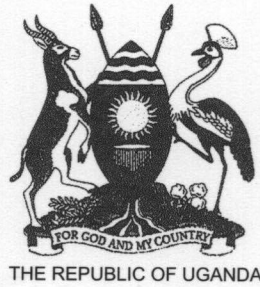


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Embassy of the Republic of Uganda
9-23 Hachiyama-cho
Shibuya-ku
Tokyo 150-0035
Japan

Our Ref: **UET/C/1/1**

15TH August 2011

Kazuo Kato
Manager in Chief
Business Certification Section
Tokyo Chamber of Commerce & Industry

Dear Sir,

RE: INFORMATION ON TRADE-RELATED POLICY AND VISA REGULATIONS

This is in reference to your letter written to the Embassy of Uganda dated 21 July 2011 requesting for information on trade related policies and on regulations for visas.

We appreciate the cooperation between Tokyo Chamber of Commerce & Industry (TCCI) and the Embassy of Uganda in Japan. We would like to even work more closely with you in matters related to trade and investment between the business community of Tokyo and Uganda.

Below are the details of the information:

1. Regulations regarding visa issuance

The Embassy issues the following categories of visas:

- (i) Tourism
- (ii) Business
- (iii) Diplomatic
- (iv) Official
- (v) Students

The following items are required for issuing the visas .

1. One dully filled Application form by each applicant, (**Every section of the application form must be completed. Incomplete forms will not be processed**).
2. Two (2) passport size photographs
3. Original Passport. (Ensure that your passport has a validity of at least six months from the date of your intended travel)

4. Letter of invitation/introduction, if travelling on **Business** or a Note Verbal in case of Diplomatic or Official visas
5. Applicants may be requested to submit additional supporting documentation.
6. An international Inoculation Certificate against **Yellow Fever** and Malaria.
7. Processing time for a visa is **2 to 3 working days** *except diplomatic and official visas*.
8. Time for pick- up of passports is **Fridays 9:00 –12:00** except on holidays.
9. Visa fees and other details
 - Single entry Fee is **JPY 6,500**: Valid for three months from the date of arrival.
 - Diplomats and Officials it is **GRATIS**
 - Visa fees must be paid to UGANDA EMBASSY, on submission of visa application forms. Personal Checks are not accepted and visa fee is non-refundable.

As of now only single entry visas - valid for 3 months are being issued by the Embassy. Application for extension can be done in Kampala - Uganda at the Ministry of Internal Affairs - Directorate of Citizenship and Immigration.

2. Customs policy and regulations on import permission

The write out below will describe the procedures that have to be followed and also state what is required from the supplier at different stages. Unless the following guidelines are followed, there will be delays in the shipment of goods, clearance and delivery to the final customer.

GATT (General Agreement on Tariff and Trade) System:

Uganda Revenue Authority (URA) i.e. Uganda Customs & Excise follows the GATT system for valuation of imports in to Uganda. In this system, the CIF-value up to port of entry is used for the purpose of calculating applicable import duties & taxes. Under this valuation system, the importer is expected to avail to URA all originals or copies of the documents listed below:

Shipping Documents

- a) Airfreight Shipments original documents
 - Air Way Bill
 - Supplier Invoice(s)
 - Packing List

- Customs export declaration / export entries from the country of exportation (w.e.f. 01/Jul/2007)
- Importer's TIN and VAT numbers
- Insurance certificate, if cargo is insured
- Evidence of payment i.e. copy of TT transfer, copy of Letter of Credit, copy of Proforma Invoice
- Export Entries from the country of supply/export
- Duties and Taxes Exemption Certificates, if any
- National Drug Authority Certificate / Permit for import of drug and pharmaceuticals

b) Sea freight Shipments original documents

- Bill of Lading
- Supplier Invoice(s)
- Packing List
- Customs export declaration / export entries from the country of exportation (w.e.f. 01/Jul/2007)
- Importer's TIN and VAT numbers
- Insurance certificate, if cargo is insured.
- Sea Freight & Inland Freight Invoices
- Evidence of payment i.e. copy of TT transfer, copy of Letter of Credit, copy of Proforma Invoice
- Export Entries or Shipping Bills from the country of supply/export
- Duties and Taxes Exemption Certificates, if any
- National Drug Authority Certificate / Permit for import of drug and pharmaceuticals

c) Additional Documents required for specific imports:

- Phyto-Sanitary certificates for import of agricultural products
- Registration / De-registration Card of country of origin of old/used vehicles
- Gift Certificates, if gifted to any organization eligible for duty free clearance
- Passport of the individual for clearance of personal effects
- Certificate of Origin especially for goods imported from Common Market for the East and Southern Africa (**COMESA**) countries

Pre-shipment Inspection:

Pre-shipment inspection is NOT required for the purpose of customs clearance of imports into Uganda.

Imports which are prohibited or restricted

Prohibited Imports:

- Fire arms
- Post office equipment
- Electricity supply specialized equipment
- Pornographic materials
- Imports banned under international agreement where Uganda is a signatory

Restricted Imports:

- Drugs
- Live animals
- Wild endangered species
- Explosives
- Military hardware
- Seeds and plants
- Specialized communication equipment
- High voltage electric wires and transformers.
- Cigarettes
- Used motor vehicle tyres
- Used motor vehicle batteries

3. Other relevant and essential information for Japanese corporation to transact business with business people in Uganda.

The following documents attached on this letter (IN A FILE) is additional useful information on business and how to transact business in Uganda

- Uganda Revenue Authority
- Uganda National Chamber of Commerce & Industry
- Uganda Investment Authority
- Uganda Export Promotion Board
- Private Sector foundation Uganda
- COMESA Regional Investment Agency
- East African Community
- Invest in Uganda

Looking forward to future cooperation with your organisation.