



REPUBLIC OF UGANDA  
Printed at the  
Post Office for  
the Government of  
Uganda as a  
newspaper



THE REPUBLIC OF UGANDA  
Published  
by  
Authority

# The Uganda Gazette

Vol. XCVII No. 64

3rd December, 2004

Price: Shs. 1000

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General Notice No. 366 of 2004.

## THE MARRIAGE ACT (Cap. 211) NOTICE

*(Under section 6 of the Act)*

### PLACE FOR CELEBRATION OF MARRIAGES

In exercise of the powers conferred upon me by Section 6 of the Marriage Act, I hereby licence the place of public worship mentioned in the schedule hereto to be place for celebration of marriages.

#### SCHEDULE

Church	- Prayer Palace Christian Centre
Denomination	- Pentecostal
Place	- Kibuye, Juuko Zone
Sub-County	- Makindye
County	- Kyadondo
District	- Kampala

HAJATI JANAT B. MUKWAYA  
*Minister of Justice and Constitutional Affairs.*

General Notice No. 367 of 2004.

## THE COMPANIES ACT LAWS OF UGANDA 2000. (Cap. 110). NOTICE

PURSUANT TO section 343(5) of the Companies Act, Notice is hereby given that the undermentioned Company's name has been struck off Register.

NEXCOM (U) LIMITED

DATED at Kampala, this 11th day of November, 2004.

BEN TURYASINGURA,  
*Assistant Registrar of Companies.*

General Notice No. 368 of 2004.

## THE PARLIAMENTARY ELECTIONS ACT, 2001.

*Act No. 8 of 2001*

*Section 19(1)(b)*

## NOTICE

### APPOINTMENT OF TIME AND PLACE FOR TALLYING OF VOTES CAST IN PARLIAMENTARY BY-ELECTION IN BAMUNANIKI CONSTITUENCY, LUWERO DISTRICT

NOTICE IS HEREBY GIVEN that in exercise of the powers conferred upon the Electoral Commission by Section 19(1)(b) of the Parliamentary Elections Act, No. 8 of 2001, the Commission for purposes of the Parliamentary By-Election in Bamunanika Constituency, Luwero District:

- (a) directs that the time appointed for tallying by the Returning Officer of the number of votes given to each candidate from each polling station shall be as soon as practicable on receiving the declaration of results form in respect of each polling station within the Constituency; and
- (b) appoints Bamunanika Sub-county Hall, Luwero District to be the place for tallying the votes cast in favour of each candidate from each of the polling stations within the Constituency.

Issued at Kampala this 25th day of November, 2004.

TOM W. BURUKU,  
*Acting Chairman, Electoral Commission.*

General Notice No. 369 of 2004.

## THE TRADE MARKS ACT.

*(Cap. 83).*

### NOTICE.

NOTICE IS HEREBY GIVEN that any person who has grounds to oppose the registration of any of the marks advertised herein may within sixty days from the date of this Gazette, lodge a Notice of opposition on Trade Mark Form No. 6 together with a fee of Shs. 4000 in case of National applicants or US\$ 250 in case of Foreign applicants. The period of lodging Notice of opposition may be extended in suitable cases by the Registrar as he thinks fit upon such terms as he may direct. Formal opposition should not be lodged until after reasonable notice has been given by letter to the applicant so that he may have an opportunity to withdraw his application before the expense of opposition proceedings is incurred. Failure to give such notice will be taken into account in considering any application by the opponent for an order for costs if the opposition is uncontested by the applicant. Representations of the marks herein advertised can be inspected at the office of the Registrar of Trade Marks. Crane Chambers, P.O. Box 6848, Kampala.

- (21) APPLICATION NO. 27156 IN PART "A".  
 (52) Class 32.  
 (54)



- (53)  
 (59)  
 (64) Association— This Mark is to be associated with Trademark Numbers 25370, 25624 "EAGLE LAGER" and 25204 "EAGLE" all in class 32.  
 (57) Nature of goods— Beers, mineral and aerated waters and other non-alcoholic drinks, syrups and other preparations for making beverages.  
 (73) Name of applicant— Sabmiller Finance B.V. a Dutch Company.  
 (77) Address— Hofplein 19, 3032 AC Rotterdam, The Netherlands.  
 (74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building P.O. Box 7166, Kampala.  
 (22) Date of filing application— 17th November, 2004.

- (21) APPLICATION NO. 27189 IN PART "A".  
 (52) Class 9.  
 (54)



- (53)  
 (59)  
 (64)  
 (57) Nature of goods— Battery.  
 (73) Name of applicant— Abdul Kadfer Hakimddin & Co Limited.  
 (77) Address— P.O. Box 33708, Kampala.  
 (74)  
 (22) Date of filing application— 29th November, 2004.

- (21) APPLICATION NO. 27186 IN PART "A".  
 (52) Class 33.  
 (54).



- (53)  
 (59)  
 (64)  
 (57) Nature of goods— Alcoholic beverages.  
 (73) Name of applicant— Magara Robert.  
 (77) Address— P.O. Box 72230, Kampala.  
 (74)  
 (22) Date of filing application— 26th November, 2004.

- (21) APPLICATION NO. 27184 IN PART "A".  
 (52) Class 16.  
 (54)

(53)  
 (59)  
 (64)

- (57) Nature of goods— All goods included in class 16.  
 (73) Name of applicant— Mukwano Enterprises Limited.  
 (77) Address— P.O. Box 20072, Kampala.  
 (74)

(22) Date of filing application— 26th November, 2004.

- (21) APPLICATION NO. 27185 IN PART "A".  
 (52) Class 16.  
 (54)

- (53)  
 (59)  
 (64)  
 (57) Nature of goods— All goods included in class 16.  
 (73) Name of applicant— Mukwano Enterprises Limited.  
 (77) Address— P.O. Box 20072, Kampala.  
 (74)

(22) Date of filing application— 26th November, 2004.

- (21) APPLICATION NO. 27190 IN PART "A".  
 (52) Class 16.  
 (54)



- (53)  
 (59)  
 (64)  
 (57) Nature of goods— All goods included in class 16.  
 (73) Name of applicant— Music F.M Limited.  
 (77) Address— P.O. Box 30617, Kampala.  
 (74)

(22) Date of filing application— 29th November, 2004.

- (21) APPLICATION NO. 26478 IN PART "A".  
 (52) Class 7.  
 (54)



(57) *Nature of goods*— Machines for domestic laundry purposes; agricultural and horticultural machines; agricultural and horticultural implements included in class 7; motors (not for land vehicles); power-operated tools; machines and pumps, all for use in agriculture, horticulture, building, decorating, plumbing, electrical supply, woodworking, metal-working, pottery and in-vehicle maintenance; washing and abrading machines, parts and fittings included in class 7, for all the aforesaid goods.

(73) *Name of applicant*— Unilever PLC.

(77) *Address*— Port Sunlight, Wirral, Merseryside, United Kingdom.

(74) *C/o Ms. Sengendo & Co. Advocates, P.O. Box 6914, Kampala.*

(22) *Date of filing application*— 2nd March, 2004.

(21) APPLICATION NO. 26480 IN PART "A".

Class 10.

(54)



**Unilever**

(53)

(59)

(64)

(57) *Nature of goods*— Tongue scrapers; dental mirrors.

(73) *Name of applicant*— Unilever PLC.

(77) *Address*— Port Sunlight, Wirral, Merseryside, United Kingdom.

(74) *C/o Ms. Sengendo & Co. Advocates, P.O. Box 6914, Kampala.*

(22) *Date of filing application*— 2nd March, 2004.

(21) APPLICATION NO. 26481 IN PART "A".

Class 11.

(54)



**Unilever**

(53)

(59)

(64)

(57) *Nature of goods*— Water despensers, filtering and purifying apparatus and machines; water sterilizers and softeners; cooling appliances and machines; disinfectant apparatus; distillation apparatus; filters for drinking water and for water; cleaning foodstuffs; regulating and safety apparatus for temperature and chemical control of air and water; water softening apparatus; air deodorising and purification apparatus and machines; jugs and containers for purifying water and parts and fittings thereof being goods in class 11.

(73) *Name of applicant*— Unilever PLC.

(77) *Address*— Port Sunlight, Wirral, Merseryside, United Kingdom.

(74) *C/o Ms. Sengendo & Co. Advocates, P.O. Box 6914, Kampala.*

(22) *Date of filing application*— 2nd March, 2004.

(21) APPLICATION NO. 26765 IN PART "A".

Class 4.

(54)



(53)

(59)

(64)

(57) *Nature of goods*— Oils; greases; lubricants; fuels.

(73) *Name of applicant*— Shell International Petroleum Company Limited.

(77) *Address*— P.O. Box 662, London SE1 7NA, United Kingdom.

(74) *C/o Ms. Sengendo & Co. Advocates, P.O. Box 6914, Kampala.*

(22) *Date of filing application*— 30th June, 2004.

(21) APPLICATION NO. 25951 IN PART "A".

Class 20.

(54)



(53)

(59)

(64)

(57) *Nature of goods*— Key rings; key fobs of plastic or predominantly of plastic; identification tags.

(73) *Name of applicant*— Pramic Limited.

(77) *Address*— Sycamore Trading Estate, Squires Gate Lane, Blackpoll, Lancashire FY4 3RL, United Kingdom.

(74) *C/o Ms. Sengendo & Co. Advocates, P.O. Box 6914, Kampala.*

(22) *Date of filing application*— 29th July, 2003.

(21) APPLICATION NO. 27085 IN PART "A".

Class 24.

(54)

**HESCO**

(53)

(59)

(64)

(57) *Nature of goods*— Textiles and textile goods; textiles and textile goods forming coverings or linings for bastion defence walls and component parts thereof, for gabions, and for protective structures.

(73) *Name of applicant*— Hesco Bastion Limited, a British Company.

- (77) **Address**— Unit 3<sup>rd</sup>, Knowsthorpe Gate, Cross Green Industrial Estate, Leeds, LS9 0NP, United Kingdom.
- (74) **C/o M/s. Mugerwa & Masembe Advocates**, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.
- (22) **Date of filing application**— 28th October, 2004.

(21) APPLICATION NO. 26701 IN PART "A".  
 (52) Class 12.  
 (54)

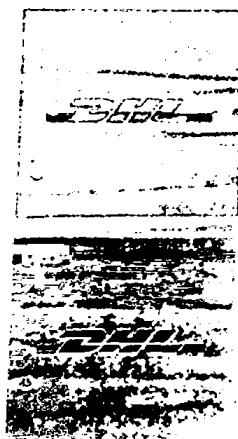


- (53)  
 (59) **Restriction to colours**—The first mark is limited to the colours red and yellow and white and the second mark is without limitation to colour.

- (64) **Association**— To be associated with T.M No. 26699.  
 (57) **Nature of goods**— Vehicles; apparatus for locomotion by land, air or water.  
 (73) **Name of applicant**— DHL Operation B.V.  
 (77) **Address**— Gebouw Office Centre Jozef, Israeskade 48G, 1072 SB, Amsterdam, Netherlands.  
 (74) **C/o Ms. Sengendo & Co. Advocates**, P.O. Box 6914, Kampala Uganda.

(22) **Date of filing application**— 25th May, 2004.

(21) APPLICATION NO. 26700 IN PART "A".  
 (52) Class 16.  
 (54)



- (53)  
 (59) **Restriction to colours**—The first mark is limited to the colours red and yellow and the second mark is without limitation to colour.

(64) **Association**— To be associated with T.M No. 17991

- (57) **Nature of goods**— Paper, cardboard and goods made from these materials included in class 16; printed matter; bookbinding material, photographs; stationery; adhesives for stationery or household purposes, artists' materials, paint brushes; typewriters and office requisites (except furniture); instructional and teaching material (except apparatus); plastic materials for packaging (included in class 16); printers' type; printing blocks; transport containers of paper cardboard.

- (73) **Name of applicant**— DHL Operation B.V.  
 (77) **Address**— Gebouw Office Centre Jozef, Israeskade 48G, 1072 SB, Amsterdam, Netherlands.  
 (74) **C/o Ms. Sengendo & Co. Advocates**, P.O. Box 6914, Kampala Uganda.

(22) **Date of filing application**— 25th May, 2004.

(21) APPLICATION NO. 26148 IN PART "A".  
 (52) Class 12.  
 (54)

## TALUS

- (53)  
 (59)  
 (64)  
 (57) **Nature of goods**— Vehicles; apparatus for locomotion by land, including passenger cars, sports cars, ambulances, motor buses, trucks and omnibuses; engines for land vehicles, automobile bodies, vehicle bumpers, vehicle chassis, and vehicle wheels; parts of and fittings, components and accessories for all the aforesaid goods.

- (73) **Name of applicant**— Hyundai Motor Company.  
 (77) **Address**— 231, Yangjae-Dong, Seocho-Gu, Seoul, Republic of Korea.  
 (74) **C/o Ms. Sengendo & Co. Advocates**, P.O. Box 6914, Kampala Uganda.

(22) **Date of filing application**— 7th October, 2003.

(21) APPLICATION NO. 25953 IN PART "A".  
 (52) Class 9.  
 (54)

## COTECNA

- (53)  
 (59)  
 (64)  
 (57) **Nature of goods**— Scientific apparatus and instruments, software, software packages, computer recorded or non recorded data media in the form of tapes, discs, floppy discs or cards, all products for quality control, inspection of goods, custom evaluation, classification of goods, risk analysis and assessment, warehouse management and inventory control, tracking of goods, equipment means of transport.

- (73) **Name of applicant**— Cotecna S.A.  
 (77) **Address**— 58, rue de la Terrassiere, 1207, Geneva, Switzerland.  
 (74) **C/o Ms. Sengendo & Co. Advocates**, P.O. Box 6914, Kampala Uganda.

