent receipt and tenancy agreement from the Land lord for the new business

### Also Note that:

- (i) A photocopy of any relevant document shall be required to be retained by KCCA officers on duty.
- (ii) An Assessment of Trading License will be accompanied by Local service Tax assessment where applicable.
- (iii) No assessments for Trading License shall be issued without formally applying for it on the prescribed form.
- (iv) The following Law extracts apply:
  - The Trading License Act Cap 101 S.8(1) provides that “No person shall trade in any goods or carry out any Business specified in the schedule to this Act unless He / She is in possession of Trading License granted to him or her for that purpose under the Act”
  - Subject to the above Section, no business when closed / locked shall be allowed to open until a Trading License has been acquired.
  - Section 10(2) of the Act provides that any person declaring false information to an assessor commits an offence and is liable on conviction to a monetary fine or to a term of imprisonment not exceeding 12 months or both.
  - Section 10(3) of the Act provides that where a person is convicted of an offence, the Trading License for that person shall be revoked or the person shall be disqualified from holding any trading Licenses for a given period.

KCCA advises her clients to display their trading licenses in a conspicuous place of their trading premises in accordance with the law.