

REQUIREMENTS FOR ERB REGISTRATION FOR UIPE CORPORATE MEMBERS UNDER JAC AND EAST AFRICAN DIRECT APPLICANTS FOR PERMANENT REGISTRATION

1. 2 COPIES OF A CAREER REPORT
2. 1 COPY OF A TECHNICAL REPORT
3. 1 SCANNED PDF SOFT COPY OF CAREER REPORT AND 1 SCANNED PDF COPY OF TECHNICAL REPORT ON A FLASH DRIVE (With all Attachments)

ARRANGEMENT OF THE CAREER REPORT

- ✚ Download ERA 1 form from www.erb.go.ug under FAQs
- ✚ Fill it properly, major concern is no. 6 practical training and No.7- you state the engineers you trained under, the period of that training - signed and stamped
- ✚ On the Form, Sponsors should be in your Field of specialization i.e if you are Civil, get Civil registered engineers to **Sign** and **Stamp** for you. They should be fully paid up with both UIPE and ERB
- ✚ Attach corporate membership letter scanned in colored
- ✚ Attach UIPE Corporate membership certificate
- ✚ Attach detailed career report
- ✚ Attach certified Academic certificates, Transcripts, UNEB Certificates, UNEB Verification letters (copies scanned in colored) and any other qualifications e.g Masters. PHD, certificates etc.
- ✚ Attach letters of employment/service contracts etc
- ✚ Attach any other Continuous Professional Development (CPD's) attended
- ✚ 2 Passport photographs (attached on the ERA Form)
- ✚ Attach Organogram / Organization Chart of your current employment
- ✚ Spiral bind and submit Career report in Duplicate (2 copies)
- ✚ *Pay application fees of Ugx. 400,000 by Bank or MTN Mobile Money*

By Bank:

Account name: Engineers Registration Board
Account Number: 9030005842238
Bank Name: Stanbic Bank Uganda
Branch: Kyambogo

By MTN Mobile Money:

Dial *165# and follow prompts as follows

- 1) Payments
- 2) Goods and Services
- 3) Enter Merchant Code -**ERB**
- 4) Enter payment reference (include your Name, Details of Payment e.g. application fees)
- 5) Enter amount
- 6) Enter your PIN
- 7) Send