



**The Annual
Architectural
Handbook
of Uganda (AAHU)**

2022



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+256 414 671 701 | +250 780 869 075 (Rwanda)
Email: uganda@gofunsafaris.com,
eastafrika@gofunsafaris.com
Skype: rukundo.joshual
Website: www.gofunsafaris.com
www.gofunsafaris.com

KENYA OFFICE: Kisauni Road - Nairobi west
Box 12681 - 00100 Nairobi
Phone: +254 739 583 727 | +254 799 926 716
Cell phone: +254 722 677 475
Email: shadrack@gofunsafaris.com,
eastafrika@gofunsafaris.com
Website: www.gofunsafaris.com
www.gofunsafaris.com

TANZANIA OFFICE: Salei Road - Makao Mpya
P. O. Box 13498, Arusha, Tanzania
Phone: +255 27 2547195 | Fax: +255 27 2547532
Mobile: +255 754 303 873
Email: info@gofunsafaris.com,
info@tanzaniacampingsafaris.com,
eastafrika@gofunsafaris.com
Website: www.gofunsafaris.com
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*The Architects registration Board
swearing in and inauguration ceremony
of the 12th Board at High Court of Uganda
on 18th March 2021*





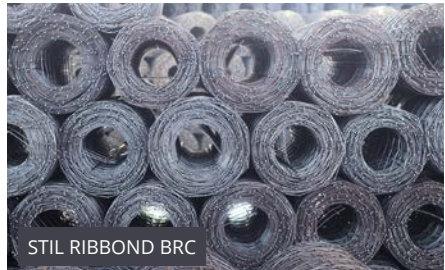
List of Acronyms

| | |
|--------|---|
| ARB | Architects Registration Board |
| ERB | Engineers Registration Board |
| CO | Communications Officer |
| CPD | Continuous Professional Development |
| CCR | Communications & Client Relations |
| IDF | Infrastructure Design Forum |
| KCCA | Kampala Capital City Authority |
| MAK | Makerere University Kampala |
| MoLHUD | Ministry of Lands Housing and Urban Development |
| NCHE | National Council for Higher Education |
| PII | Professional Indemnity Insurance |
| SRB | Surveyors Registration Board |
| USA | Uganda Society of Architects |

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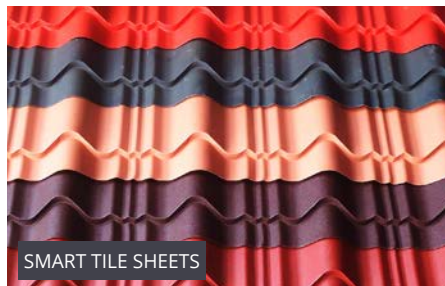
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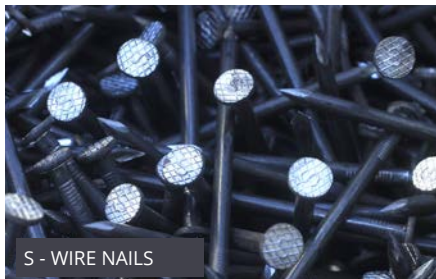
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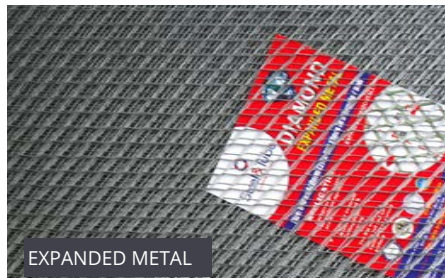
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ABOUT ARB

Architects Registration Board (ARB) is a Statutory Body established by an Act of Parliament in 1996. The Architects Registration Act, Cap 269 was passed into law to empower, regulate and maintain the standards and practice of Architecture in Uganda.

The mandate of the Board in accordance with Section 4 of this Act is to;

- Regulate the standard of architecture in the country,
- Register architects, Make by-laws for better carrying into effect the provisions of this act,

- Prescribe or regulate the conduct of architects in Uganda
- Promote training in architectural sciences

The licensing of architects is vitally important to ensure the quality of the built environment. The rigors of education and training that prepare someone to become an architect uniquely qualify them to anticipate and respond to the many needs and challenges facing humanity today. Architects are successfully addressing issues of sustainability and increasingly helping mitigate the public health crisis that diminishes the vitality of citizens in many neighborhoods.

VISION STATEMENT

“Excellence in the regulation of architecture in Uganda”

MISSION STATEMENT

“To achieve high standards of architecture and professionalism through regulation, registration, training, sensitization and promotion of ethical standards”



ARCHITECTS REGISTRATION BOARD - UGANDA



First Floor, Kalamu House, PKF Building (Opp. Mulago Hospital) Plot 1B Old Kiira Rd, P.O. Box 257930, K'la, (U)



+256 753 776231 / 414 342390



+256 781 498823



arb-admin@arbuganda.org



Architects Registration Board Uganda



Architects Registration Board



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Message from the Registrar



The Architects Registration Board (ARB) is a statutory body created by an Act of parliament, Cap 269.

The Board commenced

its operations on the 29th of March, 1996 and recently made twenty-five (25) years. Over the years, the Architects Registration Board has made significant strides towards the regulation of the architecture profession In Uganda.

This Architects Manual has been prepared based on the mandate of the Board. I take this opportunity to express my gratitude to all those who were in one way or another involved in the development of this manual. Special thanks to the members of the 11th and 12th Board, plus members of staff who made irreplaceable contributions during the development of the Architects Manual.

I would also like to thank our invaluable partners and especially the Ministry of Lands Housing and Urban Development for its continued support to the Board, Uganda Society of Architects, Kampala Capital City Authority (KCCA), Ministry of local government and to our partners who have stood with the architectural fraternity. My appreciation also goes to all our Registered architects for your continued commitment to the Board and its activities. We also wish to thank all our sponsors for this Handbook.

I affirm my own commitment and that of the entire Architects Registration Board secretariat staff to give our unreserved effort in the implementation of the mandate of the Board as we serve the architectural fraternity to greater heights.

I thank you,

For God and My Country!

Agaba Saimon
Registrar
Architects Registration Board.



Message from the Board Chairman



A New day has Dawned

Welcome to the first edition of the Annual Architectural Handbook of Uganda (AAHU). This is a major event in the history of the Architects Registration Board. Our intention is to make AAHU the leading source of information on buildings, their design, maintenance, and performance. We aim to explore factors relating to the inception, design, and construction of buildings.

We hope that this handbook will be written by professionals but in a simple manner to provide knowledge that explicitly addresses where, how and when to construct a building. We hope to provide the reader with the latest developments and knowledge in the building industry. It will provide information on design, construction and how we should develop our built environment in a healthy and sustainable manner. It is the aim of the Board to inform building developers, owners, designers, and managers about the importance of a well-planned built environment that is achieved through safe and sustainable ways. Buildings affect the emotional health and wellbeing of people occupy them and, in this handbook, we shall seek to promote good design for health.

On top of being a one stop shop for information about buildings and their design, this handbook shall act as a guide for all people who interact with the professions of the built environment but most especially the architecture profession. Like you would have a user manual that tells you about your new appliance, this handbook shall provide all the information you need about architecture, architects, and their relationship with buildings. From conceiving an idea to sourcing an architect and associated consultants up to occupying your new building, the handbook will provide guidance.

Although this is not a research journal, articles and opinions published in this handbook shall be peer reviewed by an editorial team for their relevance. We intend to tackle subjects like housing, sustainability, safety in construction and modern trends in construction. We promise an interesting array of contributors who are well informed about the different aspects of building design and construction. Emphasis shall be placed on the basic principles of construction and their practical application in our environment. Special attention shall be paid to the simplification of procedures that were made for other environments so that they can fit our environment. Contributors shall be required to make reference to authoritative sources, such as architectural and engineering textbooks, manufacturers or best practices used elsewhere.

Finally, the handbook will regularly provide information on the laws, rules and regulations that govern buildings and construction in this country. The overall objective is to provide in a single volume compilation of the laws, current knowledge and practices in building design and construction. The information should be very useful to anybody who makes decisions regarding the selection of sites, consultants, materials and methods of construction.

Manufacturers, architects, engineers and associated building consultants who wish to make contributions to this handbook, please contact the Assistant Registrar Communications & Marketing. mugoyasarah47@gmail.com or call 0771475343/ 0781498823

Robert Henry Kiggundu
Chairman
Architects Registration Board

Members of the 12th ARCHITECTS REGISTRATION Board



Arch. Robert Henry Kiggundu
Chairman



**Arch. Mbabazi Verna
Mwinganisa**
Member



Arch. Miriam Lawino
Vice Chairperson



Arch. Abdul Wahab Nyanzi
Member



**Arch. Sendi Stephen
Kajumba**
Member



Arch. Jacinta Kabarungi
Member



Agaba Saimon
Registrar

Membership of the Board.

The Board consists of six members, two of whom are nominated by the Minister and four nominated by the Uganda Society of Architects.

The Minister in consultation with the Board appoints a chairperson and vice chairperson from among the six Board members at least one of whom is a practicing architect and at least two of the members nominated by the society similarly are practicing architects.

A member of the Board, unless he or she previously

dies, or his or her appointment is revoked by the Minister, holds office for two years from the date of his or her appointment and are eligible for reappointment.



Current Members of the Board

The current iteration of the Board is the Twelveth(12th)

Chairperson:

Arch. Kiggundu Robert Henry

Vice Chairperson:

Arch. Lawino Miriam

Member:

Arch. Kajumba Stephen Sendi

Member:

Arch. Mbabazi Verna B. Mwinganisa

Member:

Arch. Abdu Wahab Nyanzi

Member:

Arch. Jacinta Kabarungi



THE REGISTRAR



The registrar is the chief executive of the Board and is a full-time employee of the Board. The registrar, in addition to his or her other duties specified under the Architects Registration Act, is the secretary to the Board.

Other duties of the registrar include:

- Keeping and maintaining an up-to-date register in which the name of any person entitled to have his or her name entered shall be so entered.
- Issuing a practicing certificate to every architect whose name is on the register and who applies for it on the prescribed form and pays the prescribed fee.
- Making any correction in the register as may be necessary; such as removing the name of any deceased architect(s); architects whose names have been ordered to be removed under the provisions of the Act; and with the consent of the architect concerned, removing from the register the name of an architect who has ceased to practice.

The current registrar is **Mr. Agaba Saimon**

SECRETARIAT



Sarah Mugoya
Asst. Registrar-
Communications &
Client Relations



Ashaba Yvonne
Asst. Registrar
Accounts



**Nakiggude Darvin
Ann**
Technical
Inspector



**Nassaka Stella
Maris**
Legal Clerk



Idah Khanzira
Office Attendant

DISCIPLINARY COMMITTEE

The Board has a disciplinary committee consisting of five members one of whom is the chairperson. Members of the disciplinary committee are appointed by the Board, but the chairperson and secretary are appointed from among members of the Board. A member of the disciplinary committee holds office for one year and is eligible for reappointment.

Unlike other committees of the Board, the Disciplinary Committee is a Statutory Committee enshrined in the Architects Registration Act, Sections 15-21 and operates in accordance with the First Schedule of the Act. Its decisions can only be overturned by the High Court of Uganda.

Disciplinary Committee Members



**Arch. Verna
Mbabazi**
Chairperson



**Arch. Kajumba
Stephen Sendi**
Secretary



**Arch. Luke Anguyo-
Oce**
Member



**Eng Dr. Nicholas
Omoding**
Member



**Adv. Kyarimpa
Olivia Matovu**
Lawyer

Mandate of the Committee

The Committee is mandated by law to:

- Handle complaints and allegations against Architects brought up by the Board or any member of the fraternity or the public.
- Enforce the Code of Professional Ethics
- Conduct disciplinary hearings and inquiries as provided for by the Act.
- Make a report to the Board of any disciplinary actions taken and any other matters pertinent to the same.

REGISTRATION AND PRACTICE COMMITTEE

Mandate of the Registration & Practice (R/P) Committee

The Registration and Practice Committee has oversight responsibilities for all registrants and practitioners.

The Committee reports to the Board with the following duties and responsibilities:

- Considering and deciding on applications for registration in accordance with the Act, regulation, by-laws and resolutions.
- Supervising the registrar to ensure the accuracy of the Register of architects.
- Consider and dispose of appeals concerning registration of applicants or potential registrants.
- Propose regulations/by-laws to the Board for the better implementation of the provisions of the Act with regard to registration and practice.
- Setting standards for conduct and ethics,
- Setting standards of professional proficiency and continuing professional development (CPD);

Registration & Practice (R/P) Committee



**Arch. Jacinta
Kabarungi
Bishanga**
Chairperson



**Arch. Otto Willis
Olanya**
Member



Arch. Kutosi Ivan
Member



Arch. Bazira Gloria
Member



**Arch. Dennis
Kyeyune**
Member



EDUCATION COMMITTEE

Mandate of the Education Committee (EC)

The Committee draws its mandate from two legislations:

- a. The Architects Registration Act, Cap 269 Section 4(e) to promote training in architectural sciences,
- b. The Universities and other Tertiary Institutions Act 2006 (as amended), which mandates National Council for Higher Education to receive, consider and process applications for accreditation of the academic and professional programmes in consultation with the Professional Associations and Regulatory Bodies.

