

1. Technical Declaration

1.1. Click “Initiate Technical Declaration Request” to start your Technical Declaration

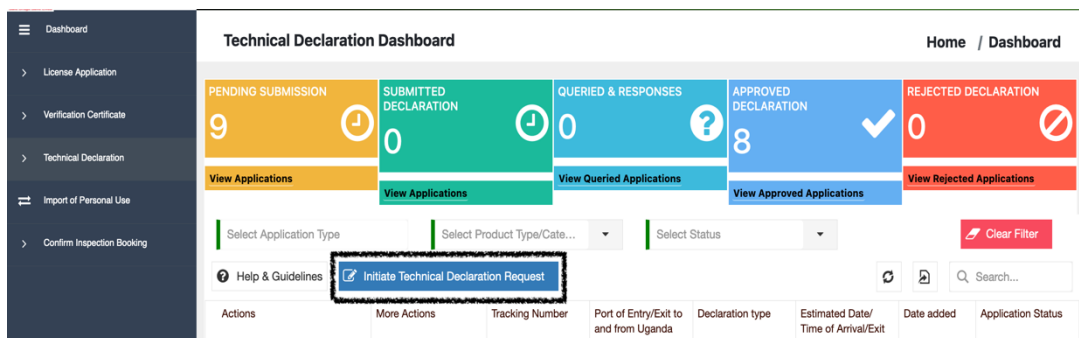


Photo 1

1.2. Step 1: Application Details; Enter the following fields with the following information

1.2.1. Premise License Type (Select from the Drop Down)

1.2.2. Business Type (Select from the Drop Down)

1.2.3. Are you the consignee or On Behalf of the Consignee? (Either self or on Behalf)

Note: Must be consistent with the Verification Certificate Application

1.2.4. Declaration Type (Select from the Drop Down)

1.2.5. Shipment Category (Either Passenger Terminal (Hand/Carry-on luggage), Courier (Fedex, DHL, DAKS et.al., or Cargo)

1.2.6. Shipment Mode (Select from the Drop-Down)

1.2.7. Port of Entry/Exit (Port at which the Inspection will be done by NDA)

Note: The Port at which NDA will carry out the physical inspection

1.2.8. Estimated Date of Arrival/Exit (Provide the Estimated Date of Arrival or Departure)

1.2.9. Transport Document (Select from the Drop Down)

1.2.10. Transport Document No. (Enter the Number)

1.2.11. Clearing Agent (Search for the Clearing Agent), if not available, add one using the “Add Information”

1.2.12. Commercial Invoice (Enter the Number)

1.2.13. Commercial Invoice Date

1.2.14. Packing List No. (Enter the Number)

1.2.15. 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)

1.2.16. For Non- NDA Licensed Premises, Under Business Details
“Enter your Company Tax Identification Number”

1.2.17. Finally Click, “Save Application and Next”

1.3. Step 2: Product Details

1.3.1. Click “Add Product Information”

Note: Once a product addition is initiated, ensure that it is completed before logging out.



The screenshot shows a web application interface for 'Confirm Inspection Booking'. At the top, there are two buttons: '< Previous Application Details' and 'Next Documents Upload >'. Below these, a blue button with a plus icon and the text '+ Add Product Information' is highlighted with a dashed box. To the right of this button is a search bar with a magnifying glass icon and the text 'Q Search...'. Below the search bar is a table with 15 columns: Regi... No, Brand Name, Gen... Name, Stre..., Dosa... Name, Units (stre..., Item/ Prod..., GMDN Code, GMDN Term Name, Num... of Packs (Batch), Num... of Units (Batch), Batch No, Mgf Date, Prod... Expiry Date, Units for Qua..., Price Per pack..., Curr... name, Total Cost (FOB), and Narc... Permit No. The table is currently empty, displaying 'No data' in the center. Below the table, there is a summary row with 'Sum: 0'. At the bottom of the page, there is another search bar with a magnifying glass icon and the text 'Q Search...'. Below this search bar is another table with 15 columns: Action, Regi... No, HS Code, HS Code Des..., GMDN Code, GMDN Term Name, Brand Name, Dos... Name, Num... of Packs, Curr... name, Price Per Paa..., Total Cost (FOB), Item/ Prod..., Num... of Ship... Cart..., Num... of Pallets, Sup... Units, Sup... Value, and Narc... Permit No. This table is also empty, displaying 'No data' in the center.

