

Contact Details

For more information and to seek support

Norwegian Refugee Council (NRC)

Kampala: Offices at Mengo, Nsambya, Ndejje, Kawempe, Kireka (Plavu), Salama Road (PPDRU)
Arua: Offices at Mvara Arua City along Oluko Road and ICLA access center at Water Department
Offices, Arua District Local Government next to Auditor General's Office along Pajjulu Road.

Refugee Law Project (RLP)

Kampala: Office at Old Kampala, Opposite Old Kampala Primary School-Coronation Road.
Arua: Office at Water Mount Road/MUBS Avenue Nvara.

Ugandan Law Society (ULS)

Kampala: Office at Block 216 Plot 610, Buye, Wamala Road.
Arua: Office at Plot 12, Junior Quarters, Accessible Obi Crescent.

Maelezo ya Mawasiliano

Kwa habari zaidi na kupata msaada

Norwegian Refugee Council (NRC)

Kampala: Ofisi za Mengo, Nsambya, Ndejje, Kawempe, Kireka (Plavu), Salama Road (PPDRU)
Arua: Ofisi za Mvara Arua City kando ya Oluko Road na kituo cha ICLA katika Ofisi za Idara ya Maji,
Serikali ya Wilaya ya Arua karibu na Ofisi ya Mkaguzi Mkuu kando ya Pajjulu Road.

Refugee Law Project (RLP)

Kampala: Ofisi ya Old Kampala, Kinyume na Shule ya Msingi ya Old Kampala-Coronation Road.
Arua: Ofisi ya Water Mount Road/MUBS Avenue Nvara.

Ugandan Law Society (ULS)

Kampala: Ofisi ya Block 216 Plot 610, Buye, Wamala Road.
Arua: Ofisi ya Plot 12, Junior Quarters, Accessible Obi Crescent.

FRRM Helpline 0800 32 32 32



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Taarifa hizi ni kwa ajili ya kutoa habari tu na si ushauri wa kisheria. Wanasoma wanashauriwa kushauriana na wanasheria waliotibitishwa kwa hali zao maalum. Ingawa habari hizi zinaaminika kuwa sahihi wakati wa kuchapishwa, usahihi na ukamilifu wake hauwezi kuhakikishwa.

This initiative is supported and funded by:



Mpango huu unaungwa mkono na kufadhiliwa na:

Trading Licences

Know Your Rights and Responsibilities

EN/SW



Leseni za Biashara

Fahamu Haki na Wajibu Wako

Introduction

A trading license is an authorisation granted by the state government to operate a particular business or trade, regulated by both state laws and municipal regulations.

Key Provisions

By law, all individuals selling goods and services, including sole traders, require a trading licence, except for those engaged in specifically exempted trades such as trading in markets, selling agricultural produce, or operating handicraft businesses from their residences.

The Kampala Capital City Authority (KCCA) is responsible for licencing in Kampala. Outside of Kampala, the licensing process is managed by local council authorities, including municipal and town councils.

Responsibilities of a Licence holder

A Trading Licence is valid for twelve months, must be renewed annually, and should be prominently displayed at the place of business. Acquiring a trading licence also requires maintaining a book of records.

Utangulizi

Leseni ya biashara ni idhini inayotolewa na serikali ya jimbo ili kuendesha biashara fulani au biashara, ambayo inasimamiwa na sheria za serikali na kanuni za manisipaa.

Masharti Muhimu

Kwa mujibu wa sheria, watu wote wanaouza bidhaa na huduma, ikiwa ni pamoja na wafanyabiashara binafsi, wanahitaji leseni ya biashara, isipokuwa wale wanaojishughulisha na biashara maalum kama vile biashara kwenye masoko, kuuza mazao ya kilimo, au kuendesha biashara za ufundi kutoka makazi yao.

Mamlaka ya Jiji la Kampala (KCCA) inawajibika kwa utoaji wa leseni katika Kampala. Nje ya Kampala, mchakato wa utoaji leseni unasimamiwa na mamlaka za mitaa, ikiwa ni pamoja na halmashauri za manisipaa na miji.

