1. **Verification Certificate**
    1.1. Initiate a transaction by clicking "**Verification Certificate Application**"
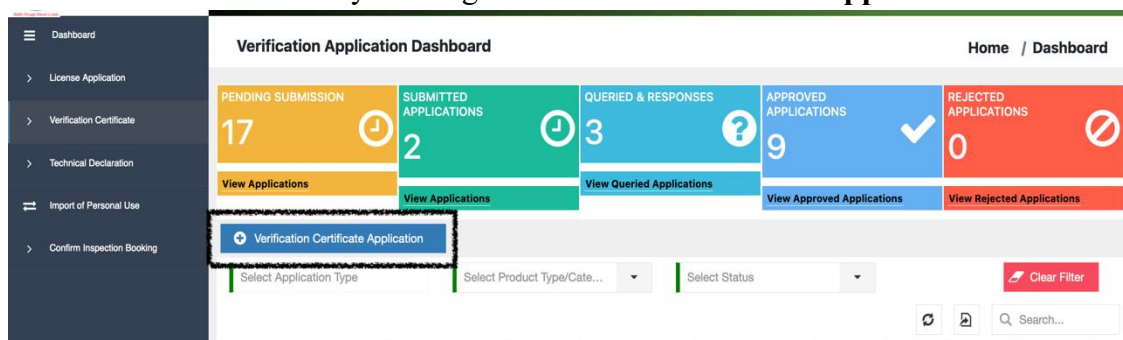

Photo 1

    1.2. Proceed to select the **"Application Type"** and **"Registration Level"** for the product and click **"Initiate VC Application"**. *Under registration level, select if the product is either registered by NDA or not.*

        1.2.1.   If you are applying for Public Health Products including the products under the third Schedule Class C Group II such as Sodium Hydroxide, Formaldehyde, Hydrochloric Acid, Sulphiric Acid, Nitric Acid, Phosphoric Acid among others (Refer to the Act for the full list) - Currently all are unregistered; Select **"Unregistered Product"**
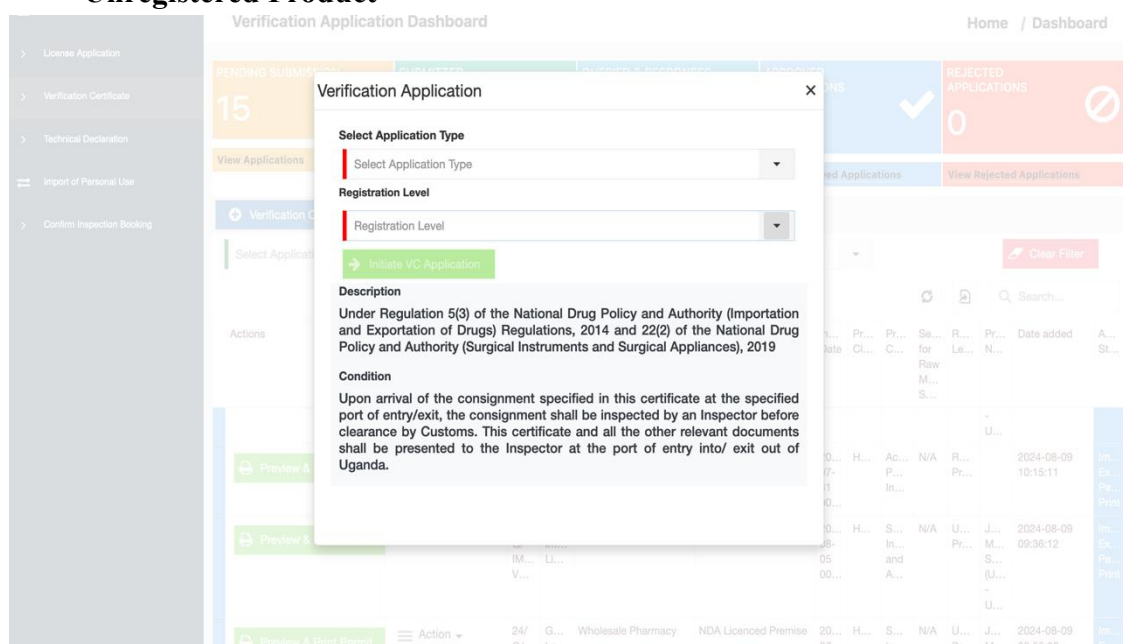

        Photo 2

    1.3. On the next page, click **"Proceed with Application"**
    1.4. From the resultant list of Approved Licenses, click **"Proceed with Application"** for the license you intend use.

