PAYMENTS SERVICE PROVIDERS ASSOCIATION

Uganda

2nd Floor, The Wildlife Tower, Plot 31 Kanjokya St, Kampala

secretariat@pspa.ug | www.pspa.ug | +256 392 004 318

MEMBERSHIP ADMISSION PROCEDURE

Article 4.0, As Derived from the PSPA Constitution

The Payments Service Providers Association (PSPA) welcomes eligible companies to apply for membership. The following outlines the official admission procedure as stipulated in the PSPA Constitution, Article 4.0. Kindly review all requirements carefully before submitting your application.

4.1 Eligibility

A Company shall be eligible to apply to become a Member of the Association if it holds a valid Licence from Bank of Uganda to provide National Payment Services or operate a National Payment System.

4.2 Admission Procedure

a) Any company seeking admission as a Member of the Association shall make an application in writing to the Chairperson of the Association in the prescribed form.

b) The said application shall be duly signed and stamped by the applicant and shall be accompanied with:

- **I.** The acceptance of an agreement to abide by this constitution;
- **II.** The one-time entrance fee as prescribed by the Executive Council from time to time;
- **III.** Such information as may be stipulated by the Executive Council from time to time;
- **IV.** A copy of the license(s) issued by Bank of Uganda.

c) Such an application shall be reviewed by the Chairperson for eligibility and if satisfied, the Chairperson shall place the application before the Executive Council for its consideration and approval.

d) For purposes of this section, no application shall be kept pending for more than 3 working days.

e) The Executive Council shall decide the acceptance/rejection or otherwise of the applicant seeking admission as a member of the Association by "simple majority" and their decision in the matter shall be final and they shall not be bound to assign any reason for their decision.

f) Every member shall register with the Chairperson its corporate/registered address in Uganda. A member who wishes to change their registered address shall give notice to the Chairperson of not less than 3 months.

4.3 Subscription

- Every member shall pay the "annual membership charges" as per these rules and in the manner prescribed herein.
- The Annual Subscription Fee starts at UGX 10,000,000 (Ten Million Uganda Shillings) per Member.
- All invoices issued for the payment of "membership charges" shall be paid within 30 (thirty) days from the date of receipt of the invoice.

Annual Subscription Fee: UGX 10,000,000 (Ten Million Uganda Shillings) per Member

Payment Due: Within 30 days from the date of receipt of invoice

HOW TO APPLY

Step 1: Confirm your company holds a valid Bank of Uganda licence for National Payment Services.

Step 2: Prepare your written application addressed to the Chairperson, PSPA.

Step 3: Attach all required documents including your BOU licence copy and signed member agreement.

Step 4: Submit to the PSPA Secretariat. Your application will be reviewed within 3 working days.

Step 5: Upon approval by the Executive Council (simple majority), you will be notified and onboarded as a Member.

For enquiries, please contact the PSPA Secretariat
secretariat@pspa.ug | info@pspa.ug | +256 392 004 318 | +256 200 901 454
2nd Floor, The Wildlife Tower, Plot 31 Kanjokya Street, Kampala, Uganda
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