VALIDATION OF MOTOR VEHICLES
This is a process where a taxpayer captures details of the old log book into the URA online motor vehicle register to acquire a new log book.

Expected delivery time: URA will acknowledge receipt of your validation application 'Instantly' upon submission of your validation application and will notify you about your application status within 2 working days after applying on the web portal.

List of requirements
- Copy of the old registration card
- Valid TIN

How to validate your vehicle
- Go to http://ura.go.ug, enter user id (TIN) and password and click login
- On the left hand side is icon marked ‘Motor vehicle registration’, select add motor vehicle details
- Under Applicant details, select preferred office location where you would like to collect your new registration log book
- Select vehicle details and enter all mandatory details. After entering all details, click next
- Enter vehicle registration number, registration effective date, select application and registration type
- Select front and back plates plus their respective serial numbers and submit
- An e-acknowledgement receipt will be generated on submission of the form

TRANSFER OF MOTOR VEHICLE
This is a process where a taxpayer changes ownership of a vehicle. This process involves changing the already registered names for a motor vehicle to another name. This can be as a result of a sale, gift, Court Orders, Police instructions, etc.

Expected delivery time: URA will notify you about your application status within 2 working days after receiving all the necessary information.
Costs of the Service:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Motor cars and other dual purpose vehicles</td>
<td>UGX 84,000</td>
</tr>
<tr>
<td>Motor cycles</td>
<td>UGX 74,000</td>
</tr>
<tr>
<td>Commercial motor vehicles, trailers, tractors or engineering plants</td>
<td>UGX 104,000</td>
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</tbody>
</table>

List of requirements

- Application forms signed by both parties and stamped if it’s a company.
- Sales Agreement bearing stamp duty Embossment.
- Copy of the original Logbook of the vehicle.
- Copy of the original identification documents of both parties (seller and buyer)

How to transfer your vehicle

- Go to http://ura.go.ug, enter user id (TIN) and password and click login
- On the left hand side is icon marked ‘Motor vehicle registration’, select Motor vehicle application and select New form
- Select purpose and enter all mandatory details
- Enter declarant’s details, crosscheck vehicle registration details and click next
- Enter TIN of the transferee and his/her bio data will be auto populated
- Under attachments, select documents and click next
- Click register payment and select the payment mode and bank you want to use to pay the transfer fees
- Click submit. On submission of the form an e-acknowledgement receipt, payment registration receipt and notice for assessment are generated
- Print the form and submit with paid bank slip to the URA office
- URA will notify the one whom you have transferred to. The log book is availed to the owners account through the web portal

Please Note:

- The transfer of ownership from a private (personal) to another person, number plates should not change.
- In case a corporation enjoys duty free status, and decides to sell any of their vehicles to a private person, then the duty free status ceases and taxes as mentioned earlier must be paid before transfer. However, the corporations with duty free status are free to sell to fellow corporations with similar status and maintain the number plate but should inform Ministry of Finance.
For a vehicle whose importer went into agreement with Customs and Head Legal department of URA for part payments, no transfer can be affected without completing the dues. In such a situation, there is usually an agreement duly signed by all concerned parties for the amount to be paid in instalments and time period allowed.

For vehicles with personalized number plates, the vehicle number plates are not transferable. The vehicle has to be re-registered and given new numbers and Number plates should be surrendered before a transfer is affected.

For transfers from a minor, authority from the High Court judge is necessary.

Where letters of administration exist, the transfer should first be made to the beneficiary.

Returning Residents

These vehicles can be transferred at the expiry of two years. In case it is less than two years, advise the taxpayer to get a clearing agent and pay taxes.

For specialized vehicles e.g. refrigerated trucks where the purpose has changed, taxes must be paid.

TRANSFER OF MOTOR VEHICLE WITH ABSENTEE OWNER

This is a process where a taxpayer transfers a motor vehicle, whose original owner cannot be traced by downloading the manual form from the URA web portal. This involves changing the already registered names for a motor vehicle to another name as a result of a sale, gift, Court Orders, Police instructions, etc

Please note: Approval is only done at the Headquarter Service Office but applications can be channelled through all the URA service Centre offices all over Uganda.

Expected delivery time: URA will notify you about your application status days after 10 working days when all necessary information has been received.

List of requirements

- The original registration book with the transfer forms (Old Form 3) signed by the transferee and stamped in case of a company

- An affidavit or statutory declaration to this effect sworn before the Commissioner for Oaths, (affidavit should be duly embossed) stamp/seal must be affixed and a letter of consent to transfer or sell.

- A Court Order instructing the Licensing Officer to transfer the vehicle to the names of the tranferee

- A copy of the Advert ran in the daily newspapers declaring their intention to transfer the motor vehicle, and calling on the registered owner to declare their
objection if any to the High Court within 2 weeks

- The applicant must present themselves with their original identification documents to the Licensing Officer for identification
- A paid up assessment (Please note that this will not be available online)
- Where the vehicle has changed hands all transfer fees have to be paid
- Vehicle should be physically verified and verification report attached.

**How to transfer your vehicle with absentee owner**

- Swear an affidavit before the Commissioner of oaths to that you want to transfer the vehicle but cannot trace the owner (the affidavit should be duly embossed)
- Run a public notice in the daily newspapers declaring your intention to transfer the motor vehicle and calling on the registered owner to declare his/her objection if any to the High Court within two weeks
- Obtain a court order instructing the Licencing Officer to transfer the vehicle in your names
- Obtain an assessment for the change of ownership and make a payment to the bank
- Present yourself with the original identification documents to the Licensing Officer
- Present the original registration book with the transfer forms that were issued by the original owner
- Avail your vehicle to the Licencing Officer for inspection
- The Licencing officer will then process and issue you with a new Registration book in your names