(22) **Date of filing application**— 29th July, 2003.

APPLICATION NO. 26558 IN PART "A".

Class 3.

(54)



(54) Association—To be associated with Trademark No. 565.

(57) Nature of goods— Soaps; detergents; bleaching preparations, cleaning preparations; perfumery, toilet water, aftershave, cologne; essential oils; aromatherapy products; massage preparations; deodorants and antiperspirants; preparations for the care of the scalp and hair; shampoos and conditioners; hair colourants; hair styling products; toothpaste; mouthwash; preparations for the care of the mouth and teeth; non-medicated toilet preparations; bath and shower preparations; skin care preparations; oils, creams and lotions for the skin; shaving preparations; pre-shave and aftershave preparations; depilatory preparations; sun-tanning and sun protection preparations; cosmetics; make-up and make-up removing preparations; petroleum jelly; lip care preparations; talcum powder; cotton wool; cotton sticks; cosmetic pads, tissues or wipes; pre-moistened or impregnated cleansing pads, tissues or wipes; beauty masks, facial packs.

(73) Name of applicant— Unilever PLC.

(77) Address— Port Sunlight, Wirral, Merseyside, United Kingdom.

(74) C/o Ms. Sengendo & Co. Advocates, P.O. Box 6914, Kampala Uganda.

(22) Date of filing application— 6th April, 2004.

APPLICATION NO. 27084 IN PART "A".

Class 19.

(54)

## HESCO

(53)

(59)

(64)

(57) Nature of goods— Non-metallic cages and containers for fortification purposes; non-metallic cages and containers for military fortification purposes; nonmetallic cages and cage-structures; non-metallic bastions and gabions; bastion defence walls and component parts thereof; non-metallic cages and containers for holding particulate material, namely, snow sand, earth, mud, stones, building rubble, or concrete used for forming barrier or defence walls; multi-compartmental non-metallic cages and containers holding particulate material, namely, snow, sand, earth, mud, stones, building rubble, or concrete used for forming barrier or defence walls; non-metallic strips and fasteners for interconnecting component parts of bastion or gabion structures; component parts of all the aforesaid goods.

(73) Name of applicant— Hesco Bastion Limited, a British Company.

(77) Address— Unit 37, Knowsthorpe Gate, Cross Green Industrial Estate, Leeds, LS9 0NP, United Kingdom.

(74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

(22) Date of filing application— 28th October, 2004.

(21) APPLICATION NO. 27083 IN PART "A".

Class 06.

(54)

## HESCO

(53)

(59)

(64)

(57) Nature of goods— Metallic cages and containers for fortification purposes; metallic cages and containers for military fortification purposes; metal cages and cage-structures, bastions and gabions at least partly of metal; bastion defence walls and component parts thereof; metal cages and containers for holding particulate material, namely, snow sand, earth, mud, stones, building rubble, or concrete used for forming barrier or defence walls; multicompartimental metal cages and containers holding particulate material, namely, snow, sand, earth, mud, stones, building rubble, or concrete used for forming barrier or defence walls; metallic strips and fasteners for interconnecting component parts of bastion or gabion structures; component parts of all the aforesaid goods.

(73) Name of applicant— Hesco Bastion Limited, a British Company.

(77) Address— Unit 37, Knowsthorpe Gate, Cross Green Industrial Estate, Leeds, LS9 0NP, United Kingdom.

(74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

(22) Date of filing application— 28th October, 2004.

(21) APPLICATION NO. 27081 IN PART "A".

Class 19.

(54)

## MIL

(53)

(59)

(64)

(57) Nature of goods— Non-metallic bastions and gabions; bastion and gabion defence walls; cage structures and multi-compartmental cage structures for forming bastions and gabions; non-metallic clips and fasteners for interconnecting component parts of bastion or gabion structures; component parts of all the aforesaid goods.

(73) Name of applicant— Hesco Bastion Limited, a British Company.

(77) Address— Unit 37, Knowsthorpe Gate, Cross Green Industrial Estate, Leeds, LS9 0NP, United Kingdom.

(74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

(22) Date of filing application— 28th October, 2004.

- (21) APPLICATION NO. 27059 IN PART "A".  
 (52) Class 16.  
 (54)



(53)  
 (59)  
 (64)  
 (57) *Nature of goods*— Magazines, catalogs, brochures, and pamphlets concerning mail delivery services and/or philatelic products; greeting cards; post cards, note cards; stationery; labels; writing paper; plastic and paper envelopes and cardboard and corrugated boxes for shipping and packaging; cardboard mailing tubes; plastic mailing pouches; postage stamps; philatelic products; stamp art prints; framed art; posters; stamp collections; stickers; commemorative stamp sheets; desk accessories; stationery holders made of tin; staplers; staple removers; tape dispensers; stamp dispensers; magnetic note pads with self-sticking sheets; desk pads; notebooks; pens; pencils; pencil and eraser sets; gift wrapping paper and gift bags; picture frames; bulletin boards; organizers for stationery and personal organizers; decorative boxes; wall hangings; stationery-type portfolios; binders; folders; memo pads; coloring books; sticker albums; and all goods in class 16.

(73) *Name of applicant*— United States Postal Service, an independent establishment of the executive branch of the Government of the United States of America.

(77) *Address*— 475 L'Enfant Plaza, West, S.W., Washington, DC 202601135, United States of America.

(74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

(22) *Date of filing application*— 21st October, 2004.

- (21) APPLICATION NO. 27080 IN PART "A".  
 (52) Class 06.  
 (54)

## MIL

(53)  
 (59)  
 (64)  
 (57) *Nature of goods*— Bastions and gabions at least partly of metal; bastion and gabion defence walls; cage structures and multi-compartmental cage structures for forming bastions and gabions; metallic clips and fasteners for interconnecting component parts of bastion or gabion structures; component parts of all the aforesaid goods.

(73) *Name of applicant*— Hesco Bastion Limited, a British Company.

(77) *Address*— Unit 37, Knowsthorpe Gate, Cross Green Industrial Estate, Leeds, LS9 0NP, United Kingdom.

(74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

(22) *Date of filing application*— 28th October, 2004.

- (21) APPLICATION NO. 27078 IN PART "A".  
 (52) Class 06.  
 (54)

## CONCERTAINER

(53)  
 (59)  
 (64)  
 (57) *Nature of goods*— Bastions and gabions at least partly of metal; bastion and gabion defence walls; cage structures and multi-compartmental cage structures for forming bastions and gabions; metallic clips and fasteners for interconnecting component parts of bastion or gabion structures; component parts of all the aforesaid goods.

(73) *Name of applicant*— Hesco Bastion Limited, a British Company.

(77) *Address*— Unit 37, Knowsthorpe Gate, Cross Green Industrial Estate, Leeds, LS9 0NP, United Kingdom.

(74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

(22) *Date of filing application*— 28th October, 2004.

- (21) APPLICATION NO. 27079 IN PART "A".  
 (52) Class 19.  
 (54)

## CONCERTAINER

(53)  
 (59)  
 (64)

(57) *Nature of goods*— Non-metallic bastions and gabions; bastion and gabion defence walls; cage structures and multi-compartmental cage structures for forming bastions and gabions; non-metallic clips and fasteners for interconnecting component parts of bastion or gabion structures; component parts of all the aforesaid goods.

(73) *Name of applicant*— Hesco Bastion Limited, a British Company.

(77) *Address*— Unit 37, Knowsthorpe Gate, Cross Green Industrial Estate, Leeds, LS9 0NP, United Kingdom.

(74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

(22) *Date of filing application*— 28th October, 2004.

- (21) APPLICATION NO. 27082 IN PART "A".  
 (52) Class 02.  
 (54)

## HESCO

(53)  
 (59)  
 (64)

(57) *Nature of goods*— Paints, varnishes, lacquers; preservatives against rust and against deterioration; camouflage paints.

(73) *Name of applicant*— Hesco Bastion Limited, a British Company.

(77) *Address*— Unit 37, Knowsthorpe Gate, Cross Green Industrial Estate, Leeds, LS9 0NP, United Kingdom.

(74) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

(22) *Date of filing application*— 28th October, 2004.

APPLICATION NO. 27087 IN PART "A".

Class 32.

(54)



7) **Nature of goods**— Non-alcoholic mineral and aerated waters and other non-alcoholic drinks, syrups and other preparations for making beverages.

13) **Name of applicant**— National Biscuits & Confectionery Co. Limited, A Saudi Arabian Company.

17) **Address**— 6th Floor Alesayi Plaza, Baghdadiya, Medina Road, P.O. Box No. 8680, Jeddah 21492, Saudi Arabia.

14) C/o M/s. Mugerwa & Masembe Advocates, 3rd Floor, Diamond Trust Building, P.O. Box 7166, Kampala.

22) **Date of filing application**— 1st November, 2004.

Kampala, MAUDAH ATUZARIRWE,  
9th November, 2004. *Assistant Registrar of Trade Marks.*

## ADVERTISEMENTS

### THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

### ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Mawokota Block 70 Plot 33, Approx. 60.0 Acres at Bugai.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Erenesiti Mabizi of Magala, Sabagabo, Mawokota, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, SARAH KUSIIMA,  
26th November, 2004. *for Commissioner Land Registration.*

### THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

### ISSUE OF SPECIAL CERTIFICATE OF TITLE.

*Leasehold Register*—Volume 2600 Folio 21, Plot No. 2973 Kyadondo Block 203 at Lugoba.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Adison Kanyabwera of Muhanga, Kabale, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, ROBERT V. NYOMBI,  
26th November, 2004. *for Commissioner Land Registration.*

### THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

### ISSUE OF SPECIAL CERTIFICATE OF TITLE.

*Leasehold Register*—Volume 1061 Folio 19, Plot No. 14 Ntinda Block "A", Kampala.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Augustine Kasozi of P.O. Box 7, Kampala, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, SARAH KUSIIMA,  
1st December, 2004. *for Commissioner Land Registration.*

### THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

### ISSUE OF SPECIAL CERTIFICATE OF TITLE.

*Leasehold Register*—Volume 169 Folio 9, Plot No. 5 Solot Avenue, Soroti.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Ruth Christine Aliu of P.O. Box 451, Soroti, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, ROBERT V. NYOMBI,  
23rd January, 2003. *for Commissioner Land Registration.*

### THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

### ISSUE OF SPECIAL CERTIFICATE OF TITLE.

*Leasehold Register*—Volume 1985 Folio 12, Plot No. Bugahya Block 15 at Bujumbura, Hoima.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Emmanuel Rukumba of P.O. Box 392, Hoima, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, SARAH KUSIIMA,  
12th November, 2004. *for Commissioner Land Registration.*

### THE REGISTRATION OF TITLES ACT, 1964.

(Cap. 205).

NOTICE.

### ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kyaggwe Block 56 Plots 90, 118, 119 & 120, 124, 126, 127 Area 84.138 Hectares at Nakiwate.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Batolomayo Musoke Zimbe, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Mukono, CHRISTINE NAMIREMBE KATENDE,  
16th November, 2004. *for Chief Registrar of Titles.*

## THE REGISTRATION OF TITLES ACT.

(Cap. 230).

## NOTICE.

## ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kyadondo Block 192 Plot 21, Approx. 6.0 Acres at Buwate.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Eriya Katende of Buwate, Sabaddu, Kyadondo, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, OPIO ROBERT,  
22nd October, 2004. *for Commissioner Land Registration.*

## THE REGISTRATION OF TITLES ACT.

(Cap. 230).

## NOTICE.

## ISSUE OF SPECIAL CERTIFICATE OF TITLE.

*Leasehold Register*—Volume 2545 Folio 1, Plot No. 5 Wampewo Avenue, Kampala.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Allan Clegg of P.O. Box 6356, Kampala, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, ROBERT V. NYOMBI,  
26th November, 2004. *for Commissioner Land Registration.*

## THE REGISTRATION OF TITLES ACT.

(Cap. 230).

## NOTICE.

## ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kibuga Block 15 Plot 101, Approx. 0.33 Acres at Kibuli.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Sarah Kyeswa Luguudo of P.O. Box 30876, Nakivubo, Kampala, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, JONATHAN N. TIBISAASA,  
18th November, 2004. *Commissioner Land Registration.*

## THE REGISTRATION OF TITLES ACT, 1964.

(Cap. 205).

## NOTICE.

## ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Buruli Block 245 Plot 31, Buruli Block 245 Plot 32, Buruli Block 245 Plot 30 Plot 31; Area 18.2 Hectares, Plot 32 Area 20.2 Hectares and Plot 30 Area 20.2 Hectares Land at Kamuwanula.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Samusoni Mukasa Bazongere, a special Certificate of Title under the above Block and Plot, the Duplicate Certificate of Title which was originally issued having been lost.

Bukalasa, JOMBWE ISAAC,  
17th November, 2004. *for Chief Registrar of Titles.*

## THE REGISTRATION OF TITLES ACT.

(Cap. 230).

## NOTICE.

## ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Bunyangabu Block 41 Plot 5, 128.0 Hectares at Kasogi, Omuhundwa, Bunyangabu Kabarole District.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of George Nyika Kasunga c/o P.O. Box 821, Fortportal, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Fort Portal, G.K MPAKA  
5th August 2004. *for Commissioner Land Registration.*

## THE REGISTRATION OF TITLES ACT.

(Cap. 230).

## NOTICE.

## ISSUE OF SPECIAL CERTIFICATE OF TITLE.

*Leasehold Register*—Volume 83 Folio 24, Singo Busimbi Estate, Mubende.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Joyce Rita Ziribagwa Kamya as : dministratrix of the estate of the late Paulo Nsubuga Kamya Lujumbula Bakunga, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, ROBERT V. NYOMBI,  
5th October, 2004. *for Commissioner Land Registration.*

## THE REGISTRATION OF TITLES ACT.

(Cap. 230).