Photo 2

1.3.2. Enter the following fields with the following information

1.3.2.1. Click “Add VC Number”. This will provide an interface with the VC Number, Product Name and VC Quantity Balance. Select the product that is being shipped.

Products Details

Registration Number

VC No.

Brand Name

Approved Qty (Packs)

Approved Qty (Units)

No. of Batches

Shipped Qty (Packs)

Shipped Qty (Units)

Manufacturer

Number of Shippers/Cartons

Number of Pallets

Units for Quantity

Number of Shippers/Cartons

Number of Pallets

Units for Quantity

Supplementary Value

HS Code

HSC Code Description

Weight (Kg)

total weight

Save Products Details

Photo 3

Approved Products Details

Drag a column header here...

Search...

Action	VC No.	Brand name	Port name	VC Quantity Balance
Select Product	INDA/24/UP/PHP/IMP/VC/0013	Nitric Acid	Malaba	720

Photo 4

1.3.2.2. After selection of the product, The VC, Brand Name, Approved Quantity (Packs), Approved Quantity (Units), Manufacturer, Units of Quantity, HS Code and HS Code Description

License Application
Verification Certificate
Technical Declaration
Import of Personal Goods
Confirm Inspection

Products Details

Registration Number

registration number

Approved Qty (Packs)

720

Shipped Qty (Packs)

Item/Product

Item/Product

Units for Quantity

L

HSC Code Description

Nitric acid;sulphonitric acid

VC No.

NDA/24/UP/PHP/IMP/VC/0013

Approved Qty (Units)

720

Shipped Qty (Units)

Number of Shippers/Cartons

Number of Shippers/Cartons

Supplementary Value

Weight (Kg)

total weight

Brand Name

Nitric Acid

No. of Batches

Manufacturer

Hortus Supplies International BV

Number of Pallets

Number of Pallets

HS Code

2808.00.00

ADD

ADD Batch

Save Products Details

Photo 5

1.3.2.3. Click “Add Batch” to add the “Shipped Quantity” and proceed to click “Add New Batch” on the Batch Details Page

License Application
Verification Certificate
Technical Declaration
Import of Personal Goods
Confirm Inspection

Products Details

Registration Number

registration number

Approved Qty (Packs)

720

Shipped Qty (Packs)

Item/Product

Item/Product

Units for Quantity

L

HSC Code Description

Nitric acid;sulphonitric acid

VC No.

NDA/24/UP/PHP/IMP/VC/0013

Approved Qty (Units)

720

Shipped Qty (Units)

Number of Shippers/Cartons

Number of Shippers/Cartons

Supplementary Value

Weight (Kg)

