



**UGANDA  
COMMUNICATIONS  
COMMISSION**

## **GUIDELINES FOR COURIER LICENSE APPLICATION**

	<b>Licence Categories</b>	<b>Requirement</b>	<b>Fees</b>
<b>1</b>	<p>The Following are the courier licence categories.</p> <ol style="list-style-type: none"> <li>1. Inter-city Courier operator</li> <li>2. Domestic Courier operator</li> <li>3. Regional Courier operator</li> <li>4. International Courier operator</li> </ol>	<p>An Application for a licence for any of the services issued by the Commission is by way of letter, signed by the applicant, addressed to the Executive Director Uganda Communications Commission on Applicant's letterhead, and must include the following:</p> <ul style="list-style-type: none"> <li>-The name of the Applicant (Entity)</li> <li>- The business address</li> <li>- The contact telephone number, email address, facsimile address, as well as website address/ULR where available</li> <li>- URA Tin number and tax clearance form/ evidence of exemption thereof</li> <li>-Name of proposed brand name if different from the above</li> <li>- Name and Address of Contact Person</li> <li>(a) Name (b) Location c) Postal address (d) Fax (e) Mobile phone No: (g) E-mail (h) Designation of the contact person within the applicant's organisation/company.</li> <li>- Clear indication of the services that you wish to provide.</li> </ul> <p>It shall be accompanied by the following separated /standalone annexes;</p> <p><b>1. Company Profile:</b></p> <p>(i) This must clarify whether the applicant is:</p> <ol style="list-style-type: none"> <li>(a) Partnership</li> <li>(b) Public limited Liability Company</li> <li>(c) Private limited Liability Company</li> <li>(d) NGO</li> </ol>	<p><b><u>Application fees</u></b> USD 190</p> <p><b><u>Annual Licence fees</u></b></p> <p><u>Inter-city</u> – USD 400</p> <p><u>Domestic</u> – USD 1000</p> <p><u>Regional</u> – USD 2500</p> <p><u>International</u> – USD 5000</p> <p><b><u>Transfer of licence</u></b></p> <p>- USD 1500</p> <p>All operators pay a levy of 2% on their gross annual revenue.</p>

(e) Other (please specify)

(Attach certified copies of certificate of registration, certificate of incorporation, memorandum and articles of association, or certificate of Registration from the NGO board

where applicable)

In the case of a Government agency established by statute reference to such Statute

(ii) List and particulars of owners/shareholders/directors

Name	Address	Nationality	Country of usual residence
1.			
2.			
3.			
4.			

(Attach photocopies of National IDS and or passports copies)

Sufficient details about owners, directors, prospective (C-suite Executives), trademarks, brands and other entities related to the application. This is aimed at supporting;

- (i) Sufficiency of experience and competence assessments
- (ii) Fit and proper tests for key persons associated with the application

(iii)The applicant must submit an Affidavit confirming the authenticity of the documents submitted. (Template is attached hereto.)

**2.The Business plan**

This will include:

- (iii) Executive summary of the company.

		<ul style="list-style-type: none"> <li>(iv) A description of products on offer and market opportunities anticipated from them.</li> <li>(v) Proposed area of operation, collection and drop points, description of customer needs, and number of outlets upon commencement of operations.</li> <li>(vi) Service points and roll-out plan (geographical coverage)</li> <li>(vii) Marketing and sales strategy for the company products, Target market and customers</li> <li>(viii) Logistics, that is (a) Mode of service delivery and size of fleet (delivery vans, motorcycles, etc). (b) Calibrated weighing scale machines</li> <li>(ix) Measures to ensure safety of employees, customers and postal articles. (storage capacity of parcels)</li> <li>(x) Management and Staffing, ie (a) Number of staff available for operations and their experience in Postal/courier operations(<i>attach curriculum vitae of management team</i>), (b)proposed organogram of the company</li> <li>(xi) Complaints handling procedures/ mechanism</li> <li>(xii) A framework for movement of restricted/ prohibited items. (List detailing prohibited /restricted items)</li> <li>(xiii) Compensation and claims policy (loss, damage, delay etc)</li> <li>(xiv) Proposed courier rate card and delivery timelines to launch destinations.</li> <li>(xv) Plans for interoperability with licensed courier operators (Last mile delivery framework)</li> <li>(xvi) Insurance for goods in transit (for courier items movement).</li> </ul> <p><b><u>3. Financial status</u></b></p> <ul style="list-style-type: none"> <li>(i) A tax clearance certificate</li> <li>(ii) Share Capital of the Applicant</li> </ul>	
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