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STATUTORY INSTRUMENTS  
SUPPLEMENT No. 4                    10th February, 2006

**STATUTORY INSTRUMENTS SUPPLEMENT**

*to The Uganda Gazette No. 8 Volume XCVIX dated 10th February, 2006*

Printed by UPPC, Entebbe, by Order of the Government.

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**STATUTORY INSTRUMENTS**

**2006 No. 10**

**THE FOREIGN EXCHANGE (FOREX BUREAUS AND  
MONEY REMITTANCE) REGULATIONS, 2006**

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STATUTORY INSTRUMENTS

2006 No. 10.

The Foreign Exchange (Forex Bureaus and Money Remittance) Regulations,  
2006

(Under sections 9(5), (6) and 18 (1) and (2) of the Foreign Exchange Act, 2004)

IN EXERCISE of the powers conferred upon the Bank of Uganda by sections 9(5), (6) and 18 (1) and (2) of the Foreign Exchange Act, 2004 and in consultation with the Minister, these Regulations are made this 14th day of November, 2005.

PART I—PRELIMINARY

**1. Title**

These Regulations may be cited as the Foreign Exchange (Forex Bureaus and Money Remittance) Regulations, 2006.

**2. Objectives**

The purpose of these Regulations is—

- (a) to specify conditions for licensing and supervising persons licensed to transact business as a forex bureau or carry on money remittance business;
- (b) to guide forex bureaus and persons licensed to carry on money remittance business on the observance of the provisions of the Act;
- (c) to encourage the increased use of formal funds transfer systems through the facilitation of foreign exchange transfers and remittances that are timely, accessible, cost effective, reliable and transparent; and
- (d) to increase transparency of remittance and payment flows in and outside Uganda by ensuring that anti-money laundering and the combating of the financing of terrorism measures are observed in forex bureau and money remittance businesses.

**3. Interpretation**

In these Regulations, unless the context otherwise requires—

“accounts” means a deposit or credit account with a bank such as a demand, time, savings or passbook account;

“account outside Uganda” means an account opened outside Uganda by a designated resident person;

“Act” means the Foreign Exchange Act, 2004;

“bank” has the meaning assigned to it under the Financial Institutions Act, 2004;

“branch” includes a new place of business, currency booth and payment location booth;

“business” means a transaction in excess of US\$ 20.00 or the equivalent in any currency;

“Bank of Uganda” means the Bank of Uganda established by the Bank of Uganda Act;

“base country” means the home country where an international money transfer company is licensed;

“cash” means an instrument of payment such as coins, notes and other similar items specified by the Bank of Uganda from time to time;

“current receipts” include proceeds received by residents from export of goods, services and earnings on labour and capital;

“currency point” means the value assigned to a currency point in the Schedule 1 of these Regulations;

“designated resident enterprise” means a person holding a licence issued by the Bank of Uganda to engage in the activities specified in section 5 of the Act;

“forex bureau” or “foreign exchange bureau” means a person holding a licence issued by the Bank of Uganda to engage in the activities specified in section 5(2) of the Act;

“foreign currency account” means an account maintained in foreign currency by a person with a bank in Uganda licensed under the Financial Institutions Act, 2004;

“foreign exchange” includes—

(a) banknotes, coins or electronic units of payment in any currency other than the currency of Uganda which are or have been legal tender outside Uganda;

(b) financial instruments denominated in foreign currency;  
and

(c) any right to receive such banknotes or coins in respect of any balance at a financial institution located within or outside Uganda;

“foreign exchange business” means the business of buying, selling, borrowing or lending of foreign currency;

“funds” includes a credit balance in an account maintained at a bank or other financial institution;

“international money transfer agency” means a money transfer company, which holds an international licence permitting it to engage in money remittance business;

“licensee” means a person licensed in accordance with these Regulations to transact foreign exchange business or money remittance business;

“malpractice” means illegal or unethical conduct in foreign exchange or money remittance business;

“money remittance business” means the business of foreign exchange transfers consisting of the acceptance of monies for the purpose of transmitting them to persons resident in Uganda or another country;

“money remittance licence” means a licence granted in accordance with these Regulations authorising the holder of the licence to carry on money remittance business;

“parent licensee” means a foreign or international money transfer company, which is licensed in a foreign country;

“payment” means a transfer of currency made for the purpose of—

(a) discharging a liability;

(b) making a gift or donation; and

(c) creating a balance that can be drawn upon at a financial institution;

“payment for current transactions” means payments which are not for the purposes of capital transfer, and includes, without limitation—

- (a) all payments in connection with trade, services and short-term banking and credit facilities;
- (b) payments of interest on loans and net income from other investments;
- (c) remittances for family living expenses; and
- (d) donations, gifts and contributions to local, regional and international organisations and bodies;

“resident” means—

- (a) an individual who is ordinarily resident in Uganda for one year or more;
- (b) the Government of Uganda, and its diplomatic representations located outside of Uganda;
- (c) a company, firm or enterprise whose principal place of business or centre of control and management is located in Uganda; and
- (d) a branch located within Uganda, of a company, firm or other enterprise whose principal place of business is located outside Uganda, but does not include—
  - (i) foreign diplomatic representation or an accredited official of such a representation located within Uganda;
  - (ii) a branch located outside Uganda of company, firm, or enterprise whose principal place of business is located outside Uganda;
  - (iii) an office of an organisation established by international treaty located within Uganda or branches located outside Uganda of company, firm or enterprises whose principal place of business is located in Uganda;

“security” means a share, stock, bond, note, other than a cheque or travellers cheque or a debenture denominated in the currency of Uganda or in foreign currency;

“spot exchange rate” means the rate at which a foreign exchange transaction is concluded for delivery within two business days;

“spot transaction” means an immediate over the counter settlement in Uganda and for international payments, means settlement within two days;

“travellers cheque” means an instrument issued by a bank or other institution, which is intended to enable the person to whom it is issued to obtain bank notes, or coins in the currency of Uganda or foreign currency from another person on the credit of the issuer.

## PART II—LICENSING OF FOREX BUREAUS

### **4. Transacting as a forex bureau without a licence prohibited**

A person shall not transact business as a forex bureau without a valid licence issued by the Bank of Uganda under these Regulations.

### **5. Application**

A person who satisfies the requirements of regulation 6 and wishes to transact business as a forex bureau may apply to the Bank of Uganda for a licence to transact that business.

### **6. Conditions for applying**

An applicant for a licence referred to in regulation 4 shall—

- (a) be a company registered under the Companies Act as a limited liability company whose main object is to conduct foreign exchange bureau business;
- (b) have a minimum paid up share capital of not less than one thousand currency points;
- (c) have a fixed and identifiable place of business that is accessible to the public and suitable in all respects for the business of a forex bureau;
- (d) if owned by a bank, be registered as a wholly owned subsidiary of that bank;

- (e) provide the name and full address, including telephone and email address of the proposed forex bureau;
- (f) propose management, directors and owners who must be persons of good repute and integrity with the necessary qualifications and competence required to run a forex bureau.

**7. Mode of application**

An application for a licence referred to in regulation 4 shall be made in duplicate and submitted to the Bank of Uganda in Form A specified in Schedule 2 to these Regulations.

**8. Information and supporting documents**

An application for a licence to transact as a forex bureau shall be accompanied by the following information and supporting documents—

- (a) a certificate of incorporation;
- (b) the applicant's memorandum and articles of association;
- (c) individual references relating to the fit and proper status of each of the applicant's shareholders and proposed directors;
- (d) the names and curriculum vitae of all the applicant's proposed shareholders and management team;
- (e) particulars of the applicant's bankers in Form B specified in Schedule 2 to these Regulations;
- (f) a certified copy of the resolution of the board of the proposed forex bureau authorising the submission of the application;
- (g) a bank statement for the period of six months before the submission of the application;
- (h) work permits for all non-Ugandan directors and employees of the applicant;
- (i) business and financial plans; and
- (j) any other information that the Bank of Uganda may request the applicant to provide.

**9. Factors to consider in making a decision to grant a licence**

(1) The Bank of Uganda shall, in considering an application submitted to it under regulation 7 be satisfied of—

- (a) the financial condition and history of the applicant;
  - (b) the nature of any other business of the applicant if it affects the business of foreign exchange;
  - (c) the competence and integrity of the applicant's proposed management;
  - (d) the adequacy of the applicant's capital structure, earning prospects, business and financial plans;
  - (e) whether the public interest will be served by the granting of the licence to the applicant;
  - (f) the history and character of the applicant's shareholders and proposed management team;
  - (g) the suitability of the applicant's proposed business premises and their conformity with the minimum standards specified in the Schedule 3 to these Regulations.
- (2) An applicant who submits false or misleading information in the application shall be rendered an unfit and improper person and it shall be a sufficient ground for the rejection of the application.

**10. Application fees**

An application for a forex bureau licence shall be accompanied by a non-refundable fee of twenty currency points payable to the Bank of Uganda.

**11. Processing of application**

- (1) The Bank of Uganda shall, within a period of three months after the receipt of an application for a forex bureau licence consider and approve or reject the application.
- (2) The decision of the Bank of Uganda shall be communicated to the applicant within three months after the date of submission of the application.

**12. Issuance and duration of licence**

- (1) Where the Bank of Uganda approves an application, the applicant shall, upon the payment of licence fees of fifty currency points be issued with a licence.
- (2) A forex bureau shall pay an annual licence fee of fifty currency points.
- (3) No refund of any licence fees paid to the Bank of Uganda shall be made in the event that—

- (a) a licence is cancelled or revoked; or
  - (b) the licensee ceases to carry on business at any time before the expiry of the licence.
- (4) Where a licence is granted, the Bank of Uganda may, in conformity with the Act, add, vary or substitute any condition to the licence.
- (5) A licence issued or renewed under these Regulations is valid for a period of one year and shall then expire one year after the date of issuance unless it is renewed or revoked by the Bank of Uganda.
- (6) A licensee shall not transfer or assign the licence.

