

FORM A: APPLICATION FORM TO JOIN UCLA/UBA SINGLE DEDUCTION CODE MANAGEMENT ON GOU PAYROLL- CREDIT LENDING INSTNs.

#	ITEM	DETAILS
1.	Write Application to join: To	EXECUTIVE DIRECTOR / UCLA
2.	Name of the Institution
3.	Names and Contacts of Directors / Attach Particulars of Directors & Resolution to join	a) b)
4.	Company Registration Certificate / Membership	<i>Attach photocopy of the Certificate of Incorporation and proof of payment of UCLA Membership and Annual Subscription Fees.</i>
5.	Name of Regulatory Authority Attach its License / Certificate
6.	Physical Location / District (s) of Business
7.	Nature of Business
8.	Full details of the Authorized Signatory / Stamp Attach info on your Bank, Account Name & Number and Copy of ID of Responsible Officer	Signature: Date:
		Names:
		Phone Contact:
		Email:
FOR OFFICIAL USE BY UCLA		
1	Approved / Rejected /DateDate
2	Reasons
3	ED- UCLA
4	CHAIRMAN UCLA
FOR OFFICIAL USE ON PDMS-PCA		
1	New Code Created / Reactivated
2	Code No. allocated on PDMS
4	PCA / Manager Approval Date.....
5	Send Feedback to Institution Date.....

1. APPLICABLE CHARGES - SINGLE DEDUCTION CODE (SDC)

- 1.1 Write a Letter Expressing Interest to join UCLA addressed to the Executive Director complete with Board resolutions where applicable and attach all requirements above.
- 1.2 Submit atleast one letter of recommendation to ED-UCLA, from atleast one Accounting Officer of the vote, where the credit lending company intends to provide services.
- 1.3 **Membership Fees:** Currently, the UCLA membership, fees is UGX 1,000,000/= (UGX One Million only) payable once at the time of joining OR reactivating an existing code which has been dormant.
- 1.4 **Annual Subscription fees** is UGX 600,000/= (UGX Six hundred thousand only) based on calendar year. However, these are subject to change with notification of members.
- 1.5 **Service Charges:** A **service fee of 2%** shall be charged on all the Total Loan Recoveries made on a monthly basis. Each institution shall be invoiced by the Service provider of the Payroll Deduction management system.
- 1.6 **Bank Details for payment of UCLA Membership and Annual Subscription Fees:**
ACCOUNT NAME: UGANDA CONSUMER LENDERS ASSN.
ACCOUNT No: 0260601601 ; BANK: DIAMOND TRUST BANK – BWAISE BRANCH

2. ALL TO NOTE

- 2.1 The Micro-Finance Institutions and Credit Lending Institutions shall obtain a valid Certificate of Incorporation for the Institution from a Registrar and **Annual License** issued by the **Uganda Microfinance Regulatory Authority (UMRA)** and or any other respective regulatory institution.
- 2.2 The **Savings Credit Cooperative Organizations (SACCOs)** shall have a **valid Certificate of Registration** from the Registrar of Cooperative Societies under Ministry of Trade, Cooperatives and Industry and or any other respective regulatory institution.
- 2.3 Commercial Banks regulated by Bank of Uganda and under Uganda Bankers Association are automatically eligible for UCLA membership.
- 2.4 The Insurance companies shall have a License from Insurance Regulatory Authority and the Finance Leasing Companies shall submit/ attach a copy of their Certificate of Incorporation.
- 2.5 The institutions under UCLA should have designated premises from which they operate and will be inspected by UCLA and their respective regulatory bodies from time to time.
- 2.6 **The applying Institution is required to attach its Bank and Account Name and Account Number Information to be used in the setup of the SDC on the Payroll Deduction Management System (PDMS).**
- 2.7 **RETURN FILLED FORMS TO UCLA OFFICES PLOT 9 DR. BASANGWA LANE, ALONG KALUNGI ROAD, MUYENGA TOWER. P.O BOX 9994, KAMPALA TEL: 0393-216505**

3. PDMS TECHNICAL SUPPORT/ COMPLAINTS

Once the Single Deduction Code has been issued and created on the Payroll Deduction Management System (PDMS), in case of need for Technical Support, please contact UCLA on:
Telephone: +256 393-216505; Email: info@uclasecretariat.com; or incase complaints complaints@uclasecretariat.com Website: www.uclasecretariat.com