In order to implement this mandate, the duties and terms of reference were agreed as follows:

- 1.1 Participating in the accreditation of new programs and/or schools or architecture as required.
- 1.2 Inspecting of existing schools for compliance with local and international best practices to offer support, as opposed to rebuke.
- 1.3 Handling complaints from schools and the public as related to the training of architecture students.
- 1.4 Refining the standard guideline documents and developing new frameworks for the assessment of architectural training programs.
- 1.5 Conducting orientation of final year students in readiness for internship
- 1.6 Refining and monitoring of interns and internship programs
- 1.7 Conducting the annual professional exams
 - 1.7.1 Assessment of applicants' log books for eligibility for the exam
 - 1.7.2 Approval of trainers and examiners
 - 1.7.3 Preparation and review of professional exam papers
 - 1.7.4 Conducting of the Theory and Oral exams
 - 1.7.5 Approval of successful candidates and recommendation to the Board for registration.
- 1.8 Fostering relevant local and international linkages for the implementation of all the above international linkages for the implementation of all the above.

Members of the Education Committee



**Arch. Lawino
Miriam**
Chairperson



**Arch. Nakibuuka
Janelle**
Member



**Arch. Jesse
Tukacungura**
Member



**Mukwatampola
Muzamilu**
Member

FINANCE AND ADMINISTRATION COMMITTEE

Mandate of the F/A Committee

The primary functions of the F/A Committee were formulated by the 11th Board as follows:

- a) Regularly monitor the Board's overall financial operations and the bank account
- b) Review and recommend for approval the annual budget
- c) Review monthly financial performance against the budget
- d) Oversee that timely and accurate financial information is presented at every Board meeting
- e) Ensure that the annual audit is carried out and accurately reflects the financial position of the Board
- f) Communicate with and advise the Board on the Board's financial condition
- g) Address human resources issues including but not limited to grievances, employee recruitment processes, performance and conduct reviews and feedback, etc.
- h) Propose and continuously improve systems for the efficient operation of the secretariat including but not limited to; the status of the Board premises, website updates and management, communications to fraternity and the public, filing and records.

Members of the Finance and Administration Committee



**Arch. Kiggundu
Robert Henry**
Chairperson



**Arch.
Turyahabwe Richard**
Member



**Arch. Amunsimire
Kenneth**
Member



**Arch. Jacqueline
Namayanja**
Member



**Mr. Agaba
Saimon**
Member

PUBLIC RELATIONS COMMITTEE

Mandate of the Public Relations Affairs & Market Development Committee

The PR Affairs & Market Development Committee has a responsibility of creating awareness for the Board and reports to the Board under following responsibilities;

- | | |
|---|---|
| <ul style="list-style-type: none"> a. Handle the Public Relations, Publicity affairs, communication and branding affairs of the Board b. Review and make recommendations to the Board on stakeholder relation plans with government and other regulatory Boards c. Develop the policies and procedures of the Board regarding communication issues, including communication of policy statements, media releases, press conferences among others d. Oversee the secretariat in the development of marketing, advertising and promotional strategies and programs focused on increasing public awareness on the Board e. To develop and deliver the ARB's | <ul style="list-style-type: none"> communications, marketing and public affairs strategy, including stakeholder engagement, informing and influencing government and the promotion of the Boards brands, products and services f. To oversee consensus building with all stakeholders including but not limited to: The Architects, line ministry, Government Departments, Agencies and non-Government organizations across country g. To oversee the design, development and delivery of a marketing programme for all of the ARB's products and services h. To oversee the creation of an editorial policy to ensure compliance with the overall ARB's Communications Strategy for all publications including Newsletters, Brochures, Magazines, Website upgrade among others |
|---|---|

Public Relations Affairs Committee Members



Arch. Abdu Wahab Nyanzi
Chairperson



Arch. Byabagambi Herbert
Member



Mr. Nsubuga Umar
Member



Mr. Kigozi Joseph
Member

Architects Registration Board Members since establishment of the Architect's Registration Act in 1996.

According to this Act, Section 5, subsection 1&2, 'The Board shall consist of **6** members, two of whom shall be nominated by the Minister shall in conjunction with the Board appoint a Chairman and Vice Chairman from among the six members. Below is the list of Board members appointed by the Minister and the society respectively;

| Item | Year | Name | Designation |
|----------|-----------|--------------------------------|---------------|
| 1 | 1996-1998 | Arch. Katatumba George William | Chairman |
| | | Arch. Lubega Antony | Vice Chairman |
| | | Arch. Kazahuura Harry | Member |
| | | Arch. Muhwezi Jackson | Member |
| | | Arch. Dr. Nawangwe Barnabas | Member |
| | | Arch. Gupta Bharat | Member |
| 2 | 1998-2001 | Arch. Katatumba George William | Chairman |
| | | Arch. Kateregga Joel | Vice Chairman |
| | | Arch. Dr. Nawangwe Barnabas | Member |
| | | Arch. Nankya Collins | Member |
| | | Arch. Gupta Bharat | Member |
| | | Arch. Wanyama Jared | Member |
| 3 | 2001-2003 | Arch. Kanya Peter | Chairman |
| | | Arch. Kateregga Joel | Vice Chairman |
| | | Arch. Ssentoogo William | Member |
| | | Arch. Dr. Nawangwe Barnabas | Member |
| | | Arch. Kajumba Tom | Member |
| | | Arch. Nankya Collins D | Member |
| 4 | 2003-2005 | Arch. Mulumba Stanley | Chairman |
| | | Arch. Kateregga Joel | Vice Chairman |
| | | Arch. Turyahabwe Richard | Member |
| | | Arch. Nnagenda Asumpta | Member |
| | | Arch. Mukibi Stephen | Member |
| | | Arch. Songa Godfrey | Member |
| 5 | 2005-2007 | Arch. Kateregga Joel | Chairman |
| | | Arch. Kwesiga Phyllis | Vice Chairman |
| | | Arch. Mugamba K. Davy | Member |
| | | Arch. Anguyo Oce-Luke | Member |
| | | Arch. Nnagenda Asumpta | Member |
| | | Arch. Mutono Ronald | Member |

| | | | |
|-----------|-----------|-----------------------------------|---------------|
| 6 | 2007-2009 | Arch. Kateregga Joel | Chairman |
| | | Arch. Kwesiga Phyllis | Vice Chairman |
| | | Adv. Mugerwa Lillian | Member |
| | | Arch. Anguyo Oce-Luke | Member |
| | | Arch. Musana Daniel | Member |
| | | Arch. Kikule Paul | Member |
| 7 | 2010-2011 | Arch. Dr. Nawangwe Barnabas | Chairman |
| | | Arch. Sekiziga John | Vice Chairman |
| | | Arch. Runumi Flora A | Member |
| | | Arch. Kibbamu Enock | Member |
| | | Adv. Kisaka Dorothy | Member |
| | | Arch. Kabodha Martin-Luther | Member |
| 8 | 2012-2013 | Arch. Musana Daniel | Chairman |
| | | Arch. Ahaisibwe Flora Runumi | Vice Chairman |
| | | Arch. Ssemwogerere Kenneth | Member |
| | | Arch. Senkatuka Ian | Member |
| | | Arch. Kabodha Martin-Luther | Member |
| | | Arch. Khayongo Patricia Rutiba | Member |
| 9 | 2014-2015 | Arch. Musana Daniel | Chairman |
| | | Arch. Ahaisibwe Flora Runumi | Vice Chairman |
| | | Arch. Robert Henry Kiggundu | Member |
| | | Arch. Charlotte Kiconco | Member |
| | | Arch. Milton Turyaguma | Member |
| | | Arch. Kironde Charles | Member |
| 10 | 2016-2017 | Arch. Ahaisibwe Flora Runumi | Chairman |
| | | Arch. Robert Henry Kiggundu | Vice Chairman |
| | | Arch. Musana Daniel | Member |
| | | Arch. Anguyo Oce-Luke | Member |
| | | Arch. Turyahabwe Richard | Member |
| | | Arch. Tukahurwa Joan | Member |
| 11 | 2018-2019 | Arch. Robert Henry Kiggundu | Chairman |
| | | Arch. Akii MaryRose Olive | Vice Chairman |
| | | Arch. Golooba Kayiso Edward | Member |
| | | Arch. Jacinta Kabarungi Bishanga | Member |
| | | Arch. Amunisiimi Kenneth | Member |
| | | Arch. Mbabazi B. Mwinganisa Verna | Member |
| 12 | 2021-2022 | Arch. Robert Henry Kiggundu | Chairman |
| | | Arch. Miriam Lawino | Vice Chairman |
| | | Arch. Jacinta Kabarungi Bishanga | Member |
| | | Arch. Mbabazi B. Mwinganisa Verna | Member |
| | | Arch. Abdu Wahab Nyanzi | Member |
| | | Arch. Kajumba Sendi Stephen | Member |

WHO IS AN ARCHITECT

The use of the title 'architect' is protected by law and only persons registered with the Ugandan Architects Registration Board may use the title Architect. To check a person's registration status, the Register of architects can be inspected at the Board Secretariat. Also an updated list of registered and practicing architects is maintained on the ARB website: www.arbuganda.org.

The social responsibility of architects lies in part in believing that architecture can create better places, that architecture can affect society, and that it can even have a role in building a civilized community by it more livable.

Professionally, an architect's decisions affect public safety, and thus an architect must undergo specialized training

Architects are licensed professionals trained in the art and science of the design and construction of buildings and structures that primarily provide shelter.

consisting of advanced education and a practicum (or internship) for practical experience to earn a license to practice architecture.

In the architectural profession, technical and environmental knowledge, design and construction management, and an understanding of business are as important as design. However, design is the driving

force throughout the project and beyond.

An architect accepts a commission from a client. The commission might involve preparing feasibility reports, building audits, the design of a building or of several buildings, structures, and the spaces among them. The architect participates in developing the requirements the client wants in the building, throughout the project (planning to occupancy) and also coordinates a design team.

Structural, mechanical, and electrical engineers and other specialists, are hired by the client or the architect, who must ensure that the work is co-ordinated to construct the design.



GETTING REGISTERED

REQUIREMENTS FOR REGISTRATION OF ARCHITECTS (UGANDAN CITIZENS)

Qualifications and Procedure for Registration

According to the S. 10 and S.12 of the Architects Registration Act Cap 269, one is eligible for registration upon the fulfillment of these requirements below;

- a) He or she must be a corporate member of the society or a corporate architect by whatever name called recognized for the time being by the Board as furnishing sufficient guarantee of academic knowledge of any practical experience in architecture;
- b) He or she is a holder of a degree or diploma awarded by a university or other institution recognized for the time being by the Board, and has had not less than two years' practical experience and has passed the professional examination conducted by the Board
- c) He or she has satisfied the Board that he or she possesses qualifications which furnish a sufficient guarantee of the possession of the requisite knowledge and skill for the efficient practice as an architect practice as an architect.
- d) For Ugandans and all members of Countries party to the E.A Mutual Recognition Agreement (Uganda, Kenya, Rwanda, Burundi)

In line with the above requirements, please furnish the Board with these during registration

1. Recommendation from your country's Board (Certificate of good conduct) signed and stamped.
2. Copy of Current year's certified practicing

certificate from your country's Board

3. Copy of certified Registration certificate from your country's Board
4. Copies of certified academic qualification documents
5. Colored Copy of valid passport or National ID
6. Color passport size photo
7. Filled out Registration Application Form (In duplicate) with all the required signatures and stamps as indicated on the form.
8. Payment of registration fees amounting to the equivalent of two hundred thousand Uganda shillings (200,000/=) only and application form fee of ten thousand Uganda shillings (10,000/=) only.
9. Copy of proof of payment of corporate membership at the Uganda Society of Architects.
10. Copy of current C.V.

N.B Please note that upon approval of your application by the Board, you are required to pay for the annual practicing certificate and gazetting fee.

REQUIREMENTS FOR REGISTRATION OF FOREIGN ARCHITECTS

Foreigners (Temporary Registration)

1. Recommendation from your country's Board (Certificate of good conduct) signed and stamped.
2. Copy of Current year's certified practicing certificate from your country's Board
3. Copy of certified Registration certificate from your country's Board
4. Copies of certified academic qualification documents
5. Copy of valid passport or National ID
6. Color passport size photo
7. Filled out Registration Application Form (In duplicate) with all the required signatures and stamps as indicated on the form.
8. Payment for the Application for Temporary registration amounting to UGX 1,000,000, Registration Fee (upon approval of the application by the Board) the equivalent of USD 5,000 only.
9. Upon getting registered and obtaining a registration certificate, the architect shall be required to apply for a Temporary Practicing Certificate at a fee of UGX 300,000 only and Annual subscription fee for that year.
10. Copy of proof of payment of corporate membership at the Uganda Society of Architects.
11. Work permit
12. Joint-Venture/ Collaboration agreement with the name of the local registered architect with whom you are associated
13. Copy of the project(s) or work in Uganda detailing the nature of work and its duration
14. Copy of current C.V.

CONSIDERING A CAREER IN ARCHITECTURE WHAT YOU NEED TO KNOW

Architecture in Uganda is a regulated profession which means that you must be registered with the Architects Registration Board (ARB) to practise using the title 'architect'. Membership of a professional body is optional but not a substitute for registration.

ARB is the statutory regulator and competent authority for architects in the Uganda. As a regulator it is ARB's role to maintain the Register of Architects and to ensure that standards within the profession are consistently maintained for the benefit of the public and for architects.