**13. Renewal of licence**

- (1) An application for the renewal of licence of a forex bureau shall be submitted to the Bank of Uganda in Form A specified in Schedule 4 to these Regulations at least one month before the expiry of the licence.
- (2) The Bank of Uganda may renew a licence where—
  - (a) it is satisfied that the licensee has been operating in conformity with the Act and these Regulations; and
  - (b) the licensee has paid the prescribed license fee of fifty currency points and all outstanding fines imposed or levied on the licensee under the Act, if any.
- (3) Where a person submits an application for renewal of a licence as provided under subregulation (1), it shall not incur any penalty under these Regulations for not having a valid licence during the period commencing from the date of expiry of the licence until the date on which the licence is renewed or the application for renewal refused.

PART III—LICENSING OF MONEY REMITTANCE BUSINESS

**14. Transacting money remittance business without a licence prohibited**

- (1) A person shall not carry on or advertise that it carries on money remittance business without a valid money remittance licence issued under these Regulations.

(2) A person who satisfies the requirements of regulation 15 and wishes to carry on money remittance business may apply to Bank of Uganda for a licence to carry on that business.

**15. Application for and grant of licence**

(1) An applicant for a money remittance licence shall be locally incorporated in Uganda as a company limited by shares.

(2) A person who desires to obtain a money remittance licence shall submit an application to the Bank of Uganda as set out in Form A in Schedule 5 to these Regulations, together with an Information Sheet as set out in Form B in Schedule 5 to these Regulations, specifying the class of licence being applied for and shall furnish the Bank of Uganda with any other information that the Bank of Uganda may require.

(3) A licence issued under the Act and these Regulations may be—

(a) Class A—International Money Transfer Agency Licence;

(b) Class B—Forex Bureau and Money Remittance Licence;

(c) Class C—Direct Entrants Licence; or

(d) Class D—Sub - Agency Licence.

(4) In considering an application under subsection (2), the Bank of Uganda may require to be satisfied as to the following licensing criteria—

(a) For a Class A—International Money Transfer Agency Licence, that the applicant has—

(i) a clear licence to operate in the base country;

(ii) a good track record of conducting money remittance business;

(iii) a recommendation from the regulatory authority in the base country;

(iv) a minimum paid -up share capital of two thousand and five hundred currency points;

(v) the ability to comply with all applicable anti-money laundering and combating of financing of terrorism standards and measures;

(vi) acceptable Agency Agreements;

- (vii) a well spelt-out mode of money remittance that is formal, reliable and transparent;
  - (viii) an acceptable operational manual;
- (b) for a Class B- Forex Bureau Remittances Licence that the applicant has—
- (i) a proven track record of licensed forex bureau operations for a period of two years;
  - (ii) a minimum paid-up share capital of two thousand and five hundred currency points;
  - (iii) shareholders, directors and officers who are fit and proper persons for purposes of money remittances;
  - (iv) the ability to comply with all applicable anti-money laundering and combating of financing of terrorism standards and measures;
  - (v) separate counters and staff dedicated to the money remittance business;
  - (vi) an acceptable operational manual;
  - (vii) whether the public interest will be served by the granting of the licence;
- (c) for a Class C—Direct Entrants Licence—
- (i) the financial condition and history of the applicant;
  - (ii) that the applicant has a minimum paid-up share capital of two thousand and five hundred currency points;
  - (iii) the nature of the business of the applicant;
  - (iv) the competence and integrity of the applicant and its management;
  - (v) the adequacy of the applicant's business and financial plans and earning prospects;
  - (vi) whether the shareholders, directors and officers of the applicant are fit and proper persons for purposes of transacting money remittance business;
  - (vii) the geographical locations and branch distribution network of the proposed business;

- (viii) the ability to comply with all applicable anti-money laundering and combating of the financing of terrorism standards and measures;
- (ix) whether the public interest will be served by the granting of the licence;

(d) for a Class D—Sub-Agent's Licence—

- (i) the financial condition and history of the applicant;
- (ii) that the applicant has a minimum paid-up share capital of two thousand and five hundred currency points;
- (iii) the nature of the business of the applicant and its management;
- (iv) the competence and integrity of the applicant and its management;
- (v) the adequacy of the applicant's business and financial plans and earning prospects;
- (vi) whether the shareholders, directors and officers of the applicant are fit and proper persons for purposes of transacting remittances business;
- (vii) the geographical locations and branch distribution network of the proposed business (premises);
- (viii) the applicant's ability to comply with all applicable anti-money laundering and combating of the financing of terrorism standards and measures;
- (ix) evidence of acceptable Agency Agreements with its principal;
- (x) whether public the interest will be served by the granting of the licence.

(5) The applicant shall ensure that there are no factors, such as unavailability or inadequacy of information and lack of transparency, which may—

- (a) hinder the conduct of investigations by the Bank of Uganda after the submission of its application; or

- (b) inhibit effective supervision of the licensee by the Bank of Uganda after the issuance of a money remittance licence.
- (6) The Bank of Uganda shall, within three months after receipt of a complete application for a money remittance licence, consider the application and prepare a detailed report in respect of the application indicating the decision of the Bank of Uganda to—
  - (a) grant the licence, if it is satisfied that the application fulfils the requirements of the Act and these Regulations;
  - (b) grant the licence, subject to the fulfilment of certain conditions that the Bank of Uganda deem necessary;
  - (c) refuse to grant the licence, stating the reasons for the refusal that shall be stated in the notice of the decision or letter of refusal to the applicant.
- (7) The Bank of Uganda may at any time vary or revoke any of the existing conditions of a licence or impose new conditions.

#### **16. Licence and application fees**

- (1) Every licensee shall pay a licence fee of fifty currency points.
- (2) The Bank of Uganda may prescribe different licence fees in respect of different classes or categories of licensees.
- (3) The licence fees shall be paid in such manner as may be specified by the Bank of Uganda.
- (4) No refund of any licence fees paid to the Bank of Uganda shall be made in the event that—
  - (a) a licence is cancelled or revoked; or
  - (b) the licensee ceases to carry on business before the expiry of the licence.
- (5) An additional fee of fifty currency points shall be payable by a licensee for each of its branches.

#### **17. Validity and Transferability of licence**

- (1) A licence shall be valid for a period of twelve months from the date of its issue and may be renewed for a similar period.
- (2) A licence issued under these Regulations shall not be transferable or assignable.

**18. Renewal of licence**

(1) An application for renewal of a money remittance licence shall be submitted to the Bank of Uganda in Form B specified in Schedule 4 to these Regulations at least one month before the expiry of the licence.

(2) Where a person submits an application for the renewal of its licence as provided for under subregulation (1) of these Regulations it shall not incur any penalty under these Regulations for not possessing a valid licence during the period commencing from the date of expiry of the licence until the date on which the licence is renewed or the application is refused.

**19. Security deposit**

(1) Every person who is granted a money remittance licence shall deposit with the Bank of Uganda an initial sum of two thousand and five hundred currency points and thereafter such other sum as may, at any time depending on the licensee's volume of business, be prescribed by the Bank of Uganda, to be held as security for the due performance of its obligations to those persons who deposit or will deposit moneys with it for remittance purposes.

(2) The deposit referred to in subregulation (1) shall be in cash and shall be invested in such manner as the Bank of Uganda may approve.

(3) Where a licensee ceases to carry on money remittance business, it shall be lawful for the Bank of Uganda to deduct from the deposit an amount of money required to pay any sums lawfully and rightfully claimed by the customers of the licensee who had given money to the licensee for remittance purposes.

(4) The Bank of Uganda shall, upon being satisfied that there are no outstanding claims by the customers of the licensee release the deposit or the balance of the deposit, as the case may be, to the licensee.

**20. Customers' funds to be kept separately**

(1) Every licensee who carries on money remittance business shall maintain a foreign currency account in the name of the licensee at a commercial bank in Uganda with the words "customers' account" added to the title of the account.

(2) A licensee carrying on money remittance business shall pay into the account referred to in subregulation (1), all moneys that are received from its customers for remittance purposes not later than the next bank business day following the day on which the moneys were received by it.

- (3) No money shall be withdrawn from a customers' account except—
- (a) money that has been paid into the account by the licensee for the purposes of opening or maintaining the account;
  - (b) money properly required for a payment to or on behalf of a customer; and
  - (c) money properly required for payment of the charges for rendering services to a customer and the customer has been notified that any money held for him or her will be applied towards or in satisfaction of such fees and charges.
- (4) No money, other than money which a licensee has paid into a customers' account for the purposes of opening the account and money required by subregulation (2) to be paid into a customers' account of a licensee shall be paid into such an account.
- (5) It shall be the duty of a licensee into whose customers' account any money has been paid in contravention of subregulation (4) to withdraw the money wrongly paid into the account without delay, upon discovery of the mistake.
- (6) The money in a customers' account maintained by a licensee at a bank is not liable to be attached, sequestered or levied upon for or in respect of any debt of the licensee or any claim whatsoever against the licensee, and if the licensee is adjudicated a bankrupt or, being a company, is declared insolvent or is wound up by an order of the court, the money in the customers' account shall not form part of the property of the licensee.