total weight

Brand Name

Nitric Acid

No. of Batches

Manufacturer

Hortus Supplies International BV

Number of Pallets

Number of Pallets

HS Code

2808.00.00

ADD

ADD Batch

Save Products Details

Photo 6

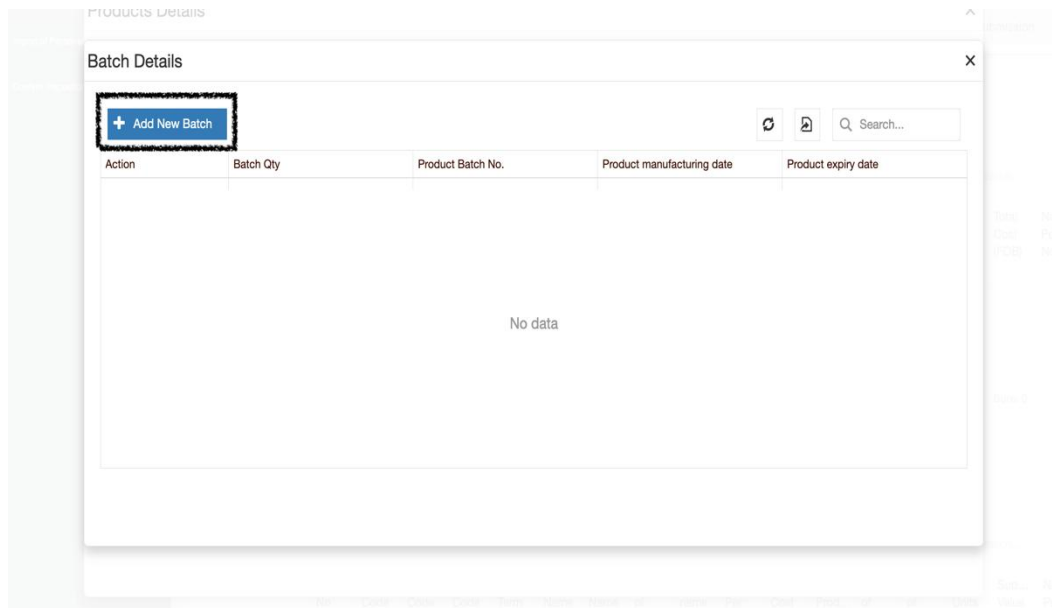


Photo 7

1.3.2.4. Enter the following information;

1.3.2.4.1. Batch Quantity (Packs) – Enter the batch quantity

1.3.2.4.2. Batch Quantity (Units) – System Generated

1.3.2.4.3. Batch Number – Enter the Batch No.

1.3.2.4.4. Manufacturing Date – Enter the Manufacturing Date
(If only the Month and Year are Provided, select the 1st)

1.3.2.4.5. Expiry Date - Enter the Expiry Date (If only the Month and Year are Provided, select the last day of the Month)

1.3.2.5. Click “Save Batch Details”. You can then either proceed to enter another product or to attach the required documents. In the event, you would like to make changes to a batch entered, click, “Action”

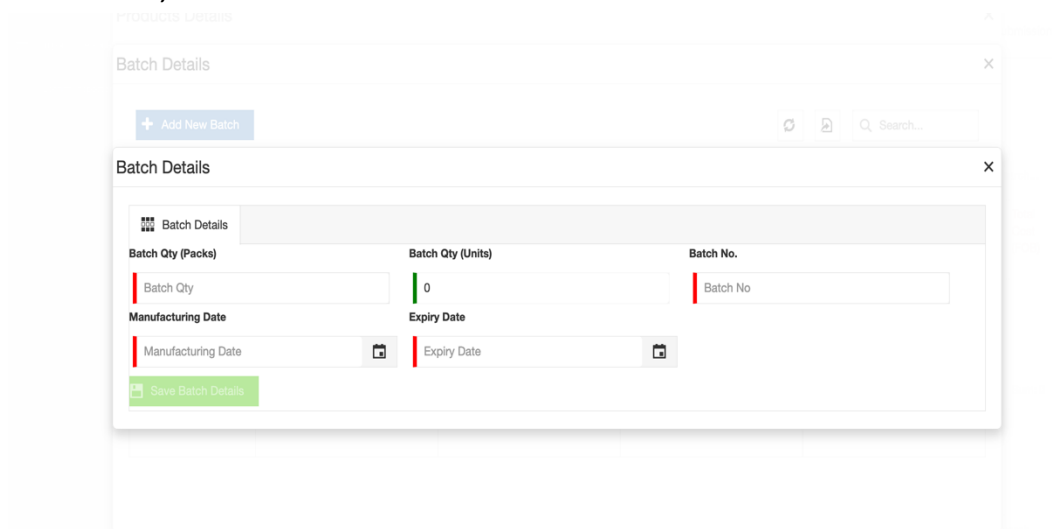


Photo 8

Products Details

Batch Details

+ Add New Batch

Batch Details

Batch Qty (Packs) 720

Batch Qty (Units) 720

Batch No. 3528815

Manufacturing Date 7/1/2024

Expiry Date 7/31/2025

Save Batch Details

Photo 9

Products Details

Batch Details

+ Add New Batch

Action	Batch Qty	Product Batch No.	Product manufacturing date	Product expiry date
Action	720	3528815	2024-07-01	2025-07-31

Response Saved Successfully

Photo 10

After adding all the batch quantities and the requisite batch numbers and dates, click “X” to close and return to the page with Photo 6, There after add the following information that should on the packing list and/or the shipping document;

