



THE REPUBLIC OF UGANDA

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SUPPLEMENTS

Statutory Instruments

No. 15—The Lira Municipality (Solid Waste Management)
Bye-laws, 2006.

No. 16—The Advocates (Use of Generic Names by Law
Firms) Regulations, 2006.

General Notice No. 70 of 2006.

THE COMPANIES ACT, LAWS OF UGANDA 2000.

(Cap. 110).

NOTICE.

Pursuant to section 19 (4) of the Companies Act notice is hereby given that Quality Services Limited has by Special Resolution passed on 17th September, 2004 and with the approval of the Registrar of Companies changed in name to Quality Procurement Services Limited and that such new name has been entered in my register.

DATED at Kampala this 1st day of March, 2005.

BISEREKO KYOMUHENDO,
Assistant Registrar of Companies.

General Notice No. 71 of 2006.

THE COMPANIES ACT, LAWS OF UGANDA 2000.

(Cap. 110).

NOTICE.

Pursuant to section 19 (4) of the Companies Act notice is hereby given that Children's Charity Foundation (UCCF) Limited has by Special Resolution passed on 27th May, 2005 and with the approval of the Registrar of Companies changed in name to Children of Uganda (COU) Limited and that such new name has been entered in my register.

DATED at Kampala this 22nd day of February, 2006.

BEN TURYASINGURA,
Assistant Registrar of Companies.

General Notice No. 72 of 2006.

MINISTRY OF FINANCE, PLANNING AND
ECONOMIC DEVELOPMENT

NOTICE

INTRODUCTION OF NEW ACCOUNTING DOCUMENTS

1. Background

Government is implementing the roll out phase of the Integrated Financial Management System (IFMS) using the Oracle software. The roll out covers 6 Ministries. The application will be used to:

- Record all fiscal transactions across the Ministries, Agencies and Local Governments.
- Apply appropriate accounting and budget controls more efficiently and effectively.
- Provide real time (up to date) information for budgeting and monitoring.
- Provide real time information for economic planning and management.
- Provide timely and reliable financial reports to Parliament, Government and the citizens of Uganda.

2. Accounting Units

The following accounting entities which are part of the roll out implementation officially introduced new accounting documents on **16th December 2005**:

Ministry of Public Service
Office of the Prime Minister
Ministry of Local Government
Ministry of Justice and Constitutional Affairs
Ministry of Foreign Affairs
Ministry of Tourism, Trade and Industry

Therefore the above Ministries are required to return all unused Local Purchase Orders and General Receipts and Receipt books to the Accountant General, Ministry of Finance, Planning and Economic Development.

3. Accounting Documents

The accounting documents will be printed off the system and will be used in all transactions without exception. They include:

- ☐ Receipts
- ☐ Local Purchase Orders
- ☐ Customer Invoices
- ☐ Cheques for Central Government

The public is warned to ensure that the documents issued are authentic. Samples of these are provided below.

4. Authentication

These documents will be authenticated by a seal carrying the Logo of the issuing Ministry. The site will also be required to ensure that staff make online check of the documents before using them to process other transactions.

Should you require further clarifications on these measures, please contact the respective Accounting Officers or the IFMS Helpdesk, Treasury Building Room G. 45, Tel: 347 063
Email: ifmshelpdesk@finance.go.ug

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P.O. Box.....

Uganda

INVOICE

ORIGINAL

Invoice To:

Invoice No:

Date:

Tax Registration No:

UGANDA

Payment Details:

Terms:

Due Date:

No. Description	Qty	UOM	Unit Price UGX	Total
Sub Total				-----
Tax				-----
Freight				-----
TOTAL				-----

Amount in words Shillings:

Signature:

Title:

Department/Station:

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GENERAL RECEIPT

Receipt No.

ORIGINAL

Vote:

Vote Name:

Date:

Address:

Uganda

Received from:

The sum of Shillings: Only

Description of Payments:

S. No. Details

Amount UGX

Total

PAYMENT DETAILS

Payment Mode:

Receipt Ref No: RECEIPT

(Cheque No/Bank Slip No)

Receipt Details:

Signature:

(Cashier/Revenue Collector)

Station/Department:

Supervisor

Page: of

Government

P.O. Box

PURCHASE ORDER (FOR GOODS)

Procurement Number:

Procuring Department	Fiscal Year	Sequence Number	Tender/ Contract/ PO RFQ/RFP No	No.
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This order is placed by subject to the Government of Uganda General Conditions of Contract, except where modified herein, against the terms stated below. The General Conditions of Contract are available on request. Your quotation referenced below has been accepted and you are requested to supply the goods listed on the attached Schedule of Requirements against the terms contained in this Purchase Order.

Name And Address of Supplier:

Date of Order:

Acceptance:

This order accepts your quotation reference

dated:

You should supply the goods listed on the attached schedule of Requirements to the delivery address and by the delivery date specified in this Purchase Order. Address any inquiries to the contact point in the Procuring Entity detailed below.

Contact at the Procuring Entity:

Address for documentation:

PO Box

Telephone:

Fax:

Purchase Order authorized by:

Signature:

Position: Permanent Secretary/Chief Administrative Officer

Name: Date:.....

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Procuring Department Entity	Fiscal Year	Sequence Number	Tender/ RFQ/RFP No	Contract/ PO No.
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TERMS OF THE PURCHASE ORDER:

This order is placed by the Procuring Entity subject to the terms stated below.

- (1) Payments: Full payment for the goods delivered in accordance with the order conditions, shall be made to the Supplier within thirty days of receipt of a request for payment accompanied by the required supporting documentation. The Procuring Entity shall be bound to comply with payment periods only if requests for payment are properly and correctly presented at the address stated above.
- (2) Payments conditions (Documentation required): The Supplier or Contractor shall submit the following documentation to claim payment in accordance with the order:
 - i. An original and two copies of an invoice;
 - ii. An original and two copies of the Bill of Lading or Airwaybill, or a delivery receipt, evidencing receipt of the goods consigned to the Procuring Entity;
 - iii. One copy of packing list identifying the contents of each package;
 - iv. An original insurance certificate evidencing the required insurance coverage for the goods dispatched;
 - v. An original and two copies of the Supplier's/manufacture's warranty certificate;
- (3) Invoice requirements: An invoice must include- certificate, issued by the nominated inspection agency, and the Supplier's inspection report]
 - i. Name and address of the Supplier and contain the original signature of the authorised representative of the Supplier;
 - ii. Procurement number relating directly to the order for which goods were delivered;
 - iii. Description, quantity, unit and extended price of the items delivered and detail the total amount claimed.