#### PART IV—OPERATIONAL GUIDELINES

##### **21. Prohibition of dealings other than spot transactions**

A forex bureau shall, in carrying out the business of a forex bureau, engage only in spot transactions, and in particular, no officer or staff member of a forex bureau shall—

- (a) deposit or accept Uganda shillings with intent to obtain or supply the foreign currency equivalent either wholly or in part at a future date;
- (b) deposit or accept foreign currency with intent to obtain or supply the Uganda shillings equivalent of it either wholly or in part at a future date;

- (c) without reasonable cause, refuse to sell foreign currency to any customer if the foreign currency is available;
- (d) fail or refuse to issue an accurate official receipt to cover any purchase or sale of foreign currency; or
- (e) issue any official forex bureau receipt for a purpose other than to cover an actual purchase or sale of foreign exchange.

**22. Payments and receipts**

(1) A person who wishes to sell foreign exchange to any person licensed to transact as a forex bureau under the Act may do so and shall obtain a Bank of Uganda official receipt or any other receipt approved by the Bank of Uganda in respect of the transaction, clearly indicating the source of funds.

(2) A person who wishes to purchase foreign exchange from a person licensed to transact as forex bureau under this Act may do so and shall obtain an official receipt in respect of the transaction, indicating the purpose for which the funds are purchased.

**23. Customers' duties and obligations as to the provision of information**

(1) A person licensed to transact as a forex bureau under these Regulations may request any information from a customer if it is considered necessary for the performance of licensee's duties under these Regulations or any guidelines issued by the Bank of Uganda.

(2) The customer shall provide to the forex bureau, information on the source or purpose of the foreign exchange transacted.

(3) The customer shall ensure that the source or purpose of funds indicated on the official Bank of Uganda receipt is correctly and accurately stated.

(4) Notwithstanding subregulation (1) (2) and (3) a forex bureau shall promptly report any suspicious transaction to the Bank of Uganda and to a law enforcement authority.

(5) A customer shall always demand for, and obtain an official Bank of Uganda receipt or any other receipt approved by the Bank of Uganda for every foreign exchange related transaction.

**24. Display of exchange rates, licence, etc**

(1) A person licensed to transact, as a forex bureau shall display prominently, its current buying and selling exchange rates of foreign currency including all commissions and charges associated with each transaction.

(2) A person licensed to transact as a forex bureau under these Regulations shall prominently display, at all times, in a conspicuous place on its premises, a notice informing its customers that they are entitled to be issued with a receipt for any purchase or sale of foreign currency made by them.

(3) A licensee shall display to the public, at its premises, a valid licence issued by the Bank of Uganda.

(4) A licensed dealer may set exchange rates in all transactions with customers and between themselves in accordance with the prevailing market conditions and other bilateral agreements between the operators.

(5) All correspondences, registers, books and financial statements and accounts relating to the operations of the forex bureau shall be kept at the bureau's premises.

(6) A person licensed to transact money remittance business shall quote the charges it levies for rendering its services and shall prominently display the quotation in the premises where it is licensed to conduct business.

(7) A person licensed to transact money remittance business shall conduct its business in premises that comply with the Minimum Standards for Money Remittance Licensee's Premises stipulated in Schedule 3 to these Regulations.

(8) A licensee shall issue an official receipt for every transaction it concludes.

**25. Records and information to be furnished by licensee**

(1) Every licensee shall maintain complete records of all its transactions in such books, accounts, records and registers as the Bank of Uganda may from time to time specify and shall produce those books, accounts, records and registers to the Bank of Uganda as may be directed by the Bank of Uganda.

(2) Every licensee shall retain such books, accounts, records and registers for a period of five years after the day on which the transaction takes place.

(3) A person licensed under these Regulations to transact in money remittance business shall issue to its customers a Money Remittance (Send) Form specified in Form A of Schedule 6 to these Regulations and a Money Remittance (Receive) Form specified in Form B of Schedule 6 to these Regulations whenever it sends or receives monies for or on behalf of its customers.

**26. Update of information**

Every licensee under the Act shall submit to the Bank of Uganda an updated Information Sheet as set out in the Form B specified in Schedule 5 to these Regulations.

**27. Submission of returns**

(1) Every person licensed to transact as a forex bureau under these Regulations shall submit in the format specified in Schedule 7 to these Regulations, the following returns to the Bank of Uganda—

- (a) a daily return on its exchange rates as set out in Form A in Schedule 7 to these Regulations, quoted not later than ten o'clock in the morning on the day of reporting;
- (b) a summary of weekly/monthly returns of sales of foreign currencies (outflows), as set out in Form P specified in Schedule 7 to these Regulations not later than three o'clock in the afternoon of every first business day of the following week;
- (c) a summary of monthly/weekly returns of purchases of foreign currencies (inflows) transactions for forex bureaus as set out in Form R specified in Schedule 7 to these Regulations not later than five working days after the end of the month for which the return is being made; and
- (d) any other returns, including foreign exchange inflows-form R specified in Forms C and D and Foreign Exchange outflows-form P specified in Form E in Schedule 7 to these Regulations as may be required by the Bank of Uganda from time to time.

(2) Receipts and payments above US\$5,000= or the equivalent in any other foreign currency, shall be notified to the Bank of Uganda immediately, and in any case, not later than the following day after receipt or payment.

(3) A person licensed to carry on money remittance business under these Regulations shall submit to the Bank of Uganda the following returns, not later than five working days after the end of the month or week for which the returns are being made—

- (a) a Money Remittance (Send) Weekly Return in Form A specified in Schedule 8 to these Regulations;
- (b) a Money Remittance (Receive) Weekly Return in Form B specified in Schedule 8 to these Regulations;
- (c) a Money Remittance (Send) Monthly Return in Form C specified in Schedule 8 to these Regulations;
- (d) a Money Remittance (Receive) Monthly Return in Form D specified in Schedule 8 to these Regulations;
- (e) a summary of Monthly Transactions (Money Remittance) in the Forms E and F specified in Schedule 8 to these Regulations.

(4) Every licensee shall submit to Bank of Uganda its audited accounts, within three months after the expiry of its financial year.

## **28. Capital transactions**

(1) Every licensee shall submit to the Bank of Uganda all reports of capital flows arising from any transactions including overseas investment, ownership of shares of foreign companies and dividends from such investments must be submitted to Bank of Uganda.

(2) All inflows and outflows under this regulation shall be received through banks, documented and advised to the Bank of Uganda in the prescribed format.

(3) A bank may receive funds denominated in foreign currency on behalf of their customers in accordance with a loan contract and a copy of the loan agreement and disbursement schedule, where applicable shall be submitted to Bank of Uganda for registration at the time of receipt of the funds.

(4) A bank may transfer funds in accordance with the loan contract and repayment schedule on behalf of a customer against a duly completed form in the format prescribed by Bank of Uganda.

**29. Powers of the Bank of Uganda**

(1) The Governor may under the powers conferred upon him or her under the Act, stop or suspend any payments to or from Uganda, if the Government has reason to suspect that a crime has been or is about to be committed.

(2) The Governor may require a Bank or a forex bureau to obtain prior permission from the Government before executing any foreign exchange deal if it has reason to believe that any part of the Act or these Regulations will be contravened by the transaction.

**30. Provision of information**

(1) The Bank of Uganda may, by notice in writing, require a licensee or a resident of Uganda or any person to provide information to the Bank of Uganda or to any person authorised by it, in such manner and form as may be specified by the Bank of Uganda for purposes of detecting evasion or securing compliance with the Act.

(2) The information required under subregulation (1) may, with the authority of the Governor, be submitted in paper or electronic format.

(3) The information requested by the Bank of Uganda may be used for investigative purposes or tabulation of any data required for any purpose, including compilation of balance of payments and other pertinent issues.

(4) The Bank of Uganda may delegate any of its officer(s) to obtain any information from any licensee.

**31. Powers of inspection, entry, search and investigation**

(1) The Bank of Uganda or any officer authorised by the Bank, may, at any time cause an inspection to be made of the premises of the licensee and the books of accounts or records on those premises for the purpose of ascertaining whether a contravention of these Regulations is being or has been committed.

(2) It is the duty of every officer or staff of a licensee to produce, within a reasonable time, to the officer making an inspection under subregulation (1) of all such books, accounts and other documents in the custody of the licensee and to furnish that officer with such statements or information relating to the affairs of the licensee as that officer may require.

(3) A licensee who fails to produce books, accounts, records, documents, correspondence, statements or other specified information shall have his or her licence to carry on foreign exchange business or money remittance business under this Act suspended immediately.

(4) The Bank of Uganda or any officer of the Bank of Uganda duly authorised by the Bank to act on its behalf may, at any time, enter any premises where a licensee is carrying on business, or any premises where it is reasonably suspected that any business is being carried on in contravention of these Regulations.

**32. Power to issue directives**

The Bank of Uganda after an inspection or investigation under regulation 31, may require a licensee to take any action or to do any act or thing in relation to the licensee's business as the Bank of Uganda may consider necessary.

**33. General requirements and provisions**

(1) A licensee shall not close any of its places of business without the written permission of the Bank of Uganda.

(2) A licensee shall seek the approval of Bank of Uganda, in writing, for any changes in name, ownership, directorship, management and location of the business of the licensee.

(3) The management and staff of a licensee shall ensure that all transactions are done and maintained in the strictest confidence.

(4) It is the duty of the licensee to cross check and satisfy itself that notes exchanged are legal tender; and a transaction is deemed to be concluded at the counter.

(5) A licensee shall seize all counterfeit notes and other instruments presented by a customer and the customer shall be issued with a receipt indicating the serial number of the counterfeit notes and the counterfeit notes or instruments shall be submitted to the Bank of Uganda; and under no circumstances should the forged items be returned to the customer.

(6) Where the customer refuses to surrender counterfeit notes, the licensee shall notify the police.

(7) A person aggrieved by any decision made under this regulation may report to the Bank of Uganda.