## NOTICE.

## ISSUE OF SPECIAL CERTIFICATE OF TITLE.

*Leasehold Register*—Volume 3126 Folio 19, Plot No. 2E Nyonyintono Road, Naguru, Kampala.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Lucy Miwanda of P.O. Box 3735, Kampala, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, SARAH KUSIIMA  
30th November, 2004. *for Commissioner Land Registration.*

## THE REGISTRATION OF TITLES ACT

(Cap. 230).

## NOTICE.

## ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kibuga Block 8 Plot 790, Approx. 0.83 of a Hectare at Rubaga.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Wilfred Mugwanya Kabusu of P.O. Box 117, Kampala, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, OPIO ROBERT,  
22nd September, 2004. *for Commissioner Land Registration.*

*Copy ②*

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ACTS  
SUPPLEMENT No. 3

3rd December, 2004.

ACTS SUPPLEMENT.

*to The Uganda Gazette No. 64 Volume XCVII dated 3rd December, 2004.*

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

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Act 5                    Foreign Exchange Act                    2004

THE FOREIGN EXCHANGE ACT, 2004.

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ARRANGEMENT OF SECTIONS

PART I—PRELIMINARY.

- on.  
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2. Commencement.  
3. Interpretation.

LAW DEVELOPMENT & ENTREPRENEURSHIP  
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PART II—AUTHORITY OF BANK OF UGANDA  
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4. Authority of Bank of Uganda.  
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**Schedule.****Currency Point.**

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## THE FOREIGN EXCHANGE ACT, 2004.

An Act to amend and consolidate the law relating to foreign exchange in Uganda; to provide for the exchange of foreign currencies in Uganda and the making of international payments and transfers of foreign exchange; and for other related and incidental matters.

DATE OF ASSENT: 13th November, 2004.

*Date of commencement:* 13th November, 2004.

BE IT ENACTED by Parliament as follows—

### PART I—PRELIMINARY.

#### 1. Short title.

This Act may be cited as the Foreign Exchange Act, 2004.

#### 2. Commencement.

This Act shall come into force on the date of assent.

#### 3. Interpretation.

In this Act, unless the context otherwise requires—

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

“business” means either one or both of the following—

- (a) a series of two or more transactions;

(b) a transaction or transactions in excess of an amount prescribed by regulations;

“currency” means the currency of Uganda or foreign currency;

“currency of Uganda” means—

(a) banknotes and coins issued by the Bank of Uganda; and

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

“currency point” has the meaning assigned to it in the Schedule to this Act;

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

“financial institution” has the meaning assigned to it in the Financial Institutions Act, 2004;

“foreign currency” means a currency other than the legal tender of Uganda;

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

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

“Governor” means the Governor of the Bank of Uganda;

“Minister” means the Minister responsible for finance;

“non-resident” means any person other than a resident;

“payment” means a transfer of currency or traveller’s cheques made for the purpose of—

(a) discharging a liability;

(b) making a gift or donation; or

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

“person” includes any company or association or body of persons corporate or unincorporated;

“prescribed authority” means a court, a police officer or other public officer or a security agency of the State or any person authorised by any such agency; and includes any person on whom any functions are conferred by or under this Act;

“resident” means—

(a) an individual who is ordinarily resident in Uganda for one year or more;

(b) the Government of Uganda and any of its diplomatic representations located outside Uganda;

(c) a company, firm or enterprise whose principal place of business or centre of control and management is located in Uganda;

(d) a branch located within Uganda of a company, firm or other enterprise whose principal place of business is located outside Uganda; and

(e) a corporation, firm or enterprise incorporated formed under the laws of Uganda;

except, that "resident" does not include a foreign diplomatic representation or an accredited official of such a representation located within Uganda, an office of an organisation established by international treaty located within Uganda, or a branch located outside Uganda of a company, firm, or enterprise whose principal place of business is located in Uganda;

"security" means a share, stock, bond or note, other than a cheque or traveller's cheque or a debenture denominated in the currency of Uganda or in foreign currency;

"traveller's cheque" means an instrument issued by a bank or similar 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 in foreign currency from another person on the credit of the issuer.

## PART II—AUTHORITY OF BANK OF UGANDA AND LICENSING.

### 4. Authority of Bank of Uganda.

(1) The Bank of Uganda shall be the regulatory authority for the purposes of giving effect to this Act.

(2) The Bank of Uganda, may require any person resident or conducting business in Uganda, whether or not that person is carrying on business licensed under this Act, to furnish details of any or all of his or her foreign exchange transactions or provide returns in a format prescribed by the Bank of Uganda, giving details of that person's foreign exchange transactions.

(3) The Bank of Uganda may, to such extent and subject to such conditions as it may think proper, delegate to any person or class of persons the performance of any of the powers conferred on the Bank of Uganda under this Act, other than the powers set out in section 10.

(4) Subject to the provisions of this Act, the Governor shall be responsible for the implementation of this Act and may do all such things as may be necessary for the proper carrying out of the objectives of this Act.

(5) In the exercise of the powers conferred on the Governor by subsection (4), the Governor may issue guidelines, manuals, and circulars and may request for information for ensuring the execution of the provisions of this Act and the regulations made under this Act .

## 5. Licensing.

(1) Except as permitted by any other law, no person shall engage in the business of dealing in foreign exchange without a licence issued under this Act.

(2) The Bank of Uganda may, for a fee of fifty currency points, issue a licence under this Act to any person to engage in the business of dealing in foreign exchange.

(3) The minimum paid up share capital to carry out the business of dealing in foreign exchange shall be one thousand currency points.

(4) The minimum paid up share capital for a person to carry out the business of money transfers shall be two thousand five hundred currency points.

(5) The Bank of Uganda may issue or renew a licence issued under subsection (2) to a person to engage in the business of buying and selling bank notes, coins and traveller's cheques in foreign currency or such activities as may be specified by the Bank of Uganda.

(6) A licence issued or renewed under this section shall expire one year after the date of issue unless the licence has been renewed, extended, or revoked by the Bank of Uganda.

(7) In considering an application for the renewal of a licence, the Bank of Uganda may, subject to such conditions or restrictions as the Bank of Uganda considers appropriate, extend the period of application of the licence holder's existing licence for a period not more than three months so as to permit the licence holder to take such action as the Bank of Uganda considers necessary to enable the licence holder to comply with this Act and the regulations, permissions, instructions and directions issued under this Act.

(8) When issuing or renewing a licence under this section, the Bank of Uganda may impose upon the licence such conditions or restrictions as the Bank of Uganda considers appropriate.

(9) Only a body incorporated under the Companies Act or under any other Act shall qualify to be issued a licence under this section.

## 6. Suspension and revocation of licence.

(1) The Bank of Uganda may revoke or suspend a licence, if it has reasonable cause to believe that the licence holder has infringed the provisions of this Act or any regulations made under this Act.

(2) Subject to subsection (1), the Bank of Uganda may at any time suspend, vary any condition or restriction or impose further conditions or restrictions upon a licence that has been issued, extended, or renewed under section 5.

(3) Subject to subsection (1), the Bank of Uganda may revoke a licence that has been issued, extended or renewed under section 5 if it finds that the licence holder—

- (a) has not commenced the operations permitted under the licence within three months after the date of issue of the licence;
- (b) has, in the course of its application for the issue, extension, or renewal of a licence under section 5 failed to disclose to the Bank of Uganda material information of which the licence holder was aware, or should, with the exercise of such diligence as could reasonably have been expected in the circumstances, have been aware;
- (c) has provided information material to the application which is found to be untrue or false;
- (d) has contravened any provision of this Act or any regulation, permission, instruction or direction issued under this Act;
- (e) has, since the issue of the licence, ceased to qualify for the licence;
- (f) is guilty of malpractice or irregularity in the management of its affairs; or
- (g) is placed under liquidation or receivership or is adjudged bankrupt.

(4) Where the Bank of Uganda has made a finding under subsection (3), the Bank of Uganda may, instead of revoking the licence, suspend the licence for a specific period or impose conditions or restrictions on the licence.

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

**7. Appeals.**

(1) Any person aggrieved by a decision of the Bank of Uganda under sections 5 or 6 may appeal to the High Court against the decision of the Bank of Uganda within thirty days after being notified of the decision, and the High Court may confirm or set aside the decision.

(2) On an appeal under subsection (1), the question for determination by the High Court shall be whether, for reasons stated by the appellant, the decision appealed against was unlawful or not justified by the evidence on which it was based.

(3) Where the High Court sets aside a decision of the Bank of Uganda under subsection (1), the High Court shall direct the Bank of Uganda to reconsider its decision.

**8. Restrictions on importation and exportation of banknotes, coins, travellers cheques and securities.**

The Bank of Uganda may, by regulations, impose restrictions on the importation into or exportation from Uganda of banknotes, coins, traveller's cheques and securities denominated in the currency of Uganda or in foreign currency.

**PART III—RESTRICTIONS ON CARRYING ON  
FOREIGN EXCHANGE BUSINESS.****9. Foreign exchange business and international payment.**

(1) Except with the prior permission of the Bank of Uganda, no person shall engage in foreign exchange business.

(2) All payments in foreign currency, to or from Uganda, between residents and non residents, or between non residents, shall be made through a bank.

(3) Every transfer of foreign exchange to or from Uganda shall be through a person licensed to carry out the business of money transfers.

(4) Where the Bank of Uganda has reason to believe that an offence is about to be or has been committed, the Bank of Uganda may require a bank to obtain the permission of the Bank of Uganda before executing any payment referred to in subsection (2), and the permission shall be granted solely on the basis of a determination by the Bank of Uganda that the payment is consistent with the laws of Uganda.

(5) The Bank of Uganda may, by statutory instrument, make regulations prescribing information to be provided to the Bank of Uganda by a person licensed to carry out foreign exchange business or foreign exchange transfers, residents and non-residents in connection with the conclusion of any transaction involving foreign currency, the maintenance of bank accounts in Uganda or outside Uganda, and the settling of any payment by a resident or non-resident.

(6) The Bank of Uganda, in consultation with the Minister, may by statutory instrument prescribe the conditions for carrying out the business of foreign exchange transfers.

#### **10. Imposition of temporary restrictions.**

(1) Where the Governor is satisfied that Uganda has experienced a severe deterioration in its balance of payments that makes necessary the temporary imposition of exchange controls beyond those provided for in section 8, the Governor may, in consultation with the Minister, make regulations restricting—

- (a) in Uganda, payments between residents and non-residents; or between non-residents;
- (b) payments to or from Uganda;
- (c) in Uganda, the acquisition, holding, and use in Uganda of foreign currency or traveller's cheques in foreign currency by persons;
- (d) the acquisition, holding and use in Uganda of foreign currency or traveller's cheques in foreign currency by residents; and

(e) the rate at which the purchase and sale of foreign exchange may take place in Uganda.

(2) Subject to subsection (1), regulations made under this section shall remain in force for a period not exceeding three months: except that, with the written consent of the Minister, the Bank of Uganda may extend the period of operation of the regulations for a further period not exceeding three months, and, thereafter, for such further period as may be authorised by Parliament by resolution.

(3) If the period of operation of any regulations extended under subsection (2) expires when Parliament is not in session, the Bank of Uganda may extend the period of operation until the twenty-eighth day following the commencement of the next session of Parliament.

(4) Within fourteen days after any regulations are made under subsection (1) the Governor shall cause to be published in the *Gazette* the reasons justifying any restrictions imposed under subsection (1).

#### PART IV—ENFORCEMENT OF COMPLIANCE.

##### 11. Provision of information.

(1) The Bank of Uganda may, by writing, give to any resident or to any person in Uganda, directions requiring him or her, within such time and in such manner as may be specified in the directions, to furnish to the Bank of Uganda, or to any person designated in the directions as a person authorised to require it, any information in his or her possession or control which the Bank of Uganda or the person authorised, as the case may be, may require for the purpose of securing compliance with or detecting evasion of the provisions of this Act.

(2) A person required by any directions under subsection (1) to furnish information which is stored in a computer or any other electronic media shall also produce such books, accounts or other documents in his or her possession or control as may be required for that purpose by the Bank of Uganda or by the person authorised to require the information.

(3) Where a person is convicted for failing to give information or produce any document when required to do so under this section, the court may make an order requiring the offender, within such period as may be specified in the order, to comply with the requirement to give the information or to produce the document.

(4) Any information or document obtained under this section is admissible in evidence in a prosecution for an offence under this Act of any person from whom it was obtained or of any body corporate for which that person at the time of the commission of the offence was or was purporting to act as director, general manager, secretary or other similar officer of the body corporate.

## 12. Search and seizure.

(1) If court is satisfied by information given under oath by a person authorised by the Bank of Uganda to act for the purpose of this section, either—

- (a) that an offence under this Act has been or is being committed and that evidence of the commission of the offence is to be found at any premises specified in the information, or in any vehicle, vessel; or aircraft so specified; or
- (b) that any document which ought to have been produced under section 11 and has not been produced is to be found at any premises or in any vehicle, vessel or aircraft referred to in paragraph (a),

the court may issue a search warrant authorising a police officer, together with any other person named in the warrant and any other police officers, to enter the premises specified in the information or any premises upon which the vehicle, vessel or aircraft specified may be, at any time within one month from the date of the warrant, and to search the premises, or the vehicle, vessel or aircraft.

(2) A person authorised by a warrant issued under subsection (1) to search any premises or any vehicle, vessel or aircraft may—

(a) search any person who is found in, or who the authorised person has reasonable ground to believe has recently left or is about to enter, the premises or that vehicle, vessel or aircraft; and

(b) seize any property found on that person or on the premises or in the vehicle, vessel or aircraft, whether he or she has reasonable ground for believing to be evidence of, or to have been used in connection with, the commission of an offence under this Act or any documents which he or she has reasonable grounds to believe ought to have been produced under section.

