

**ASYCUDA WORLD USER REGISTRATION  
APPLICATION FORM**

**To Commissioner of Customs & Excise (Through the Assistant Commissioner  
Field Services)**

In accordance with Section 188 of East African Community Customs Act (EACCMA), I / we wish to apply for registration as a user of the Customs computer system ASYCUDA World and to this effect I / we provide the following details.

<b>I / we wish to be registered as a user of:</b>
a) ASYCUDA World

**1. IDENTIFICATION OF COMPANY / INSTITUTION APPLYING FOR  
REGISTRATION**

**A) COMPANY PARTICULARS**

	<b>Tick where applicable</b>
a) Customs Agent	
b) ICD	
c) Bonded Warehouse	
d) Importer	
e) Exporter	
f) Government, Parastatal or other government agency	
g) Others (Please specify).....	

<b>Name</b>	
<b>TIN</b>	
<b>Physical address</b>	
<b>Postal address</b>	
<b>Email</b>	
<b>Office Telephone</b>	

**NOTE:**

All companies applying for registration must provide the names of each individual who will be using the Customs computer system (ASYCUDA World) and include them in part B below.

**B) INDIVIDUALS (All employees who will be accessing the Customs system on behalf of company (A) above,**

<b>1.</b> TIN: Name : Position: Telephone no: Email: Office Location: URA/Employee ID number:	<b>2.</b> TIN: Name : Position: Telephone no: Email: Office Location: URA/Employee ID number:
<b>3.</b> TIN: Name: Position: Telephone no: Email: Business address: Office Location: URA/Employee ID number:	<b>4.</b> TIN: Name : Position: Telephone no: Email: Business address: Office Location: URA/Employee ID number:
<b>5.</b> TIN: Name : Position: Telephone no: Email: Business address: Office Location: URA/Employee ID number:	<b>6.</b> TIN: Name : Position: Telephone no: Email: Business address: Office Location: URA/Employee ID number:
<b>7.</b> TIN: Name : Position: Telephone no: Email: Business address: Office Location: URA/Employee ID number:	<b>8.</b> TIN: Name : Position: Telephone no: Email: Business address: Office Location: URA/Employee ID number:

<p><b>9.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Business address:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>	<p><b>10.</b></p> <p>TIN:</p> <p>Name :</p> <p>Position:</p> <p>Telephone no:</p> <p>Email:</p> <p>Business address:</p> <p>Office Location:</p> <p>URA/Employee ID number:</p>
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Kindly email the color passport photos of each employee to the Customs systems support team on email [asycudateam-gp@ura.go.ug](mailto:asycudateam-gp@ura.go.ug)

## **2. TECHNICAL REQUIREMENTS FOR REGISTRATION AS A USER OF ASYCUDA World**

**I/we confirm that the personal computers (PCs) that I use with ASYCUDA World comply with following minimum specifications:** (please indicate “Yes” or “No” in the box next to each item)

- a) Processor speed of at least 1.7 Ghz
- b) RAM of 1 GB
- c) Microsoft Windows XP or Windows 7 operating system
- d) 50 MB free space on the hard disk
- e) Up-to-date antivirus software
- f) 128 kbps Connection to Customs network through internet service provider
- g) Internet browser
- h) Java 6 installed on computer
- i) PDF reader software installed on computer
- j) A document scanner

**I/we also confirm that we have in our staff or we can call upon:**

- g) a qualified IT person to ensure that ALL the requirements above are met

### **3. GENERAL CONDITIONS UNDER WHICH REGISTRATION WILL BE GRANTED**

**The applicant agrees to notify by email the Commissioner of Customs & Excise (or Custom Office Head, if outside Kampala) within 24 hours of any changes in the following situations:**

- a) You no longer meet licensing or operating conditions as Customs Agent, ICD operator, warehouse operator, DTI centre (if you fall within one of these categories);
- b) Cease to employ all or any individual registered users nominated in this application form.
- c) Change the address of your company or individual users.
- d) Change the name of your company or individual users.
- e) Cease to conduct business with Customs.
- f) You or any of your individual registered users are or become bankrupt.
- g) You or any of your individual registered users are convicted of any offence punishable under the Customs, Taxation or criminal legislation.

### **4. SPECIFIC CONDITIONS IN RESPECT OF THE SECURITY OF ASYCUDA World**

**If approved as a registered user of ASYCUDA World, the applicant and any other individual applicant listed in this application, agrees to:**

- a) Not to falsify, damage or impair any record or information stored in the system or to damage or impair any duplicate tape or disc or other medium stored in the system;
- b) Keep secure, and not disclose to another person the unique user identifier allocated to you;
- c) Only use the unique user identifier to access data in the system that is available to all registered users or is data input or pertains only to your transmissions;
- d) Notify immediately the Customs Department if you suspect that the security of your unique Identifier has in any way been compromised;
- e) Notify the Customs Department if you gain access or otherwise receive data that does not pertain to your lawful access to the system;
- f) Comply with any further conditions imposed by the Commissioner of Customs and Excise in relation to the security of a unique identifier allocated to you or persons listed in this application or to any other matters related to the access to and use of the Customs computer system.

**Note:**

**By signing this application form, the applicant agrees to comply with all the GENERAL CONDITIONS listed in part 3(a) to (g) under which registration will be granted and all the SPECIFIC CONDITIONS listed in 4(a) to (f) in respect of the security of ASYCUDA World of this application above.**

**PLEASE READ CAREFULLY THE NOTES BELOW BEFORE SIGNING THIS APPLICATION**

- 1) **All sections** of this application form must be completed and **all questions** answered correctly and accurately.
- 2) If the applicant is a company, this form must be signed by the authorized senior executive or any other authorized company executive, and shall be duly stamped using **official company stamp and sealed using official company seal**.
- 3) Regardless of individual responsibilities, the person signing this form on behalf of a company shall also be responsible for the accuracy of particulars, requirements / conditions set out for the individual employees listed in this application.
- 4) By signing this form the applicant agrees to fulfill all the requirements and conditions set out in this form and any other conditions that may be imposed by the Commissioner in respect of the registration of users to use any Customs system.

<b>Application completed by:</b>	
Full Names	
Authorised Signature	
Position held	
Company Stamp and seal	
<b>For URA use.</b>	
<b>Recommendation by Station Manager/Supervisor</b>	
Full Names	
Authorised Signature	
<b>Approval by AC-Field services/ Authorised Personnel</b>	
Full Names	
Authorised Signature	