**34. Service of order, etc**

An order or notice required or authorised by the Act and these Regulations to be served on to any person may be—

- (a) delivered to that person;
- (b) left at the place of residence or business of that person; or
- (c) sent by registered post to the last known address of that person.

**35. Auditors**

(1) Every licensee shall, at its own expense, appoint an auditor to carry out an annual audit of the transactions in its licensed business.

(2) The Bank of Uganda may require an auditor appointed under subregulation (1)—

- (a) to submit to the Bank of Uganda such information as it may require in relation to the audit carried out by the auditor;
- (b) to enlarge or extend the scope of an audit of the business and affairs of the licensee and to submit a report of the auditor's audit to Bank of Uganda;
- (c) to carry out any examination or establish any procedure in any particular case; or
- (d) to submit a report to the Bank of Uganda on any matter referred to in paragraphs (b) and (c).

(3) The licensee is responsible for the remuneration of the auditor for the services referred to in subregulation (2).

**36. Opening and closing of branches**

(1) A licensee shall not open a new place of business or branch in Uganda without the written approval of the Bank of Uganda.

(2) A licensee intending to open up a branch shall apply to the Bank of Uganda for permission to so do.

(3) The Bank of Uganda shall before granting any approval under this regulation in respect of opening a branch, satisfy itself that—

- (a) the licensee is financially sound;
- (b) the management of the parent licensee is fit and proper;
- (c) the proposed management and staff of the branch are fit and proper;
- (d) the capital structure and earning prospects, business and financial plans of the licensee are adequate;
- (e) the public interest will be served by the opening of a new place of business in that location;
- (f) the branch will enhance the operations and performance of the licensee;
- (g) the monthly turn over of the parent licensee is at least US\$ 500,000 for the past six months.

(4) The Bank of Uganda may, in granting its approval under subregulation (1), impose such other conditions as it thinks fit.

### **37. Particulars of staff of licensee**

The proprietor of a licensee shall, before commencement of business by the licensee, provide the Bank of Uganda with the names, addresses, designation, brief resume and passport size photographs of the members of staff of the licensee.

## **PART VI—REMEDIAL MEASURES AND ADMINISTRATIVE SANCTIONS**

### **38. Offences and penalties**

(1) A person who—

- (a) transacts business as a forex bureau contrary to the Act and these Regulations;
- (b) deals in money remittance business contrary to the Act and there Regulations;

- (c) fails to apply for renewal of a licence within the time limit specified in regulations 13(1) and 18(1) without a valid reason;
- (d) in connection with an application for or renewal of a licence issued under these Regulations, willfully makes a statement which is false or misleading in a material particular, knowing it to be false or misleading, or wilfully omits to state any matter or thing without which the application is misleading in a material respect;
- (e) transfers or assigns a licence issued under these Regulations without the approval of the Bank of Uganda;
- (f) opens or closes a branch without the approval of the Bank of Uganda;
- (g) refuses or neglects to submit any information or surrender any document required under these Regulations;
- (h) fails to maintain customers' funds in a separate account as required by regulation 20;
- (i) fails to submit the required daily, weekly and monthly returns as specified in these Regulations;
- (j) breaches any of the conditions attached to a licence;
- (k) fails to keep and maintain proper records;
- (l) fails to display the licence issued under the Act and these Regulations,

commits an offence and is liable, on conviction, to a fine of two hundred currency points or to imprisonment for a term not exceeding two years, and if the offence is a continuing one to a further fine not exceeding five currency points for each day during which the offence continued.

### **39. Liability of directors, partners, etc**

- (1) Where an offence under these Regulations is committed by a body corporate, any person who at the time of the commission of the offence was a

director, secretary, manager or other officer of the company or who was purporting to act in any such capacity shall be liable to be proceeded against and penalised accordingly unless he or she proves—

- (a) that the offence was committed without his or her consent or connivance; and
- (b) that he or she exercised such diligence to prevent the commission of the offence, as he ought to have exercised, having regard to the nature of functions in that capacity and to all the circumstances.

(2) Any person who would have been guilty of an offence if anything had been done or omitted to be done by him or her personally is guilty of that offence and is liable to the same penalty if that thing had been done or omitted to be done by his or her partner, agent or employee in the course of his or her partnership business or in the course of his employment, as the case may be, unless he or she proves—

- (a) that the offence was committed without his or her knowledge or consent; and
- (b) that he or she took all reasonable precautions to prevent the doing of or omission to do such a thing.

(3) Nothing is subregulation (2) shall relieve any partner, agent or employee from any liability for an offence.

#### **40. General remedial measures and administrative sanctions**

(1) The Bank of Uganda may impose any or all of the remedial measures and administrative sanctions with regard to a licensee who is not in compliance with these Regulations.

(2) The administrative sanctions referred to in subsection (1) may include but are not limited to—

- (a) caution for any one-time offender;
- (b) cash penalties for second time offenders;
- (c) warning for third-time offenders;
- (d) suspension of licence; and
- (e) revocation of licence.

**41. Suspension of revocation of licence**

(1) The Bank of Uganda may suspend or revoke a licence issued under these Regulations in any of the following circumstances—

- (a) if it has reasonable cause to believe that a licensee has infringed the provisions of the Act or these Regulations;
- (b) if the licensee has, subsequent to issuance of a licence, ceased to qualify for the licence;
- (c) if there is failure by the licensee to commence business within three months after the date of issuance of the licence without any valid reason or communication to the Bank of Uganda;
- (d) if there is a change of name, ownership, directorship, management and location of business of the licensee, without the approval of the Bank of Uganda;
- (e) if the licensee fails to pay fees, fines and other penalties under the Act and these Regulations;
- (f) failure to reconstitute a full company for a period of over six months in case of death, expulsion, or vacation by any shareholder, where the remaining shareholders of the licensee are less than two;
- (g) the conviction of a majority shareholder of any financial fraud or misconduct;
- (h) any involvement in business malpractice including money laundering and fraud;
- (i) failure, neglect or refusal to provide information and returns to the Bank of Uganda;
- (j) any involvement in any activity other than one stipulated in the licence;
- (k) knowingly providing incorrect information and returns to the Bank of Uganda;
- (l) where a licensee remains closed for a period of one month or more without notifying the Bank of Uganda;
- (m) where a licensee makes losses for three consecutive years without offering a valid reason for the loss;

- (n) where one or more of the shareholders of the licensee is declared bankrupt or is placed under receivership; or
- (o) if a licensee fails to comply with a notice given under these Regulations and the Bank of Uganda is not satisfied with the cause for non-compliance.

(2) Except where circumstances render it impossible to do so, before the Bank of Uganda suspends or revokes a licence or imposes further restrictions in respect of a licence, it shall give the holder of the licence fourteen days to show cause why the proposed action should not be taken.

**42. Effect of revocation**

- (1) Where an order of revocation becomes effective, the licensee concerned shall cease to carry on the licensed business.
- (2) Subsection (1) shall not prejudice the enforcement by any person of any right or claim against the licensee concerned or by the licensee concerned of any right or claim against any person arising out of or concerning any matter or thing done prior to the revocation of the licence.

PART VII—MISCELLANEOUS

**43. Appeals**

- (1) A licensee who is aggrieved by the decision of the Bank of Uganda under the Act and regulations 11(1), 15(6) and (7) and 41 of these Regulations may appeal to the High Court and the High Court may confirm or set aside the decision.
- (2) An appeal shall be made to the High Court within thirty days after the licensee is notified of the decision of the Bank of Uganda.
- (3) On appeal to the High Court under this regulation, the question for determination by the High Court shall be whether, for the reasons stated by the appellant, the decision appealed against was unlawful or not justified by the evidence on which it was based.
- (4) Where the High Court sets aside a decision of the Bank of Uganda under subregulation (1), the High Court shall direct the Bank of Uganda to reconsider its decision.

**44. Anti-money laundering and the combating of the financing of terrorism**

A licensee shall in conducting the licensed business, fully comply with all applicable anti-money laundering and combating of the financing of terrorism laws, regulations and guidelines.

**45. Exemptions**

(1) These Regulations do not apply to a bank licensed under the Financial Institutions Act, 2004 to conduct financial institution business in Uganda.

(2) The Bank of Uganda may, by notice in the *Gazette*, exempt any person or category or persons from any provision of these Regulations.

**46. Transitional provisions**

Any person who, at the commencement of these Regulations, was licensed under a different law to transact or engage in money transfers shall be deemed to have been licensed under these Regulations, except that that person shall, within ninety days after the coming into force of these Regulations, submit to the Bank of Uganda its existing licence for review and re-classification in accordance with the provisions of the Act and these Regulations.

**47. Repeal and savings**

(1) The Exchange Control (Forex Bureau) Order, 1991, is revoked.

(2) Notwithstanding the repeal by subregulation (1), all instruments, instructions, licences, orders and decisions made under the repealed Order, shall, in so far as they are consistent with these Regulations, remain valid and binding and shall be deemed to have been made under the Act.

(3) Upon the coming into force of these Regulations, any reference to the revoked Order in any enactment immediately before the commencement of these Regulations shall be construed as a reference to these Regulations.

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**SCHEMES.**

## SCHEDULE 1

*Regulation 3*

### **CURRENCY POINT**

One currency point is equivalent to twenty thousand shillings.

## SCHEDULE 2

### FORM A

*Regulation 7*

Form FXA

#### APPLICATION FOR NEW APPLICANTS FOR FOREX BUREAU LICENCE

*To be filled by an applicant for a Forex Bureau Licence and submitted in a sealed envelope to the Bank of Uganda.*

Please note the following:

- (i) Submission of a duly completed form to the Bank of Uganda is only an expression of interest in opening a forex bureau and should, therefore, not be interpreted as a commitment on part of the Bank to issue a license.
- (ii) The Bank of Uganda reserves the right to approve or reject an application basing on its findings during the process of vetting a new applicant.
- (iii) The Bank of Uganda is not responsible for any costs, such as renting of premises that the applicant may incur during the process of acquiring a licence.