If you are studying in Uganda, the route typically leading to registration requires that you will:

- Take a full time first degree in architecture or its equivalent from an institution recognized by the Board at the time
- Followed by a 2 years of appropriate professional experience under the supervision of a registered architect
- Then the Professional Practice Examination which is the required qualification to become a corporate member of the Uganda Society of Architects

ARCHITECTS' CODE OF PROFESSIONAL ETHICS

This is found in Section 32 and the second schedule of the Architects Registration Act. All architects in Uganda are required to comply with the Architects Code of Professional Conduct. The Code is included in the Architects Registration Act and a person contravening a provision of the professional code of ethics commits professional misconduct and shall be dealt with by the disciplinary committee as appropriate.

The Architects Code of Conduct is not a set of rules that architects must follow, but guidance for architects in their professional lives. We wouldn't automatically take disciplinary action against an architect if they fell below the standards, but we would look to see whether their actions amounted to unacceptable professional conduct or serious professional incompetence. These are the two 'offences' that the Architects Act says we can investigate.

CODE OF PROFESSIONAL ETHICS

1. Every architect shall at all times fully carry out the duties he or she undertakes and shall act in an honorable manner towards his or her professional colleagues.
2. Every architect shall at all times be honest and impartial in all his or her dealings between his or her client or employer and the contractor.
3. No architect shall advertise his or her professional services.
4. No architect shall proceed with any professional work upon which another architect has been employed by the same client without communicating in writing to that architect and ensuring that the engagement of the other architect has been terminated.
5. No architect shall accept a position to carry or engage in any operation, trade or business in which his or her interest conflicts with the proper discharge of his or her professional duties.
6. No architect shall accept any work which involves the giving or receiving of a discount or commission; nor shall he or she accept any discount, gift or commission from contractors or tradesmen whether employed in his or her work or not.
7. An architect shall inform his or her client of his or her ownership or beneficial commercial interest in any building material, device or invention to be used in the work for which he or she is the architect.
8. An architect shall only be remunerated by a fee and salary paid by the client and employer respectively and not by commissions on sales or profits.
9. No architect shall sign or put his or her signature to drawings, specifications or certificates not prepared by him or her or his or her staff under his or her supervision for the purposes of obtaining the approval of any building authority.
10. No architect shall share or agree to share fees nor shall he or she enter into partnership in regard to architectural work with any person other than another architect.
11. An architect may allow signed illustrations and descriptions of his or her work to be published in the mass media but shall not give monetary consideration for the publication.
12. An architect may exhibit his or her name or the name of his or her firm in lettering not exceeding seventy-five millimeters in height outside his or her office or on a site notice Board at a building under construction, alteration or extension, for which he or she has been commissioned.
13. No architect shall attempt to supplant another architect or compete by means of a reduction of fees or by any other inducement.
14. No architect shall take part in any architectural competition unless the conditions of the competition have been approved by the Board.

PRACTICE NOTES

The Board is empowered by the Architects Registration Act Cap 269 and its Bylaws from time to time to guide and regulate activities and conduct of registered Architects. Once such notes are issued, they become part of the Code of Professional Conduct. Practice Note No 1 to 12 have so far been approved by the Board Members and consequently all registered persons are urged to adhere to them in the course of conducting their professional business.

| No | Description | Minute |
|----|--|--|
| 1 | <p>All work to be done under a written contract</p> <p>The Board recommends that clients should be made fully aware of the duties of the Architect and fees payable.</p> <p>Architects shall provide services under any contract only with an express written contract specifying clearly offer and acceptance as per the law of contract. Vague agreements with indefinite or open-ended conditions shall not be acceptable and will be treated as a ground for inquiry. Verbal contracts will not be permitted. For minor works a letter of engagement and confirmation of terms shall apply.</p> | 139 th Board meeting held on 02.02.2017 |
| 2 | <p>Unapproved Competition</p> <p>Second Schedule Item 14 of the Architects Code of Professional Ethics; states that "No Architect shall take part in any architectural competition unless the conditions of the competition have been approved by the Board".</p> <p>Activities that amount architectural competition include but are not limited to preparing designs proposal for clients knowing that other persons are invited to provide the same service, The Board hereby warns all professionals from such acts.</p> | 140 th Board meeting held on 06.04.2017 |
| 3 | <p>Advertisement on Social Media</p> <p>The Practice note seeks to guide registered architects about posts on social media.</p> <p>While posting on Facebook, twitter and any other social network, the architect must exercise utmost discretion in the choice of material which they allow to be published against their names or registered entities to ensure that such posts do not infringe the Code of Professional Ethics of the Architects Registration Board Cap 269.</p> <p>The Board reserves the discretion to determine whether a post conflicts with the reasonable interpretation of the Act.</p> | |

| | | |
|---|--|--|
| 4 | <p>Administration of penalties (Subscription fees should only be received by the Board after an Architect has cleared penalties previously charged)</p> <p>All architects are required to first remit unpaid outstanding penalties before payment of annual subscription fees and issuing of a Practicing certificate. The Board shall remove all outstanding penalty charges first from any remittances made to the Board account by the architect.</p> | 139 th Board meeting held on 02.02.2017 |
| 5 | <p>Continuous Professional Development</p> <p>Architects shall have the obligation to ensure that they score minimum of 20 points per year from the Board's CPD approved activities.</p> | 139 th Board Meeting held on 02.02.2017 |
| 6 | <p>Professional Charges by Architects (Scale of fees)</p> <p>The Architects Conditions of Engagement and Scale of Fees determine the minimum fees for which a registered architect may undertake to work and describe the professional services, which the client may expect in return. It the duty of the Architect to uphold and apply the conditions of engagement adopted by the Architects Registration Act Cap 269. The Engagement of the architect shall therefore be in accordance with the conditions and scale of fees and charges prescribed in Schedule. Registered architects are therefore reminded not to work speculatively nor compete outside the range and scale it provides.</p> <p>Where a client is considering the engagement of one of a number of firms, the registered architects concerned may give guidance on the engagement of architects but shall not submit estimates of fees for competitive purposes. It is illegal to offer services below the scale of fees. Offenders of this provision should be brought to the notice of the Board.</p> | 138 th Board Meeting held on 25.11.2016 |
| 7 | <p>Display of Site signBoards and Notice Boards</p> <p>Second Schedule Item 12 of the Architects Code of Professional Ethics; provides that "an Architect may exhibit his or her name or the name of his or her firm in lettering not exceeding</p> <p>Seventy- Five millimeters (75mm) in height outside his or her office or on a site notice Board at a building under construction, alteration or extension, for which he or she has been commissioned". Contravention of this provision in whatever innovative graphic or physical form will invoke disciplinary action.</p> | 140 th Board meeting held on 06.04.2017 |
| 8 | <p>Professional Indemnity Insurance</p> <p>The Board notifies all registered Architects, that it is professional misconduct to practice as unlimited or limited companies or firms without valid professional indemnity insurance.</p> | 116 th Board meeting held on the 16.08.2013 |

| | | |
|----|---|---|
| 9 | <p>Professional Contributions to the Media</p> <p>The Practice note seeks to guide registered architects about the requirement for contributions to media including articles, opinions, interviews and group discussions in the print media, radio, television and internet.</p> <p>All articles and opinions contributed to regular and online newspapers must be peer reviewed by any of the ARB selected peer reviewers. Architects who make professional contributions must always state that a list of registered and practicing architects is available at the ARB website on www.arbuganda.org and at the secretariat so that they give the public the option of engaging any registered architect of their choice.</p> <p>Registered Architects who contribute to interviews, group discussions in print and electronic media must make sure that the information they give is factual and can be checked and that one does not exploit the public's lack of expert knowledge in the field for personal gain.</p> | 139 th Board meeting held on 02.02.2016 |
| 10 | <p>Penalties administered to repeat Offenders</p> <p>The Disciplinary Committee of the Board shall have the discretion to recommend the suspension or deregistration of an architect for continuous breach of these practice notes.</p> | 139 th Board meeting held on 02.02.2017 |
| 11 | <p>Signing Unsupervised drawings (Stamping)</p> <p>Second Schedule Item 9, of the Architects Code of Professional Ethics; prohibits an Architect from putting his signature to drawings, specification or certificates not prepared by him or her or his or her staff under his or her direct supervision, for purposes of obtaining approval of any building authority.</p> <p>An architect shall not offer the use of his or her stamp to anyone for a fee or for free. The frivolous and / or proliferous use of the architect's stamp for works not under the demonstrable responsibility of the architect in question is a serious breach of the code of professional ethics and significantly distorts the provision of professional architectural services.</p> <p>Registered architects who continue to contravene this code will be suspended or deregistered.</p> | 140 th Board meeting held on 06.04.2017 |
| 12 | <p>Office Inspections criteria for compliance</p> <p>The following compliance criteria are adopted by the Board for suitable premises for the practice of architecture;</p> <p>A staff to office space ratio of 5sqm.</p> <p>Each architect must have a TIN number and tax clearance where necessary.</p> <p>Staff information sheets must be accompanied by an employment contract.</p> <p>Those eligible for NSSF should have NSSF clearance as a measure to protect employees.</p> <p>The criteria so far suggested was accepted by the Board.</p> | 149 th Board meeting held on 19 th July, 2018 |

| | | |
|----|---|--|
| 13 | <p>Certificate of Compliance</p> <p>It's a statutory requirement for the Board to inspect office premises to check whether they are suitable for carrying on the business of architecture. The Board does issue suitable offices with Certificates of compliance. Architects should therefore attach Inspection certificates and professional Indemnity as a mandatory requirement for renewing a Practicing Certificate.</p> | 151 st Board meeting held on 27.09.2018 |
| 14 | <p>Guidelines for Office Inspection</p> <p>Subject to the Architects Registration Act Cap 269, all Practicing Architects are required to have acceptable premises of practice. The following requirements have been adopted as guidelines for a suitable office and they must be met without exception. Anything contrary is an abuse of the law that can attract penalty.</p> <ol style="list-style-type: none"> 1. An architectural office should be located in a building fit for human residence or dwelling purpose with standard residence conditions such as ventilators, safety zones, sanitary facilities, and all other relevant details 2. An architect must exhibit his/ her firm name in lettering not exceeding seventy-five millimeters outside his/her office. 3. Every Registered Architect must display a valid Practicing Certificate for the on-going year of practice. He /she may also display of any other qualifications and awards. 4. The office should be of a reasonable size fit for the activities of the firm or the architect. 5. Any firm may have a number of departments as may deem fit. A firm may engage in a range of professionals or support staff as may be necessary for the practice of architecture. e.g. Engineers, Draftsperson(s), project managers etc. 6. A standard office must have all relevant equipment for the proper practice of Architecture. These may include; A plotter, printer, computer, copier machine, drawing table. Etc. 7. All offices must be in possession of all relevant laws for the practice of Architecture in Uganda | 151 st Board meeting held on 27.09.2018 |

ARB PROJECT LICENSE/STICKER PLATE

From The Architects Registration (SignBoards and Project Licence Plates) Bye Laws, 2019.

The ARB Project Licence Plate (sticker plate) is a monitoring tool displayed on a project site signBoard. According to the the bye-law;

1. An architect shall obtain a project licence plate from the Board to be displayed on the sign-Board before construction work begins on a project.
2. An architect shall apply to the Board for the project licence plate.
3. The project licence plate shall be issued to the supervising architect of the project by the Board if the architectural plans for the project have been approved by the approving authority.

The project licence plate issued under sub byelaw (3) shall contain the following—

- a. The logo and name of the Board;
- b. QR code;
- c. Security feature; and
- d. Reference number.

The Project Licence Plate (Sticker plate) was introduced primarily as a monitoring tool in the one of the Board's core mandates of regulation and maintenance of standards of architecture in the country; chiefly to ensure that construction projects are supervised by qualified architects at all times. These qualified and registered professionals are answerable to the Board and are subject to the code of professional conduct governing their practice to ensure they carry out their contractual duties to their clients as is expected of them professionally.

Moreover in an environment where many clients and other shady professionals are eager to cut corners mainly to cut costs, qualified architects - who are the originators of the designs of buildings - ensure

that the agreed design is followed and changes, if any are necessary during the course of the project, are done in a professional manner by them and not unqualified personnel. Some clients might side-step the qualified professionals for cheaper individuals but this is unadvised and the architect is not liable in case something goes wrong.

An architect shall obtain a project licence plate from the Board to be displayed on the signBoard before construction work begins on the project.

DISPLAY OF PROJECT LICENCE PLATE.

The project licence plate shall be displayed on the site signBoard at all times during the construction and architectural works of the project.

The architect shall apply to the Board for the project licence plate.

PAYMENT FOR THE PROJECT LICENCE PLATE (STICKER PLATE)

The architect shall pay a fee to the Board for the project licence plate as prescribed in the Schedule to these Byelaws.

The architect shall pay a fee to the Board for the project licence plate as prescribed in the schedule below.

FEES FOR PROJECT LICENCE PLATES (STICKER PLATES)

| FOOT PRINT AREA | AMOUNT (UGANDA SHILLINGS) |
|-------------------------|------------------------------|
| 0-200 square meters | Ushs. 200,000 |
| Above 200 square meters | Ushs. 1,000 per square meter |

The maximum fee for any project licence plate shall not exceed Uganda shillings 1,000,000

Here are some examples of different project sizes and the cost of their sticker plates:

170 sq m ----- 200,000/=

329.3 sq m ----- 329,300/=

920 sq m ----- 920,000/=

3,200.81 sq m ---- 1,000,000/=



The Board regularly monitors and inspects construction sites to ensure that minimum professional architects requirements are met including presence of the project licence plate.

