**MOTOR VEHICLE REGISTRATION  
  
TRANSITION TO THE NEW LOG BOOK (VALIDATION OF MOTOR VEHICLE PARTICULARS)**

**What is validation of a motor vehicle**

To validate your motor vehicle means to re-capture your vehicle particulars on the hard paper log books into the system so as to be given the new A4 log books.

Issuance of the new A4 log books commenced in July 2013.  
  
**Who; validates a motor vehicle**

A transaction to validate motor vehicle particulars can only be lodged by the registered vehicle owner (party that appears on the original hard paper log book as the registered owner)

In cases where one does not appear on the log book as registered owner, they shall have to locate the party that appears as registered owner and if they are not in position to locate this party, they shall use the Absentee Transferor procedure (see below) to have the A4 log book issued in their names

**Why should one validate a motor vehicle?**

One should validate their motor vehicle to ensure that only them; as declared registered vehicle owner can execute transactions against said vehicle

**What are the Requirements for Validation?**

For validation to be carried out, one must have a TIN and must be the last entrant on the original hard paper log book as the registered vehicle owner.

**What are the Costs Involved?**

There are no applicable transaction fees for the Validation/transition procedure however in instances where URA finds it necessary to ascertain facts declared on the validation, an Inspection of the Vehicle shall be carried out.  
Inspection fees shall be payable by the registered owner of the vehicle (see costs below

**HOW TO APPLY FOR ALTERATION OF VEHICLE PARTICULARS/DETAILS**

**What is alteration of motor vehicle particulars?**

This is a process where a taxpayer changes the already registered particulars of a Motor Vehicle, Trailer and Engineering Plant to different ones through the URA web portal.

**Who is authorized to alter motor vehicle particulars?**

A transaction to alter vehicle particulars is submitted by the registered owner of the motor vehicle through their account on the URA portal

**Why can someone make alteration to motor vehicle particulars?**

One can submit an alteration application if they want to register a change that has happened against vehicle particulars on the vehicle file.

Note that all details of the vehicle can be altered include color, seating capacity, engine, weight, body description among others ***EXCEPT*** the chassis details.

**What are the requirements; for alteration of motor vehicle particulars**

For alteration of motor vehicle to be effected, an inspection of the vehicle must be done to ascertain that the changes reported have indeed been carried out.

The applicant shall then submit the signed Alteration application forms (these should be signed in case of companies) along with an inspection receipt, inspection report, original logbook of the Motor vehicle, copy of valid identification document of the applicant and evidence of payment of alteration fees.

If the altered detail is weight, one shall need to attach a report from the Weighbridge Authority confirming the change.

**What are costs involved**

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| --- | --- |
| **Item**​ | **Cost**​ |
| **Alteration per field​** | UGX 20,000​ |
| **Alteration of Van to PSV​** | UGX 172,000​ |
| **Form Fees​** | UGX 12,000​ |
| **Inspection fees for Motor cars and Dual purpose vehicles​** | UGX 12,000​ |
| **Inspection fees for other Motor vehicles ​** | UGX 10,000​ |
| **Inspection fees for Motor Cycle**​ | UGX 7,000 |

**HOW TO APPLY FOR DUPLICATE REGISTRATION BOOK /NUMBER PLATE**

**What is duplicate registration book?**

A duplicate transaction is lodged when one would like to replace an already issued number/license plate or registration book/log book.

**Who can apply for duplicate** **registration book /number plate**

A request for duplicate number/license plate is submitted by the registered owner of the motor vehicle that the transaction pertains.

**Why can you apply for duplicate registration book /number plate**

A request for duplicate log book is lodged when the original log book has been misplaced/is lost whereas a request for duplicate number/license plate is lodged when either one or all the originally issued number/license plates have been misplaced/lost and when the plates have been defaced

**What are Requirements for getting registration book /number plate**

Below are the requirements for the different duplicate applications.