**1. Proposed bureau name (*Block Letters*)**

.....

**2. Proposed location**

City/Town .....

Plot No. and Street .....

District .....

**3. Shareholders**

- (i) Name .....
- Postal address.....
- Bankers .....
- Banker's postal address .....
- A/C title .....
- A/C No .....
- Current employment status and business history (including associated companies) .....

(ii)	Name .....
	Postal address.....
	Telephone Numbers.....
	Bankers .....
	Bankers' postal address .....
	A/C title .....
	A/C No .....
	 Current employment status and business history (including associated Companies) .....
	.....
	.....
	.....
(iii)	Name .....
	Postal address.....
	Bankers .....
	Bankers' postal address .....
	Account title .....
	Account No .....
	Current employment status and business history (including associated companies) .....
	.....
4.	<b>Directors</b>
(i)	Name .....
	Postal address.....
	Telephone Numbers.....
	Fax .....
	Bankers .....
	Bankers' postal address .....
	Current status and business history .....
	.....
	Employment .....
	Designation .....
	.....
	Associated companies .....
	.....

(ii) Name .....  
Postal address.....  
Telephone Numbers.....  
Fax.....  
Bankers .....,  
Bankers' postal address .....,  
Current status and business history .....

Employment .....,  
Designation .....,  
Associated companies .....

(iii) Name .....,  
Postal address.....  
Telephone Numbers.....  
Fax.....  
Bankers .....,  
Bankers' postal address .....,  
Current status and business history .....

.....  
Employment .....,  
Designation .....,  
Associated companies .....,  
.....

(iv) Name .....,  
Postal address.....  
Telephone Numbers.....  
Fax.....  
Bankers .....,  
Bankers' postal address .....,  
Current status and business history .....,  
.....  
Employment .....,  
Designation .....,  
Associated companies .....,  
.....

**5. Declarations**

We the undersigned, hereby declare that the above statements are true and correct and also agree to operate in accordance with the Foreign Exchange Act, 2004 and the Foreign Exchange (Forex Bureau and Money Remittance) Regulations, 2006 and any other Regulations and Guidelines governing the operation of forex bureaus, if granted a licence.

We further declare that we are not undischarged bankrupts and we have never been convicted of fraud or embezzlement and agree to provide to the Bank of Uganda the bank statement of our accounts for two years to date.

Signatures	(i) .....
	(ii) .....
	(iii) .....
	(iv) .....

Please attach the following:

- (i) Detailed curriculum vitae for each of the shareholders and the proposed directors.
- (ii) Bank statements of each of the shareholders for a period of six (6) months to date.
- (iii) Detailed business plan.
- (iv) Completed Personal Declaration Form and a Declaration of Assets/Liabilities.

**Note:**

- (i) *All information provided on this form will be treated as confidential and will be used solely for the purpose for which it is sought.*
- (ii) *The Bank will not process an application not duly completed.*

**FORM B**

*Regulation 8 (e)*

CONFIDENTIAL (FORM: No. FX/CR)

Passpor size  
photograph

BANK REFERENCE FOR FOREX BUREAU LICENCE APPLICANT

To ..... Bank Limited

*(Please complete the following form and return it to the Director NBFI, Bank of Uganda)*

Name of applicant: .....

Postal address: .....

Physical address: .....

Telephone(s): .....

Fax: ..... Email: .....

Account title & name .....

Account number .....

*This part must be completed by the applicant's bankers*

Type of account: .....

When was the account opened? Day ..... Month  
..... Year .....

To your best assessment, how would you describe the performance of the customer's account: .....

.....

Nature of customer's business: .....

Does customer have overdraft facilities? ..... Does customer have a loan? .....

How does he/she meet the loan service obligation? .....

.....

Comment on applicant's conduct and integrity in financial matters .....

.....

Do you have any other information you consider useful to us in evaluating your account holder?

.....

NAME OF ACCOUNTS MANAGER .....

SIGNATURE .....

**Please attach bank statements for the last 6 months.**

OFFICIAL STAMP .....

*Please note that Bank of Uganda is legally authorised to obtain this information.*

## SCHEDULE 3

*Regulations 9(g) and 24 (7)*

### RECOMMENDED MINIMUM STANDARDS FOR FOREX BUREAUS AND MONEY REMITTANCE BUSINESS PREMISES

#### 1. Floor Area

A standard licensee should occupy an area not less than 4m x 6m. In our view this is enough to accommodate the recommended set up as below:

#### 2. Set up

(a) Front Office – includes the reception area. This can also accommodate the internal security guard(s), where applicable.

(b) Counters: A minimum of two counters: one purchases and one sales, in the following designs:

(i) Built up:

- Duly constructed to include serving desk cashier's cabin and serving window.

- The material may vary according to the bureau's financial abilities and taste

(ii) Not Built up

Where a bureau does not construct the standard counter but opts for the desk type counter.

(iii) This design is only recommended for:

- Licensee located in hotel, at the airport, recreational centers and such other places where a personal touch with the customers is very necessary.

- Its applicability in modern banking and business.

(c) Manager's office.

Enough to accommodate the manager's desk and safe.

#### 3. Accessibility to the Public

(a) Licensee premises should preferably be located on the ground floor. Exceptions would be in highly organised locations e.g. hotels, airport, and recreational centers.

(b) Entrance should not be concealed for easy access.

#### 4. Security

- (a) It may not be possible to determine the overall security of the location, but the premises should have sufficient security to ensure the safety of the customers and the assets of the business operations.

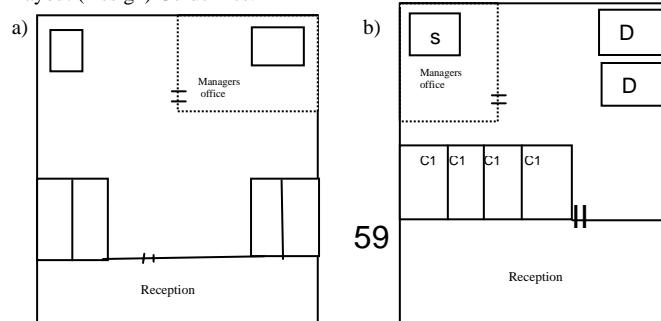
Therefore:

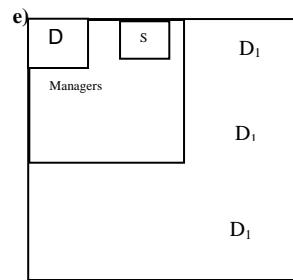
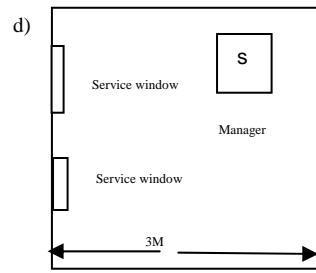
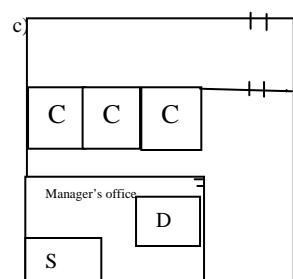
- Premises should be strong and entrance/exit must be re-enforced with burglar proofing.
  - Blinds or tinted glass should be used to conceal bureau activity from the public.
- (b) Notwithstanding the above, consideration should be made of single unit structures which can comfortably accommodate bureau in a highly organised location e.g. airport, hotels, post office etc. In this arrangement, the bureau need not construct demarcations for the manager and cashiers' offices. However-
- (i) the premises should occupy an area of at least 4m x 6 m.
  - (ii) the premises should be generally adequate and suitable for bureau business; located within a reasonably secure environment.
  - (iii) the licensee shares the general security provided by the facility within which it is located.
  - (iv) customers are served through a window separating the cashiers from the customers.
  - (v) provision is made for a manager's desk, safe and cashiers' counters.
  - (vi) walls are constructed with tinted, bulletproof glass material.

#### 5. Mandatory fittings

- (i) Safe.
- (ii) Rates display board.
- (iii) Display of license or authority to operate.

Layout (Design) Guidelines:





*Key*

- C<sub>1</sub> – C<sub>4</sub> Represent counters
- S Represents safe
- D Represents desk/tables
- D<sub>1</sub> Represents Serving Points

(d) & (e) Suitable for those situated in lobbies eg, Hotels, Travel Bureaux, Airport etc.

**SCHEDULE 4**  
**FORM A**

*Regulation 13 (1)*

**APPLICATION FOR RENEWAL OF FOREX BUREAU LICENCE**

**FORM: FXAR**

*To be filled by the company applying for renewal of licence and submitted in a sealed envelope to the Director, Non Banking Financial Institutions Department, Bank of Uganda.*

1. Full name of applicant (block capitals).....  
.....
2. Postal address of applicant (block capital).....  
.....  
.....
3. Full name(s) and address of applicant's bankers (block (capital))  
.....
4. Location of proposed forex bureau
  - (a) District..... (b) City/town.....
  - (c) Plot no. and Street .....
  - (d) Other information on location (if any)  
.....
5. Current Licence Number.....
6. Current Licence Expiry Date.....
7. Period being applied for.....
8. Certificate of registration No .....
9. Full name(s) and address (es) of director(s)/partners/proprietor  
.....
10. Declaration

- (a) I, the undersigned, hereby declare that the above statements are true and correct and also agree to operate the foreign exchange bureau/money transfer services in accordance with the Foreign Exchange Act 2004, the Foreign Exchange (Forex Bureau and Money Remittance) Regulations, 2006 and any other written law governing the operation of forex bureau/ money remittance business in Uganda.
- (b) I further declare that I am not an undischarged bankrupt person and that I have never been convicted for fraud or embezzlement.

