



**UGANDA ASSOCIATION OF CONSULTING ENGINEERS**

**APPLICATION FOR REGISTRATION AS AN ENGINEERING  
CONSULTING FIRM  
(To Be Completed By the Applicant in Block Letters)**

Name of \*sole proprietorship/partnership/body corporate:

.....

Registered Address: .....

Physical Address (Location of Registered office) .....

Tel No: .....

E-mail: .....

Mobile No: .....

TIN Reg. No: .....

House No: .....

Block No: .....

Street Name: .....

Town/City: .....

**1. DETAILS OF \*SOLE PROPRIETOR/PARTNERS IN THE PARTNERSHIP:**

(Where space provided is insufficient, please attach annexed sheet. Also attach copies of detailed CV's, certified copies of passport photographs and certified copies of ID card/Passport)

Name	Discipline	Professional Reg. No.
.....	.....	.....
.....	.....	.....
.....	.....	.....

**2. BOARD OF DIRECTORS IN THE BODY CORPORATE:**

(Where space provided is insufficient, please attach annexed sheet. Also attach copies of detailed CV's, certified copies of passport photographs and certified copies of ID card/Passport.)

Name	Discipline	Professional Reg. No.
.....	.....	.....
.....	.....	.....
.....	.....	.....

**3. LIST OF SHARE HOLDERS IN THE BODY CORPORATE:**

(Where space provided is insufficient, please attach annexed sheet)

Name	Discipline	*Professional Reg. No.	Number of Shares held
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**4. LIST OF SERVICES PROPOSED TO BE OFFERED BY THE \*SOLE PROPRIETORSHIP/  
PARTNERSHIP/ BODY CORPORATE**

*(Where space provided is insufficient, please attach annexed sheet.)*

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**5. INFORMATION ON EMPLOYEES IN THE SOLE  
PROPRIETORSHIP/PATNERSHIP/BODYCORPORATE:**

- (i) Number of engineers Employed
  - Graduate Engineers: .....
  - Professional Engineers: .....
  - Consulting Engineers: .....
  - Temporary Engineers: .....
- (ii) Number of Technical Support Staff: .....
- (iii) Number of Administrative Staff: .....
- (iv) Others: .....

**6. PARTICULARS OF EQUIPMENT/FACILITIES OWNED:** (e.g. computers and accessories, Communications equipment, drawing office, surveying or other instruments etc.)

Name of equipment	Quantity	Ownership (produce evidence)	Remarks

**7. NAME AND ADDRESS OF YOUR BANKERS:**

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**8. DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION FORM:**

- (i) Memorandum and Articles of Association certified by the Registrar of Companies;
- (ii) Statutory Declaration of\*sole proprietor/all partners in the partnership/all directors and shareholders in the body corporate;
- (iii) Certified copies of certificates of Incorporation and Registration of business
- (iv) Certified copies of Practicing Licenses of the Engineers employed
- (v) UACE currently has only two subscription fee categories – B for members with annual turnover less than USD 100,000 and A – for members with annual turnover more than 100,000 USD. Category B pays UGX 1,440,000 per year while category A pays UGX 2,160,000 per year. All individual applicants will be admitted under category B if all requirements are met. Kindly indicate below your firm is under what category.

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(vii) Past experience in Engineering Consultancy.

A firm of Consulting Engineers:

EITHER a partnership in which:

- a) All the partners are Consulting Engineers, or
- b) Consulting Engineers constitute a majority of the partners which has control of the partnership's affairs and the only persons considered suitable by the Council;

OR a private company in which:

- i. All the members and directors are Consulting Engineers, or
- ii. The directors of the Company who are Consulting Engineers control the Company's affairs and in particular:
  - a) Control (to the satisfaction of the Council) the greater part of the voting power in meetings of the company and of the directors, and
  - b) Are a numerical majority of directors and the only other members or directors are other persons considered suitable by the Council provided always that:
    - 1. A partner, member or director shall not be considered suitable for the purpose of this definition if he has any direct or indirect concern or interest in any commercial or manufacturing or contracting business, such as would be to influence the exercise of an independent professional judge in connection to matters upon which his firm advises.
    - 2. The Council shall not consider suitable as a member, a person whose interest is as a nominee or subject to beneficial interests unless, and subject to such conditions if any as it thinks fit it considers there is a special reason to do so.

Name of person having Power of Attorney: .....

ERB Reg. No: .....

Signature: .....

Date: .....

Stamp/ Seal:.....

**FOR OFFICE USE ONLY**

Approved/Not Approved.....

Date of Registration:.....

Registration Number.....

Firm Registration Date .....

Signature: ..... Date: .....