LIST OF BYE-LAWS

- The Architects Registration (Continuing Professional Development) Bye Laws, 2019
- The Architects Registration (SignBoards and Project Licence Plates) Bye Laws, 2019
- The Architects Registration (Conditions of Engagement and Scale of Fees) Bye Laws, 2009

INSTITUTIONS OFFERING ARCHITECTURAL COURSES IN UGANDA AND RECOGNISED BY THE BOARD

| Institution Name | Programme Name |
|--|---|
| 1. Aptech Computer Education | Diploma in Professional Architectural CAD |
| 2. International University of East Africa | Bachelor of Architecture |
| 3. Kyambogo University | Ordinary Diploma in Architecture |
| 4. Kyambogo University | Bachelor of Architecture |
| 5. Makerere University | Bachelor of Architecture |
| 6. Uganda Martyrs University | Bachelor of Environmental Design |
| 7. Uganda Technical College Kichwamba | National Diploma in Architecture |

Please note that this list of institutions is only informational for those seeking to study architectural courses in Uganda. Not all these courses will qualify one for registration by the Board. In order for one to become a registered architect one needs to be a holder of a degree awarded by a university or other institution recognized for the time being by the Board.



ARB GUIDELINES FOR GRADUATE MEMBERS' PROFESSIONAL QUALIFICATION UNDER SECTION 4 OF THE ARB ACT

Here are some important terms and their definitions

1. **“Graduate Architects”** are persons who have fulfilled their degree requirements in an Architecture program as recognized by ARB.
2. **“Principal Mentor”** A Registered Architect with not less than four years in practice who will engage with the intern during the training period.
3. **“Secondary Mentor”** A Registered Architect with not less than two years in practice who will engage with the intern during the training period (*This mentor cannot work independent from the Principal Mentor*)
4. **“Examiners”** These Architects set the exams and mark the candidates.
5. **“Facilitators”** These are Architects training the Candidates during the seminars.
6. **“Quarterly Professional Training Report (QPTR)”** This is a standard document by the Board that the intern uses to fill in a record of their training.
7. **“Internship”** The period that a graduate architect works in the practice of architecture in order to gain experience.
8. **“Corporate member”** shall mean persons who have passed the professional examinations set by the Board and USA and are registered as such with USA.
9. **“Registered Architect”** means a person whose name is for the time being entered in the register of the ARB and has cleared all his practicing license dues for each year in practice.
10. **Section 10 (b) of the Architects Registration Act Cap 269 provides that** “Any one shall be entitled, on making an application to the Board be entered in the Register if he/she has a degree from a recognized institution, has had practical experience of two years and has passed the professional examination conducted by the Board”.

ARB
GUIDELINES

PRE-QUALIFICATION REQUIREMENTS TO SIT ARB PROFESSIONAL EXAMINATIONS.

PRE-QUALIFICATION REQUIREMENTS STAGE 1

1. Cover letter / Application to the Board expressing intent to start internship
2. Appointment letter as a Graduate Architect Member of USA
3. Academic documents: Transcripts & Graduation Certificate. (Students from abroad to provide verification of their degrees from NCHE). Only Certified copies are acceptable.
4. Curriculum Vitae
5. Letter from Principal Mentor (PM) acknowledging responsibility to train Graduate Architect. PM must be a Registered Architect with ARB for a minimum of 4 years
6. Copy of National ID or Passport. Work Permit if necessary. Submit Colored copies
7. Colored Passport size photo

PRE-QUALIFICATION EXERCISE STAGE 2

1. Application to the Board expressing intent to sit for the professional exams.
2. Filled in Declaration Form
3. Evidence of Paid up membership as a Graduate Architect for at least last 2 years (Receipts)
4. Recommendation Letter from the Principal Mentor.
5. Updated Curriculum Vitae
6. Evidence of payment of all Examination dues. Submit Receipt
7. Bound Log- Sheets for a period of at least 2 years.
8. Quarterly Professional Training Report for only the final quarter. Project Description (Scope, Cost, location, consultants etc.) Lessons learnt (Positive & Negative), Areas of training missed, Challenges etc.
9. Report on Conferences/Positions/CPDs attended if any.

A SAMPLE LIST OF BUILDING LAWS AND REGULATIONS

1. Condominium Act Regulations 2001
2. Condominium Act
3. National Environment Act
4. Physical Planning Act, 2010
5. The National Environment - Wetlands River Banks and Lake Shores Management - Regulations No3 / 2000
6. The National Environment (Noise Standards And Control) Regulations, 2003
7. National Physical Planning Standards and Guidelines.pdf
8. THE EDUCATION (PRE-PRIMARY, PRIMARY AND POST-PRIMARY) ACT, 2008
9. The Income Tax Amendment Act 10 2017
10. Architects Registration Act Cap.269
11. Architects Registration (Conditions of Engagement and Scale of Fees) Bye-Laws, 2009.
12. Building Control Act 2013 and the Regulations

ARCHITECTURAL COMPETITIONS

For Architects, an architectural competition provides the opportunity to prove their talent and ability and get important commissions they would otherwise have not accessed in any other way. It also ensures that each architect competes on like conditions and within the same limitations.

In addition, both the client and the architect are assured by these guidelines that the entries will be judged only by those who are qualified to interpret the competitors' presentations and to judge if the design selected meets with the promoter's requirements.

TYPES OF COMPETITIONS.

An architectural competition can be defined as categorized below and shall have the various combinations of types possible to realize the promoter's objectives.

1. Project Competitions:

These lead directly to the erection of specific projects on defined sites. The sponsor's goal in holding such a competition is to:

- a. Select a design solution for the project that is judged the best of the competition.
- b. Select an architect who will be commissioned to develop the design and realize the project.

2. Ideas Competitions:

These are for projects that are not intended to be built. They are useful as:

- a. Explorations of significant design issues, but limited insofar as they stop short of realization.
- b. Stimulation of architectural interest in untried possibilities in such areas as memorial, symbolic architecture, city planning and urban design, etc.

Definition by eligibility:

3. Open Competitions:

These are addressed to the entire national or international architectural community. They may be entered by any registered architect, or students and/or other design professionals, in association with an architect.

They are appropriate under the following circumstances:

- a. The nature of the project suggests that all architects have an equal opportunity to be selected on the basis of design merit.
- b. The project requires the widest exploration of potential solutions made possible by an open competition.

4. Limited Competitions:

These restrict the submission of entries to a specific set of architects, who satisfy the conditional requirements. These restrictions may be budget restrictions, a desire to make use of specific talent, an awareness of and sensitivity to specific styles, etc.

5. Invited Competitions:

These are addressed to a small number of firms – three to eight – whose work is of

interest to the promoter. Invited competitions "commission" the preparation of several design concepts to a greater degree of detail.

6. Student Competitions

limit the submission of entries to those who are enrolled in a school of architecture. Winners may earn a special prize, such as a scholarship, fellowship or travel award.

Definition by Stages:

7. One-Stage Competitions:

These select a winner and rank other prize winning designs in a single sequence.

8. Two-Stage Competitions:

These give competitors a chance to develop further their initial designs. Those architects who are invited to participate in a second stage receive compensation both as a reward for their work in the first stage and as a means of paying for costs incurred in developing their more detailed second stage entries.

Eligibility to Compete.

Participation in any and all competitions under these guidelines shall be open to:

1. Architects who are registered with the Architects Registration Board and eligible to practice on the date of announcement of the competition and thereafter.
2. Firms in which all the partners or directors shall be registered with the Architects Registration Board and eligible to practice on the date of announcement of the competition and thereafter.
3. Students of a Teaching Institution, the qualifying examination of which is recognized by the Architects Registration Board provided that no member of staff of the said institution is the sole Assessor or in a jury of three or more Assessors who are members of staff of the said institution.
3. The Chairman of the Architects Registration Board, if so requested by the promoter, may suggest three names of registered architects for appointment as professional adviser.
4. The Promoter shall pay a competition registration fee of 25C.P to the Architects Registration Board
5. When called upon by the Promoter to do so, the Board may make the competition announcement on behalf of and in conjunction with the Promoter. This will encourage wide participation from architects since they will have the assurance that the competition will be fair and impartial.
6. When called upon by the Promoter to do so, The Chairman of the Board shall nominate candidates for appointment by the Promoter as assessors.
7. The Chairman of the Board may delegate his or her responsibilities under these guidelines to any other member or relevant committee of the Board.
8. The Chairman of the Board shall have the power to waive or to vary any of these Regulations in circumstances where in his view the best interests of the client or the professional would justify that course.

Participation of the Board in Architectural Competitions.

1. In order to ensure the client's adherence to best practice standards, all architectural competitions as defined under Article 1 of these guidelines shall be registered and endorsed by the Board and shall comply with these guidelines.
2. The role of the Board in architectural competitions shall be informational and advisory, and for publicity within the architectural fraternity.

Termination of the Competition

The Architects Registration Board may suspend, terminate proceedings or nullify the results of a competition if it comes to the attention of the Board that any of the provisions in these guidelines has not been complied with.



SITE SIGNBoards.

- (1) A site shall have a visible and clear signBoard during construction and architectural work in accordance with these Byelaws.
- (2) A signBoard shall—
 - a. specify the name and address of the architect or the firm or company of the architect supervising the construction project;
 - b. have lettering of a maximum of 75mm high;
 - c. have a maximum height of eight meters from the ground; and
 - d. not be located above the highest point of the second floor of a building except in exceptional circumstances which shall require the approval of the Board.

INSPECTION ON CONSTRUCTION SITES AND THE REQUIREMENTS

The Board regularly carries out construction/building site inspections to ensure the enforcement of the requirements relating to signBoards and compliance with the standards of architectural practice prescribed in the Code of Professional Ethics specified in the Second Schedule to the Act.

An architect in charge of a site shall inspect and ensure that the requirements prescribed by these Byelaws are complied with.

REQUIREMENTS FOR CONSTRUCTION SITES DURING INSPECTION BY ARB

It is important that both supervising architects and clients take note of these important requirements for their ongoing projects.

- A supervising architect
- A Project/Site SignBoard
- An ARB project Licence Plate (Sticker Plate) clearly displayed on the signBoard
- Approved architectural plans with authentic architect signature

RETURN FORMS

According to the Second Schedule of the Architects Registration Prescription of Form Regulations SI-269-2;

Every architect shall fill the form prescribed in the Schedule to these Regulations and submit it together with his or her architectural drawings to a local authority for approval.

In addition to complying with subregulation (1) of this regulation, every architect shall, for each job he or she has undertaken, submit a copy of the form submitted to a local authority under that subregulation to the Board.

An architect who contravenes this regulation commits a breach of code of professional ethics and may be penalized in accordance with section 18(a), (b), (c) and (e) of the Act.

The Architects Registration (Prescription of Form) Regulations SI 269-2
Schedule 2
Return Form of Submitted Architectural Plans to Local Authority. (pg. 2)
Architects Registration Board.

| | | | |
|--|-------------------------------|-------------|-------|
| 1. Name of registered architect | | | |
| 2. Name of firm | | | |
| 3. Full address of firm | | | |
| 4. Registration number | Practising certificate number | | |
| 5. Particulars of project (If space is insufficient please continue on separate sheet) | | | |
| Title of proposed development | | | |
| Location of proposed development | | | |
| Drawing No. | Title | Drawing No. | Title |
| | | | |
| 6. Copies submitted to local authority and— | | | |
| Form T.1 (if submitted) Application for Permission to Carry Out Development | | | |
| Form V.1 (if submitted) Application for Approval of Strategic Plans | | | |
| Form V.2 (if submitted) Application for Approval of Other Plans | | | |
| 7. Signature (see para 4.1) | Receipt No. | (Date) | |
| 8. Attach copy of covering letter | | | |

I declare that the foregoing particulars are true and correct to the best of my knowledge and belief.

Date _____ Signature of Architect _____
Official stamp _____

ARCHITECTS REGISTRATION ACT

The functions of the Board shall be—

- a) to regulate and maintain the standard of architecture in the country;
- b) to register architects;
- c) to make byelaws for better carrying into effect the provisions of this Act;
- d) to prescribe or regulate the conduct of architects in Uganda;
- e) to promote training in architectural sciences.

1. Registrar.

- 1) The Board shall appoint a suitable person to be registrar of the Board.
- 2) The registrar shall be the chief executive of the Board and shall be a full-time employee of the Board.

2. Register of architects.

- (1) The registrar shall keep and maintain an up-to-date register in which the name of any person entitled to have his or her name entered shall be so entered showing against that name—
 - a) The address;
 - b) The date of entry;
 - c) Qualifications; and
 - d) such other particulars as the Board may, from time to time, direct.

3. Registration in six months of coming into force.

Subject to this Act, any person shall be entitled, on making an application to the Board in the prescribed manner, to be entered in the register if—

- a) he or she is a corporate member of the society or a corporate architect by whatever name called recognized for the time being by the Board as furnishing sufficient guarantee of academic knowledge of any practical experience in architecture;
- b) he or she is a holder of a degree or diploma awarded by a university or other institution recognized for the time being by the Board, and has had not less than two years' practical experience and has passed the professional examination conducted by the Board.