Signature.....Date.....

Full name.....

Designation.....

Witness's signature.....

Name and address of witness.....

.....

*Note: Attach copy of certificate of registration.*

*All information provided on this form will be treated as confidential and will only be used for the processing of this application.*

**FORM B***Regulation 18(1)***APPLICATION FOR RENEWAL OF MONEY REMITTANCE LICENCE**

*To be filled by the company applying for renewal of licence and submitted in a sealed envelope to the Director, Non Banking Financial Institutions Department, Bank of Uganda.*

1. Full name of applicant (block capitals).....  
.....
2. Postal address of applicant (block capital).....  
.....
3. Full name(s) and address of applicant's bankers (block (capital))  
.....
4. Location of proposed money remittance company  
(a) District..... (b) City/town.....  
(c) Plot no. and street.....  
(d) Other information on location (if any)  
.....
5. Certificate of Registration No.....
6. Full name(s) and address(es) of director(s)/partners/proprietor  
.....
7. Declaration  
(a) I, the undersigned, hereby declare that the above statements are true and also agree to operate the Money Remittance Business in accordance with the Foreign Exchange Act 2004, and the Foreign Exchange (Forex Bureau and Money Remittance) Regulations, 2006 and any other written law governing the operation of money remittance business in Uganda.

- (b) I further declare that I am not an undischarged bankrupt person and that I have never been convicted for fraud or embezzlement.

Signature.....Date.....

Full name.....

Designation.....

Witness's signature.....

Name and address of witness.....

.....

---

*Note: Attach copy of certificate of registration. All information provided in this form will be treated as confidential and will only be used for the processing of this application.*

## **SCHEDULE 5**

### **FORM A**

*Regulation 15 (2)*

#### **APPLICATION FOR ISSUE OF A MONEY REMITTANCE LICENCE**

*(To be submitted in duplicate)*

The Governor,  
Bank of Uganda,  
P.O Box 7120,  
**KAMPALA**

1. I, the undersigned, acting as principal/promoter/in the capacity as duly authorised agent on behalf of, a company limited by shares and incorporated under the Companies Act, Cap. 110 Laws of Uganda ("the principal"), hereby apply for issue of a licence in terms of section 9(6) of the Foreign Exchange Act, 2004 to carry on the money remittance business under Class..... pursuant to regulations 15(2)-(4) of the Foreign Exchange (Forex Bureau and Money Remittance) Regulations, 2006.
2. I submit herewith the information and documentation specified in regulation **5(4)** of the Foreign Exchange (Forex Bureau and Money Remittance) Regulations, 2006.

.....

*Date*

.....

*Applicant*

*Applicant's address/tel.*

.....

.....

.....

.....

*Principal's address/tel.*

.....

.....

.....

.....

#### **Certification and Undertaking**

I, the undersigned, ..... hereby certify that all information contained in and accompanying this application is complete and accurate to the best of my knowledge and belief.

I undertake to immediately notify the Bank of Uganda, of any material change in  
the particulars of this application.

Sworn at ..... this .....day of .....200...

---

*Signature of Deponent*

---

*Principal/ Promoter/Agent*

Deponent understands the contents of this declaration.

BEFORE ME

---

*Commissioner for Oaths*

## FORM B

*Regulation 15(2) and 26*

### INFORMATION SHEET

1. Name: .....

.....

.....

2. Former name(s) if any by which the applicant has been known:

.....

.....

3. Any name the applicant proposes to use for purposes of or in connection with any business carried on by it, including any name the applicant is or will be obliged to disclose in connection with any business carried on by it by virtue of the Business Names Registration Act, Cap. 109

.....

.....

4. Principal business activities: .....

.....

5. Head/main office: .....

.....

(a) Address:

.....

(b) Telephone No:

.....

(c) Telefax No:

.....

.....

6. Branches:

*Name and address:* *Date approved and date opened*

.....  
.....

Subsidiaries & Affiliates:

*Name and type of business* *Amount of shares held* *% of shares held to total*

.....  
.....

7. Management:

(1) Board of Directors:

*Name:* *Designation* *Present Term* *No. of years as member*  
*board*

.....  
.....  
.....  
.....  
.....  
.....

Board Committees

*Name and purpose of committee(s): Name of members:*

.....  
.....  
.....

(2) Officers:

*Name:* *Position:* *No. of years as officer*

.....  
.....

8. Ownership Profile:

<i>Name</i>	<i>Country of citizenship</i>	<i>Residence</i>	<i>Paid up Capital</i>	<i>%</i>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
other shareholders owing less than 5% (Number .....				
<b>TOTAL</b> .....				

9. Organisation Profile:

- (1) Organisation Chart – Attach one indicating major departments or divisions with names, positions and titles of officers heading each department or division.
- (2) Functions – Attach a list of functions or responsibilities for each department or division listed in the organisation chart indicating the number of personnel or staff for each.
- (3) Qualifications of shareholders, directors and officers.
- (4) Annex Personal Declaration Form of each shareholder, director and officer and an Information Sheet for each corporate shareholder.
- (5) Powers and Purposes—attach the latest copies of the Memorandum and Articles of Association if not previously submitted to the Bank of Uganda.

10. Shareholding in any other companies:

<i>Name of company</i>	<i>Shares owned</i>	<i>% of Capital</i>
	<i>Amount</i>	<i>Number</i>

.....  
.....

QUESTIONNAIRE (FOR APPLICANTS ONLY)

11. Name(s) and address (es) of the applicant's bankers within the last 10 years. (Please also indicate the applicant's principal bankers)
- .....

- .....  
.....
12. Name and address of the applicant's external auditors.....  
.....  
.....
13. Does the applicant hold, or has it ever held, any authority from a supervisory body to carry on any business activity in Uganda or elsewhere? If so, give particulars. If any such authority has been revoked, give particulars.....  
.....  
.....
14. Has the applicant ever applied for any authority from a supervisory body to carry on any business in Uganda or elsewhere other than the authority mentioned in answer to question 13? If so, give particulars. If any such application was for any reason refused or withdrawn after it was made, give particulars .....
- .....  
.....
15. Has the applicant or any company in the same group within the last 10 years failed to satisfy a judgement debt under a court in Uganda or elsewhere within a year of the making of the order? If so, give particulars.....
16. Has the applicant or any company in the same group made any compromise or arrangement with its creditors within the last 10 years or otherwise failed to satisfy its creditors in full? If so, give particulars  
.....  
.....  
.....
17. Has a receiver or an administrative receiver of any property of the applicant or any company in the same group been appointed in Uganda or has a substantial equivalent of any such person been appointed in any other jurisdiction, in the last 10 years? If so, give particulars, including whether the receiver is still acting under the appointment  
.....  
.....

18. Has a petition been served in Uganda for an administrative order in relation to the applicant or company in the same group, or has the substantial equivalent of such a petition been served in any other jurisdiction, in the last 10 years? If so, give particulars.....  
.....  
.....
19. Has a notice of resolution for the voluntary liquidation of the applicant or any company in the same group been given in Uganda, or has the substantial equivalent of such a petition been served in any other jurisdiction, in the last 10 years? If so, give particulars.....  
.....
20. Has a petition been served in Uganda for the compulsory liquidation of the applicant institution or any company in the same group, or has the substantial equivalent of such a petition been served in any other jurisdiction, in the last 10 years?. If so, give particulars.....  
.....  
.....
21. State whether the applicant company has ever been under any criminal investigation, prosecution disciplinary action(s), public criticism or trade sanctions in connection with banking and financial services in Uganda or elsewhere.....  
.....  
.....
22. Are there any material matters in dispute between the applicant institution and the Uganda Revenue Authority or any equivalent taxation authority in any other jurisdiction? If so, give particulars.....  
.....  
.....
23. Is the applicant or any company in the same group engaged, or does it expect to be engaged, in Uganda or elsewhere in any litigation, which may have a material effect on the resources of the institution? If so, give

- particulars.....  
.....  
.....
24. Is the applicant company engaged, or does it expect to be engaged, in any business relationship with any of its (prospective) directors, officers or managers? If so, give particulars.....  
.....  
.....
25. Is the business of the applicant's directors, officers or managers or of companies in the same group guaranteed or otherwise underwritten or secured, or expected to be guaranteed or underwritten or secured, by the applicant company? If so, give particulars.....  
.....  
.....  
.....
26. Please provide any other information, which may assist the Bank of Uganda in reaching a decision on the application.....  
.....

#### DECLARATION

We certify that we have read sections 11 and 16(b) of the Foreign Exchange Act, 2004.

We are aware that it is an offence under the terms of sections 17(1)(e) of the Act to knowingly or recklessly to provide to the Bank of Uganda or any other person any information which is false or misleading in a material particular in connection with the application for a licence under the Act or otherwise.

We, certify that all the information contained in and accompanying this form is complete and accurate to the best of our knowledge, information and belief and that

there are no other facts relevant to this application of which the Bank of Uganda should be aware.

We undertake to inform the Bank of Uganda of any material changes to the application which arise while the Bank of Uganda is considering the application.

We recognise the (applicant) company's obligation under sections 11 of the Foreign Exchange Act, 2004 and regulations 25 and 26 of the Foreign Exchange (Forex Bureau and Money Remittance) Regulations, 2006 to provide the Bank of Uganda with any information in its possession relevant to the exercise by the Bank of Uganda of its functions under the Foreign Exchange Act, 2004 in relation to the licensee.