(3) Where, by virtue of this section, a person has any power to enter any premises, vehicle, vessel, or aircraft, that person may use such force as is reasonably necessary for the purpose of exercising that power.

(4) Where there is reasonable ground for suspecting that a person has committed an offence under this Act, a police officer may seize any property in that person's possession or under his or her control which appears to the police officer to be evidence of, or to have been used in connection with, the commission of the offence.

### 13. Notice.

(1) Where any property has been seized under section 24(1), the person effecting the seizure shall, within one month after the date of seizure, give notice in writing of the seizure and the reasons for it to the owner.

(2) The giving of notice shall not be required under subsection (1) where—

- (a) the property was seized in the presence of the owner;
- (b) the owner of the property cannot be identified; or
- (c) a person is, within one month after the seizure, charged with the offence by reason of which the property has been seized:

(3) Where any property has come into the possession of a prescribed authority under section 12, and a period of one month has elapsed from—

- (a) the date of seizure, or
- (b) the date of notice if the notice has been given under subsection (1),

the property shall, by order of court, be forfeited to the State unless, within that period, the owner has claimed the property by giving notice in writing to the Bank of Uganda.

(4) Where the Bank of Uganda has received a notice of claim under subsection (3), and a period of two months has elapsed from the date of receipt of the notice, the property shall be released to the owner unless, within that period, the Bank of Uganda has either—

- (a) by notice in writing to the owner, required the owner to institute proceedings in a court for the recovery of the property; or
- (b) instituted proceedings in a court for the forfeiture of the property.

(5) Where the Bank of Uganda has given an owner notice to institute proceedings under subsection (4) and a period of two months has elapsed from the date of receipt of the notice by the owner, the property shall by order of court, be forfeited to the State unless, within that period, the owner has instituted the proceedings.

**14. Recovery or forfeiture.**

(1) Where proceedings for the recovery or forfeiture of property have been instituted in a court under section 13, the court may order the property to be forfeited to the State if the court finds that the property was used in connection with the commission of an offence under this Act.

(2) Where any property has come into the possession of a prescribed authority, whether in consequence of the seizure of the property under this section or otherwise, the liability of the property to forfeiture shall not be affected by the fact that the owner of the property was in no way concerned with the act or omission which rendered the property liable to forfeiture.

(3) Where any property is forfeited under this section—

(a) the forfeiture shall be deemed to have taken effect at the time when the liability to forfeiture arose; and

(b) the forfeiture shall, subject to any appeal in any proceedings which resulted in the forfeiture, be final and no application or proceedings for restitution or in detinue by any person, shall lie.

**15. Retention of seized property.**

(1) Notwithstanding any other provision of this Act, where property has come into the possession of a prescribed authority, whether in consequence of the seizure of the property under this Act or otherwise, and the prescribed authority is satisfied that there is reasonable ground for suspecting the property to be evidence of the commission of an offence under this Act, the prescribed authority may retain the property for a period of twelve months from the date it came into its possession and, if any person is, within that period, prosecuted for an offence under this Act in which the property is or can properly be adduced in evidence, the property shall be retained until the prosecution has been determined.

(2) For the purposes of subsection (1), any person to whom any powers of the Bank of Uganda under this Act are delegated or on whom any functions are conferred by or under this Act, including a police officer, shall be deemed to be a prescribed authority for the purposes of the definition of that expression in section 3 of this Act.

(3) For purposes of subsection (1) proceedings shall be deemed not to have been finally determined so long as there is pending an appeal in the matter; and an appeal in that matter shall be deemed to be pending during the ordinary time within which an appeal may be lodged, and if an appeal is duly lodged, it shall be deemed to be pending until it is decided or withdrawn.

(4) The powers conferred by this section in relation to any property shall be in addition to, and not in derogation from, any powers otherwise exercisable in relation to that property.

~~PART V—MISCELLANEOUS DOCUMENT CENTRE~~  
~~REFERENCE LIBRARY~~

**16. General prohibitions.**

No person in Uganda shall, with intent to evade any provision of this Act—

- (a) destroy, mutilate, deface or remove any document;
- (b) make any declaration which is false in any material particular;
- (c) in furnishing any information for any of the purposes of this Act, make any statement which he or she knows to be false in a material particular, or recklessly make any statement which is false in a material particular;
- (d) counterfeit or in any way falsify any document or knowingly use a document which is counterfeit or false; or
- (e) obstruct any person in the exercise of any powers conferred upon him or her by or under this Act.

**17. Offences.**

(1) Any person who—

- (a) engages in the business of dealing in foreign exchange without a licence issued under section 5;
- (b) contravenes any restriction imposed under section 5;
- (c) contravenes any restriction imposed under section 8;
- (d) fails to provide information required under section 11;
- (e) contravenes section 16,

commits an offence and is liable, on conviction, to a fine not exceeding two hundred currency points or imprisonment not exceeding two years or both such fine and imprisonment.

(2) Where a person is convicted of an offence under subsection (1) and the offence is concerned with any property, the court shall order the property to be forfeited to the State unless it sees good reason not to do so.

(3) Where a body corporate commits an offence under this Act or under regulations made under this Act, any director, general manager, secretary or other similar officer of the body corporate or other person purporting to act in any such capacity, shall also be taken to have committed the offence if any act or omission of that person is proved to have given rise to the contravention which constituted the offence.

(4) A person shall not be taken to have committed an offence under subsection (3) if he or she proves that the contravention was committed without his or her consent or connivance and that he or she exercised all due diligence to prevent the commission of the offence, having regard to all circumstances.

18. Regulation.

(1) The regulations may contain provisions—

(2) Regulating any contravention.

(a)

(b)

(c)

(3) Setting before Parliament thirty days.

(4) With Parliament instruments.

19. Minister. The Minister may make statutory instruments.

20. Repeal.

(1) The

(2) Notwithstanding the Exchange Control Act in force, section 15.

**18. Regulations.**

(1) The Bank of Uganda may by statutory instrument, make regulations generally for the purpose of carrying out the provisions of this Act.

(2) Regulations made under this section may prescribe, for any contravention of the regulations—

(a) a fine not exceeding two hundred currency points or imprisonment not exceeding two years or both;

(b) an additional fine not exceeding five currency points in respect of each day on which the contravention continues;

(c) the requirement that the court convicting the offender shall forfeit to the State any property in connection with which the contravention was committed.

(3) Statutory instruments, made under this law shall be laid before Parliament by the respective Minister within a period of thirty days.

(4) Where a statutory instrument is not laid before Parliament in accordance with subsection (3), the statutory instrument shall automatically lapse.

**19. Minister's power to amend Schedule.**

The Minister may, with the approval of the Cabinet, by statutory instrument, amend the Schedule to this Act.

**20. Repeal of Exchange Control Act Cap. 171.**

(1) The Exchange Control Act, is repealed.

(2) Notwithstanding the repeal effected by subsection (1), the Exchange Control (Forex Bureau) Order, 1991 shall continue in force until revoked or amended by regulations made under section 18.

**21. Precedence of this Act.**

This Act shall take precedence over all other existing legislation relating to foreign exchange and any contradiction in any other law is modified to the extent of the contradiction.

SCHEDULE.

CURRENCY POINT.

SECTIONS 3, 19.

A currency point is equivalent to twenty thousand shillings.

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Cross References

Companies Act Cap. 110.

Financial Institutions Act, Act No. 2 of 2004.

**STATUTORY INSTRUMENTS****SUPPLEMENT No. 41****3rd December, 2004****STATUTORY INSTRUMENTS SUPPLEMENT***to The Uganda Gazette No. 64 Volume XCVII dated 3rd December, 2004.*

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

**STATUTORY INSTRUMENTS****2004 No. 93.****The External Trade (Importation Licence)(No. 6) Order, 2004.***(Under section 5 of the External Trade Act, Cap. 88).*

IN EXERCISE of the powers conferred upon the Minister responsible for tourism, trade and industry by section 5 of the External Trade Act, this Order is made this 1st day of December, 2004.

**1. Title.**

This Order may be cited as the External Trade (Importation Licence)(No. 6) Order, 2004.

**2. Grant of exclusive licence.**

(1) M/s Capital Auto Parts Ltd of P.O. Box 31445, Kampala is granted an exclusive licence to import four thousand, eight hundred pieces of used tyres of different sizes.

(2) The exclusive licence referred to in sub-paragraph (1) is valid for three months only from its commencement and shall then expire.

(3) If the licence expires before a person has imported the number of used tyres authorised by the licence, that person shall forfeit the balance of the tyres not imported.

**PROF. EDWARD B. RUGUMAYO,***Minister of Tourism, Trade and Industry.*

**STATUTORY INSTRUMENTS SUPPLEMENT**

*to The Uganda Gazette No. 64 Volume XCVII dated 3rd December, 2004.*

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

**STATUTORY INSTRUMENTS**

**2004 No. 94.**

**The External Trade (Importation Licence)(No. 7) Order, 2004.**

*(Under section 5 of the External Trade Act, Cap. 88).*

IN EXERCISE of the powers conferred upon the Minister responsible for tourism, trade and industry by section 5 of the External Trade Act, this Order is made this 1st day of December, 2004.

**1. Title.**

This Order may be cited as the External Trade (Importation Licence)(No. 7) Order, 2004.

**2. Grant of exclusive licence.**

(1) M/s Kakumba Motor Spares Ltd of P.O. Box 8994, Kampala, is granted an exclusive licence to import six thousand pieces of used tyres of different sizes.

(2) The exclusive licence referred to in sub-paragraph (1) is valid for three months only from its commencement and shall then expire.

(3) If the licence expires before a person has imported the number of used tyres authorised by the licence, that person shall forfeit the balance of the tyres not imported.

**PROF. EDWARD B. RUGUMAYO,**

*Minister of Tourism, Trade and Industry.*

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**STATUTORY INSTRUMENTS**  
**SUPPLEMENT No. 41**

**3rd December, 2004**

**STATUTORY INSTRUMENTS SUPPLEMENT**  
to The Uganda Gazette No. 64 Volume XCVII dated 3rd December, 2004.  
Printed by UPPC, Entebbe, by Order of the Government.

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**S T A T U T O R Y   I N S T R U M E N T S**  
**2004 No. 95.**

**The Stamps (Exemption from Stamp Duty) Instrument, 2004.**

(Under section 10 of the Stamps Act, Cap. 172).

IN EXERCISE of the powers conferred on the Minister responsible for finance by section 10 of the Stamps Act, this Cap. 172. Order is made this 3rd day of September, 2003.

1. This Order may be cited as the Stamps (Exemption from Stamp Duty) Instrument, 2004. Citation.
2. The stamp duty chargeable under the provision of section 3 of the Act on the increase of share capital of Britania Allied Industries Ltd from one million shillings to eight billion shillings is remitted. Remission of stamp duty.

*Gerald M. SSENDULA,  
Minister of Finance, Planning and Economic Development.*

**STATUTORY INSTRUMENTS  
SUPPLEMENT No. 41**

**3rd December, 2004**

**STATUTORY INSTRUMENTS SUPPLEMENT**

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**S T A T U T O R Y   I N S T R U M E N T S**

**2004 No. 96.**

**THE AGRICULTURAL RESEARCH (ESTABLISHMENT AND  
MANAGEMENT OF THE ZONAL COMPETITIVE  
AGRICULTURAL RESEARCH AND DEVELOPMENT FUND)  
REGULATION, 2004.**

*Regulation.*      **ARRANGEMENT OF REGULATIONS.**

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27. The Public Procurement and Disposal of Public Assets Act, 2003 and regulations made under it to apply where no provision is made.

## **S T A T U T O R Y   I N S T R U M E N T S .**

**2004 No. 96.**

### **The Agricultural Research (Establishment and Management of the Zonal Competitive Agricultural Research and Development Fund) Regulation, 2004.**

*(Under section 36 of the National Agricultural Research Organisation Act, Cap 205).*

IN EXERCISE of the powers conferred upon the Minister by section 36 of the National Agricultural Research Organisation Act and on the recommendation of the Board, these Regulations are made this 1st day of December, 2004.

#### **PART I—PRELIMINARY.**

1. These Regulations may be cited as the Agricultural Research (Establishment and Management of the Zonal Competitive Agricultural Research and Development Fund) Regulation, 2004. <sup>Short title</sup>

2. In these Regulations, unless the context otherwise requires— <sup>Interpretation</sup>

“Act” means the National Agricultural Research Organisation Act,;

“agricultural research” means the furtherance, accumulation and improvement of knowledge in the agricultural and related sciences through original and other investigations and methods of a scientific or indigenous nature into the production, treatment or handling of an agricultural product, including research required for a better understanding of the process involved in or the environment necessary for the production of an agricultural product with the advancement of agriculture as its object;

“agricultural research service provider” means any person whether in the public or private sector who conducts or manages agricultural research in accordance with the Act; and includes a public agricultural research institute, universities, tertiary institutions, farmers groups, civil society organisations, private sector organisations and any other entity as may be determined by the board;

“board” means the governing board of the National Agricultural Research Organisations;

“chairperson” means the chairperson of a Zonal Competitive Agricultural Research and Development Committee;

“committee” means a Zonal Competitive Agricultural Research and Development Committee established under regulation 5;

“Fund” means the Zonal Competitive Agricultural Research and Development Fund established by the board under regulation 3;

“Minister” means the Minister responsible for agriculture, animal industry and fisheries.

## PART II—ESTABLISHMENT AND MANAGEMENT OF THE FUND.

Establishment and objects of the fund

3. (1) There is established a fund to be known as the Zonal Competitive Agricultural Research and Development Fund.

