



APPLICATION FOR AN OPERATOR'S LICENCE

(FORM 7)

Free Zones, Act 2014 s 38, 28 Reg, 15(1)

P. O. Box 37578, Kampala, Uganda

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A. PARTICULARS OF THE APPLICANT/COMPANY

(a) Name of Company which intends to operate in the Free Zone

(b) Date of Incorporation/Registration of the company in Uganda _____

(c) Physical Address of the Registered Office

Plot & Street _____

City _____

(d) Telephone Number _____

(e) Email Address _____

(f) Proposed Location of Factory _____

(g) Name of the Free Zone (*where the company will operate*)

(h) Physical Address of the Free Zone

Plot & Street _____

City _____

(i) Period for which the Business Enterprise shall operate (*in years but less than those specified by Developer*) _____

B. PARTICULARS OF THE SHAREHOLDERS

S/N	Name of the Shareholder(s)	Physical Address	Nationality	Number of Shares
1.				
2.				

C. REPRESENTATIVE/CONTACT PERSON

(a) Company Name _____

(b) Contact Person _____

(c) Full Address _____

(d) Telephone Number _____

(e) Email Address _____

D. PROPOSED BUSINESS ACTIVITIES

		(Tick here)	Specify the Activity (s)
1	Agriculture/ Agro processing		
2	Mining & Mineral Processing		
3	Manufacturing		
4	Commercial/Service Activities		
5.	Others (Please Specify)		

E. CAPITAL INVESTMENT COSTS IN US\$

(a) Actual Investment Value (in US\$) at the time of Application (*where Applicable*)

(b) Planned Capital Investment (in US\$)

(c) Projected Investment Costs in first 5 years of Implementation

COST CENTRE	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL (US \$)
Land (specify area)						
Factory Buildings (specify covered area)						
Plant and Machinery						
Furniture and office equipment						
Installation costs						
Intangible Assets (e.g. operations software)						
Research and Development						
Working Capital						
Total						

Note: Indicate Annual Cost of Rent/Lease fees if land, factory buildings, or plant and machinery are to be rented

F. SOURCE OF FINANCING FOR THE PROJECT

	FOREIGN	LOCAL	TOTAL US\$
Share Capital (Equity)			
Loan Capital			
Other Sources (Specify)			

G. PLANT & MACHINERY REQUIRED

List Plant & Machinery required	Condition (new or used)	Country of Origin	Estimated cost (in US \$)
i)			
ii)			
iii)			

H. PRODUCTION SCHEDULE

Indicate the estimated Production for the first 3 years of operation.

Product	Year 1		Year 2		Year 3	
	Product by Volume	Ex-factory Value (US\$)	Product by Volume	Ex-factory value (US\$)	Product by Volume	Ex-factory value (US\$)
Total						

I. RAW MATERIALS TO BE USED IN PRODUCTION OF PRODUCT

Raw materials components	Estimated Volume per annum	Estimated Value (US\$) per annum	Locally sourced materials ¹ by %	Imported ² raw materials by %

¹ Territory of Uganda

² Specify country of origin

J. EXPORT MARKET & PROJECTED EXPORTS

Intended Market	Projected sales of Product (s) into the Market by percentage
Domestic Market	
Regional/International Markets	
TOTAL	100%

Note:

- *Domestic Market refers to the Territories of Uganda, Kenya, Tanzania, Rwanda and Burundi.*
- *Regional/International Markets refer to COMESA countries (excluding EAC), SACU, SADC, EU, AGOA and other markets*

Indicate the projected Exports by Volume in the first three Years of operation

Product	Year 1		Year 2		Year 3	
	Exports by Volume		Exports by Volume		Exports by Volume	
	Domestic	Regional/ International	Domestic	Regional/ International	Domestic	Regional/ International
TOTAL						

K. PRODUCT PRICING

For each product to be manufactured, provide the percentage cost breakdown in terms of the projected ex-factory price for the following items:

Items	Products (Indicate % of Ex-factory Price)
(i) Cost of imported raw materials/components	
(ii) Cost of local raw materials/components	
(iii) Cost of energy and fuel	
(iv) Cost of labour	
(v) Depreciation	
(vi) Interest payments, indirect taxes, land rates, etc.	
(vii) Administrative and marketing costs	

(viii) Cost of technology	
(ix) Manufacturing profit	
Total	100%

L. EMPLOYMENT DETAILS

(a) Actual Jobs at the time of Application (*where applicable*) _____

(b) Planned Jobs to be created _____

	Actual Jobs at the time of Application		Planned Jobs		Total
	Foreign	Local	Foreign	Local	
Managerial/Supervisory					
Technical					
Administration/Accounts					
Semi - skilled ³					
Unskilled ⁴					

M. UTILITY REQUIREMENTS

Indicate your Utility requirements of the following:

Average Demand and Consumption of Electricity: _____KVA

Industrial Water in Cubic meters: _____per day

Others: _____

³ Possess some formal education e.g. Secondary or Diploma with some basic training

⁴ Workers without any formal education and possess no particular specialized training

DOCUMENTS TO BE ATTACHED TO APPLICATION

The application shall be accompanied by the following:

- (a) Memorandum and Articles of Association (*For the purpose of producing goods or services within a Free Zone*)
- (b) Certificate of Incorporation/ Registration⁵
- (c) Agreement with the Developer where company intends to operate
- (d) 5-Year Business Plan of the Project
- (e) Environment Impact Assessment Certificate of the Project (*where applicable*)
- (f) Proof of payment for Application Fees (*USD 250*)
- (g) Tax clearance (*where applicable*)
- (h) Any other documents that the Authority may consider necessary.

DECLARATION

I, hereby declare that to the best of my knowledge and belief, that all the particulars furnished in this Application are true and indemnify the Authority of any misrepresentation, omissions or any information that may in future prove to be false.

Date _____

.....
Signature of Director

⁵ Before Registration or Incorporation of the company draft Memorandum and Articles of Association must be forwarded to the Authority for alignment with the Free Zones requirements.