Consistent with this obligation, we undertake, in accordance with regulation 26 of the Foreign Exchange (Forex Bureau and Money Remittance) Regulations, 2006 that, in the event that the applicant is granted a licence under the Act, we shall notify the Bank of Uganda of any material changes to, or affecting the completeness or accuracy of, the answers to the questions above as soon as possible, but in any event no later than 21 days from the day that the changes come to our attention.

Sworn at Kampala this ..... day of .....

1. ....  
*Name* .....  
*Position held*

.....  
*Signed* .....  
*Date*

2. ....  
*Name* .....  
*Position held*

.....  
*Signed* .....  
*Date*

Deponent understand the contents of this declaration.

BEFORE ME,

.....  
*Commissioner for Oaths*

## SCHEDULE 6

### FORM A

*Regulation 25 (3)*

(CONFIDENTIAL)

#### **BANK OF UGANDA**

#### **MONEY REMITTANCE (SEND) FORM**

The Foreign Exchange Act, 2004

**Send Form 25(3)**

**Serial No:**

*To be completed for every transaction for foreign exchange being remitted (as a send service).*

Name of Authorized dealer .....

Value Date.....

Sender's details:

Name of sender.....

Address in Uganda .....

Occupation .....

Nationality.....Passport No/ID/Driving Permit No. ....

Currency	Instrument (Mode of transmission)	Amount	Exchange Rate	Commission	Amount in UShs.
Total in Uganda Shillings					

**Beneficiary's details:**

(i) Reference.....

(ii) Name.....

(iii) Address.....

(iv) Telephone. ....

(v) E-mail .....

(vi) Destination country.....

(vii) Bank details\* \*

Purpose: .....

**Declaration by sender:** I declare that the information I have provided on this money remittances send form is true and correct.

Signature of sender.....

Date.....

**Authorised dealer's undertaking:**

*The money remitting company undertakes to ensure that the funds are remitted to the specified recipient. The money sender may obtain a confirmation of receipt of the said funds on request.*

\* \* Where it is applicable.

*\* Instrument or mode of transmission may include Swift, TT, Card or as may be specified.*

**FORM B**

*Regulation 25(3)*  
(CONFIDENTIAL)

**BANK OF UGANDA****MONEY REMITTANCE (RECEIVE) FORM**

The Foreign Exchange Act, 2004

**Receive Form 25 (3)****Serial No:**

.....

*To be completed by the customer/authorized dealer for foreign exchange being transmitted/remitted (as a receive service).*

Name of Authorized dealer.....

Value Date.....

Beneficiary's details.....

Name.....

Address in Uganda.....

Telephone.....

E-mail.....

Source country.....

Code.....

Passport No/ID/Driving Permit No. ....

Source: .....

Currency	Instrument (Mode of transmission)	Amount	Exchange Rate	Commission	Amount in UShs.
Total in Uganda Shillings					

Sender's details:

Name.....

Address.....

Occupation .....

Nationality.....

Declaration by beneficiary: I declare that the information I have provided on this money remittances receive form is true and correct to the best of my knowledge and belief.

Signature of Customer.....

Date.....

Authorized dealer's undertaking:

*The money remitting company undertakes to ensure that the funds are remitted to the specified recipient. The money sender can obtain a confirmation of receipt of the said funds on request.*

**SCHEDULE 7**

## FORM A

*Regulation 27(1)(a)***DAILY FOREX BUREAU BUYING AND SELLING RATES**

From : Name of authorised dealer

.....

I/We herewith submit the rates for ..... Date .....

Currency	PURCHASES						SALES					
	Cash	TCs	Draft	Cheques	TT	Cash	TCs	Draft	Cheques	TT		
U.S.Dollar												
Pound Sterling												
Euro												
Kenya Shilling												
Tanzania Shilling												
S. A. Rand												

.....  
*Signature of Forex Bureau Operator**Stamp*.....

**FORM R**

*Regulation 27(1) (b) and (c)*

To: Director,  
 Non Banking Financial Institutions Dept.,  
 Bank of Uganda,  
 P.O. Box 7120, Kampala  
 Tel: 041 258441/6, 258739, Fax No. 258739

Monthly/Weekly Returns of Purchases of Foreign Currencies (Inflows)

Week/Month Ended: .....

Name of authorised dealer: .....

Form R	CURRENCY				Key for Currencies
Source of Funds	USD	GBP	€	KeS	
<b>1. Domestic Transactions</b>					
(a) Transaction between Ugandan Residents					USD - U.S. Dollars GBP - Pound Sterling € - Euro KES - Kenya Shillings TZs - Tanzania Shilling
(b) Currency Holdings/Withdrawals e.g. from savings					SAR - S. African Rand RF - Rwandese Franc DM - Deutsche Mark CHF - Swiss Franc FRF - French Franc YEN - Japanese Yen
<b>2. Exports of Goods</b>					CAD - Canadian Dollar NLG - Norwegian Guilder BPF - Belgium Franc ITL - Italian Lire SEK - Swedish Kroner DKK - Danish Krone
(a) Gold Exports (non-monetary gold)					AUD - Australian Dollar ATS - Australian Shilling
(b) Repairs on goods					
(c) Goods procured in ports by carriers					
(d) Goods for processing					
(e) Coffee and other Exports					
<b>3. Income Receipts</b>					
(a) Interest received on External assets					
(b) Dividends/profits received					
(c) Wages/Salaries					
<b>4. Service Receipts</b>					
(a) Transportation					
(a1) Freight					
(a2) Passenger					
(a3) Other					
(b) Communication services					
(c) Construction services					
(d) Insurance and Reinsurance					
(e) Financial services					
(f) Travel					
(f1) Business/Official					
(f2) Education					
(f3) Medical					
(f4) Other Personal					
(g) Computer and Information services					
(h) Royalties and licence fees					
(i) Other business services					
(j) Personal, cultural, and recreational services					
(k) Government services, n.i.e.					
<b>5. Transfers</b>					
(a) NGO Inflows					

(b) Government Grants				
(c) Worker's remittances				
(d) other transfers				
<b>6. Foreign Direct Equity Investment</b>				
<b>7. Portfolio Investment</b>				
(a) Government				
(b) Bank				
(c) Other				
<b>8. Loans</b>				
(a) Loan Received				
(i) Private				
Short term (< 1 year)				
Long term (> 1 year)				
(ii) Government				
(b) Loan Repayment (Principal)				
<b>9. Interbureaux</b>				
<b>10. Bank/Bureaux</b>				
<b>11. Other (Please specify)</b>				
<b>TOTAL:</b>				Stamp and Signature:
Ug. Shilling Value:				

To be submitted to the office of the Director Non Banking Financial Institutions, not later than five working days after the end of the month for which the return is being made.

**FORM P**

*Regulation 27(1) (b) and (c)*

To: Director,  
 Non Banking Financial Institutions Dept.,  
 Bank of Uganda,  
 P.O. Box 7120, Kampala  
 Tel: 041 258441/6, 258739, Fax No. 258739  
 Email: NBFI\_RETURNS@bou.or.ug

Monthly/Weekly Returns of Sales of Foreign Currencies (Outflows)

Week/Month Ended: .....

Name of authorised dealer: .....

Form P	CURRENCY				Key for Currencies
Source of Funds	USD	GBP	€	KeS	
<b>1. Domestic Transactions</b>					
(a) Transaction between Ugandan Residents					USD - U.S. Dollars
(b) Currency Holdings/Deposits e.g. savings					GBP - Pound Sterling
					€ - Euro
					KES - Kenya Shillings
					TZS - Tanzania Shilling
<b>2. Imports of Goods</b>					SAR - S. African Rand
(a) Government Imports ((Incl. Govt. Projects)					RF - Rwandese Franc
(b) Private Imports (Incl. Parastatal & NGOs)					DM - Deutsche Mark
(i) Oil Imports					CHF - Swiss Franc
(ii) Gold Imports					FRF - French Franc
(iii) Repairs					YEN - Japanese Yen
(iv) Goods procured in ports by carriers					CAD - Canadian Dollar
(v) Goods for processing					NLG - Norwegian Guilder
(vi) Other Imports					BPF - Belgium Franc
					ITL - Italian Lire
					SEK - Swedish Kroner
<b>3. Income Payments</b>					DKK - Danish Kroner
(a) Interest paid on external Liabilities					AUD - Australian Dollar
(b) Dividends/profits paid					ATS - Australian Shilling
(c) Wages/Salaries					
<b>4. Service Payments</b>					
(a) Transportation					
(a1) Freight					
(a2) Passenger					
(a3) Other					
(b) Communication services					
(c) Construction services					
(e) Financial services					
(f) Travel					
(f1) Business/Official					
(f2) Education					
(f3) Medical					
(f4) Other Personal					
(g) Computer and Information services					
(h) Royalties and licence fees					

(i) Other business services				
(j) Personal, cultural, and recreational services				
(k) Government services, n.i.e.				
<b>5. Transfers</b>				
(a) NGO Outflows				
(b) Government Grants				
(c) Worker's remittances				
(d) Other transfers				
<b>6. Foreign Direct Equity Investment</b>				
<b>7. Portfolio Investment</b>				
(a) By Government				
(b) By Banks				
(c) By Other				
<b>8. Loans</b>				
(a) Loans Extended				
(i) Private				
Short term (< 1 year)				
Long term (> 1 year)				
(ii) Government				
(b) Loan Repayment (Principal)				
<b>9. Bank/Bureaux</b>				
<b>10. Interbureaux</b>				Stamp and Signature:
<b>11. Other (Please specify)</b>				
<b>TOTAL:</b>				
<b>Ug. Shilling Value:</b>				

To be submitted to the office of the Director Non Banking Financial Institutions Department, not later than five working days after the end of the month for which the return is being made.