(2) The objects of the Fund are to—

(a) strengthen the national agricultural research system (NARS) through a better involvement of different stakeholders focusing on zonal issues;

- (b) promote agricultural research partnerships and collaboration between national and international, private and public institutions to maximise complementarities among different institutions, and disciplines in the conduct and management of agricultural research;
- (c) make agricultural research more demand-driven by involving clients at the grassroots in setting priorities and financing, executing and evaluating agricultural research;
- (d) improve agricultural research quality and innovation by selecting projects based on rigorous technical review of scientific merit, sound work plans and expected results to ensure relevance to different agro-ecological zones;
- (e) increase total funding for agricultural research by mobilising funds from farmers, industry and other resources;
- (f) strengthen the contribution of universities in addressing agricultural problems of zonal importance by facilitating the participation of faculty members and post-graduate students in demand-driven agricultural research projects;
- (g) speed up the adoption of improved agricultural technologies by providing funding for scaling up of promising technologies in partnership with the private sector; and
- (h) support the introduction of modern technologies and innovative ideas into the zonal agricultural research system.

(3) The moneys of the Fund shall consist of—

- (a) moneys appropriated by Parliament;

- (b) donations and grants from development partners;
- (c) money given by the board from its budget; and
- (d) donations, gifts, grants and loans acceptable to the Minister and the Minister responsible for finance.

(4) The moneys of the Fund shall be subject to section 40 of the Public Finance and Accountability Act, 2003 be deposited in a bank approved by the board and shall not be withdrawn except as authorised by the committee.

**Application  
of the Fund**

**4. The moneys of the fund shall be applied for—**

- (a) general provision of dependable and timely funds for zonal agricultural research priority setting in a specific agro-ecological zone;
- (b) helping to finance the provision of competitive grants for zonal agricultural research activities;
- (c) speed up the adoption of improved agricultural technologies by funding for scaling up of technologies in partnership with the private sector; and
- (d) support the introduction of modern technologies and innovative ideas into the zonal agricultural research system.

**Division  
into agro-  
ecological  
zones**

**5. For the purpose of the operations of the Zonal Competitive Agricultural Research and Development Fund, Uganda shall be divided into six zones—**

- (a) The North Western Region agro-ecological zone consisting of the districts of Arua, Moyo, Yumbe, Adjumani and Nebbi;
- (b) The Mid Northern Region agro-ecological zone consisting of the districts of Gulu, Kitgum, Pader, Lira and Apac;

- (c) The Eastern Region agro-ecological zone consisting of the districts of Moroto, Nakapiripirit, Kapchorwa, Katakwi, Sironko, Mbale, Soroti, Kumi, Tororo, Pallisa, Busia, Mayuge, Jinja, Kamuli, Iganga and Bugiri, Kotido and Kaberamaido;
- (d) The Central Region agro-ecological zone consisting of the districts of Mukono, Wakiso, Mpigi, Masaka, Kampala, Luwero, Mubende, Kiboga, Kalangala, Nakasongola and Kayunga;
- (e) The South Western Region agro-ecological zone consisting of the districts of Mbarara, Ntugamo, Bushenyi, Kanungu, Rukungiri, Kabale, Kasese, Kisoro, Ssembabule and Rakai;
- (f) The Mid Western Region agro-ecological zone consisting of the districts of Masindi, Hoima, Kibale, Bundibugyo, Kabarole, Kamwenge and Kyenjojo.

6. (1) There is established a committee for each agro-ecological zone to be known as the Zonal Competitive Agricultural Research and Development Committee.

(2) The Committee for each agro-ecological zone shall consist of the following persons—

- (a) a representative of District Secretaries for production in the zone;
- (b) a representative of District Chief Administrative Officers in the zone;
- (c) a representative of District Directorates of Production in the zone;
- (d) a representative of District NAADS Coordinators in the zone;

Zonal  
competitive  
agricultural  
research and  
development  
committee

- (e) four farmers' representatives nominated by the District Farmer's Fora and recognised farmers associations in a zone, at least two of whom shall be women);
- (f) one private sector or agro-industry sector or agro industry associations representative operating in the zone;
- (g) one NGO representative nominated by NGOs operating in the zone;
- (h) two agricultural research scientists who could be from within or outside the zone of whom one shall be a woman; and
- (i) zonal fund manager, *ex officio*.

(3) A member of the Zonal Competitive Agricultural Research and Development Committee other than a Fund Manager shall hold office for two years and is eligible for reappointment for one more term.

(4) The board shall in consultation with the relevant bodies appoint the members of a committee and shall, in appointing the members of the committee ensure that there is a balance of skills, experience and gender.

(5) Membership of the committee shall be on part time basis and members of the committee shall elect among their number a chairperson.

Functions of  
a committee

7. The function of a committee is to—

- (a) set zonal agricultural research priorities;
- (b) approve zonal agricultural research plans and programmes;
- (c) approve the specific agricultural research areas to be mentioned in the calls for proposals and to be given preference in funding;

- (d) mobilise and allocate resources from district sources;
- (e) ratify Competitive Grant Scheme accounts and annual report;
- (f) ensure implementation of zonal agricultural research plans and programmes;
- (g) follow up application of agricultural research results; and
- (h) monitor the effectiveness and integrity of the grant-making process.

8. (1) There shall be a secretariat for the Zonal Competitive Agricultural Research and Development Fund in each agro-ecological zone which shall be responsible for the day to day operation of the fund in a particular zone.

Secretariat of  
the Zonal  
Competitive  
Agricultural  
Research and  
Development  
Fund

(2) The secretariat shall be composed of a zonal fund manager and such other staff as a committee, with the approval of the board, determine to be necessary for the discharge of the functions of the Fund.

(3) The secretariat shall—

- (a) prepare and submit budgets, work plans and annual reports of the secretariat for committee approval;
- (b) on behalf of the committee, organise stakeholder meetings for purpose of setting or updating zonal research priorities;
- (c) identify, in consultation with stakeholders, priority research areas for committee approval;
- (d) disseminate information about the zonal competitive grant scheme and its Fund and publicise calls for proposals;
- (e) receive and register applications and acknowledge receipts to applicants;

- (f) carry out administrative and technical pre-screening of the proposals to ensure that prescribed format for Competitive Grant Scheme application and procedures are adhered to;
- (g) prepare and submit proposals for assessment by a technical committee;
- (h) prepare and submit proposals for peer review;
- (i) summarise assessors' report for selection of proposals;
- (j) communicate with applicants on the status of the processed proposals;
- (k) prepare and sign contracts of supported proposals;
- (l) disburse funds to grantees;
- (m) receive, record and review progress and final reports on funded projects;
- (n) monitor and evaluate projects in consultation with the recipient organisations;
- (o) approve minor modifications to approved projects and submit major modifications for technical committee consideration;
- (p) stop disbursements when warranted by failure to submit reports or adverse monitoring findings;
- (q) organise training in the preparation of proposals, and other aspects of the project cycle, as needed; and
- (r) liaise with stakeholders including potential new sources of funding; and
- (s) propose changes to operational manual as required for committee approval.

(4) A zonal fund manager shall be appointed by the board on the recommendation of a committee and his or her recruitment shall be on the basis of competitive selection.

**9.** (1) The committee shall meet four times a year at such place as the chairperson may determine for the discharge of its business. Committee meetings

(2) The quorum for a meeting of a committee is five members.

(3) Notice of a committee meeting shall be given in writing to each member at least fourteen working days before the day of the meeting.

(4) The chairperson shall preside at every meeting of the committee and in the absence of the chairperson, the member present shall elect one of their number to preside at that meeting.

(5) The person presiding at a meeting of the committee shall have a casting vote in addition to his or her deliberative use.

(6) Subject to this regulation, a committee may regulate its own procedure or any other matter relating to its meeting.

**10.** (1) Every decision of the committee shall, as far as possible, be by consensus. Decision of the committee

(2) Where on any matter consensus cannot be obtained, the matter shall be decided by a majority of votes of the members present and in case of an equality of votes, the person presiding shall have a casting vote in addition to his or her deliberate vote.

(3) A zonal fund manager shall cause to be recorded minutes of all proceedings of the committee.

(4) A zonal fund manager shall have custody of the minutes of the committee.

**11.** The members of a committee shall be paid such allowances as may be determined by the board. Remuneration of members

Power to  
co-opt

**12.** (1) A committee may invite any person who, in the opinion of a committee, has expert knowledge concerning the functions of the committee, or who is likely to be of assistance to a committee to attend and take part in the proceedings of the committee.

(2) A person attending a meeting of a committee under this regulation may take part in any discussion at the meeting on which his or her advice is required, but shall not have any right to vote at that meeting.

Disclosure  
of interest

**13.** (1) If a person is present at a meeting of a committee at which a matter is the subject of consideration and in which that person or his or her nominee or spouse is interested in a private capacity he or she, as soon as practicable after the commencement of the meeting disclose that interest and shall not unless a committee direct otherwise, take part in any consideration or discussion or question relating to the matter.

(2) A disclosure of interest made under this regulation shall be recorded in the minutes of the meeting at which it is made.

Functions of  
the Fund  
Manager

**14.** (1) A zonal fund manager is responsible for the day-to-day operations and administration of the Fund.

(2) Without prejudice to the generality of subregulation (1), a fund manager is responsible for—

- (a) implementation of the policies and program of the Fund;
- (b) the organisation and control of the staff of the Fund;
- (c) identification and preparation of zonal competitive agricultural research activities;
- (d) preparation, monitoring and control of the Fund's operating budget;

- (e) participation in the selection and supervision of agricultural research service providers;
- (f) awareness and sensitisation activities associated with the zonal program;
- (g) preparation of progress reports to the committee;
- (h) acting as secretary to the committee; and
- (i) any other duties that may be assigned to him or her by the committee and the board.

(3) The zonal fund manager is in the performance of his or her functions, answerable to a committee.

(4) A fund manager shall cease to hold office if—

- (a) he or she resigns;
- (b) his or her contract expires;
- (c) has financial or proprietary interest in organisations that may be benefiting from the Fund for provision of agricultural research services;
- (d) he or she is removed from office by the board for—
  - (i) misconduct or misbehavior;
  - (ii) inability to discharge the functions of his or her office arising out of physical or mental disability;
  - (iii) incompetence.

**15.** (1) The board may appoint other officers and staff of the Fund as may be necessary for the effective performance of the functions of the Fund. Other officers and staff

(2) The employees appointed under this section shall hold office on such terms and conditions as may be specified in their instruments of appointment.

Protection  
of members  
and staff  
from  
liability

**16.** (1) A member of a committee is not personally liable for an act done by him or her in good faith and without negligence for the purpose of carrying into effect the provisions of these Regulations.

(2) An employee of the Fund or other person acting on behalf of a committee is not personally liable for any act done by him or her in good faith and without negligence for the purposes of carrying into effect the provisions of these Regulations.

### PART III—MISCELLANEOUS.

Funding  
duration

**17.** (1) The disbursement of funding of a particular agricultural research proposal from the Fund is for a period of three years except in an exceptional case where it can be extended for another two years.

(2) No project shall receive funding from the Fund for more than five years without prior evaluation and new successful submission of a new proposal to a committee.

(3) The board shall annually establish minimum and maximum funding for the zonal agricultural research competitive grant activities.

Calling of  
project  
proposal for  
funding

**18.** A committee shall twice a year publish calling for project proposals for funding from the Fund by publishing in at least one publication of wide circulation to ensure competition.

Proposal  
technical  
assessment  
committee

**19.** (1) There shall be a sub-committee appointed by the committee known as the technical committee.

(2) The technical committee shall carry out technical assessment of agricultural research proposal.

(3) The technical committee consist of the following—

- (a) one agricultural scientists nominated by the management committee of a zonal agricultural research institute located in the agro-ecological zone;
- (b) an eminent agricultural scientist not associated to any of the public agricultural research institutes or universities;
- (c) one person of integrity and who has experience of and proven capacity in agricultural extension service, business or administration;
- (d) two other persons of integrity and who has experience of and proven capacity in agriculture, farming, agro-business or development; and
- (e) a zonal fund manager who shall act as secretary to the technical committee.

(4) A member of the technical committee other than a fund manager shall hold office for three years and is eligible for re-appointment for one more term.

(5) Members of the technical committee shall elect a chairperson from among their numbers.

(6) The technical committee shall meet twice a year at such place as the chairperson may determine for the discharge of its business.

(7) The quorum for a meeting of the technical committee is three members.

(8) Subject to the regulation, the technical committee may regulate its own procedure or any other matter relating to its meeting.

**20.** The financial year of the Fund shall be the twelve months beginning on 1st July of each year and ending on 30th June in the following calendar year. Financial  
year of the  
Fund

**Estimates**

**21.** (1) A fund manager shall, not later than three months before the end of each financial year, prepare and submit to a committee for its approval and recommendation to the board, estimates of income and expenditure for the next ensuing financial year, and may at any time, before the end of the financial year prepare and submit to a committee, any estimates supplementary to the estimates of the current financial year.

(2) No expenditure shall be made out of moneys of the Fund unless that expenditure is part of the expenditure approved by the board under subsection (1).

**Accounts**

**22.** (1) The zonal fund manager shall keep proper books of accounts of all the income and expenditure of the Fund and proper records in relation to them in a form approved by the Auditor General.

(2) Subject to any directions given by the board, a committee shall cause to be prepared in respect of each financial year, a statement which shall comprise-

(a) a balance sheet and a statement of income and expenditure of the Fund in respect of that financial year; and

(b) any other information in respect of the financial affairs of the Fund as the board may require.

**Audit**

**23.** (1) The accounts of the Fund shall, in respect of each financial year, be audited by the Auditor-General or by an auditor appointed by the Auditor General.