4. Temporary registration.

- 1) Where any person satisfies the Board that—
 - a) he or she is not ordinarily resident in Uganda;
 - b) he or she is or intends to be resident in Uganda in the capacity of a professionally qualified architect or for the express purpose of carrying out specific work for which he or she has been engaged;
 - c) he or she is, or immediately prior to entering Uganda was, in practice as an architect in that capacity as to satisfy the Board of his or her fitness to serve the public as a professionally qualified architect, the Board may authorise the registrar to register that person only for the duration of the period of any specific work for which he or she has been engaged; provided he or she satisfies the Board, he or she may carry out work with a registered architect.
- 2) An application for registration under this section shall be in the prescribed form accompanied by the prescribed fee.
- 3) The Board may require the person applying for registration under this section to appear before it for the purpose of considering his or her application but shall require that applicant to produce documentary evidence to support his or her application.
- 4) Registration of any person under this section shall continue only for the period or for the duration of the specific work or works as is directed by the Board under subsection (1), and on its termination that person shall cease to be registered; and in case of any doubt, the decision of the Board regarding the termination of the work or works shall be conclusive.

5. Disqualification from registration.

- (1) No person shall be registered under this Act if—
 - (a) he or she has not paid the prescribed fees;
 - (b) he or she is adjudged by a court of competent jurisdiction to be insolvent, bankrupt or of unsound mind; or
 - (c) he or she has been convicted by a court whether in Uganda or elsewhere for any offence involving fraud or dishonesty.

(2) Where a registered architect—

- (a) fails to notify the registrar of his or her current address within a period of six months beginning with the date on which he or she receives an inquiry sent by the registrar, by registered letter, to the address appearing in the register against his or her name;
- (b) requests that his or her name be deleted from the register, in which case that person may be required to satisfy the Board by affidavit lodged with the registrar that no criminal proceedings or proceedings under section 17 are being taken or likely to be taken against him or her; or
- (c) is found guilty of any offence or disgraceful conduct pertaining to his or her profession, the Board may direct that his or her name be struck off the register and his or her practising certificate be withdrawn.
- (3) Except as in the circumstances provided under subsection (2)(a) and in the case of a deceased person, any person whose name is struck off the register shall be notified by the registrar by registered letter.

6. Registration certificate.

- (1) The registrar shall, upon registration, issue a registration certificate to any registered architect.
- (2) The registrar shall issue a practising certificate to every architect whose name is on the register and who applies for it on the prescribed form and pays the prescribed fee.
- (3) A practising certificate shall remain valid until the thirty-first day of December next after its issue and shall be renewable annually on application being made on the prescribed form and payment of the prescribed fee.
- (4) Subject to this Act, no person shall engage in or carry on the practice of architecture, by whatever name called, unless he or she is the holder of a valid practising certificate granted to him or her under this Act.
- (5) Notwithstanding anything in this section, the registrar shall refuse to issue to or renew a practising certificate of any registered architect who, on the date of his or her application for the certificate, has become subject to any of the disqualifications set out in section 13.

7. Disciplinary committee.

There is established a disciplinary committee consisting of five members one of whom shall be chairperson.

8. Complaints against architects.

- (1) A complaint or an allegation against an architect which if proved would constitute professional misconduct may be made to the disciplinary committee by the Board or any person.
- (2) Upon receipt of a complaint, the secretary shall, as soon as practicable, refer the matter to the committee, and the committee shall fix a date for the hearing of the complaint.
- (3) The disciplinary committee shall give the architect against whom the complaint or allegation is made an opportunity to be heard and shall furnish him or her with a copy of the relevant document at least seven days before the date fixed for the hearing.

9. Committee's decision.

After hearing the complaint and the architect to whom the complaint relates and after considering the evidence adduced, the committee may dismiss the complaint if no ground for a disciplinary action is disclosed or if a ground for disciplinary action is disclosed, impose any or a combination of the following penalties—

- (a) that the architect be admonished;
- (b) that the practising certificate of the architect be suspended for a specified period not exceeding two years;
- (c) that the architect pay a fine that may be determined by the committee;
- (d) that the architect pay compensation that may be determined by the committee to any person who may have suffered a loss as a result of the misconduct;
- (e) that the name of the architect be struck off the register.

10. Appeal to the High Court.

- (1) An architect or complainant aggrieved by the decision or order of the committee may appeal against the decision or order to the High Court within three months from the date on which the report of the committee is delivered to that architect or complainant.
- (2) An appeal made under this section shall be—
 - (a) made by petition in writing under the hand of the architect or complainant; and
 - (b) heard and decided upon by a judge of the High Court after summary hearing.

11.Implementation of the committee's orders.

- (1) The Board shall be responsible for the implementation of the committee's orders.
- (2) Where the Board strikes off the name of an architect from the register, the certificate of membership and that of practice of the architect shall stand cancelled, and the Board shall require that person to return the certificate to the Board.

12.Financial year.

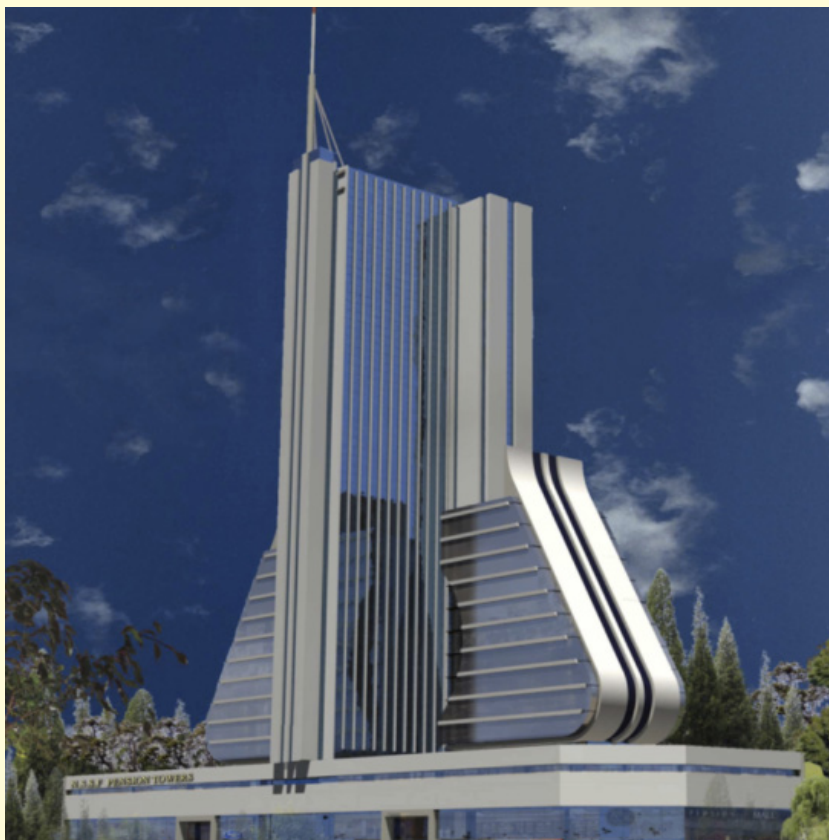
The financial year of the Board shall be the calendar year that is twelve months beginning from the 1st day of January and ending on the 31st day of December each year.

13.Annual subscription fee.

- (1) The annual subscription fees shall be determined by the Board, from time to time, and shall be due and payable to the secretary.
- (2) All other fees shall be determined by the Board and payable to the secretary.
- (3) The Board may strike off the name of an architect from the register if the annual subscription fee remains unpaid by that architect for a period exceeding four months from the time it is due.

14.Inspection of offices.

The Board may, at any time whether before or after granting a certificate of practice, inspect premises or offices of an architect to ascertain whether the premises are suitable for carrying on the business



What we do to regulate usage of the title ‘Architect’

The Architects Registration Act 1996

The title ‘architect’ is protected by law in Uganda, under Chapter 269 of the Architects Registration Act 1996.

It can only be used in business or practice by someone who has had the education, training and experience needed to join the Architects Register and become an architect. Businesses can only use ‘architect’ in their name if there is an architect in control and management of all of the architectural work.

The Architects Register

The Act protects the public from dishonest individuals who mislead people by calling themselves something they’re not. We keep a public register of all Ugandan architects that you can search quickly and easily online or at the Architects Registration Board secretariat to make sure someone is a genuine architect. If someone is not on the Architects Register, they are not an architect in Uganda - it’s as simple as that.

Only those with appropriate skills and experience can join the Register.

We set standards for architectural education and good practice and make sure that architects maintain these standards. Ugandan Architects must abide by the Architects professional Code of conduct and also hold appropriate insurance (Professional Indemnity). If you are using a genuine architect, you can be reassured that there is an independent, statutory regulator that you can contact with any queries or concerns.

Title protection

As regulator, it’s our role to protect the title ‘architect’ and take action against those who misuse it. We do this by conducting investigations proactively as well as in response to complaints submitted to us.

If a problem is identified we take a proportionate approach. Where appropriate we can issue guidance and seek assurance that the problematic activity

has ceased to address the harm swiftly and efficiently. If a breach of the Act is sufficiently serious, we can and do take legal action.

Title misuse prevention

We also work with others to try and prevent title misuse occurring in the first place. We regularly visit Schools of Architecture to advise students on the correct use of the title.

We engage with the media and business directories to help ensure information provided to the public is accurate. We also collaborate with other professional bodies and consumer groups, to share resources and best practices.

We also encourage architects to help the public spot a genuine architect to clearly demonstrate that they are a regulated professional and also identify those who aren’t.

By Sarah Mugoya



Uganda Society of Architects

The Uganda Society of Architects

Like most professions in Uganda, Architects also have an association that unites them. For one to be an Architect in Uganda, they must be corporate members of the Uganda Society of Architects first. The Uganda Society of Architects (USA) represents the architectural profession in Uganda. One of the aims is to organize and unite architects in Uganda and to foster and strengthen friendly, intellectual, artistic, cultural, educational and scientific ties among architects and architectural fraternity.

Our Goals

Voice – promote USA as the credible voice for all architects and quality design in the built environment

Unite – Be the recognized leader for knowledge about the practice and profession of architecture

Relevant – be a resource to members through programs and services that effectively meet their needs

Foster Growth – help members to grow both individually and career wise

Secure the Profession – help to enforce and protect the standards of the profession

Serve Community – involve other members of the community

The Objectives of the Uganda Society of Architects are:

To organise and unite architects in Uganda and to foster and strengthen friendly, intellectual, artistic, cultural, educational and scientific ties among architects and architectural and other organisations.

To protect the rights, status, interests and general welfare of architects.

To foster and maintain public confidence in the integrity and ability of architects.

To provide a link with Government, the public and other organisations.

To define and redefine, whenever necessary, the functions and role of architects in the built environment.

To promote an awareness and the preservation of historical and architectural heritage.

Functions of the Uganda Society of Architects are:

To initiate, define and assist in the implementation of programmes and co-operation in the development of architectural education, practice and research in Uganda.

To collect and publish information relevant to the activities of the Society and to disseminate it among its members.

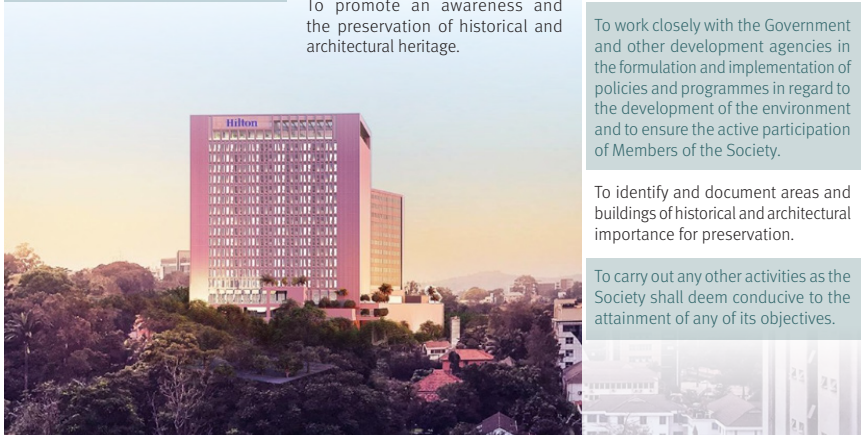
To undertake the identification of the needs of Uganda in the field of architecture including urban and rural development, social, economic and cultural activities.

To establish standards, continually monitor, evaluate and accredit architectural educational and training institutions.

To work closely with the Government and other development agencies in the formulation and implementation of policies and programmes in regard to the development of the environment and to ensure the active participation of Members of the Society.

To identify and document areas and buildings of historical and architectural importance for preservation.

To carry out any other activities as the Society shall deem conducive to the attainment of any of its objectives.



YOUR ARCHITECT SHOULD COMPENSATE YOU

The ARB (Architects Registration Board) is a government body set up under the Architects Registration Act (1996) to support all things to do with Architecture. Among these is the upholding and protecting the job title 'Architect'. It is illegal in Uganda to call yourself an architect when you are not registered with the Architects Registration Board.

Despite the existence of this law, many individuals call themselves architects and advertise themselves as such. Therefore, if a member of the public wishes to engage the services of an architect, it is important that they check with the ARB and confirm that the person claiming to be one is actually registered and recognised under the law. But why does one need to deal with only a Registered Architect?

