



EXPORT LICENSE REQUIREMENTS/PROCEDURES

A. PACK HOUSE/PACKING FACILITY AND FARMS/PRODUCTION SITES AUDITS.

To meet all the basic requirements including documentation as stipulated in the MAAIF Pack House check list. This requires guidance of an expert.

B. REGISTERING WITH MINISTRY OF TRADE INDUSTRY AND COOPERATIVES (MTIC).

1. Apex body (HortiFresh) membership certificate
2. Apex body (HortiFresh) letter of recommendation
3. Certificate of company incorporation from URSB
4. Particulars of Directors/Form 20 from URSB and Copies of the National IDs.
5. Company registration certificate (TIN) number from URA.
6. Bank statement for company account.
7. Evidence of pack house or packing facility. This may be shared with a memorandum of understanding/Agreement.
8. List of farmers/Producers.
9. CV for the Agronomist and/or Quality Controller.

C. REGISTERING WITH MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES (MAAIF) / NATIONAL PLANT PROTECTION ORGANIZATION (NPPO).

1. Application letter from the company
2. Uganda Export Promotion Board's recommendation letter/certificate
3. Apex body (HortiFresh) recommendation letter
4. Apex body (HortiFresh) membership certificate
5. Company certificate of incorporation from URSB
6. Particulars of Directors/Form 20 from URSB and Copies of the National IDs.
7. Company certificate of registration (TIN Number) from URA
8. Evidence of pack house or packing facility details (photos and location). This may also be shared with a memorandum of understanding/Agreement.
9. Register of farmers with their respective location and crops
10. Internal audit checklists (for the farms and pack house) – to be done by the Agronomist and/or Quality Controller and approved/endorsed by HortiFresh and Association packhouse audit.
11. Recommendation letter from the Ministry Packhouse Inspector
12. Action plan in case of nonconformities from the audits
13. Agronomist CV and/or Quality Controller
14. Particulars of the clearing agent (Copy of work ID)

D. COST IMPLICATION

1. The costs associated with the development and submission of the required documentation, as per the guidance of HortiFresh, will be agreed upon in advance with your company's Agronomist. These costs will include, but are not limited to, purchases, printing, photocopying, binding, and fees for expert services.
2. Expenses related to farmer mobilization, field audits, and packhouse audits will be incurred based on factors such as the number of farmers involved, the number of production sites, the total duration of the process, and the distance to be covered. These costs will vary depending on these variables.

