

# **GUIDELINES TO APPLICANTS FOR REGISTRATION WITH THE ENGINEERS REGISTRATION BOARD (ERB)**

## **1.0 Who should apply for Temporary Registration?**

The provision for Temporary Registration is for a person who is not ordinarily resident in Uganda but intends to be in Uganda in the capacity of a professionally qualified engineer only for the express purpose of carrying out specific work or works for which he/she has been engaged.

## **2.0 Who Qualifies for Temporary Registration**

A person applying for temporary registration is required to demonstrate that he is, or immediately prior to entering Uganda was, in practice as engineer in such a capacity as to satisfy the Board of his fitness to serve the public as a professionally qualified engineer.

## **3.0 Obligation to Register**

It is an obligation under the law for any professional engineer coming to work in Uganda to register within four months of his arrival. It is also obligatory for any firm or organization, private or public, which recruits such a professional in Uganda to ensure that such engineer registers within the stipulated time period.

## **4.0 Period covered by Temporary Registration**

The Board registers an applicant for temporary registration for a period of one year or for the duration of any specific work or works of engagement. In case of the latter, registration ceases on termination of the work or works.

## **5.0 Scope of Registration**

A person under temporary registration is treated as a registered engineer under the law only in relation to the period of registration and to such works in question; but in relation to other matters shall be treated as not so registered.

The scope of temporary registration is therefore specific to the subject of registration.

## **6.0 How to apply**

The procedure of application is as follows;

- Obtain and fill form ERA 2
- Attach an up to date career report
- Attach copies of certificates
- Attach recommendation letter from employer and Ugandan employment agency (client) confirming the project you are currently or have worked on.
- Attach proof of registration with an engineering body in your home country

Return to the Registrar, Engineers Registration Board. P.O. Box 29267, Kampala.

The applicant will be informed of the outcome of the application within a period of 14 days including the fees to be paid, where applicable.

The Board may require an applicant to appear before it for the purposes of considering his/her application and shall require every applicant to produce documentary evidence of his/her work or employment immediately prior to his/her entering Uganda.

The application will be processed to completion within a period of 30 days from submission.



**Attach Passport  
Photograph here**

**THE REPUBLIC OF UGANDA**

**THE ENGINEERS REGISTRATION ACT (Cap 271)  
(Section 21)**

**APPLICATION FOR REGISTRATION**

*[Under the Engineers Registration (Prescription of Forms and Fees) Regulations]*

To: THE REGISTRAR  
ENGINEERS REGISTRATION BOARD  
P. O. BOX 29267,  
KAMPALA.

I hereby apply for temporary registration as an engineer in accordance with the Engineers Registration Act, and in support of my application I give the following particulars:-

	<i>Particulars</i>	<i>For Office Use Only</i>
1	Name in Full	
2	Address in full ( <i>Box No., Email address, and Telephone No.</i> )  (a) In Uganda  (b) Permanent Address	
3	Date and Place of Birth	
4	General Education ( <i>State dates, qualification and the institution for non-engineering education. Attach Documentary evidence</i> )	

	<i>Particulars</i>	<i>For Office Use Only</i>	
5*	Engineering Education ( <i>State Degree, Diploma or license of University or school of engineering. Attach Documentary evidence</i> )		
6*	Practical Engineering Training ( <i>State dates, your role, the organisation and engineer under whom you trained i.e. Industrial training, 2 years pupillage and 2 years post-pupillage</i> )	Supervisor's Signature & Stamp / qualifications	
7*	Positions held ( <i>State dates, your role, the organisation and engineer who supervised you i.e. subsequent years of post-pupillage</i> )	Supervisor's Signature & Stamp / qualifications	

	<b>Particulars</b>	<b>For Office Use Only</b>
8	Membership of Engineering Institutions ( <i>attach proof of membership/ registration</i> )	
9	If not already in Uganda, state date of intended arrival	
10	Work or works in Uganda for which you are engaged ( <i>specify project or nature of work and state the duration of work</i> )	
11	Engineering capacity in which you are engaged ( <i>Attach recommendation letter from your current employer and the Ugandan employment agency (client) confirming your role on the project</i> )	
12	Period for which temporary registration is required	
13	Do you hold a temporary pass? If so give details ( <i>Attach copy of Entry Visa</i> )	
14	Have you ever been convicted? If so, give details of the offence ( <i>Attach Certificate of Good Conduct from Interpol</i> )	
15	Give details of citizenship and passport held ( <i>Attach bio-data page of your passport</i> )	

I confirm that in my opinion Mr/Mrs/Ms/Dr.....  
 is a person qualified for registration under the Engineers Registration Act.

<i>Sponsors</i>	<i>Registered Engineer</i>	<i>Registration Number</i>	<i>Discipline</i>	<i>Signature &amp; Stamp</i>
1				
2				
3				

I hereby declare that the foregoing particulars are true and correct to the best of my knowledge and belief.

Date..... Signature of applicant.....

- NOTE:**
- (i) An applicant for registration may be required to satisfy the Engineers Registration Board that his engineering and general conduct have been such as to make him/her a fit and proper person to be registered under the Engineers Registration Act.
  - (ii) Signatures of persons under whom you trained or worked are required under sections 6 and 7 above.
  - (iii) If space is insufficient, please submit on separate sheet