There are a number of reasons why one should deal with only those that are registered as Architects, some of which include the following:

1. As a developer you need to be sure that the individual offering you the services has achieved the necessary qualifications and knows what they are doing.
2. Registered architects follow a professional conduct also known as the 'Architects Code of Conduct' which ensures that they deliver their services fairly and professionally, failure of which they can be punished by the Board.
3. Every registered architect secures Professional Indemnity Insurance (PII) which is designed to cover claims against them and/or costs for their defence in a court of law

In this piece, I will restrict myself to the importance of Professional Indemnity Insurance to both the architect and members of the public.

As a developer, you will work with an architect comfortably if you know that in the event of a mistake, negligence or professional misconduct by that individual you can be fully compensated. In many countries, probably not as much in Uganda, there is a strong public interest in architects maintaining proper professional indemnity insurance. When assigning an architect work, you should always ask for their professional indemnity insurance and take it as a very serious flaw if one claims to be an architect without a PII cover in place. This is because as a member of the public using the services of an architect you have the right to expect to be compensated should that architect make a mistake or be found professionally negligent.

To my colleagues the architects, you need to secure Professional Indemnity Insurance because a claim against you for negligence or mistake can result in a huge settlement and could incur substantial legal costs which are higher than all the fees you have ever worked for in your entire career. Secondly, as an architect you can and should use PII as an important marketing tool that sets you apart from many of your non-professional competitors. Whether you run your own practice, are an employee, a part timer, or just giving free or low-cost advice, you may still be blamed when something goes wrong and may end up with a claim for compensation against you. Most of your clients will expect that if you make an error, you will try to fix it. Having professional liability insurance can indicate that you will act in good faith. Having professional indemnity insurance coverage will prove compensation if an error is made. The insurance will also help reimburse any legal expenses that may be accrued due to negligence.

There are many different reasons why a claim may be made against an architect. For instance, if the advice provided to a client was poor – resulting in some sort of loss to the client. Or maybe someone inadvertently loses important documents or data belonging to the client. These are just a couple out of many reasons why claims may be made against you or your business. Despite your best intentions, things can go wrong, so having professional indemnity insurance can help protect you in these situations.

The Architects Act 1996 gives the Board power to create byelaws and it is through such power that the Board in 2013 Created a bye-law requiring all architects on the register to maintain “an adequate and appropriate” Professional Indemnity Insurance. It is important to note that the circumstances in which individuals practice vary substantially. It is therefore wrong to assume that there is a link between the level of gross fee income and the potential size of a claim that is why the ARB uses the words adequate and appropriate with the view that the architect is able to assess and maintain a cover that will help them in the event of a claim. You may have to seek the advice of an expert like an insurance broker in order to arrive at what is adequate and appropriate cover.

Even when offering services for free, you may still be liable to a claim. It is therefore very important to consider your PII needs when offering pro bono work.

As an architect, you need to know that the terms and conditions of PII policies differ, and you should therefore make proper enquiries to satisfy yourself that the policy on offer matches all your requirements. You should bear in mind that claims may arise from personal injury as well as loss, damage, delay and additional costs. Even those architects with limited turnover or engaged in private works like residential houses need to maintain a minimum level of cover. If your PII has any restrictions it is important that you are aware of them. One way of doing this is to specifically ask your insurer to point out any restrictions on the cover they are giving you. For instance, some insurers cover the costs related to a disciplinary hearing while other don't. Attention should be paid to what view your insurer has about alternative dispute resolutions like arbitration. In some cases, insurers raise your premium based on how often you end up in disputes even if you have not actually paid out any compensation. As with any businesses, insurers are happier dealing with an individual or practices that keep their records well, have a good knowledge of their job and have little or no history of litigation about or around their projects. Some insurers will ask and prove you have a rigorous contract documentation in place for projects, and that you are not carrying liability on behalf of sub-consultants or other parties to the contract will be an added advantage when setting your premium.

Furthermore, it is proper that you ask about the insurer's record when it comes to handling of claims. What is their track record in meeting claims efficiently and fairly. Some insurers have a right and do refuse to cover claims just because they were not informed of the risk in time. You need to read and understand your obligations for the cover to be effective. For example, some insurers demand that you inform them as soon as your client makes any form of allegation or complaint even if you have all the evidence to prove that their claim will come to nothing. Others demand that as soon as there is any mistake or defect or as soon as a dispute arises between parties on the project, you should inform them right away. Insurers need to know of any potential claim at the earliest opportunity, and they will usually give you helpful advice on how to respond to a complaint. Failure to notify your insurers in good time may result in a late claim being rejected. Waiting until a complaint becomes formalised, or even when correspondence has been exchanged and gets as far as proceedings being issued, may well be too late.

The Architects Act 1996 gives the Board power to create byelaws and it is through such power that the Board in 2013 Created a bye-law

Notifying your insurer of a circumstance that may give rise to a claim allows you the opportunity to use their expertise in dealing with the issue. Earlier on, I mentioned that your history of disputes or litigation may affect your premium, and sometimes architects use this argument as an excuse for not informing their brokers or insurers of a likely dispute at the earliest stage. However, unless your insurer has a problem, merely talking to them about a potential dispute, which eventually does not materialise into a dispute should not affect your premium.

Architects that are employed by organisations and government departments are not exonerated from maintaining an adequate and appropriate Professional Indemnity Insurance. If you are one, you need to ensure that appropriate insurance is in place because you could end up being personally responsible for losses at some time in the future. While the majority of contracts put a limit to the time when claims can be made and it is usually within a few years of practical completion, it is still possible for a claim to go back many years when you were employed in a certain department or organisation.

Finally, an as architect, one should be aware that Professional Indemnity Insurance is a claims made insurance which means that it is the policy in force at the time a claim is first notified to insurers that responds, not the policy that was held at the time the work was being carried out. Once again, I revisit the issue of restrictions, please ensure that you do not maintain a policy which has a restriction that it does not cover undertaken in previous years.

Sarah Mugoya

Asst. Registrar Communications
Architects Registration Board

WHAT THE Board LOOKS OUT FOR DURING SITE INSPECTIONS

The Board in line with its mandate of regulating the practice of Architecture in Uganda, carries out site inspections across the whole country to ensure that all sites are compliant to building standards and the Laws of the Land. The Board considers among others, the following aspects as pertinent to compliance of construction sites;

1. A site should have duly approved drawings/plans and all the accompanying documents.
2. A site should have a team of professionals supervising the project and among which must have an Architect.

3. The site should bear site signBoard, clearly indicating the names of the professionals involved and the names of the developer (s) and this should be as prescribed in the SignBoards and Sticker plate Byelaws.

4. On the site signBoard should be pinned a project license plate acquired by the supervising Architect(s) from the Board.

5. The site should adequately ensure safety of all the workers and visitors on site by following the conventional safe guidelines in execution of the works.



Project SignBoard with ARB sticker plate



SignBoard with details of the project



ARB sticker plate



SignBoard with approved drawing of the proposed house

Interview with ARCHITECT KENNETH AMUNSIMIRE on his Journey to becoming an Architect



CO: Who is Architect Kenneth Amunsimire?

Arch. Kenneth: I am a Ugandan, a registered architect practicing in Uganda, Married with two children who are home schooled. I'm about business development especially empowering people to succeed in business. I do a bit of business incubation and help people have somewhere to start off and later get their own premises. I have also done a bit of Investment club formations, we have started about three investment clubs which I belong to. On the professional side, I went to MAK from 1995-2000, worked for two years under a registered architect, Jasper Kyomukama of Infrastructure Design Forum- IDF, sat my professional exams in 2002 and passed them. I took a decision to start self-employment soon after

passing exams though I did not register immediately. I was not sure I was ready to register much as I passed the exam and also didn't think I was ready to be in employment since it was hard to get paid employment which made me resort to freelancing. Five years later, I decided to register in 2008 and started practicing officially, so ideally, I was practicing illegally. Most of the times, some people are not keen to register because some fear the exam, some even after passing the exam, prefer not to register and some don't want to take on the professional responsibility and prefer staying under a registered architect.

After registering in 2008, I joined council in 2009 and in 2011, I was appointed honorary secretary of USA and served for two terms and after that I became vice president USA

CO: At what point in life, did Architecture make sense to you and why Architecture?

Arch. Kenneth: I did not discover architecture until much later. I grew up at a time where by if you got good grades, you would aim for the

most competitive course. And I used to get very good grades right through O level and A level. At around S4 I decided I needed to go for a course that would challenge me. I would choose between engineering, architecture or business. Architecture used to take the cream and so was engineering. Later on I found out all I needed was Physics and mathematics. But in hind sight I remember when growing up, I liked building things, molding dams, and houses and was really fascinated with putting things together. I was also fascinated about solving problems and later on life I got interested in solving people's problems, I therefore finished S4 knowing I was going to do architecture. When I joined S5, I went for PEM/Art. Art helps you look at things in a big picture and helps you break it down to a small picture, it helps you understand how people relate with spaces. I was a late absorber for art, but it managed to get me where I was supposed to be. I went to MAK on government sponsorship, at our time 12 students were taken on government sponsorship, it was a very big deal.

So in a nutshell, I took on architecture more as a challenge to see how far my academic abilities would take me and also find something that would accommodate the creative side in me.

CO: Could you please take us through the process of becoming an architect?

Arch. Kenneth: We expect somebody who is eligible for internship to have done a minimum of five years course in architecture. I know of some universities that do three years and then two years, and if someone has done that kind of breakdown part of the course, those two tiers need to add up to five years because it is a professional course and usually those that do it in those stages, usually the first stage doesn't cover a lot about professionalism that there is a minimum standard in the five years, the course units one should have taken especially for universities outside Uganda, which are not under NCHE, we usually ask them for their transcripts to check whether the course units which they did are similar to what we have, because some people go and do four year courses and then come expecting to be registered which is not the case Malaysia, Algeria do four years. So it is always important to know the course units which are missing, so that one can cover them and then present themselves.

Once that is done and have graduated, you first present yourself to Uganda Society of Architects and apply for graduate membership for a period of two years before they can sit for their professional exams. During these two years, a graduate member of USA is expected to be working under the supervision of a registered architect who acts as his/her mentor, because what we study in school is largely theoretical, and there are

What is important about registration is taking professional responsibility and being able to safeguard the interests of the profession

issues that cannot entirely be covered in school until you are in the real world. In those two years, there is a very clear curriculum because we assume not everybody studied the same things, therefore the two years are to close any gaps that would have been left out. There is a list of study areas administered under a mentorship process once they sign up for graduate membership

A graduate member chooses a mentor, a primary mentor who is preferably their employer and a secondary one, for reasons that the primary mentor is not readily available. And for every six months, a report should be compiled by the graduate member and presented to the Board. After the two years, the candidate is ready to sit for their examinations

CO: As a former Board member of the architects' registration Board. Is it business unusual?

Arch. Kenneth: The Board has structures and operates mainly under committees and they are structured in a way that allows continuity. The previous committee members on the previous Board usually remain to serve on the committees especially if someone was chairing a particular committee, and that has been like that for a very long time and I find it

How do ARCHITECTS Charge?

Many clients claim that a simple question to an architect like

“
**how much
do you
charge?**
”

is usually met with a long winding story, sounding at best confusing and at worst evasive. Clients expect an answer like the one they would get from a shop selling sugar, bananas or clothing, which frankly is a bit unfair on the architect. Most architects will not give you an amount without a properly written brief or terms of reference. It is a known fact that by asking that question, most clients are trying to make an architect commit to an amount before they ambush them with the full details of the assignment.

That said, determining architectural fees is also not a clear process like determining how much you will sell an item after production. The input into producing an architectural design is mainly professional time and to a less extent paper and ink. While other professionals easily charge for their time, architects

usually find it difficult to do so due to the nature of their work. It is as if outlining the fees you will require for your work is a rip off. Generally, architects are the worst people in keeping a grip on the scope of services. Before the final product is produced and accepted by the client, it goes through numerous changes - partly due to the architect's unquenchable desire to have the best design but many times due to changes initiated by the client. In essence all the time input for these changes should be billed but architects hold back from doing so for fear of being labelled rip offs or money hungry.

Finally, architects face a social dilemma when offering their services. Architects rarely get hired by walk-in clients. Many times, it is their friends, relatives or their friends' friends that have offered them work. This immediately creates a problem. It is not easy to charge your friend or brother for every minute you have put into their design, yet sometimes it may involve picking you from your office to go and look at an idea he has liked. Furthermore, when you design a home for someone, you become very friendly with them, and you don't want to upset your

new friend for additional fees because they wanted to change a door location after having signed off the design. What happens is that we end up doing work for free which would ordinarily be charged.

That notwithstanding, there are a few known ways through which architects should charge their fees; hourly rate, percentage of construction cost, a combination of the two, or rate per square metre of construction. It does not make things easier when you learn that a mixture of these can easily be used on a single assignment. Indeed, the Architects Registration (Conditions of Engagement and Scale of Fees) Bye-Laws of 2009 recommend an hourly rate for stages A to B and a percentage of construction for stages C to F.

Charging fees as a percentage of construction costs is usually met with a lot of opposition from clients and very few clients understand how it works. For that reason, most clients settle for an hourly rate. For many, it is not only the best way they can determine how much the service is worth but also it is easier for them to understand. However, this method also occasionally runs into complications especially when an architect to charge additional fees for additional

time input. Most offices have hourly rates for different level positions (administration, drafting, project architect, partner, etc.) and these are charged for the different stages (preliminary design, schematic design, design development, construction documentation, bidding and negotiation, and construction supervision or civil works contract administration).