Majukumu ya Mwenye Leseni

Leseni ya Biashara ni halali kwa miezi kumi na mbili, inapaswa kufanywa upya kila mwaka, na inapaswa kuonyeshwa wazi kwenye eneo la biashara. Kupata leseni ya biashara pia kunahitaji kuhifadhi kitabu cha kumbukumbu.

Application Requirements

Application processes may vary in different areas. Contact the designated authority responsible and confirm the specific requirements, procedures, and fees for obtaining a licence. The following documents are usually required:

- Tax Identification Number (TIN)
- National ID or any other form of identification (Refugee ID or family attestation)
- Two (2) passport-sized photos
- Trading Licence (from the previous year in case of an existing business)
- Certificate of Registration of a Business Name from Uganda Registration Services Bureau URSB (in case of a registered business)
- Tenancy Agreement or rent receipts for the business premises
- Required fees

Non-national applicants, excluding refugees, may also require:

- Ministry of Trade, Industry and Cooperation Clearance for Non-East Africans
- Original work permit/entry permits

Note:

A company applicant must also provide the Certificate of Incorporation.

Mahitaji ya Maombi

Michakato ya maombi inaweza kutofautiana katika maeneo tofauti. Wasiliana na mamlaka inayohusika kuthibitisha mahitaji, taratibu, na ada maalum za kupata leseni. Hati zifuatazo zinahitajika kwa kawaida:

- Namba ya Utambulisho wa Kodi (TIN)
- Kitambulisho cha Taifa au aina yoyote ya kitambulisho (Kitambulisho cha Mkimbizi au hati ya familia)
- Picha mbili za pasipoti
- Leseni ya Biashara (ya mwaka uliopita kwa biashara inayokuwepo)
- Cheti cha Usajili wa Jina la Biashara kutoka Ofisi ya Usajili wa Huduma za Uganda (URSB) (kwa biashara iliyosajiliwa)
- Mkataba wa pango au risiti za kodi ya eneo la biashara
- Ada zinazohitajika

Waombaji wasio raia, isipokuwa wakimbizi, wanaweza pia kuhitaji:

- Idhini ya Wizara ya Biashara, Viwanda na Ushirikiano kwa Waafrika wasio Mashariki
- Kibali halisi cha kazi/kibali cha kuingia

Kumbuka:

Waombaji wa kampuni wanapaswa pia kutoa Cheti cha Usajili

Steps to Obtain a Licence

Follow these steps to apply for a Trading Licence

Kampala

1. Prepare the required documents.
2. Access the KCCA portal at www.kcca.go.ug
3. Complete the online application with business details, including nature and location.
4. Submit the online application and pay the required fees.

All Areas (Except Kampala)

1. Prepare the required documents.
2. Complete an application with business details, including nature and location.
3. Submit the application and documents to local authorities and pay the required fees.

Costs:

Trading licencing fees are determined according to the nature of the business and location. The fee assessment is based on a predetermined schedule issued by the Ministry of Trade and Industry, detailing the fees for different business types across various grading areas.

Hatua za Kupata Leseni ya Biashara

Fuata hatua hizi kuomba Leseni ya Biashara

Kampala

1. Andaa hati zinazohitajika.
2. Fikia portal ya KCCA kwa www.kcca.go.ug
3. Jaza fomu ya maombi mtandaoni na maelezo ya biashara, ikiwa ni pamoja na asili na mahali.
4. Tuma fomu ya maombi mtandaoni na lipa ada zinazohitajika.

Maeneo Yote (Isipokuwa Kampala)

1. Andaa hati zinazohitajika.
2. Jaza fomu ya maombi na maelezo ya biashara, ikiwa ni pamoja na asili na mahali.
3. Tuma fomu ya maombi na hati kwa mamlaka za mitaa na lipa ada zinazohitajika.

Gharama:

Ada za leseni ya biashara zinatolewa kulingana na asili ya biashara na mahali inapofanyika. Tathmini ya ada inategemea ratiba iliyowekwa na Wizara ya Biashara na Viwanda, ikionyesha ada kwa aina tofauti za biashara katika maeneo tofauti.