



TRADING LICENSE

(ASSESSMENT, PAYMENT & ISSUANCE)

Finance Department Kira Municipal Council

JULY 2022

GOVERNING LAW:

Trade Licensing Act 1969 Cap 101, amendment 2000 and the 2015 amendment. This is an Act to amend and consolidate the Laws relating to trading and other matters connected therewith.

DEFINITION OF A TRADING LICENSE

This is a permission granted to someone upon application to a controlling authority to do something in prescribed manner, usually after fulfillment of certain conditions and/or payment of a fee.

Trade" or "trading" means the selling of goods and services for which a license is required under this Act, in any trading premises.

A trading premise" includes any structure attached to the land, whether of a permanent or temporary nature.

WHY PAY A TRADING LICENSE?

It is a Legal requirement for any person selling goods and services as provided for by the Licensing Act CAP 101 and the Trade Licensing Amendment Act of 2015 to enable Kira Municipal Council regulate trade, order.

Besides the said above regulatory role, payment of trade license fees contributes towards the financing of Kira Municipal Council's service delivery which are but may not be limited to the following:

- Construction and maintenance of Roads.
- Construction and maintenance of major drainage channels.
- Installation and maintenance of street lights.

PAYMENT OF A TRADE LICENSE IS DUE:

Payment for a Trading License is an annual fee payable before commencement of business.

A trade license is valid for twelve (12) months from the date of issuance.

PROCEDURE FOR OBJECTION ASSESSMENT OR PAF?

Write a formal Objection letter to the respective Division Assistant Town Clerk. Turn around time for the response is 15 days from the date of receipt of your Objection letter.

Acquisition of a Trading License

This is through a formal application to any of the Municipal Divisions through an online application (<https://e-logrev.go.ug/>) or by visiting any of the Municipal Division offices. A trade license shall be issued immediately upon submission of the relevant documents and payment of relevant fees.

SELF CHECK REQUIREMENTS BEFORE APPLYING FOR A TRADING LICENSE.

A trader shall ensure that the following Conditions are satisfied at all times of operating the business.

- Appropriately located premises
- Appropriate hygiene and health standard of premises and compliance to Public health laws
- Appropriate building standard of premise.
- Required personal specifications e.g. medical fitness
- Payment of appropriate license fees.

COMPLIANCE TO THE ELIGIBILITY CONDITIONS?

For all applications and licenses issued, Kira Municipal Council conducts risk based post inspections to confirm adherence.

A trade license shall be revoked at any time by the Municipal Council where any of the above conditions are not adhered to.

REQUIREMENTS FOR APPLICATION OF A TRADING LICENSE

NATIONAL - INDIVIDUAL

1. Identity Card (National ID/Passport/Driving Permit).
2. Certificate of Business Name Registration.
3. Individual TIN (TIN CERTIFICATE).
4. Physical address of the business.
5. Contact person (referee): Names and Mobile Contact.

NATIONAL - COMPANY

1. Certificate of Incorporation.
2. Company Form 7 or 20.
3. Company TIN (TIN CERTIFICATE).
4. Copies of the Identifications of Directors (National ID / Passport / Driving permit).
5. Contact person and referee: Names and Mobile Contact.
6. Physical address of the company/business Clearance from Ministry of Trade, Industry and Cooperatives.

Assessment and Payment of trading license fees.

Assessment is done based on the fees schedules **April 2019 Volume , Issue** issued by the Minister of Trade, Industry and Cooperatives under statutory instrument No.1 of 2017 and **The Trade (Licensing) (Grade of Business Areas) Instrument, 2017**

(Under section 30(2) of the Trade (Licensing) Act, Cap. 101).

Based on this, a Division Treasurer or other Revenue Officer issues a tax payer a Bank Payment Advice Form or a client obtains a payment advice form online.

Payment is done using any of the Municipal Council's designated mobile payment platforms or Banks.

Upon confirmation of payment, a trading license certificate is issued at any of the Divisions of Kira Municipal Council.

FAILURE TO PAY

Any person who fails to pay or obstructs or hinders an officer on duty, or knowingly makes a false declaration or gives any false information commits an offence and is liable on conviction to a fine or to a term of imprisonment not exceeding six months or both.

OTHER GOVERNMENT AGENCIES THAT KIRA MUNICIPAL COUNCIL PARTNERS WITH

Kira Municipal Council partners with URA, URSB & Ministry of Local Government. They are working together under an arrangement known as the Taxpayer Register Expansion Program (TREP).

This came as a result of the **Income Tax Amendment Act, 2015** which directed every local authority, government institution or regulatory body to require a TIN from any person applying for a license or any form of authorization necessary for purposes of conducting any business in Uganda. **The Business Names Registration Act Cap. 109**, which is enforced by URSB, also requires all persons conducting business in the country to be registered.