Number of Shippers/Cartons – (Number of Shippers/Cartons)

Note: If not packed in shippers/cartons, enter the number of units e.g.,

Number of jerrycans, drums, devices, bags e.t.c

Number of Pallets – (Number of Pallets)

Note: If not packed in shippers, enter 0

Supplementary Value - (Enter numerical values; This a customs terminology and is dependent on the HS Code may either be weight (kg) or units)

Note: It is dependent on the HS Code selected; Can be either weight or number of units

Weight - (Enter numerical values)

1.4.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”

The screenshot displays the 'Import of Personal Use' application interface. On the left, a dark sidebar contains a 'Confirm Inspection Booking' button. The main area has a top navigation bar with '<Previous Application Details' and 'Next Documents Upload >'. Below this is a '+ Add Product Information' button and a search bar. The central part of the interface is a table with the following columns: Regi... No, Brand Name, Gen... Name, Stre..., Dosa... Name, Units (stre..., Item/ Prod..., GMDN Code, GMDN Term Name, Num... of Packs (Batch), Num... of Units (Batch), Batch No, Mgf Date, Prod... Expiry Date, Units for Qua..., Price Per pack..., Curr... name, Total Cost (FOB), and Narc... Permit No. A single data row is visible with values: Nitric..., nitric..., 68, Non..., %W/W, 720, 720, 3528..., 2024..., 2025..., L, 20.22, USD, 1455..., and an empty cell for Narc... Permit No. Below the table is a 'Sum:...' row. At the bottom, there is an 'Action' menu with options: 'Preview/Edit Record' (checked), 'Delete Record', and 'Action'. A search bar is also present next to the action menu.

Regi... No	Brand Name	Gen... Name	Stre...	Dosa... Name	Units (stre...	Item/ Prod...	GMDN Code	GMDN Term Name	Num... of Packs (Batch)	Num... of Units (Batch)	Batch No	Mgf Date	Prod... Expiry Date	Units for Qua...	Price Per pack...	Curr... name	Total Cost (FOB)	Narc... Permit No
	Nitric...	nitric...	68	Non...	%W/W				720	720	3528...	2024...	2025...	L	20.22	USD	1455...	
Sum:...																		

Action	Regi...	HS Code	HS Code Des...	GMDN Code	GMDN Term Name	Brand Name	Dos... Name	Num... of Packs	Curr... name	Price Per Paa...	Total Cost (FOB)	Item/ Prod...	Num... of Ship... Cart...	Num... of Pallets	Sup... Units	Sup... Value	Narc... Permit No
Preview/Edit Record	2808...	Nitric...				Nitric...	Non...	720	USD	20.22	1455...		720	0	KG	25200	

Photo 11

1.5.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); “Upload Completed” is reflected after submission

Action	File name	Initial file name	Uploaded on	Remarks	Allowed File Types	Mandatory/Optional
Document requirement: Application Letter (on Company Headed Paper)						
Upload					PDF Document.pdf .JPEG.jpeg .JPG.jpg .PNG Images.png	Not Mandatory
Document requirement: Business Registration Certificate						
Upload					PDF Document.pdf .PNG Images.png .JPEG.jpeg .JPG.jpg	Not Mandatory
Document requirement: Certificate of Incorporation						
Upload					PDF Document.pdf .PNG Images.png .JPEG.jpeg .JPG.jpg	Not Mandatory
Upload					Word Document.doc .PDF Document.pdf .Word.docx	Not Mandatory
Document requirement: Certificate of Registration						
Upload					PDF Document.pdf	Not Mandatory

Photo 12

Response
Upload Completed

<< Products Details Next Application Submission>>

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Photo 13

1.6. “Completion and Submission”. Click “Agree to Declaration” and “Submit Application”

> License Application

> Verification Certificate

> Technical Declaration

Import of Personal Use

> Confirm Inspection Booking

Reference No: 24/IMP/DECL/0175

Status: Draft Application(New Application Pending Submission)

Step 1

Step 2

Step 3

Submit

Application Details

Product Details

Documents

Completion & Submission

Declaration and Disclaimer

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

Select Paying Currency

☒ Agree to the Declaration

Previous Step

Submit Application

Photo 14