(2) The donors may appoint an auditor of their choice to audit the books of the Fund.

(3) The board shall ensure that within three months after the end of each financial year, the statement of accounts described in regulation 22 is submitted for auditing.

(4) The Auditor-General or an auditor appointed by the Auditor General shall have access to all books of accounts, vouchers and other financial records of the Fund and is entitled to have any information and explanation required by him or her in relation to them as he or she may think fit.

(5) The Auditor-General shall, within three months after receipt of the statement of accounts under subregulation (3), audit the accounts and deliver to the committee a copy of the audited accounts together with his or her report on them, stating any matter which, in his or her opinion, should be brought to the attention of the board.

**24.** (1) A committee shall within three months after the end of each financial year, submit to the board the annual status report and the audited accounts referred to in regulation 23(5) together with the Auditor General's report on them.

Annual reports

(2) The board through the Minister shall, as soon as possible after receiving the reports referred to in subregulation (1) submit the reports to the Parliament.

**25.** (1) The board shall before the end of each financial year, convene a meeting to be attended by—

Annual meeting of stakeholders

- (a) members of the Committee;
- (b) the Fund Managers;
- (c) District Chairpersons;
- (d) two representatives of agricultural research service providers from each zone;
- (e) two representatives of the private sector from each zone;
- (f) two representatives of the civil society from each zone; and

(g) two representatives of the farmers from each zone.

(2) The purpose of the meeting shall be for the—

- (a) presentation by the committees of the annual status report and discussion of conclusions, observations and recommendations relating to the reports;
- (b) presentation by the committees of their preliminary reports concerning the financial status of the Fund; and
- (c) determination of zonal agricultural research priorities which addresses the farmer's and other stakeholders demands, needs and opportunities.

Procedure  
for  
accessing  
the fund

**26.** The Fund shall be managed in accordance with the guidelines set out in the Schedule to this Regulations.

The Public  
Procurement  
and  
Disposal of  
Public  
Assets Act,  
2003 to  
apply where  
no provision  
is made

**27.** In respect of any matter, where these Regulations have not expressly or by necessary implication made provision for, the Public Procurement and Disposal of Public Assets Act, 2003 or any regulation made under it shall apply to any such matter.

SCHEDULE.

REF KENYA LIBRARY

GUIDELINES.

1. FORMULATION AND SUBMISSION OF PROPOSALS

1. (1) The Fund Secretariat shall advertise calls for research proposals in Uganda's newspapers twice each year (i.e. January and July), copies of the call for proposals will be circulated widely, including to PARIs, Universities, selected Non-Governmental Organisations, private research entities, Industrial organisations, Farmer or Commodity associations, and the District Production Departments and NAADS Coordination offices.

Calls for  
research  
proposals

(2) (a) The call for proposals shall also be posted on the Board website.

(b) Appendix 1 provides an indicative announcement for the call for proposals.

(3) The Fund Secretariat should receive research proposal submissions in response to the January and July calls by 30th March and 30th September, respectively, and only submissions received or postmarked by the deadlines are accepted.

(4) (a) Applicants will be informed of decisions by 30th June and 31st December of the same year for January and July invitations, respectively.

(b) For January invitation, grants will be available from July 1st of the same year, while grants for July invitations will be available from January 1st of the following year.

2. The applicant shall be—

Eligibility

(1) (a) resident in Uganda and where the applicant is non-residential of Uganda at least the principal investigator should be resident in Uganda;

(b) a person qualified to undertake the proposed agricultural research and development activity.

- (2) (a) For agricultural research, the applicant should demonstrate capacity to conduct agricultural research and deliver the stated results in the proposal, and post-graduate students, should be closely supervised by an adequately qualified scientist.
- (b) in the case of development activities, indication of competence should be provided by the applicant.
- (3) The applicant shall be registered with the board as an agricultural research service provider.
- Relevance**
3. The proposed agricultural research or development activity should be relevant to the development needs of the zone as indicated by—
- (a) priority research areas for funding provided by the competitive grant scheme;
  - (b) a competitive grant scheme call for proposals on the topic in question; or in rare cases;
  - (c) ex-ante impact assessments that score high economic returns to clients in the zone.
- Proposal format**
4. (a) Applicants must read the relevant portions of the Zonal Competitive and Agricultural Research and Development Manual and, if needed, are advised to seek clarification from the Fund Secretariat.
- (b) Research proposals should be formulated and submitted according to the CGS format provided in Appendix 2a.
  - (c) Specific Guidelines to assist proposal writers are given in Appendix 2b.
  - (d) Applications shall be prepared in english and typed.
  - (e) The quality of the document must be good enough to enable the Fund Secretariat to make copies.
  - (f) An electronic copy of the proposal shall also be required.
  - (g) All research proposals will be recorded, filed, and treated as confidential documents by the Fund Secretariat.
- Institutional endorsement**
5. (a) The appropriate senior administrators must endorse submissions by postgraduate students and staff members of research institutions.

(b) The endorsement must indicate that resources (other than those requested from the CGS) are available to support the proposed research and that the proposed activities are in accordance with the institution's policy and priorities.

(c) In the case of collaborative agreements or large proposals with several sub-projects, several endorsements may be needed.

6. (a) Before embarking on writing a full research proposal, applicants shall submit two- to five-page pre-proposals or expressions of interest. Pre-proposals

(b) A small working group operating under the Secretariat shall review the pre-proposals and advise applicants on their prospects for receiving funding as well as on some of the main points applicants should consider when developing their pre-proposals into full proposals.

(c) The format for pre-proposals is not prescribed and the feedback received from Secretariat working group is not binding.

(d) Except under exceptional circumstances, no funding will be provided for the purpose of developing proposals.

(e) Pre-proposals are encouraged and reviewed as a service to prospective applicants, with intent of improving proposals and reducing waste associated with the development of proposals that are unlikely to be funded by the scheme.

(f) The deadline for the pre-proposals shall be two months prior to the deadline of the full proposals.

(g) The Secretariat working group shall send its non-binding feedback to prospective applicants within ten working days following receipt of the pre-proposals.

7. (a) The Fund Secretariat will screen all research proposals received for compliance with the prescribed procedures. Pre-screening

- (b)** The purpose of this administrative pre-screening is to eliminate from further consideration proposals that:
- \* were not submitted by the due date;
  - \* deviate significantly from the prescribed format;
  - \* omit essential required information;
  - \* do not include the required supporting documents; or
  - \* request funding in excess of the maximum limit of CGS.
- (c)** The Secretariat shall perform administrative pre-screening within five working days after the due date.
- (d)** The decisions by the Secretariat during administrative pre-screening shall be reported to and reviewed by the proposal assessment technical committee, which may, if needed, reconsider these decisions and advise the secretariat on how to proceed in the future.

**Independent technical assessment**

8. (a) Proposals that pass pre-screening shall be sent to all members of the technical committee and at least two peer reviewers who are specialists in the subject area of the proposal.

- (b) The guidelines for assessors are given in Appendix 3a, the criteria and the weights to be used in rating proposals of various types are tabulated in Appendix 3b, and the form to be used for the assessment is attached as Appendix 3c.
- (c) The Fund Secretariat shall make reasonable efforts (including seeking replacement assessors when needed) to secure two independent assessments, but if this fails, technical committee shall make selections based solely on the members' assessments.
- (d) While the identity of the assessors shall be kept confidential by the Secretariat and the technical committee, the content of the assessments and especially substantive comments on how to improve the proposed research shall be made available to principal investigators.

**Selection of proposals**

9. (a) The Secretariat will select research proposals and approve grants for their implementation, taking into consideration assessment reports or comments from the technical committee

members and peer reviewers, as well as specific priorities mentioned in the call for proposals and general priorities approved by the committee.

- (b) To assist the decision-making process of the peer reviewer on the proposals, the Secretariat will compile technical committee members' and assessors' ratings of proposals and compute rankings.
- (c) The technical committee has the right to reject highly rated proposals, which have appropriate methods but little relevance; or projects with relevant objectives but scientifically inappropriate design.
- (d) In most cases, the technical committee shall accept proposals, reject them entirely, or request applicants to revise their proposals for re-submission during the next funding cycle.
- (e) The technical committee shall not cut budgets and rewrite proposals to fit the reduced resources.
- (f) Good projects with inflated budgets shall be rejected and applicants notified of the reasons.
- (g) Acceptance with a budget cut shall be used only rarely, typically in a situation where the proposed research has several components and the proposal specifically indicates that some of the components can be completed irrespective of whether the others are funded or not.
- (h) The technical committee shall justify and document its decisions, especially those that significantly differ from the rankings based on ratings.
- (i) The Secretariat shall inform applicants of the outcome of the selection process and, if so requested by applicants, explain the justifications used.
- (j) The chairperson of the technical committee shall present the proposal assessment report to the committee for approval.

10. (a) After decisions of the technical committee and approval by the committee, the Secretariat shall initiate contract procedure for proposals selected for support.

Award and  
grant  
conditions

**Cost coverage**

(b) On signature by all parties, a formal agreement is entered into by the parties, namely the zonal fund manager (on behalf of the board), the principal investigator, and, if applicable, the institution. A copy of the contract form is available in Annex 4.

11. (a) Applicants are advised to take great care in developing their budget as any unnecessary expenditure, particularly for travel and per diem, will greatly impede the possibility of selection.

(b) Applicants shall take note of the following—

- (i) the scheme covers only direct research costs and professional fees for researchers, and does not support salaries or allowances, except in the cases listed below.
- (ii) an overhead allowance of 8% and upto 15% of the total budget is payable to the grantee's institution, department or organisation.
- (iii) stipends to support post-graduate students are permissible and no allowances can be paid for those who receive the stipends.
- (iv) faculty members who co-ordinate major research projects and involve post-graduate students can be paid per diem allowances for supervision.
- (v) well justified travel costs, including costs of overseas travel, are tenable under the scheme.

**Financial responsibilities and procedures**

12. (a) The administration and management of grants shall follow procedures of the submitting institution.

(b) Authorised officers within the institution will authorise payments.

(c) The institutions will use their normal regulations and procedures for determining payments for travel, supplies, etc. except as they may not conflict with this regulations and procedures, in which case this regulation procedures will apply.

- (d) Within the PARIs, the administration and management of grants received by PARI scientists will follow established procedures of the PARI using its accounting documents, although funds from CGS will be kept discrete from the other PARI accounts.
- (e) The Director of the PARI will authorise payments, on acceptance of progress and annual reports.
- (f) For self-employed investigators not affiliated with the universities, research institutions, credible NGOs and private companies, the grant funds will be managed by the Fund Secretariat, which will be the institution of reference.
- (g) Financial reporting shall be part of the reporting requirements and will follow the guidelines and format provided in the Appendix 5.
- (h) The Finance Officer of the institution shall sign the expenditure reports, along with the principal investigator.
- (i) The Fund Secretariat will receive all financial documents from the institutions and individuals, check them for accuracy, and process payments.

13. (a) Upon receipt of the completed research grant forms from the grantee, the Fund Manager shall authorise the release of 70% of the approved first year's budget for the implementation of the project.
- Disbursement and accounting for funds
- (b) Grant disbursements will be made to the Head of the submitting institution, who will in turn release funds to the principal investigator for project implementation as and when necessary.
  - (c) The principal investigator shall submit a statement of actual expenditures for each three-month period, together with a request for the next period, according to the project work plan and budget.
  - (d) After the initial advance, disbursements will be released only on acceptance of reports.

- (e) Failure to provide a satisfactory account of expenditure may result in the immediate suspension or termination of CGS funding and the refund to the fund of any funds which, in the opinion of committee, have not been satisfactorily accounted for.
- (f) The Fund Secretariat and other audit teams reserve the right at any time to inspect the financial details relating to CGS funded projects.
- (g) Any equipment or material purchased from the fund shall become the property of the institution or department at the end of the project.
- (h) In the case of development projects, the fund shall have a joint ownership with the grantee of any equipment or materials commercialised.
- (i) On completion of the project, any unspent balance from fund grant must be refunded to fund.

14. (a) The principal investigator shall submit to the Fund Secretariat, progress report every three months from the date of commencement of the project.
- (b) Upon completion of the project, a financial statement, two bound copies and an electronic copy of the final report shall be submitted to the Fund Secretariat.
  - (c) This report should cover the life of the project and stress achievements, results and likely impact.
  - (d) A list of publications should be appended.
  - (e) Post-graduate students should submit a copy of their thesis.
  - (f) All reports will be examined for completeness and will be reviewed for technical progress and achievements against the milestones, which were included in the proposal and therefore form part of the contractual agreement.
  - (g) Financial expenditures will be scrutinised against the budget and projected expenditure plan and where necessary, the principal investigator or the Head of submitting institution may be asked to clarify, make additions and corrections.

(h) All reports should be prepared according to the format for presentation given in Appendix 6.

(i) Copies of all progress and final reports should be given to the Head of submitting institution or department.

15. (a) Progress reports are due 15 days after the end of each three-month period and if the progress report is not received within two weeks after the due date, the principal investigator or the head of submitting institution will be notified to suspend disbursement of funds until the report is received. Sanctions

(b) The Fund Secretariat will not approve further disbursement of grant funds until the situation is satisfactorily remedied.

16. (a) If performance of the contract by either party is delayed, hindered or prevented, or otherwise frustrated by reason of force majeure (civil commotion, fire, flood, action by any government or any event beyond the reasonable control of the party affected) then the party so affected will promptly notify the other party in writing, specifying the action of the force majeure and of the anticipated delay in the performance of the contract. Force  
majeure

(b) From the date of that notification, the committee may at its discretion either terminate the contract immediately, or suspend the performance of the contract for a period not exceeding six months.

