

Procedures for registration as a Seed Merchant

1. Apply to the National Seed Certification Service (NSCS) a unit under the Department of Crop Inspection and Certification using form SR4 which can be downloaded from the MAAIF website
2. The filled in form with the supporting documents are submitted to the office of the Commissioner Crop Inspection and Certification to the attention of the Assistant Commissioner Seed Inspection and Certification
3. Review of the application is made by a team of inspectors assigned by the Commissioner Crop Inspection and Certification
4. If the application is incomplete in any aspect, the applicant is requested to furnish any missing information and provide any clarification if any
5. The Commissioner Crop Inspection and Certification will assign inspectors to conduct a due diligence inspection to verify what is provided in the application. The may involve visiting the proposed conditioning facilities, the proposed seed production fields, selected contracted seed growers etc.
6. After the due diligence inspection, the team compiles a due diligence inspection report with the key findings and recommendations regarding the compliance to the requirements for registration.
7. The applicant is informed of the recommendations, in cases where some areas of improvement are recommended, the applicant is informed to make such improvements and another inspection conducted to confirm if they are actually done. In cases of rejection of the application they are also informed of the decision and reasons furnished to the applicant.
8. The applicant who meets the requirements for registration is informed in writing by the Commissioner Crop Inspection and Certification and advised to pay for registration as a Seed Merchant. The cost of registration is Uganda Shillings one million which is paid in the bank and the bank slip submitted to the Department.

9. After the payment of the registration fees, the applicant is issued with a registration certificate which is valid for one year and renewable on payment of a renewal fee of Uganda shillings 250,000
10. Once registered, the Seed Merchant will be entered into the register of seed merchants and is allowed to trade in seed in the country.
The applicant should also take note of the following if you are applying for registration as a seed merchant

The National Seed Certification Service (NSCS) shall approve and register an applicant who-

- i) Has seventy-five percent of their business as seed processing, seed production or marketing
- ii) Has adequately trained and competent personnel knowledgeable in seed related matters
- iii) Has established an extensive and comprehensive seed distribution channel of registered agents, sub-agents and stockists or
- iv) Has installed all equipment necessary for seed processing and storage