

REGISTRATION PROCESS

The steps taken while Registering a
Business/Company Name

SIGN UP ON OBRS

The Online Business Registration System requires an Email Address and a Phone number to create an individual account. An activation link is sent to the email to complete registration,

1

RESERVE A NAME

Login to the newly created account and go to Start & commence by reserving a name. A Maximum of 3 name options can be submitted for reservation. Reservation fees are;
A Business Name - 24,000/=
Company Name - 20,000/=

2

REVIEW RESERVATION

The Registration officer Reviews the reservation submitted and either approves or Queries it. The reservation can be queried if the name is similar to a registered business name.

3

REGISTER THE NAME

After a name has been approved, you can now Register by filling out the required forms, signing, scanning and then Uploading them for submission.

4

PAYMENT

To submit for registration, payment needs to be made. For company registration, the fee is between 120,000/= to 150,000/= for companies with share capital less than 5 million.

5

REVIEW REGISTRATION

The Registration officer reviews the submission and either approves or queries it. The registration forms submitted are checked to ascertain correctness and integrity. Signatures need to be the same as those on IDs

6

APPROVAL

On Approval of Registration, forms are sent to the email of applicant including the certificate of Registration/incorporation. A link to create a company/Business account is also sent via email.

The account will be used to make company/business transactions

7



SCAN NOW

startersplatform@ussia.or.ug

www.ussia.co

