



FORMS AND IMPORTANT TIMELINES

Forms under NGO Act and the regulations

Issue	Form to be used	When needed
Application for registration	Form A	At time of application for registration
Application for a permit	Form D	When applying for a permit (for the first time)
Application for review of a permit	Form F	Used if you want to make changes to the permit
Replacement of permit or certificate	Form G	When permit or certificate is lost
Application for renewal of permit	Form H	6 months before expiry of permit
Annual returns	Form R	Once every year
Midyear financial returns	No form	Once a year
Returns to the district	No form (use a cover letter)	Once a year (returns at district are submitted to the District Technical Committee, the District NGO Monitoring Committee (DMC) and the Sub County NGO Monitoring Committee (SNMC). It can be same copy of documents to the different entities.
Change in registered office	No Form (use a letter and attach Company Form 20)	Every time the organization changes its physical or postal address



Forms and timelines under Anti Money Laundering Act

Activity	Form	When due
Registration of accountable person	Form 1	Immediately the law came into force
Notice of change of accountable person	Form 2	Immediately there is a change
Notification/identification of MLCO	Form 3	As soon as possible
Change of MLCO	No Form, use Form 3	As soon as the change happens
Cash and monetary transaction (of UGX 20M and above no matter the currency)	Form A	Whenever the transaction happens, no more than a week from date of payment
Reporting suspicious transactions	Form B	Immediately the transaction is noted
Annual compliance report	No form, there is a template	By 31 st of January every year
Risk assessment	No form	Within one week after report is made
Compliance Audit	No form	No requirement for submission but FIA can request for a report



Forms and timelines under Companies Act

Issue	Form to be used	Time when needed
Incorporation	Articles and memorandum of association (for companies), Constitution or Trustee deed for Trustees	At the time of beginning the entity
Company registration forms	<ul style="list-style-type: none"> - Form 18 Notice of registered office 	At the time of incorporation of whenever there is a change
	<ul style="list-style-type: none"> - Form 20 appointment of directors and secretary 	At the time of incorporation of whenever there is a change
Filing returns for Company	Form A 10	Every year (there is an online option for this)
Company Beneficial Ownership	Form 1 of Companies (Beneficial Owners) regulations	These are filed only by entities with beneficial owners. They are filed at incorporation or at the time of creating beneficial owners.
Change of Beneficial Owners	Form 2 of Companies (Beneficial Owners) regulations	Used when changing particulars of beneficial owners
Company Member's register	No form. One has to follow what is set in the Companies Act and the Companies (General) regulations (or purchase an already printed register).	<ul style="list-style-type: none"> - Should be updated all the time - File a resolution whenever adding or removing a member (whenever changes are made to the register)