**FORM C***Regulation 27(1) (d)***FOREIGN EXCHANGE INFLOWS**

Form R (Cash Purchases)

Serial No:

*This form should be completed by the customer/authorised dealer for all sales of foreign exchange to the authorised dealer. The information is required for statistical and policy purposes only.*

Name of Authorised Dealer.....

Currency Amount Rate Amount in Ug.Shs.

**Please consult the dealer for guidance if you are not sure of the box to tick****Source of Funds**

Transaction between Ugandan Residents [ ]	(d) Insurance and re-insurance [ ]	Foreign Direct Eq.
Investment [ ]		
Currency Holdings/Deposits e.g. savings[ ]	(e) Financial services c	
	(f) Travel	Portfolio Investment [ ]
	(11) Business/Official	[ ] (a) Government [ ]
(a) Gold exports (non-monetary gold) [ ]	(12) Education	[ ] (b) Banks [ ]
(b) Repairs on goods [ ]	(13) Medical	[ ] (c) Other [ ]
(c) Goods procured in ports by carriers [ ]	(14) Other Personal	[ ]
(d) Goods for processing [ ]	(g) Computer and information services [ ]	Loans [ ]
(e) Coffee and other exports [ ]	(h) Royalties and licence fees [ ]	(a) Loan received c [ ]
	(i) Other business services [ ]	(a1)By comm. Banks [ ]
Income Receipts [ ]	(j) Personal, cultural, and	Short term (< 1 year) [ ]
(a) Interest received on external assets [ ]	recreational services [ ]	Long term (> 1 year) [ ]
(b) Dividends/profits received [ ]	(k) Government services, n.i.e. [ ]	(a2) Others [ ]
(c) Wages/Salaries [ ]		(i) Private [ ]
Service Receipts [ ]	Transfers	Short term (< 1 year) [ ]
	(a) Transportation [ ]	Long term (> 1 year) [ ]
	(b) Government grants [ ]	(ii) Government [ ]
(a1) Freight [ ]	(c) Worker's remittances [ ]	(b)Loan repayment [ ]
(a2) Passenger [ ]	(d) Other transfers [ ]	
(a3) Other [ ]		Interbank [ ]
(b) Communication services [ ]	Interbureaux [ ]	Bank/bureaux [ ]
(c) Construction services [ ]		

Other (Please specify) \_\_\_\_\_

**Particulars of Seller:** To be completed for transactions of US\$5,000= and above or its equivalent.

Name.....

Physical address in Uganda.....

Nationality..... Passport No./ID.....

Signature of customer.....

Date .....

*Authorised Dealer's Official Stamp & Signature*

**FORM D**

*Regulation 27(1) (d)*

BANK OF UGANDA

FOREIGN EXCHANGE INFLOWS  
Traveller's Cheques

Serial No:.....

**Form RTC (Purchases)**

*This form should be completed by the customer/authorised dealer for all sales of foreign exchange by the customer to the authorised dealer.*

Name of Authorised Dealer

Type of Instrument    Serial No.    Currency    Amount    Rate    Amount in Ug.Shs.

Particulars of Seller

Name.....

Address in Uganda .....

Nationality..... Passport No./ID. .....

Signature of Customer .....

Date .....

*Authorised Dealer's Official Stamp & Signature*

## FORM E

*Regulation 27(1) (d)*

### FOREIGN EXCHANGE OUTFLOWS

**Form P (Sales)**

#### **Serial No:**

This form should be completed by the customer/authorised dealer for all purchases of foreign exchange by the customer from the authorised dealer)

Name of Authorised dealer .....

Currency Instrument	Amount	Rate	Amount in UShs.
---------------------	--------	------	-----------------

Total in Uganda Shillings

#### **Purpose of purchase:**

<sup>1</sup>B. Loan Payment details:

Particulars of Buyer<sup>\*</sup> *To be completed for transactions of US\$5,000= and above or its equivalent*

Name.....

Address in Uganda.....

Occupation .....

Nationality.....Passport No./ID.....

Signature of Customer .....

Date .....

*Particulars of Buyer\**

Physical address in Uganda .....

Occupation.....

Nationality.....Passport No.....

Signature of customer.....

Date: .....

*Authorised Dealer's signature & stamp*

SCHEDULE 8

FORM A

*Regulation 27 (3)(a)*

Weekly return for the week ended.....

**BANK OF UGANDA**

**MONEY REMITTANCE (SEND) WEEKLY RETURN**

The Foreign Exchange Act, 2004

Non Banking Financial Institutions Dept,  
Bank of Uganda  
P.O. Box 7120, Kampala

Name of Authorised Dealer: .....\_\_\_\_\_

Weekly Returns of Money Remittances Outflows (send) of  
Foreign Exchange (This Information is from money  
remittances send form.)

WEEKLY REMITTANCES Outflows (send)									
Purpose	USD	GBP	€	Kes	TZs	SAR	¥		Destination country
<b>Total</b>									
<b>Ug. Shs.</b>									
<b>Value</b>									

To be submitted to the office of the Director Non Banking Financial Institutions  
Dept. not later than the first working day after the end of the week for which the  
return is being made .....

*Authorised dealers' Stamp & Signature*

FORM B

*Regulation 27 (3)(b)*

Weekly return for the week ended.....

**BANK OF UGANDA**

**MONEY REMITTANCE (RECEIVE) WEEKLY  
RETURN**

The Foreign Exchange Act, 2004

Non Banking Financial Institutions Dept,  
Bank of Uganda  
P.O. Box 7120, Kampala

Name of Authorised Dealer:

Weekly Returns of Money Remittances Inflows (receive) of  
Foreign Exchange (This Information is from money  
remittances receive form)

WEEKLY REMITTANCES Inflows (receive)								
Purpose	USD	GBP	€	Kes	TZs	SAR	¥	Source Country
<b>Total</b>								
<b>Ug. Shs. Value</b>								

To be submitted to the office of the Director Non Banking Financial Institutions  
Dept. not later than the first working day after the end of the week for which the  
return is being made .....

*Authorised dealers' Stamp & Signature*

FORM C

*Regulation 27 (3)(c)*

Monthly return for the month of.....

**BANK OF UGANDA**

**MONEY REMITTANCES (SEND) MONTHLY  
RETURN**

THE FOREIGN EXCHANGE ACT, 2004

Non Banking Financial Institutions Dept  
Bank of Uganda  
P.O. Box 7120, Kampala

Name of Authorised Dealer: \_\_\_\_\_

Monthly Returns of Money Remittances Outflows (send) of  
Foreign Exchange (This information is from money  
remittances send form)

MONTHLY REMITTANCES Outflows (send)								
Purpose	USD	GBP	€	Kes	TZs	SAR	¥	Source Country
<b>Total</b>								
<b>Ug. Shs. Value</b>								

To be submitted to the office of the Director Non Banking Financial Institutions  
Dept. not later than the first working day after the end of the week for which the  
return is being made .....

*Authorised dealers' Stamp & Signature*

## FORM D

*Regulation 27 (3)(d)*

Monthly return for the month of.....

BANK OF UGANDAMONEY REMITTANCES (RECEIVE) MONTHLY  
RETURN

## THE FOREIGN EXCHANGE ACT, 2004

Non Banking Financial Institutions Dept,  
 Bank of Uganda  
 P.O. Box 7120, Kampala

Name of Authorised Dealer: \_\_\_\_\_

Monthly Returns of Money Remittances Outflows (receive)  
 of Foreign Exchange (This information is from money  
 remittances receive form)

MONTHLY REMITTANCES Inflows (receive)								
Purpose	USD	GBP	€	Kes	TZs	SAR	¥	Source Country
<b>Total</b>								
<b>Ug. Shs. Value</b>								

To be submitted to the office of the Director Non Banking Financial Institutions  
 Dept. not later than the first working day after the end of the week for which the  
 return is being made .....

*Authorised dealers' Stamp & Signature*

**FORM E**  
*Regulation 27 (3)(e)*  
**(CONFIDENTIAL)**

Monthly return for the month of.....

**BANK OF UGANDA**

**MONEY REMITTANCES MONTHLY RETURN**

**THE FOREIGN EXCHANGE ACT, 2004**

Name of Authorised Dealer:

---

Money remittances inflows and outflows of Foreign Exchange (This information is from money remittances receive and send forms)

<i>Transaction Date</i>	<i>Name of Customer</i>	<i>Nature of Transaction (Inflow/Outflow)</i>	<i>Currency</i>	<i>Purpose/ Source</i>	<i>Instrument</i>	<i>Amount</i>

Reported by: . .... Signature: ..... Position.....

## FORM F

*Regulation 27 (3)(e)*

Monthly position return for the month of.....

BANK OF UGANDA

## MONEY REMITTANCES MONTHLY RETURN

## THE FOREIGN EXCHANGE ACT, 2004

Non Banking Financial Institutions Dept,  
 Bank of Uganda,  
 P.O. Box 7120, Kampala

Name of Authorised Dealer: \_\_\_\_\_

**Monthly position Returns of Money Remittances of Foreign Exchange**

<b>Monthly position/Balances</b>								
CURRENCY	USD	GBP	€	Kes	TZs	SAR	¥	
(1)Total forex funds (undisbursed as at the end of the previous month ie b/fwd in that month)								
(2)Inward Transfers (Received during that month)								
(3) Total 1+2 (during that month)								
(4) Disbursements to beneficiaries in that month								
(5)Undisbursed at the end of that month								

(This information is from money remittances receive and send form)

Indicate the account(s) where the undisbursed amounts are currently held.

1. .....
2. .....
3. .....
4. .....

E. TUMUSIIME-MUTEBILE,  
*Governor, Bank of Uganda*