(c) In the event of the contract being terminated by reason of force majeure, the principal investigator or the head of submitting institution of the project will submit an account in writing to the Fund Secretariat. Such an account should take into consideration the amount claimed, all fees and costs properly incurred or committed by the principal investigator or the head of submitting institution in relation to the contract, which cannot be recovered, and any outstanding advances made.

Monitoring  
and  
evaluation.

(d) If payments are within the financial limit, and not subject to dispute, the committee will pay all sums due and outstanding under the terms of the contract up to the date of termination.

17. (a) Routine monitoring of research projects will be done by the Secretariat based on progress reports submitted by the principal investigator of the research projects and the Secretariat shall also undertake spot-checks to ensure accountability.

(b) In addition, substantive monitoring and evaluation visits by scientists or experts knowledgeable in the field of study of the project shall be undertaken periodically.

(c) During such visits, the following will be reviewed—

\* Progress in the implementation of projects;

\* Changes that can be made for those projects that appear to be in trouble;

\* Whether the reports reflect reality and to gain information to pass on to others as to how to conduct a successful project.

(d) Experts appointed by the committee shall review all progress and final reports.

Fund  
indicative  
timetable.

18. The indicative timetable of the fund is provided in Appendix 7.

Publication  
and  
Dissemina-  
tion.

19. (a) The committee encourages grantees to publish their results in scientific journals and extension materials.

(b) Publications in peer-reviewed international journals and advisory services support information provide important support for researchers seeking new funding from the fund.

(c) Such publications should be submitted as part of a progress or final report where possible.

(d) Financial contribution from fund be acknowledged in publications based on research supported by CGS as follows:- This research was supported (in part) by (name of the zone) Competitive Agricultural Research.

## APPENDIX I

### *Indicative call for proposals*

#### **Agricultural Research Grant Award (Period and Year)**

The (name of zone) Zonal Competitive Agricultural Research and Development Fund operated by the National Agricultural Research Organisation of Uganda invites research and development proposals for consideration for the Agricultural Research Grant Award (period and year).

The objective of the scheme is to promote research with substantial benefits to farmers and other end-users either directly or through contributions to clearly identified research activities. The scheme is also open to pilot activities that develop research results into commercial products or demonstrate the potential of improved technologies. In (period and year), proposals are especially called from the following areas:

- Area 1
- Area 2
- Area 3

The scheme gives preference to concerted efforts to develop solutions to priority problems, with clear articulation on who the clients are and how the results will be disseminated to them or used by downstream research. Scientists (including post-graduate students) are encouraged to form multidisciplinary teams and to develop proposals in consultation with end-users.

Before devoting significant resources to develop proposals, applicants are encouraged to write short pre-proposals to get feedback on their prospects of getting support. The closing date for the pre-proposals is February 01 and August 01 each year.

The format for the research grant application, guidelines for proposals and pre-proposals and the evaluation criteria used to assess proposals can be obtained from:

1. The Fund Secretariat, (..... ZARI)
2. Deans of the Agriculture-related faculties at Universities
3. Directors of all Public Agricultural Research Institutes
4. Directorates of Production at District Headquarters
5. NAADS offices
6. District Farmers' Fora offices

Closing date of grant applications: March 30th (January invitation)  
or September 30th (July invitation).

## **APPENDIX 2A**

### **Format for Grant Application**

#### **A. TITLE PAGE**

- i. Title
- ii. Principal investigator.
- iii. Submitting institution
- iv. Signature of principal investigator

#### **EXECUTIVE SUMMARY**

- I. Project description – (maximum of one page)
- II. Justification
- III. Purpose of the study
- IV. Objective
- V. Expected outputs
- VI. Innovative aspects
- VII. Partnership approach
- VIII. Plans for technology transfer/dissemination of results
- IX. Anticipated benefits and their distribution

#### **C. CV of principle investigator(s)**

## APPENDIX 2B

### **Format for Full Proposal**

#### **A. TITLE PAGE**

- v. Title
- vi. Principal investigator and amount (%) of time to be spent on this project
- vii. Submitting institution
- viii. Investigator
- ix. Budget amount (Total Figure only)
- x. Names, qualified and expected time commitments (%) of all involved
- xi. Signature of Principle Investigator
- xii. Authorising Signature (Dean of Faculty/Director of Institute/NGO/Company)

#### **D. EXECUTIVE SUMMARY**

- x. Project Description – (maximum of one page)
- xi. Justification
- xii. Innovative Aspects
- xiii. Partnership Approach
- xiv. Plans for technology transfer/dissemination of results
- xv. Anticipated benefits and their distribution

#### **E. DETAILED PROJECT PROPOSAL**

- i. Background and justificatiion
  - Incuding Literature Review
  - status of the project, if part of on-going project, e.t.c
- ii. Detailed project description including objectives and expected outputs
- iii. Workplan (phases etc.)
- iv. Detailed Budget
  - including other sources of funding
- v. Monitoring
  - Benchmarks, key indicators and monitoring scheme
- vi. References cited. (Bibliography)

#### **F. CV OF INVESTIGATOR (S)**

CV of Principle Investigator and other collaborators

## APPENDIX 2C

### **Guidelines for preparing full research proposals**

The following guidelines are to be used in preparing research proposals:-

#### A. TITLE PAGE

##### i. Title

- Keep the title of the project short and simple (maximum of 120 characters).
- The title should clearly reflect the objectives of the proposed project.

##### ii. Principal investigator

Provide your name, qualifications (degrees/diplomas), and the amount of time to be spent on the proposed project.

##### iii. Submitting institution

Provide the name and address of your institution.

##### iv. Investigators

Provide information of investigators indicating principal co-investigator, institutional affiliation, qualification, responsibility and expected time commitments (%) under the proposed project.

##### v. Budget amount

Provide total figure only

##### vi. Signature of principal investigator

The principal investigator should append his/her signature to the research proposal before submission

##### vii. Authorising signature (Dean of Faculty/Director of Institute/NGO/Company)

The Head of submitting institution is the authorising signatory and should endorse the research proposal before submission.

**B. EXECUTIVE SUMMARY**

The summary should be sufficiently informative and should cover information given in the background, justification, objectives and research plan.

**I. Project description**

This should give a brief description of the project (max. length one page).

**II. Justification**

This should provide a summary of why the proposed project should be undertaken.

**III. Innovative aspects**

Provide information on new ways, if any, of addressing identified problem(s) of the proposed research project or, new findings from the proposed project, which will help address the identified problem.

**IV. Partnership approach**

Partners (local and international) to be roped in for the implementation of the project and possible benefits, if any, to be derived thereof.

**V. Plans for technology transfer or dissemination of results**

A well laid-out plan of how technology or research results to be generated will be transferred to end-users.

**VI. Anticipated benefits and their distribution**

Provide information on the benefits to be derived from the execution of the project and how they would be distributed among participating scientists and institutions as well as end-users.

**C. DETAILED PROJECT PROPOSAL**

**I. Background and justification**

As background to research, provide literature review of key findings and theories relevant to the proposed study, explaining how the proposed study builds on past work in the country. This should be limited to two pages.

Rationale should be limited to one page and cover the following points:—

- What is the scope and nature of the problem that is to be researched?
- Why is the problem important, particularly in a development context, and in the context of priorities established for the award of grants under the fund.
- How does the problem to be researched lend itself to resolution through proposed research?

II. Objectives and expected outputs

Present the general (long-term) and specific (short-term) objectives and expected outcomes of the proposed project. The specific objectives should respond to the identified problems and should be directly related to the activities proposed in the project description. List what the research activities would seek to achieve in terms of the special focus areas (priorities) identified for the CGS.

III. Detailed project description

This is the heart of the proposal. It should be written in full details and should be directed to specialists in the field. The following should be included.

- description of activities to be carried out to meet the stated objectives;
- description of how each component of the project would be undertaken and what methodologies would be used;
- criteria for choosing project sites, if a survey is part of the project, give details of procedures and questions to be asked (attach questionnaire);
- schedule or chart showing the phasing of activities, identifying collaborating researchers and institutions and the contributions or comparative advantage they bring;
- describe what next steps would be when the work is completed i.e. how would follow-up work or research be done and what would be the likely funding needs and sources.

#### **IV. Work plan**

The detailed work plan should give activities to be undertaken on a monthly basis and unit cost or rates. Disbursement of funds will be done according to the detailed work plan.

#### **V. Detailed budget**

The budget should give all cost detailed in the work plan according to the specified items. The budget items must be relevant to the proposal research plan and should be justified in the research plan. The following should be observed with regard to budget items.

##### **1. Salaries/Wages/Fees/Allowances**

These should cover only modest costs for short-term expertise and skills requirements such as Research assistants, technicians, graduate students and casuals. The fund does not pay salaries, wages and allowances (medical, house, travel, etc) of investigators.

##### **2. Travel**

a. Local travel costs should include only costs for the implementation of the project (for sample collection, field visits, etc). The need for travel costs should be explained in the research plan. Travel costs to conferences, scientific meetings, etc, should not be included under this item.

b. The need for international travel should be adequately justified in the research plan, while specific travel costs (airfare, accommodation, etc) should be included in the detailed work plan.

##### **3. Equipment**

Equipment (not exceeding US\$3,000) if necessary should be justified in the research plan. Specification and description of each item and its estimated cost should be included in the work plan.

##### **4. Expendable supplies**

Categories of expendable supplies (fertilisers, feed, drugs, reagents, glassware, solvents, etc.) should be listed in the work plan and a cost estimate for each category should be given.

- i. Communication charges  
Communication costs (for mailing, telephone calls, fax, etc) should be within reasonable limits and be related to the implementation of the project.
- ii. Literature  
List categories of literature (books, journals reprint, abstract reviews, etc.) and give a cost estimate for each category.
- iii. Printing or Publication  
Printing or publication costs include costs of preparing and printing project reports and costs of publication (in scientific journals) of papers arising from project results. Costs should be specified in the work plan.
- iv. Seminars or Workshops  
Seminars, workshops and conferences to be attended or organised locally should be relevant to the project and explained in the research plan. Specific costs of these items should be included in the work plan. Travel costs for international workshops and conferences relevant to the project should be included in international travel.
- v. Maintenance of equipment or facilities  
Estimated maintenance costs should be included in the work plan for each equipment or facility required for the implementation of the project.
- vi. Contingencies  
The contingency item is included to take care of adjustments in the budget due to inflation and other unforeseen factors. Use of contingency funds has to be justified.
- vii. Overheads  
For the administration of the project, the participating institution will receive 5% -15% of the grant amount.

viii. Sources of funding

Give information on other sources of funding (national or international) including pending applications for funding for the proposed research project.

VI. Monitoring

A description of key indicators, benchmarks and other monitoring tools against which the progress or achievements of the activities and the project can be evaluated. Attach a project logframe or results framework.

VII. Reference cited

Give reference to literature you have cited on the subject.

C. CV of PRINCIPAL INVESTIGATOR

Provide curriculum vitae of the principal investigator.

## APPENDIX 3A

### Form and instructions for proposal pre-screening

Title of research project: .....

Reference No. ....

Name of proposer: .....

Name of reviewer:.....

No.	Criteria	Standard	Check	
Eligibility			Yes	No
1.	Clear indication of who is legally responsible	Name of registered institution or individual and signature of lead scientist		
2.	Contact address	Minimum of postal address and telephone number indicating residence in Uganda		
3.	Letter of authorisation and consent	If researchers are employed by an institution that is not the proposer, then letter (s) authorising them to participate in team and accepted by scientist		
4.	CVs of researchers	CVs should contain photocopies of certificates of academic awards and names of three referees		
5.	Area of research	A clear indication of the relevance of the study to the call		
6.	Formal	Is the application in the prescribed format		
	Budget limit	Is the application within the set budget limit		
	Copy of the proposal	Is the electronic copy of the proposal provided		
Comments				
Accepted/Rejected				

## APPENDIX 3B

### Criteria and weights for proposal rating

Title of research project: .....

Reference No: .....

Name of proposer : .....

Name of Reviewer : .....

