



## UGANDA WAREHOUSE RECEIPT SYSTEM AUTHORITY (UWRSA)

### LICENSING CRITERIA UNDER UWRSA

#### PHYSICAL REQUIREMENTS OF STORAGE FACILITIES

1	Ownership or access to facilities. Copy of title deed, lease agreement or offer of lease for warehouse and site, whichever is applicable
2	Accessible location throughout the year
3	Fit for purpose (in this case storing Maize, Beans, Coffee, Wheat, Sorghum, Millet and Cotton)
4	Soundly constructed, durable material, fully enclosed, adequately roofed to prevent leakage and access by birds and rodents. An Occupation Permit must be provided.
5	Adequate and well maintained drainage; sufficient clean hard standing at warehouse entrance to minimise seepage of water and mud into the warehouse
6	Ablution ancillary (Workers changing rooms, sanitary and sanitation facilities)
7	Clean and covered area for sampling and grading before deposit or rejection



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8	Warehouse has adequate lighting to allow visibility especially when for grading
9	Even floor with no or all cracks repaired. Floor joints fully filled with a mixture of bitumen, sand and Cement
10	Maximum Security with guards available day and night, warehouse lockable and entire area enclosed either by chain link or perimeter wall fence
11	No previous storage of prohibited goods that may taint, contaminate, infest or transmit diseases like Radiation agents, Herbicides, Pesticides, Fuels, Acaracides and Tobacco
12	Each warehouse should be identified by name, initial or number securely affixed thereto (Marked)
13	Where compartments exist they must be labelled clearly to show the space covered by each number. e.g space size and storage capacity
14	All electrical switches, sockets, wiring, lighting, etc, conform to relevant fire/safety regulations and sighted ( <i>well clear of the stored material or where stocks will be stored</i> )
15	Plan of warehouse(s) available and lodged with the Authority. Plan should identify storage space,



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	office location, grading area, and equipment including scales
16	Scales of adequate number and suitable types/sizes available and must be inspected and approved by UNBS
17	Check weights available for the range of weights normally measured.
18	Have a minimum of two (2) internet enabled computers and peripherals
19	Suitable and adequate Equipment for Sampling and Grading of inbound/outbound Commodities.
20	Adequate fire fighting equipment and materials installed
21	Cleaning and drying facility available, and Warehouse Keeper (WK) ready to offer service to depositors
22	Capacity to handle 50mt/day or more, assuming 18 to13% moisture content.
23	Adequate storage space of minimum 1,000MTs as per WRS Regulations 2007
24	Clear procedures for ensuring effective operation (Handling & Management Manuals)



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25	Fumigation capacity and availability of licensed fumigators
<b>BUSINESS AND OPERATIONAL EXPERIENCE AND CAPABILITY OF THE WAREHOUSE KEEPER AND "OWNER"</b>	
26	Credentials of directors, CEO, FD, Manager of the physical facility or all of them
<b>WAREHOUSE KEEPER'S AND OWNER'S REPUTATION</b>	
27	Has a healthy reputation in the business community (based on public reaction to advertisement to grand licence)
<b>QUALIFICATION OF SPECIALISED WAREHOUSE KEEPER'S STAFF</b>	
28	Staff i.e. Samplers, Weighs and Graders have been trained by the Authority or an Agent of the Authority in grading of grain, inspection, weighing and general handling (evidenced by the valid SWG certificates)
29	If SWG's not trained, can they be trained by the time of deposit?
<b>FINANCIAL REQUIREMENTS</b>	
30	True copies of financial statements for 3 years, including one prepared within the 6 months



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	<p>of date of application</p> <ul style="list-style-type: none"> <li>• Balance sheet</li> <li>• Statement of Tax Returns</li> <li>• Statement of income (P&amp;L)</li> <li>• Statement of retained earnings</li> <li>• Statement of changes in financial position</li> <li>• Audited statement of all secured borrowings, or</li> <li>• If new company, shareholders holding at 25% shares (together with net asset statements of each shareholder)</li> </ul>
31	Minimum balance sheet of UGX 500 million
32	Current assets at least greater than current liabilities
33	If 28 and 29 are not holding, WK must cover the difference with irrevocable bond or personal guarantees from the shareholders
34	Letter from auditor submitted to Uganda Warehouse Receipt System Authority directly confirming opinion in the audit report
35	Are the auditors on the authority's accepted list?



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36	Tax Identification Number of the company and individual directors; and Tax Clearance certificates for the company
<b>INSURANCE &amp; SURETIES TO COVER:</b>	
37	Copies of insurance certificates for Buildings and WK's assets
38	Copies of insurance certificates for Stock held (or expected to be held) in store – sufficient to cover/value of commodity; theft by 3 <sup>rd</sup> party min. of 100mt; must include “fire and other perils”, “act of God”, “acts of public enemies such as riots”
39	Copies of insurance certificate for Professional indemnity
40	Copies of insurance certificate for Fidelity of WK's staff
41	Contract compliance



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42	Written acceptance to pay the Authority a statutory fee on commodities deposited
43	Bond of UGX 500 million filed with the Authority
<b>OTHER DOCUMENTS</b>	
44	Completed application form
45	Copies of applicant's business registration certificate, articles and memorandum of association
46	Copies of CV of key members of staff (CEO, HoF, Manager of Warehouse)
47	Details of current bankers used in the last 3 years; details of the official bank account for channelling warehouse operations transactions
<b>CONDITIONS BEFORE AWARD OF LICENSE</b>	
48	Charges Tariff submitted to UWRSA and agreed upon



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