For the duplicate license/number plate transactions, the applicant must surrender the existing plate if only one has been misplaced/lost and must surrender all plates in the face of defacement of either plate

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| --- | --- | --- |
| **APPLICATION TYPE​** | **REQUIREMENT** | **CATEGORY​** |
| **DUPLICATE NUMBER PLATES​**​ ​ ​ ​ ​ | Application form for the Duplicate Plates signed and stamped if the applicant is non-individual.​ | Mandatory​ |
| Police report in case the plate is lost or stolen and if damaged then you surrender the damaged plates.​ | Mandatory​ |
| A newspaper advert in case plates were lost​ | **Optional​** |
| Copy of the identification document of the applicant.​ | Mandatory​ |
| Payment slip for the duplicate fees​ | Mandatory |
| **DUPLICATE LOGBOOKS​ ​ ​** | Application forms for the duplicate logbook signed and stamped if company.​ | Mandatory​ |
| Damaged logbook if available or police letter and an advert if it was lost.​ | **Optional​** |
| Copy of the identification document of the applicant. ​ | Mandatory​ |

**What are the Costs for registration book /number plate**

Below are the applicable costs for the duplicate transaction

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| --- | --- | --- | --- |
| **Service​** | |  | **Cost** | | --- | --- | |
| **Duplicate Number Plates**​ | UGX 49000​ |
| **Duplicate Logbooks​** | UGX 44000​ |

Note that when one lodges a duplicate number plate application, they are expected to also pay plate manufacturer fees to the license/number plate manufacturer. Currently, the fee is Ugx.137, 000.

**MOTOR VEHICLE RE-REGISTRATION**

**What is Motor vehicle re-registration?**

“Re-registration” in relation to a vehicle, means the registration of a vehicle from one number plate category to another, where both number plate categories are registrable by URA.

**The following are the categories registrable by URA**

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **Number Plate Category** | | |  | | --- | | **Who Qualifies for the Plate category** | |
| |  | | --- | | **Diplomatic Plates** | | |  | | --- | | * A Diplomat or Diplomatic/Consular Mission registered by the Ministry of Foreign Affairs * Applicant must have a letter of introduction and allotment of a diplomatic number, and a diplomatic identification card from the Ministry of Foreign Affairs * The applicant must have been registered with a “Diplomatic Status” at TIN registration | |
| **Exempt/Duty free Plates** | * Vehicles or persons listed under the 5th Schedule of the East African Customs Management Act e.g. vehicles for returning residents, Rally vehicles, Ambulances and vehicles specially designed for the physically handicapped etc. * Any person to whom the Ministry of Finance has issued a statutory instrument/letter of entitlement to the exemption from payment of duties. |
| **Statutory Plates** | * A Statutory body or Parastatal established by an Act of Parliament. E.g. Uganda Revenue Authority, Kampala Capital City Authority, National Environment Management Authority, Bank of Uganda, National Planning Authority etc. * The applicant must have been registered with as a “Government Entity” at TIN registration. |
| **Ordinary Plates** | * Any person who, or vehicle that, does not qualify for Statutory, Duty free or Diplomatic plate categories. |
| **Personalized Plates** | * Any person or vehicle except persons/vehicles that qualify for Duty free or Diplomatic plate categories |
| **Dealers Plates** | * Any person who trades in or repairs for financial reward or gain on his or her own account vehicles or manufactures or trades in spare parts of vehicles * This is the only plate category that is not issued to a vehicle, but a person. * The plate is non-transferable. |

**Who is required to do a Re-registration?**

Re-registration is required to be done by any person changing the registration of a motor vehicle under these categories shown below:

**Restricted**

The following categories of re-registration are restricted because the relevant duties and fees (in relation to the vehicle) are deemed to have already been paid by the first registered owner; thus the re-registration to the desired category would defeat the purpose.

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | ***Current Category*** | | |  | | --- | | ***Desired Category*** | |
| Ordinary | Duty free |
| Statutory | Duty free |
| Personalized | Duty free |
| Personalized | Diplomatic |

