GAZETTE EXTRAORDINARY

329

THE REPUBLIC OF UGANDA

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CONTENTS PAGE

The Companies Act—Notice 329
Ministry of Finance—Notice 329-332
The Electoral Commission Act—Notices 333-334
The Trade Marks Act— Registration of applications 334-335

SUPPLEMENT

Statutory Instrument

No. 58—The Public Enterprise Reform and Divestiture (Vesting of Undertaking of Uganda Electricity Board) Instrument, 2004.

General Notice No. 311 of 2004.

THE COMPANIES ACT, LAWS OF UGANDA 2000.

(Cap. 110).

NOTICE.

Pursuant to section 19 (4) of the Companies Act notice is hereby given that Kuehne & Nagel Limited has by Special Resolution passed on 1st August, 2004 and with the approval of the Registrar of Companies changed its name to Kuehne + Nagel Limited and that such new name has been entered in my register.

DATED at Kampala this 21st day of September, 2004.

BISEREKO KYOMUHENDO,
Assistant Registrar of Companies.

General Notice No. 312 of 2004.

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

NOTICE

INTRODUCTION OF NEW ACCOUNTING DOCUMENTS

1. Background

Government is implementing the pilot phase of the Integrated Financial Management System (IFMS) using the Oracle software. The pilot covers 6 Ministries and 4 Local Governments. The application will be used to:

(i) Record all fiscal transactions across the Ministries, Agencies and Local Governments.

(ii) Apply appropriate accounting, and budget controls more efficiently and effectively.

(iii) Provide up to date information for budgeting and monitoring.

(iv) Provide real time information for economic planning and management.

(v) Provide timely and reliable financial reports to Parliament, Government and the citizens of Uganda.

2. Accounting Units

Consequently the following accounting entities which are part of the pilot implementation will officially introduce new accounting documents with effect from **1st October 2004:**

Bushenyi District Local Government
Jinja District Local Government
Lira District Local Government
Kampala City Council Hqs. City Hall
Kampala City Council Central Division
Ministry of Education and Sports
Ministry of Agriculture, Animal Industry and Fisheries
Ministry of Health
Ministry of Finance, Planning and Economic Development
Ministry of Works, Housing and Communications
Ministry of Water, Lands and Environment

Therefore the above Ministries/Districts are required to return all unused Local Purchase Orders and Receipt books used at the pilot points to the Accountant General, Ministry of Finance, Planning and Economic Development or the respective Chief Administrative Officer/Town Clerk.

3. Accounting Documents

The following accounting documents will be printed off the IFMS and will be used in all transactions without exception:

- 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 or stamp carrying the Logo of the issuing Ministry/District. The Ministry/District will have the discretion to introduce pre-printed stationery with features unique to the site. The Accounting Officers are required to ensure that staff make on line check of the documents before using them to proceed with other transactions.

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

Page: of

THE REPUBLIC OF UGANDA

GENERAL RECEIPT

ORIGINAL

Receipt No.

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

THE REPUBLIC OF UGANDA

.....

P.O. Box.....
.....
Uganda

INVOICE

ORIGINAL

Invoice To:
.....
.....
UGANDA

Invoice No:
Date:
Tax Registration No:

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:

Page: of

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Government

.....

P.O. Box .....

PURCHASE ORDER (FOR GOODS)

Procurement Number:

Procuring Department	Fiscal Year	Sequence Number	Tender/ Contract/ PO RFQ/RFP No	No.

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:.....

Page: of

Procuring Department Entity	Fiscal Year	Sequence Number	Tender/ RFQ/RFP No	Contract/ PO No.

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/manufacturer'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.