In some cases, clients don't like being charged an hourly rate mainly because they want to have the freedom to change designs and general scope without the fees heading north. These are the most difficult ones. Usually, these same clients will also not accept fees to be calculated as a percentage of construction costs. An experienced architect should be able to use his hourly rate and cap the fees using the square metre rule. Through some experience, some architects have now got an idea, for instance, house how much each of the personnel will spend on each stage of assignment to produce a complete design for a

residential house. It is these architects who can now easily tell off their heads how much they will charge for designing a three, four or five bedroom house. In order to protect yourself from the famous client who never makes up their mind on final design, one must include a clause in the contract to protect you from endlessly designing. ***(Refer to The Architects' Registration (Conditions of Engagement and Scale of Fees) Bye Laws of 2009 for guide lines on hourly rates).***

Fees charged as a percentage of construction costs vary by firm. The 2009 Bye Laws guide what percentage shall be used per class of buildings. According to these byelaws the percentage should vary from 3% for simple buildings like warehouses and sheds to 7% for the more complex buildings like hotels, private residences, hospitals, theatres etc. Although most architects prefer this method for determining fees, clients hate it and most will avoid it. This billing method has run into problems and many clients/developers are

increasingly against it.

There is an understandable concern that the architect will specify expensive materials and drive the cost of construction up so that consequently his fees (which are a percentage) are also unnecessarily high. One way of dealing with these fears from a potential client is to ask them to name their budget in advance so that the fees are fixed as a percentage of that budget. If the architect comes up with an expensive design that does not fit within the budget earlier stated, the client may choose to revise the budget without revising the fees or ask the architect to redesign so that the cost is within the budget earlier stated.

The most amazing thing is that almost invariably it is the client that keep revising their needs (program of requirements) which inevitably lead to a cost higher than the original budget. This is where serious arguments and misunderstandings may come up.

By Kiggundu Robert Henry

Chairman ARB





ARCHITECTS REGISTRATION BOARD

(Established by the Architects Registration Act, Cap 269)

REGISTERED AND PRACTICING ARCHITECTS (2022)

In accordance with the **Architects Registration Act**, Cap 269, the design, preparation of building plans, and supervision of construction works of any buildings in Uganda is the responsibility of **Registered Architects with valid Practicing Certificates** issued by **The Architects Registration Board**.

The General public and in particular, private developers of projects with building structures, are duly informed, that they are required by Law to secure **Approved Building Plans** for their buildings from the relevant Local Authorities before they start construction works. The public is further warned that use of un-qualified persons for purposes of design and supervision of building sites in Uganda is prohibited by law.

In accordance with **Section 14(1) to 14(4)** of the **Architects Registration Act** Cap 269, the following are the **only** persons authorized to practice architecture in the country and are recognized by the **ARCHITECTS REGISTRATION BOARD** as the **Registered and Practicing Architects for the year 2022. As at 11th August 2022**