**What are the requirements necessary Re-registration and the process for registration**

The following categories of re-registration are processed by any Domestic Taxes Office.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current category** | **Desired Category** | **Requirements** | **Procedure** |
| Ordinary | Statutory | * Original Logbook Old registration plates * Copy of the applicant's original identification * Physical Verification report of the Motor vehicle * Certificate of incorporation in case of a company * Covering letter in case applicant is a company * TCC in case of PSV and commercial vehicles | * Registered owner logs into his URA Web Portal account (using his TIN and Password) * Under e-services, the applicant selects Motor vehicle registration then Applications. * Under form type select new form then Purpose of Application as re-registration * Applicant should select the nearest service office from the drop down list * Applicant must select the desired plate category * The URA system shall automatically assess the applicable re-registration fees * The applicant must print the computer-generated form MV 7001 upon successful submission of the online application. * The applicant must print a Payment Registration Slip (PRS) with a unique Payment Registration Number (PRN) issued upon successful submission of the online application form * The applicant must effect payment of the assessed fees by supplying the PRS to bank counter * Applicant must submit a signed copy of the printed re-registration application form (MV 7001) to the selected service office. * The following must accompany the application; * current number plates * evidence of payment (only upon request * Upon approval of the re-registration, the applicant shall receive an email advising him/her to collect the printed number plate from the indicated manufacturer. * After collecting the printed number plate, collect your new registration/log book from the URA office or Web Portal. |
| Ordinary | Diplomatic |
| Ordinary | Personalized |
| Statutory | Ordinary |
| Statutory | Diplomatic |
| Statutory | Personalized |
| Duty free | Diplomatic |
| Diplomatic | Duty free |
| Personalized | Personalized |
| Personalized | Statutory |
| Personalized | Ordinary |

**What are the Re-registration fees?**

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| --- | --- |
| **Type** | **Fees UGX** |
| Motorcycle | 123,000 |
| Motor vehicle | 223,000 |
| Other motor vehicles; trailers or tractors or engineering plants | 104,000 |
| Inspection fees for Motor Vehicles​ | 12,000 |
| Inspection fees for Motor Cycles ​ | 7,000 |
| Personalized Number plates | 20,000,000 |

**DEALERS LICENSE**

**Who is a Dealer?**

A Dealer is any people who trades in or repairs for financial reward or gain on his or her own account vehicles or manufactures or trades in spare parts of vehicles

**What is Cost of services**

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| --- | --- |
| **Item** | **Cost** |
| Dealers Number plates | UGX 223,000​ |
| Renewal of dealer’s license​ | UGX 218,000​ |

**What is the Procedure and Requirements to get a dealers license**

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| --- | --- |
| **Procedure** | **Requirements** |
| * Visit the URA web portal ([ura.go.ug](http://www.ura.go.ug)) and login to their TIN account using TIN and Password, under motor vehicle registration, select Dealer’s license Application * Under applicant details tab, select processing location and purpose from drop down * If it’s a new license, Fill in the type of business activity and description then select the attachments. * Go to payment details page, click register payment and click submit. * Upon submission, you will get an e-acknowledgment receipt. Scroll down the page to print the receipt, print the form and payment slip. Make payments in the bank and submit application to URA office for approval with attachments | * Registered for income tax * Application forms signed and stamped if it’s a company.​ * Payment slip for the plate​ |

**HOW TO APPLY FOR OTV LICENSE**

**What is an OTV License?**

This is a process where employers apply to the Transport Licensing Board to be granted permission to transport their employees or agents on specified vehicles owned by them to and from their work places on the. The process is done using our URA web portal.

**What are the Costs for OTV license**

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| --- | --- |
| **Item** | **Cost** |
| Vehicle below 2 tonnes​ | UGX 93,000​ |
| Vehicles above 2 tonnes​ | UGX 203,000 |
| RENEWAL |  |
| Vehicle below 2 tonnes​ | UGX 88,000​ |
| Vehicles above 2 tonnes​ | UGX 198,000 |

**What is the PROCESS for getting an OVT license**

* Registered owner logins logs-in on to his the web portal account using TIN and Password. Under motor vehicle registration, select Owner’s Transport Vehicle application
* Under applicant details tab, select processing location, purpose and Vehicle number
* If it’s a new license, go to next page confirm particulars of vehicle,
* Select attachments and register payment.
* Upon submission, you will get an e-acknowledgment receipt. Scroll down the page to print the receipt, print the form and payment slip. Make payments in the bank and submit application to URA office for approval with attachments

**HOW TO PUT A CAVEAT ON A MOTOR VEHICLE**

**What is a caveat and who is required to put it?**

Caveat is a restriction put on/in the registration book and vehicle register hindering the rendering of a service until there is consent or agreement from the parties concerned

The endorsement normally reads, "Not to be transferred without the consent of……………………..”