Photo 3

1.5. On the next page, **(Step 1: Application Details)** Verification Certificates Application, fill all the required fields;

    1.5.1. **Importation/Exportation Reason**

Serial No.	Importation Reason	Product Category
1	Manufacture of Non-Pharmaceuticals	Public Health Products

    1.5.2. **Product Category**
        From the drop down, select **"Public Health Products"**

    1.5.3. **Invoice Currency** (Select from the Drop Down)

    1.5.4. Date of Proforma Invoice

    1.5.5. Search for the Supplier/Consignor, if not available, add one using the "Add Information"

Photo 4

    1.5.6. Confirm if the applicant is the consignee of the consignment (The consignee is the entity that appears as the consignee on the proforma invoice and shipping document (bill of lading/airway bill). If "Yes" is selected there is no need to enter a consignee, but "No" is selected, enter the consignee. Search for the Consignee, if not available, add one using the "Add Information"

1.5.7. Supplier/Destination Country (Supplier for Imports and Destination for Exports) (Select from the Drop Down)

1.5.8. Shipment Mode (Select from the Drop Down)

1.5.9. Billing Recipient (If you are not the billing recipient, either select the billing recipient or add a new billing recipient using "Add Billing Person" button)

1.5.10. Port of Entry/Exit (The Port at which NDA will carry out the physical inspection) (Select from the Drop Down)

Photo 5

1.6. **Step 2: Product Details**, Click "Add Products and Information"

Photo 6

1.6.1. Enter the following information on the page that pops up;

    1.6.1.1. Brand Name (Enter this as is provided on the Proforma Invoice)

    1.6.1.2. Generic Name (Search for the Product from the Drop Down)

    1.6.1.3. Product Category (Select from the Drop Down)

    1.6.1.4. Active Ingredient (Select from the Drop Down)

    1.6.1.5. Manufacturer (Search for the Manufacturer from the database, if not available, add one using the "Add Information" button)

1.6.1.6. Dosage Form (Search starting with "Non" and select the corresponding form)

1.6.1.7. Product Strength (Enter a numerical Figure)

1.6.1.8. Units of Strength (Select from the Drop Down)

1.6.1.9. Country of Origin (Select from the Drop Down)

1.6.1.10. Pack Size (Description of the Tertiary Pack (If any) X Secondary Pack (If any) X Primary Pack (Mandatory) X Unit e.g 1X1X10 or 1X1 or 1X10

1.6.1.11. Number of Units per Pack (Product of the Pack Size, if it is 1X1 then the Number of Units is 1, if its 1X10 then the Number of Units is 10)

1.6.1.12. Number of Packs (Enter Numerical Figures; Should the number of packages and not the weight of the product)

1.6.1.13. Price per Pack (Enter numerical figures; Price per package and not price per Kg)

1.6.1.14. Price per Unit (FOB) (System Generated)

1.6.1.15. Total Number of Units (System Generated)

1.6.1.16. Units for Quantity (Select from the Drop Down)

1.6.1.17. Total Price (Pack)(FOB) (System Generated)

1.6.1.18. Currency (Select from Drop Down)

1.6.1.19. HS Code (Select from Drop Down)

Note: Among classification systems, Harmonized System (HS) codes are commonly used throughout the import and export process for the classification of goods. The Harmonized System is a standardized numerical method of classifying traded products. It is used by countries around the world to uniformly identify and describe products for purposes such as assessing duties and gathering statistics. It can be provided by your supplier or clearing agent

1.6.1.20. HS Code Description (System Generated)

1.6.1.21. Finally Click **"Save Product Details"** and repeat the process for other products

Photo 7

Photo 8

1.7. **Product Summary Table**. Review the product to ensure all the information is consistent, should you require to make any changes, click the "Action Button" and then either "Preview/Edit Record" or "Delete Record"

Photo 9

1.8. Click "**Go to Next Step**", and attach the required documents

1.9. On Step 3 "**Documents**" Attach the required documents by clicking **"Upload"** then **"Select File(s)"** and finally **"Upload Application Document".**

Note 1: Fill the "Description Field" if you need to provide clarification about a document attached.

Note 2: You must respect the document types prescribed e.g., PDF, JPG, JPEG, PNG

Note 3: All mandatory documents must be attached before proceeding to the next step

Note 4: Ensure that the following response(below) is reflected after submission

Photo 10

Photo 11

Photo 12

1.10.   Completion and Submission

Select the currency in which you intend to pay the verification fees; Can either be USD or UGX.

"Agree to the Declaration" and "Submit" your application.

Step 1	Step 2	Step 3	Submit
Application Details	Product Details	Documents	Completion & Submission

Declaration and Disclaimer

I hereby declare that any or all information provided by me in this application is authentic, accurate and true to the best of my knowledge and belief. I am also aware and fully understand that the submission of any false, inaccurate misleading information may lead to my prosecution under the Laws of the Republic of Uganda.

By making payment for this application, you acknowledge and agree that all fees paid are non-refundable. Once a payment is made, it cannot be reversed or refunded.

Payment Currency (The payment will be based in UGX/ USD)

| USD | ▼ |

✔ Agree to the Declaration

[Previous Step] [Submit Application]

1.11.

    1.11.1.