



## UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Plot 7 Valley Drive, Ntinda, P. O. Box 1499, Kampala Uganda

Phone: +256 414 289786, E-mail: [info@ubteb.go.ug](mailto:info@ubteb.go.ug)

Website: [www.ubteb.go.ug](http://www.ubteb.go.ug)

### CHECKLIST FOR APPLICANTS FOR UBTEB EXAMINATION CENTRE

S/N	REQUIREMENTS
<b>Duly Completed Application Form accompanied by the following:</b>	
1.	Land Tittle/Authorization Letters
2.	Tenants Agreements
3.	Registration Certificate/Licence from the Ministry of Education and Sports
4.	Provisional licence by National Council for Higher Education - Diploma Awarding Institutions
5.	Principals Posting Instruction – For Government Institutions
6.	List of Teaching Staff and their qualifications
7.	List of student enrolments per programme
8.	Inventory for training equipment
9.	Workshops/laboratories/typing pools
10.	Proof of payment of Inspection Fee of 300,000 + Bank Charges Payable on UBTEB General Collection Account Number: <b>9030005776596 Stanbic Bank, IPS Branch</b>