

Procedure:

1. Fill the form
2. Attach photocopies of your UVB registration certificate.
3. Attach your annual Retention Fee payment bank slip.
4. Attach bank payment fee slip for the facility (Inspection & License fees).
5. Deposit all the fees on UVB Stanbic Bank Account and attach bank slip to application
6. Return the filled form to UVB Office<sup>1</sup>. *We are currently using the Uganda Veterinary Association Office in Wandegeya to receive the physical application forms as we set up the UVB office also in Wandegeya.*
7. UVB office will get in touch with you individually regarding your application.
8. Send the Secretary/Registrar a reminder if you think I have delayed.
9. If you are upcountry, you can scan the documents and email to this address. Deliver the physical forms next time you are in Kampala.

Feel free to contact Secretary/Registrar for any clarification.

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<sup>1</sup> UVB Office is on the same building as COCTU at Wandegeya