**What are the Requirements for putting a caveat**

* Written request stating the reasons for endorsement
* Written agreement with stamp duty paid between the buyer and the seller
* Original registration book
* Court orders (if any)
* Advertisement of “Caveat Emptor” (which means buyer be aware)
* Letters of Exemptions from Ministries of Finance and Foreign Affairs.
* Letters from administrator general in case of minors or estate of the deceased.
* Instructions from Individuals, security Organizations, Police, IGG etc.

**What is the Procedure for putting a caveat**

The interested party writes to the licensing office and makes declaration of instrument to pay stamp duty. Documents are delivered to Licensing office for acknowledgement and if the officer is satisfied with the details, an assessment to pay endorsement fee of Ugx 50,000/= will be raised.

The interested party makes payment to the bank then returns the evidence to Licensing office.

Upon confirmation of payment, the application will be processed and the registration book with Third Party Endorsement issued.

**REGISTRATION OF BOARDED OFF VEHICLES**

**What is a boarded off vehicle**

Uganda has three (3) licensing officers; Ministry of Works and Transport who licenses all Central Government, Local Government and Urban Authority allocated vehicles, Military Licensing Board which licenses all Military allocated vehicles (UPDF) and Uganda Revenue Authority which licenses all vehicles that fall in categories other than stated above.

A Boarded off vehicle is a motor vehicle whose original license as issued by the Military Licensing Board and the Ministry of Works and Transport has been revoked.

Instances where the license issued by Uganda Revenue Authority is revoked arise where a parastatal organization relinquishes ownership of a vehicle previously registered to it and when a party that has been granted a duty free license plate (diplomat, diplomatic mission and duty free persons) has also relinquished ownership of the Motor vehicle that bears the duty free license.

**Who can apply for** **registration of a Boarded off vehicle**

Boarded off vehicle transaction applications are lodged by ordinary persons that have been acquired motor vehicles from Parastatal organizations, Central Government, Local Government, Urban Authorities, Military Bodies, Diplomats, Diplomatic missions and Duty free entities.

**Why can one apply for registration of a Boarded off vehicle**

A boarded off transaction is lodged so the new owner can receive an ordinarily issued license from Uganda Revenue Authority and a log book for the said vehicle in their names

**HOW; to apply registration of a Boarded off vehicle**

The procedure to register a boarded-off depends on who the original licensing officer was.

Find below procedures and requisite attachments for each scenario

***For vehicles bought from UPDF, Central Government, Local Government and Urban Authorities, you will follow the steps below;***

1. Appoint a clearing agent to make a customs entry.
2. Make payment of the assessed taxes and registration fees to the bank.
3. The agent shall capture an MV 7001 by selecting the type of registration as “First Time Registration”
4. The agent shall print a copy of the submitted MVR 7001 for the vehicle owner to sign
5. At submission of the customs entry and the signed MVR form to Customs Office, the agent shall attach the requirements as detailed below per the category.
6. When the application is processed, the Agent will receive a notification from the manufacturer to pick the plate and a copy of the notification will be sent to the client.
7. After picking the new plate, the agent will also be required to pick a new registration book

Attachments;

* The bid/tender announcement
* The cancelled log book (as issued by the previous licensing officer)
* Copy of valid Identification document
* Verification/Inspection report as issued by a proper Customs officer
* Evidence of purchase of motor vehicle
* Release letter from the former licensing officer
* Minutes of the Bidding process

***For vehicles bought from a Diplomatic Mission/Diplomat or Duty free person, you will follow the steps below;***

1. Appoint a clearing agent to make a customs entry.
2. Make payment of the assessed taxes and registration fees.
3. The agent shall capture an MV 7001 by selecting the type of registration as “Registration of boarded-offvehicle.
4. The agent shall print a copy of the submitted MVR 7001 for the vehicle owner to sign.
5. At submission of the customs entry and the signed MVR form to Customs Office, the agent shall attach the requirements as detailed below per the category.
6. When the application is processed, the Agent will receive a notification from URA to pick the printed number plate. A copy of the notification will be sent to the vehicle owner.

Attachments;

* Evidence of payment of Change of Ownership fees
* Verification/Inspection report as issued by a proper Customs officer
* Release letter from the diplomat or diplomatic mission or duty free entity
* Cancellation order of the duty free privilege