UGANDA INDUSTRIAL RESEARCH INSTITUTE

"A Lead Agency in Industrialisation of Uganda"

APPLICATION FORM

UIRI Technology Business Incubation (TBI) Programme

Kabale Innovation and Value Addition Centre

INSTRUCTIONS

1. Complete all sections of this form in full. Incomplete applications will not be considered.
2. Attach all required supporting documents as listed in Section H.
3. Submit as a single soft-copy file to specialprojects@uiri.go.ug OR hard copy to UIRI, Plot 42A Mukabya Road, Nakawa Industrial Area, Kampala (Attn: Director Industrial Production Systems).
4. **Deadline: 11th January 2027 at 23:59 hrs. Late submissions will not be accepted.**

SECTION A: APPLICANT / COMPANY INFORMATION

Registered Company Name	
Trading / Brand Name (if different) **Company Registration Number**	
Date of Registration	
Years in Operation	
Legal Form	☐ Sole Proprietorship ☐ Partnership ☐ Limited Company ☐ Cooperative ☐ Other: _____
Physical Address (Registered)	
Postal Address	
District / Region	

SECTION B: PRIMARY CONTACT PERSON

Full Name	
Position / Title **National ID / Passport No.** **Mobile Number** **Email Address** **Alternative Contact (Name & Phone)**	

SECTION C: TECHNOLOGY LINE APPLIED FOR

Select the primary technology line you are applying for (tick one):

☐ 1. Meat Processing (sausages, burger patties, special cuts, etc.)

☐ 2. Bakery and Confectionery Production (bread, buns, cakes, cookies, pastries, etc.)

☐ 3. Potato Crisp Production

☐ 4. Other Food Product (Plug-and-Play space – applicant brings own machinery)

If 'Other', briefly describe the product and process:

SECTION D: BUSINESS OVERVIEW

1. Business Idea / Product Description (max 150 words)

Describe your core product(s), the value-addition process, and the unique selling proposition.

2. Raw Materials & Local Value Addition

List primary raw materials, their sources (preferably Ugandan), and contribution to local value addition / import substitution.

3. Current Stage of Development

☐ Idea / Concept stage

☐ Prototype / Pilot production

☐ Minimum Viable Product (MVP) tested and validated

☐ Early commercial sales

☐ Established small-scale production seeking scale-up

SECTION E: MANAGEMENT TEAM

List key team members (founders, managers, technical staff). Attach CVs for all listed individuals.

Full Name	Role / Position	Relevant Experience / Skills	Education / Qualifications

SECTION F: MARKET OPPORTUNITY & BUSINESS POTENTIAL

1. Target Market & Customers

Describe primary customer segments, geographic focus, and estimated market size.

2. Competitive Advantage

3. Expected Job Creation (direct jobs)

Year 1	Year 2	Year 3

4. High-level Financial Snapshot (UGX)

Metric	Year 1	Year 2	Year 3
Projected Revenue			
Projected Net Profit / (Loss)			
Capital Investment Required			

5. Graduation / Exit Plan

Outline how and when you expect to graduate from the incubation programme and become fully independent.

SECTION G: LEGAL STATUS & COMPLIANCE

Question	Yes	No
Is the business registered as a legal entity in Uganda?	☐	☐
Has the business been in operation for five (5) years or less?	☐	☐
Does the business hold a valid Tax Identification Number (TIN)?	☐	☐
Is the business compliant with relevant sector regulations (e.g. UNBS, food safety)?	☐	☐
Has the business (or its directors) ever been blacklisted by any government agency?	☐	☐

If any answer is 'No' or requires explanation, provide details below:

SECTION H: SUPPORTING DOCUMENTS CHECKLIST

Tick all documents attached to this application. Missing mandatory documents may lead to disqualification.

☐ 1. Completed Application Form (this document)

☐ 2. Detailed Business Plan (covering idea, team, market, financial projections, impact, and graduation plan)

☐ 3. Certificate of Incorporation / Business Registration documents

☐ 4. Memorandum & Articles of Association (if applicable)

☐ 5. Tax Identification Number (TIN) certificate

☐ 6. Curriculum Vitae of key team members

☐ 7. Product samples / photographs / test results / laboratory reports (if available)

☐ 8. Any other supporting documents (list below):

Other documents attached:

SECTION I: DECLARATION & CONSENT

I / We hereby declare that:

1. All information provided in this application and supporting documents is true, accurate, and complete to the best of my/our knowledge.
2. I/We understand that any false or misleading information may result in disqualification or termination of the incubation agreement.
3. I/We agree to abide by UIRI's Business Incubation Policy, rules, and the terms of any Memorandum of Understanding that may be signed.
4. I/We consent to UIRI verifying the information provided and conducting necessary due diligence.
5. I/We understand that admission into the programme is competitive and subject to available capacity and UIRI's selection criteria.

Authorised Signatory Name: _____ Position: _____ Signature: _____ Date: _____	**Company Stamp / Seal** *(Affix stamp here)*