General			Score	
			Max	Actual
1.	Interpretation of terms of reference	Demonstration that proposers understand the issues and that methodology and team will address the research opportunity in a relevant way.	8	
2.	Monitoring indicators	Monitoring indicators identified in terms of quantity, quality and time	7	
Sub-total General			15	
Technical appraisal				
3.	Scientific merit and quality	Based on good scientific research practice	10	
4.	Appropriateness of the research methodology	Methodology should be suitable in terms of its sophistication relative to the task	8	
5.	Likely achievement of objectives within the time frame and budget indicated	Proposals should not be unrealistically ambitious in terms of targets set	4	
6.	Availability and suitability of the necessary research facilities	Facilities need to be appropriate for the research to be carried out. Where facilities have to be hired, written confirmation of their availability is required.	4	
7.	Proposed approaches to hazardous procedures and ethical considerations	Methods and results should minimise any harmful bi-products or deleterious effects on the environment	4	
Sub-total Technical Appraisal			30	

Social and Institutional Appraisal			Score	
			Max	Actual
8.	Poverty focus	Research should be undertaken for the principal benefit of poor farmers	5	
9.	Deepening decentralisation	Research should be conducted in conjunction with farmers organisations at decentralised levels of administration	5	
10.	Targeting market opportunities	Proposal should show the link to market opportunities for the improved product	5	
11.	Gender focus and gender-responsiveness	Proposals should be designed to ensure a fair opportunity for women to share in the benefits of the research	3	
12.	Quality and diversity of participation	Participatory processes followed, multi-disciplinarity, diversity and complementarity of roles, evidence of agreements and consensus, etc.	3	
13.	Sustainable natural resource management	Research should not result in any long term reduction in the productive potential of natural resources	3	
14.	Capacity development of research institutions	Proposal should include provision for young professionals to gain research experience	3	
<i>Sub-total Social and Institutional Appraisal</i>			27	
<b>Economic Appraisal</b>				
15.	Expected economic benefits	Research outputs should benefit a large number of farmers. Benefits should also include projected increase in farm incomes	4	
16.	Proposal is cost-effective	Low cost research techniques are preferred	4	
17.	High level of benefits relative to costs	Ratio of benefits to costs should be high. Thus high cost proposals can only be justified by very large benefits	8	
<i>Sub-total Economic appraisal</i>			16	

Communications Appraisal			Score	
			Max	Actual
18.	Assessment of communication needs of target group	Proposal should include plans to assess communication needs of target group for the dissemination of results	4	
19.	Provision to develop appropriate materials for intended beneficiaries	Proposal and budget need to provide for production of communication materials	4	
20.	Provision for dissemination information on results with partners	Proposal and budget need to provide for programme of dissemination of research results	4	
<i>Sub-total Communications appraisal</i>			12	
<i>Total Appraisal</i>			100	

## APPENDIX 3C

### Instructions to evaluators

1. You should rate the proposals based on the criteria explained in the attached table (Appendix 3b), in light of the overall objectives of the scheme and the specific priorities for the current funding cycle as explained in the attached call for proposals and the attached extract from this Guidelines. Please record your ratings and comments using the rating form.
2. If any of the members of the proposed research team is your close relative or friend or a student whose work you supervise or if you or your family has a direct or indirect financial stake in the proposed research, or if you have a significant adversarial or competitive relationship with any of the team members you are considered to have a strong conflict of interest. If you have a strong conflict of interest with certain applicants you should not rate their proposals and are not eligible to be paid if you do. (You can still express an opinion on the proposal, but this shall not be presented to the committee as an independent review). If you know that you have a strong conflict of interest or are not sure whether you do, you should immediately contact the Fund Secretariat. In unclear cases, the Fund Manager shall determine whether an unacceptable conflict of interest exists. Minor conflicts of interest should be disclosed. The technical Subcommittee will review the Fund Manager's decisions and consider the disclosed conflicts together with the assessments.
3. The Fund Secretariat seeks to contact assessors in advance to check whether they are available, free of conflicts of interest, sufficiently familiar with the topic to express their opinion, and interested in the assignments. If, for any reason, you find that you cannot or should not perform the task, you should immediately contact the Fund Secretariat.
4. Timeliness is highly appreciated and rewarded. The Fund Secretariat is authorised to pay full assessment fees only to those assessors who submit (or mail-as indicated by the postmark) their assessments by the due date. Assessors who submit their assessments within five working days after the due date shall be paid a reduced fee. No fees shall be paid for reports delayed by more than five days. Instead, the Fund Secretariat is required to seek replacement assessors.

**APPENDIX 4**  
**Research Contract**

1. The (name of zone) COMPETITIVE AGRICULTURAL RESEARCH AND DEVELOPMENT COMMITTEE (ZCARDF) has approved a Grant in the amount of

\_\_\_\_\_ to the \_\_\_\_\_

(hereinafter called the grantee) to enable him/her/it to undertake the research project entitled:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The Grant is subject to sufficient funds being made available to ZCARDF by the National Agricultural Research Organisation, Local Governments, stakeholder beneficiaries and Development Partners during the full term of the Project.

1. The Grant has been awarded to support the project described in the attached proposal, dated \_\_\_\_\_ and signed by \_\_\_\_\_ as the principal investigator and \_\_\_\_\_ as the appropriate administrator. The proposal and associated budget are part of this contract. Unless otherwise agreed in writing by the Fund Secretariat, the grant shall be used only to cover the costs included in the budget to implement the activities outlined in the proposal.

2. **DISBURSEMENTS**

- (a) Initial payment of 70% of the amount budgeted for the first year shall be made upon receipt by Fund Secretariat of a copy of this memorandum signed by the principal investigator and, if applicable, the Dean/Director/Head of the institute.
- (b) Further payments shall be made every three months in accordance with budgeted needs for the subsequent three-month periods. provided

that the project follows the proposals and complies with reporting requirements and that it is not found to perform unsatisfactorily by CGS monitoring.

- (c) The final payment of 15% of the budget for the final year, if warranted by expenditures, shall be made by the Secretariat upon the acceptance of the final report.

### 3. GRANT CONDITIONS

- (a) The principal investigator or submitting institution will undertake to conduct the project and administer the contract in an efficient manner as indicated in the proposal.
- (b) Unless otherwise specified in the proposal or agreed in writing by the Fund Secretariat, the grantee will commence the implementation of the project within one month of the award of the research grant.
- (c) The grantee agrees that the payment of any funds under this grant is subject to the grantee's compliance with the conditions set out in this contract.
- (d) The grantee shall submit progress reports to the Fund Secretariat every three months. Reports are due 15 days after the end of each period; the first three -month period starts at the commencement of the project. Financial reporting shall be part of the progress reporting and shall follow the format provided in the Appendix 6 of these Guidelines. Upon completion of the project, the grantee shall present a Final report that covers the life of the project, objectives, procedures and methodologies, findings and conclusions arrived, along with the final financial report.

- (e) Disbursements shall be contingent on acceptable and timely progress reports.
- (f) The committee or its appointed agent shall visit the recipient as needed to monitor progress of the project and the grantee shall co-operate with monitoring.
- (g) If monitoring indicates unsatisfactory performance or significant unauthorised deviations from the accepted proposal, the committee shall terminate the contract. The grantee accepts that committee has the right to do so and agrees to reimburse unspent funds as well as funds spent on activities that were not in accordance with this contract.
- (h) All unspent funds will be refunded to the fund on the completion of the project.
- (i) The grantee has the right to publish the findings but shall acknowledge the support from the fund.

#### SIGNATURES

1. ....  
*PRINCIPAL INVESTIGATOR* .....  
*Date*
2. ....  
*HEAD OF RECIPIENT INSTITUTION* .....  
*Date*
3. ....  
*FUND MANAGER for the committee* .....  
*Date*

## APPENDIX 5A

### Format for quality progress reporting

1. Title of project
2. Name of principal investigator
3. Name(s) of collaborating scientist(s) if any and their institutions
4. Reporting period
5. Abstract of report
6. Objective of project and expected outputs/results
7. Methodology
8. Major findings (with data analysis and interpretation)
9. Problems encountered and possible solutions
10. Statement of accounts to date

Note: If it is a completion report, it should also in addition to the above parameters, include the following:

11. Significant technical achievements (description of technologies) generated or verified.
12. Significant findings for policy makers and development planning.
13. New research areas identified for future projects.
14. Lessons from project implementation that are relevant for future projects.
15. Appropriate indicators for impact assessment.
16. Mode of dissemination of results and whether any publications have emanated from the project so far

## APPENDIX 5B

### Format for Quarterly Progress Report

#### A: Project details

1. Project title: .....
2. Project no:.....  
.....  
.....
3. Name of service provider:.....
4. Report for the period from: ..... to .....

#### B: Implementation relative to plan

##### 1. Project plan incorporating actual achievement

No.	Descrip-tion of Activity	Planned Start Date	Actual Start Date	Planned Finish Date	Actual Finish Date	Quantitative Indicators		
						Quantity		Units
						Planned	Actual	
1								
2								
3								

2. Status of implementation (narrative)
3. Constraints to project implementation
4. Proposed solutions to constraints
5. Attachments (if any)

#### C: Expenditure report

Budget Item	Item Description	Expenditure this period (USh)	Justified Expenditure in previous periods (Ush)	Cumulative expenditure to date (Ush)	Budget (Ush)	Balance (USh)
1.						
2.						
3.						
4.						
5.						
Total						

## Appendix 5C

### Format for Quarterly Financing report

Principal Investigator:

Project Title:

Contract No.

Participating (host) institutions

#### A. Expenditure report

Item	Month---	Month---	Month---
1. Wages/fees/allowances			
2. Travel			
(a) Domestic			
i. Subsistence			
ii. Transport			
(b) International			
3. Equipment			
4. Expendable supplies			
5. Postal/telephone charges			
6. Literature			
7. Printing/Publication			
8. Seminar/workshops			
9. Maintenance			
10. Miscellaneous			
(Add rows as necessary for additional items)			
<b>Total</b>			

B. Previous advance Shillings \_\_\_\_\_

C. Balance (previous advance minus total expenditure) \_\_\_\_\_

D. Request for additional advance to cover the following three months:

Month \_\_\_\_ Month \_\_\_\_ Month \_\_\_\_

Total additional advance (Shillings)

E. Total advance requested (total additional advance less balance)

F. Signatures:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

(Principle investigator) Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 5D

### Format for the Annual Report

The purpose of the Annual Report is to summarize significant scientific results from the previous 12 months work. Managerial issues that have arisen should also be described. Any significant changes in the project should be described. The outline for the report is as follows:

Title Page

Table of contents

Executive Summary

The Executive Summary should be typed double – spaced on a separate page; no longer than one page. Describe purpose of the project. Briefly describe the findings over previous year, and explain how these findings contribute to the project objectives. Clearly describe the nature of collaboration and postgraduate training activities during the year.

The Executive Summary is extremely important. It is the section of the report, which contributors to the NCARF and policy makers use to assess the impact of NCARF – supported research projects. Write the Executive Summary so that the content is clear and concise.

#### Research Objectives

Provide a brief statement of project objectives. Do not include unnecessary background, history or literature review.

#### Research Achievements

Focus on the extent to which progress has been made in achieving the project's objectives since the time of the last Annual Report. Use Performance Indicators to compare and monitor progress against original plans. If results have been published, provide reprints as attachments. Describe any products or procedures that have been patented.

### **Project Impact**

Are results from the project being used? If so, how? If not, what are the anticipated uses? If so, describe revision.

### **Administrative or Management Issues**

Describe any project administrative or management issues that have arisen since the last progress report.

### **Budget**

Describe and justify major changes (10% or more in budget terms) to budget. Provide details as to all budgetary contributions to the project. Compare with the original plan and highlight any significant issues. Provide a detailed budget using the following format (as for the detailed work-plan) for the coming 12 months or remaining duration of the project.

Month and activity	Required inputs and unit costs/rates	Estimated cost
Month		
Etc.		Sub-totals

### **Collaboration and Publications**

Briefly describe collaborative activities, indicating who was involved, and when and where the activities occurred. Describe anticipated activities in the next quarter, and list project publications that have appeared since the last report.

### **Fund Management Secretariat Actions**

Indicate how the Fund Management Secretariat can assist in promoting project implementation and productivity.

## APPENDIX 5E

### Format for Annual Financial Report

Principal Investigator:

Project Title:

Contract No.

Participating (host) institution:

#### A. Expenditure report

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1. Wages/fees/allowances				
2. Travel				
(a) Domestic				
i. Subsistence				
ii. Transport				
(b) International				
3. Equipment				
4. Expendable supplies				
5. Postal/telephone charges				
6. Literature				
7. Printing/publication				
8. Seminar/workshops				
9. Maintenance				
10. Miscellaneous				
(Add rows as necessary for additional items)				
<b>Total</b>				

B. Previous advance Shillings

C. Balance (previous advance minus total expenditure)

D. Request for additional advance to cover the following year:

Quarter 1 \_\_\_\_ Quarter 2 \_\_\_\_ Quarter 3 \_\_\_\_ Quarter 4 \_\_\_\_  
 Total additional requested (total additional advance less balance)

E. Total advance requested (total additional advance less balance)

F. Signatures:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

(Principal Investigator)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 5I**

### **Format for End of Project Report**

1. Title of project
2. Name of Principle Investigator
3. Name(s) of Collaborating scientist(s) if any and their Institutions
4. Reporting Period
5. Abstract of Report
6. Objective of Project and Expected Output/Results
7. Methodology
8. Major Findings
9. Problems Encountered and Possible Solutions
10. Statement of Accounts to Date

Note: If it is a completion report, it should also in addition to the above parameters, include the following:

11. Significant technical achievements (description of technologies) generated or verified
12. Significant findings for policy Makers and Development Planning
13. New research areas identified for future projects
14. Lessons from project implementations that are relevant for future projects
15. Appropriate indicators for impact assessment
16. Mode of Dissemination of Results and whether any Publications have emanated from the project so far

## APPENDIX 5G

### Format for End of Project Financial Report

Principle Investigator:

Project Title:

Contract No.

Participating (host) institution:

#### A. Expenditure report

Item	Year 1	Year 2	Year 3
1. Wages/fees/allowances			
2. Travel			
(a) Domestic			
i. Subsistence			
ii. Transport			
(b) International			
3. Equipment			
4. Expendable supplies			
5. Postal/telephone charges			
6. Literature			
7. Printing/publication			
8. Seminar/workshops			
9. Maintenance			
10. Miscellaneous			
Total			

B. Total advance Shillings \_\_\_\_\_

C. Balance (total advance minus total expenditure) \_\_\_\_\_

D. Signatures:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

(Principle Investigator)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 6

### Indicative Timetable

Call for proposals advertised	July 05	Jan 05
Closing date for pre-proposals	Aug 01	Feb 01
RGMC-WG feedback on pre-proposals	Aug 15	Feb 15
Closing date for proposals	Sept 30	Mar 30
Pre-screening ends; proposals to assessors	Oct 10	April 10
Assessments due	Oct 30	April 30
Substitute assessors, info to technical committee members	Nov 20	May 20
RGMC meeting	Dec 10	June 10
Approval letters sent	Dec 15	June 15
Due date for acceptance/modified proposals	Dec 31	June 30
First instalment of funds sent	Jan 01	July 01

DR. ISRAEL KIBIRIGE SEBUNYA,  
*Minister of State for Agriculture currently holding the portfolio of the Minister of Agriculture, Animal Industry and Fisheries*