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|-----|--|---------|--------|---|---|--|
| 1. | Kazahuura Ruhweza Harry Erimons | 003 | 3818 | B.Arch. Cert.Proj.Mgt. Cert.Plng. M.U.S.A | Skyline Consultants Ltd. 2nd Floor, Capital Shoppers Complex Nakawa, Plot 1-3 Sebei Lane P.O. Box 40026, Kampala | +256772601954, +256756601954, +256753601954, +256200060127 hekazahuura@gmail.com |
| 2. | Muhwezi Kazi Jackson | 004 | 3886 | B.Arch, M.A.A.K, M.U.S.A | Habitat Consultants Plot 97 Kira Road Kamwokya P.O. Box 1306, Kampala | +256772406027, +256414543987 jmuhwezikaizi@gmail.com |
| 3. | Ssentongo William Henry | 008 | 3721 | Dip.Arch, RIBA, M.A.A.K, Dip. TPMTPI, M.FAUA, F.U.S.A | Ssentongo and Partners Plot 3 Nakasero Hill Road P.O. Box 4941, Kampala | +256752730412, +256414230491, +256414230492 ssenpart@ssentongoarchitects.com |
| 4. | Curtin Diarmuid Philip | 009 | 3898 | B.Arch, Dip.Arch, M.A.MRIAL, RIBA, M.U.S.A | Peatfield & Bodgener Architects Plot 970, Heritage Road Off Ggaba Road P.O. Box 3256, Kampala | +256752766195, +256414501949, +256414501950, +256414501951 info@pbarch.org info@pbarch.org |
| 5. | Kamulegeya Younus | 014 | 3810 | B.Arch, M.U.S.A | Kamulegeya & Associates Plot 14A, Naguru Drive Close, Naguru, Nakawa Division P.O. Box 9576, Kampala | +256772401598, kamuassociates@hotmail.com |
| 6. | Muzigu Bakaswirewa Godfrey | 018 | 3768 | M.Arch, M.U.S.A | BAKS Associates Plot 1958, Bukoto Road, Kalonda Zone, Bukoto P.O. Box 3194, Kampala | +256752653787, +256772297572, baksassociates@gmail.com |
| 7. | Kanya Peter | 019 | 3759 | B.Arch, M.A.A.K, M.A.I.A, M.U.S.A, F.U.S.A | Associated Architects Level 2 Simbamanyo House, Plot 2, Lumumba Avenue P.O. Box 16290, Kampala | +256752731727, +256414251702, +256414251703 kanyapeter91@gmail.com |
| 8. | Mugamba Kabuzi Davy | 021 | 3730 | B.Arch, MSc (Plng and Mgt), F.U.S.A | Pro-plan Partners Ltd Plot 73, Luthuli Avenue, Bugolobi P.O. Box 8100, Kampala | +256772720259, +256414234969 davy.mugamba@gmail.com |
| 9. | Kyomukama Kezibisha Jasper | 022 | 3897 | M.Arch, M.U.S.A | Infrastructure Design Forum NIC Building, 3rd Floor(Annex), Plot 3 Pilkington Road P.O. Box 4848, Kampala | +256752904906, jasperkazezibisha@gmail.com, info@infrastructure |
| 10. | Wanyama Nangai Jared | 023 | 3794 | B.Arch, M.Arch, Dip.Housing, M.U.S.A | El-Archs Partnership Plot 4 Block D, Mulira Close Road, Ntinda P.O. Box 21968, Kampala | +256772505014, 041423033 nangaijared@yahoo.co.uk |
| 11. | Sekaziga John Wilson | 025 | 3774 | B.Arch, M.A.R.B, M.U.I.T.P.M.Phil, M.U.S.A | Design Group & Associates Plot 7 Kulubya Close Bugolobi P.O. Box 4590, Kampala | +256772092788, +256414345315 dga_ug@yahoo.com |
| 12. | Kajumba Tom | 027 | 3731 | B.Arch, F.U.S.A | K.K. Partnership Architects Plot 117 Kira Road (Next To Denture Care Centre) P.O. Box 4906, Kampala | 0751500651, 0772500651, +256(414)533368 kkparch@gmail.com |
| 13. | Wako Kalimungabo Samson Henry | 030 | 3862 | B.Arch, M.U.S.A | Plan Systems Plot 89, Kira Road, Kololo, Kamwokya P.O. Box 9191, Kampala | +256772732126, +256414530125 plansys@infocom.co.ug |
| 14. | Kaboha Nyabwana Akiiki Isaac | 031 | 3869 | B.Arch, M.U.S.A | Plan Systems Plot 89, Kira Road, Kololo, Kamwokya P.O. Box 9191, Kampala | +256772777289, +256414530125 plansys@infocom.co.ug |
| 15. | Amerjeet Virdee Singh | 035 | 3747 | B.Arch, M.Arch, M.A.A.K, M.U.S.A | Planning & Design Associates Golf Course Hotel, Plot 64-86, Yusuf Lule Road | +256752760541, asv.8ch@gmail.com |
| 16. | Maroria Matoya | 037 | 3710 | B.Arch, MBA, F.U.S.A | Creations Consult Africa Ltd Plot 2D Nakasero Hill Road P.O. Box 29421, Kampala | +256775707376, +256703605465, matoyamaroria@gmail.com, matoy a.maroria@creati |
| 17. | Nankya Collins Dolores | 040 | 3835 | B.Arch, M.A.A.K, M.Arch, M.U.S.A, F.U.S.A | NEWPLAN Limited Crusader House, 3 Portal Avenue P.O. Box 7544, Kampala | +256772602744, +256414340244 dcollins@cncollins.com |
| 18. | Dr. Mukibi Stephen | 050 | 3764 | PhD.(Arch.), MPhil.(Arch.), MSc. Arch, C.S.E.E.F.H, M.U.S.A | Technology Consults Ltd Makerere University, Technology Building P.O. Box 26690, Kampala | +256752696157, +256414540618 smukbs7@gmail.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|-----|-----------------------------------|---------|--------|---|---|--|
| 19. | Nsubuga Jonathan Edward | 051 | 3792 | BA Interior Design, AA Dip, M.U.S.A | J. E. Nsubuga & Associates Plot 1, Portal Avenue, Span House P.O. Box, 6577, Kampala | +256772702655, +256752130089, nel.arch@gmail.com |
| 20. | Turyaguma Milton | 052 | 3783 | Msc.CEM, B.Arch, F.U.S.A | Ace Consult Ltd Plot 137/139 Ntinda Road P.O. Box 35756, Kampala | +256772504666, +25641423238 turyagumazoo1@yahoo.com aceconsultltd@gmail.com |
| 21. | Musana Daniel | 055 | 3745 | B.Arch, MAFS, M.U.S.A | Pan Modern Consult Ltd Plot 20, Kenneth Dale Off Kira Road, Kamwokya P.O. Box 4550, Kampala | +256772409277, +256414250353 musanadan@yahoo.co.uk |
| 22. | Rubongoya Patrick | 057 | 3884 | B.Arch, M.U.S.A | Pan Modern Consult Ltd Plot 20, Kenneth Dale Off Kira Road, Kamwokya P.O. Box 4550, Kampala | +256776003799, +256414250353 araalrubongoya@gmail.com |
| 23. | Kasozi Steven | 058 | 3902 | B.Arch, M.U.S.A, Cert.(Prince2)Proj. Mgt | Kasozi Design Associates Span House, Suite 401, Plot 1 Portal Avenue P.O. Box 71574, Kampala | 0704624154, 0752624154, kdaarch@gmail.com |
| 24. | Kiggundu Robert Henry | 059 | 3702 | B.Arch, Msc, F.U.S.A | Arch Forum Ltd Plot 29 Kanjokya Street P.O. Box 12461, Kampala | +256772407968, +256312262113 kiggundu@archforumltd.com info@ archforumltd.com |
| 25. | Danforth William Houdek | 060 | 3903 | B.Arch, M.Arch, M.U.S.A | Kibaale Road, Bunga, Kampala PO BOX 151, Kampala | +2567760617559, wdhoudek@ gmail.com |
| 26. | Patel Toshak Manubhai | 062 | 3806 | B.Arch, A.I.I.A, M.U.S.A, F.U.S.A | Ameya Designs Plot 12-16, Entebbe Road (next To Metropole House) P.O. Box 22875, Kampala | +25675112590, +256771112590., +256414254307 toshak2000@gmail.com |
| 27. | Turyahabwe Richard | 063 | 3712 | B.Arch, F.U.S.A, M.A.A.K, INTL ASSOC. AIA, M.U.S.A | Arch Design Plot 20, Hancock Road, Ntinda P.O. Box 22946, Kampala | +256772234487, +256312260010, +256414234487 info@archdesign.co.ug info@archdesign.co.ug, arch@africaonline.co.ug |
| 28. | Mugulusi Richard | 064 | 3713 | B.Arch, F.U.S.A, M.U.S.A | Arch Design Plot 20, Hancock Road, Ntinda P.O. Box 22946, Kampala | +256772234488, +256312260010, +256414234487 info@archdesign.co.ug info@archdesign.co.ug, arch@africaonline.co.ug |
| 29. | Anguyo Oce Luke | 068 | 3850 | B.Arch, M.Arch, M.U.S.A | Ankapol Associated Architects MTAC Building Nakawa P.O. Box 4655, Kampala | +256772404659, anguyooce@yaho.co.uk |
| 30. | Dr. Senkatuka Ian | 073 | 3711 | PhD.Arch-Urban Plan, Msc.PPM MURP, B.Arch, M.U.S.A | Creations Consult Africa Ltd Plot 2D Nakasero Hill Road P.O. Box 29421, Kampala | +256772500264, iansen@gmail.com, ian.senkatuka @creationsconsult |
| 31. | Golooba Kayiso Edward | 074 | 3847 | B.Arch, MBA, M.U.S.A | Gepoka Associates Ltd 2nd Floor Pova House, Ntinda P.O. Box 9332, Kampala | +256772469762, +256701253657, +25675906889, +256312262828, +256312262153 gepoka@yahoo.com, gepoka@gmail.com, gepoka@yahoo.com, gepoka@gepoka.net |
| 32. | Mulwana Twebaze Alfred Joel | 075 | 3912 | B.Arch, M.U.S.A, Msc.UPD | Designplan Bureau Aptmt B1, KCCA Flats, Plot 13 Sturrock Road, Kamwokya P.O. Box 8033, Kampala | +256772457771, +256704213457, alfredmulwana@gmail.com |
| 33. | Atai Susan | 076 | 3716 | B.Arch, Msc.CEM, M.U.S.A, F.U.S.A, M.A.A.K | Symbion Uganda Ltd Studio House, 5 Bandali Rise, Bugolobi P.O. Box 7671, Kampala | +256751563258, +256414349065, +256414251142, +256312260252 Susan.Atai@symbion-int.com symbionuganda@symbion-int.com |
| 34. | Nakanjako Mutete Kaggwa Sylvia | 077 | 3885 | B.Arch, M.U.S.A | Asuta Design Consultants Limited Plot 391, Kisozi Road, Buddo P.O. Box 6274, Kampala | 0772465366, 0752465366, sylviamutete2021@gmail.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|-----|--|---------|--------|--|---|--|
| 35. | Odhiambo Ogunde Oscar | 080 | 3717 | B.Arch, M.A.A.K, F.U.S.A | Symbion Uganda Ltd Studio House, 5 Bandali Rise, Bugolobi P.O. Box 7671, Kampala | +254721794809, +256414349065, +256414251142, +256312260252 Oscar.Ogunde@symbion-int.com symbionuganda@symbion-int.com |
| 36. | Dr. Nnaggenda Musana Assumpta | 082 | 3761 | PhD.Arch-Urban Plng, Lic. ArchUrban Plng, MSc. Arch, BSc. Arch, M.U.S.A | Technology Consults Ltd Makerere University, Technology Building P.O. Box 26690, Kampala | +256772498118, +256414540618 nagendaa@gmail.com |
| 37. | Stephen Ochola Okot | 084 | 3939 | B. Arch, M.U.S.A | Creations Consult Africa Ltd Plot 20 Nakasero Hill Road P.O. Box 29421, Kampala | +256772407450 stepochola@gmail.com |
| 38. | Muhumuza Alex | 085 | 3750 | M.Arch, M.U.S.A | Design Skill Associates Plot 15 Clement Hill Road P.O. Box 35416, Kampala | 0772408269, 0704282888, alex. muhumuza@yahoo.com |
| 39. | Kibbamu Enoch | 086 | 3733 | B.Arch, M.U.S.A | Plantek Ltd Block 17, Plot 171 Nayiga Road, Lule Road, Rubaga - Kabuusu P.O. Box 25327, Kampala | +256772407462, +256414343013 plantekconsultants@gmail.com plantek_co@yahoo.co.uk |
| 40. | Kivunike Philip | 087 | 3861 | B.Arch, PG.PM, M.U.S.A | Envision Design Architects Gadafi Close, Off Nabweru Road, Nansana Municipality, Wakiso P.O. Box 28202, Kampala | +256772505470, +256703901397,+ 256393276187, +256393276187 kivunikephilip@gmail.com, admin@envisiondesign |
| 41. | Ahaisibwe Runumi Flora | 088 | 3709 | B.Arch, M.Arch, MBA, F.U.S.A | Caldeira Architects Plot 13 Church Road, Entebbe P.O. Box 613, Entebbe | +2567720725605, runumif@gmail.com |
| 42. | Abola Dorothy | 089 | 3724 | B.Arch, Pg.Green Arch, M.U.S.A | | +256772447572, +256702803891, dorothyabola@gmail.com, dorothyabola@yahoo.com |
| 43. | Songa Godfrey | 090 | 3704 | B.Arch, M.U.S.A | Arch Forum Ltd Plot 29 Kanjokya Street P.O. Box 12461, Kampala | +256772501091, +256312262113 gsonga@archforumltd.com info@archforumltd.com |
| 44. | Musera Onyenyl David | 091 | 3770 | B.Arch, M.U.S.A | Starcons Associated Suite 17, 4th Floor, Wabyona Plaza, Jinja Road, Bweyogerere P.O. Box 8755, Kampala | 0772500728, 0751500728, +256414576887 dmonyenyl@gmail.com |
| 45. | Rugumambaju Lawrence | 092 | 3781 | B.Arch, M.U.S.A, LLM Const. Law and Arbitration, FCI Arb | SYL Architects Ltd Plot 1607, Kisaasi Road, Kisaasi P.O.Box 27912, Kampala | +256752487221, +256789663030, +256752487221 lawrence@syl.co.ug |
| 46. | Komakec Robert Labongo | 093 | 3703 | B.Arch, M.U.S.A | Arch Forum Ltd Plot 29 Kanjokya Street P.O. Box 12461, Kampala | +256752429694, +256312262113 komakec@archforumltd.com info@archforumltd.com |
| 47. | Muhoozi Herbert | 095 | 3842 | B.Arch, PgD.Constr., M.U.S.A | Arch-tech Consults (U) Ltd Room 2.3 Jumbo Plaza, Parliament Avenue P.O. Box 21879, Kampala | +256772476107, muhoozisherbert@yahoo.com |
| 48. | Muhanguzi Bwengye Geoffrey | 096 | 3925 | MPA, Msc.PSCM, B.Arch, M.U.S.A | Ministry of Works & Transport Plot 63, Jinja Road. P.O. Box 7174, Kampala | 0772424259, 0752424259, +256414320135 bmuhanguzi20@gmail.com mowt@works.go.ug |
| 49. | Kabuye Kiwanuka Benedict Bassam | 097 | 3821 | BA (Hons), B.Arch, RIBA, M.U.S.A | Design BBKK Ltd. Plot 2-4 7TH Street Industrial Area, SMS House P.O. Box 8715, Kampala | +256772409065, +256414237869 designbbkk@gmail.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|-----|---------------------------|---------|--------|--|---|---|
| 50. | Mukasa Kyeyune B. Zakaria | 098 | 3760 | B.Arch, M.U.S.A | Kingdom Architects Plot 13/15, 3rd Floor, Impala House, Kimathi Avenue P.O. Box 23950, Kampala | +256772493536, +25644670731 architectzak@yahoo.com |
| 51. | Byabagambi Herbert | 100 | 3855 | B.Arch, M.U.S.A | Sustainable Architecture Ltd Yusuf Arcade, Floor Level 3, Kisaasikanyanja Road, Kampala P.O. Box 23566, Kampala | +256772414970, +256772414970 herbert.byabagambi@gmail.com herbert.byabagambi@gmail.com |
| 52. | Khayongo Rutiba Patricia | 101 | 3825 | B.Arch, M.U.S.A | Dream Architects Ground Floor, Suite A2, AMANI HEIGHTS, Kalonda Rise Kulambiro P.O. Box 6106, Kampala | +256772587956, +256755668512, +256414374919 patricia@dreamarchitectsug.com dreamarchitects@gmail.com |
| 53. | Mugenyi Vincent | 103 | 3907 | B.Arch, Dip.Arch, M.U.S.A | Vinol Designs Aqua Complex, Plot 2220 Port Bell Road, Kintale P.O. Box 34225, Kampala | +256786242424, +256756713636, vinol@vinol.com vinol@vinol.com |
| 54. | Mukasa Fred | 104 | 3797 | B.Arch, M.U.S.A | Tech Forum Ltd Plot 1110, Makerere - Hill Road P.O. Box 35925, Kampala | +256772555552, fbmukasa@yahoo.co.uk |
| 55. | Dr. Ssemwogerere Kenneth | 105 | 3732 | B.Arch, PhD.(Const.Mgt), MSc.Eng and Tech, M.A.A.K, IMPAM Cert. PPP specialist, A.M.S.I.A, F.U.S.A | SASA Infrastructure Group Limited Jupiter Apartments, Plot 749, Block D, Unit 18, Majjara 2, Opposite Total Petrol Station. P.O. Box 3219, Kampala | +256783164909, +256414695241, +256704928691, +256414695241 ssmwerere@yahoo.com |
| 56. | Ichumar Humphrey, PMP | 106 | 3833 | B.Arch, PMP, M.U.S.A | Oubuntu Consulting Acacia Business Centre, Plot 1-3, Spring Road, Bugolobi P.O. Box 26439, Kampala | +256752555582, +256414256221 ichumar@oubuntu.co.ug info@oubuntu.co.ug |
| 57. | Kinobe Moses | 109 | 3868 | B.Arch, M.U.S.A | Kinobe and Partners Suite 204, 2nd Floor Post Office Building, Plot 35 Kampala P.O. Box 12108, Kampala | +256772504757, +256414660736 mkinobe@yahoo.com info@kinobeandpartners.com info@kinobeandpartners.com |
| 58. | Paul C. Moores | 110 | 3791 | Dip.Arch, BA, RIBA, M.A.A.K, M.U.S.A | FBW Uganda Ltd Plot 1843 White House Close Muyenga P.O. Box 24843, Kampala | +256776795777, +256393260138, +256200960138, +250788386, +256414510666 p.moores@fbwgroup.com kampala@fbwgroup.com |
| 59. | Kwesiga Phyllis | 111 | 3823 | B.Arch, M.Arch, M.U.S.A | K.K. Consulting Architects Limited Amani Heights, Kalonda Rise Off Kulambiro Ring Road, Kisasi P.O. Box 27496, Kampala | 0776696052, 0772439828, 0702696592, 075256544, kob_phyllis@yahoo.com kkconsultingarchtcts@gmail.com |
| 60. | Sewajwa M. Kyeyune | 112 | 3813 | B.Arch, MPhil(HDM), CEA, F.U.S.A | Arriva building, suit 37 Makerere kavule 136 Entebbe | 0772571675, 0705205984, semokyeune@gmail.com |
| 61. | Turyamureeba Ben Chris | 113 | 3917 | B.Arch, PgD.Constn., M.U.S.A | Arch-tech Consults (U) Ltd Room 2.3 Jumbo Plaza, Parliament Avenue P.O. Box 21879, Kampala | +256788454471, +256702980877, benturya2000@yahoo.com, turyabe nchar@gmail.com |
| 62. | Musamba Abubakr | 114 | 3771 | B.Arch, M.U.S.A | Spaceplan Consults 1-Plot 49, Gabula Road, Jinja City 2- Joka Hotel, 2nd Floor, Block 1, Suite 17, Bweyogerere, Kira Municipality P.O. Box. 33993, Kampala | +256782635415, +256703638222, musabubakr2000@gmail.com |
| 63. | Dr. Namuganyi Lilian | 115 | 3848 | PhD.(Arch.), MSc. Arch, AA Dip, M.U.S.A | Makerere University P.O. Box 7062, Kampala | +256772432328, namuganyilil@gmail.com |
| 64. | Bwambale Mark | 116 | 3875 | B.Arch, M.U.S.A | Regenesys Mateeka House, Plot 57A/B, Katalima Road, Naguru P.O. Box 544, Kampala | +256772463579, +256414289999, +256414289999 markbwambalen@gmail.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|-----|-----------------------------|---------|--------|--|---|---|
| 65. | Eve Balungi | 118 | 3938 | B.Arch, PgD.PPM, M.U.S.A | GBE Architects Suite 1, 3RD Floor Impala House, Plot 13/15 Kimathi Avenue | arch.gbelld@gmail.com, 0700459596, 0772664957 |
| 66. | Ndagije Emmanuel | 119 | 3866 | BSc. Arch, M.Eng, M.U.S.A | ARC MARK CONSULTANTS Plot 7 - Market Street Nakasero & amp; Plot 2 Nanono Road, Kiteezi, Kasangati Town Council P.O. Box 23119, Kampala | +256772624621, +256753624621, endagije@yahoo.com |
| 67. | Komakech Stephen | 121 | 3740 | Dip.Civ Eng, B.Arch, M.U.S.A | Jerusalem International Ltd. (1) Plot 53 Oboja Road, Jinja. (2) Plot 7 Muroti Road, Gulu (Branch Office) P. O. Box 1383, Jinja. (2) P. O. Box 510, Gulu | +256751544450, +256772544450, komasteven@gmail.com |
| 68. | Waiswa Fred Waix | 122 | 3714 | B.Arch, F.U.S.A | Arch Design Plot 20, Hancock Road, Ntinda P.O. Box 22946, Kampala | 0752234489, 0772500513, +256312260010, +256414234487 info@archdesign.co.ug info@archdesign.co.ug, arch@africaonline.co.ug |
| 69. | Kasoro Happy Herbert | 125 | 3804 | M.Arch, Dip.ODBCE, B.Arch, M.U.S.A | Smart Globe Architects Ltd Plot 989, Asante Close, Kirinya Bukasa P.O. Box 342, Kampala | +256772403383, kasorohherbert@gmail.com |
| 70. | Mbabazi B. Mwinganisa Verna | 126 | 3762 | B.Arch, M.Arch, MBA, M.U.S.A | Evolution Edge. Plot 23-31, Rashid Khamis Road P.O. Box 24257, Kampala | +256772513042, evolutionedge.ug@gmail.com |
| 71. | Mukandya Mugumbu Hamidu | 127 | 3725 | B.Arch, M.U.S.A | BP-Design Moments Ltd. Plot 558, Block 10, Kyaddondo Road, Namasalwa Zone, Bukesa Parish P.O. Box 27619, Kampala | 0704167154, 0712846395, +256414662371 bpmoments@yahoo.com |
| 72. | Kironde B. Charles | 129 | 3831 | B.Arch, M.U.S.A | Oubuntu Consulting Acacia Business Centre, Plot 1-3, Spring Road, Bugolobi P.O. Box 26439, Kampala | +256772602265, +256414256221 kironde@oubuntu.co.ug info@oubuntu.co.ug |
| 73. | Kabodha-igulu Martin-luther | 130 | 3930 | B.Arch, H.Dip(Civil Eng), Dip, Arch(stds), Pg.Cert PPM, M.U.S.A | D' Arc Group (U) Limited Plot 11, Kira Road, Kamwokya, 2nd Floor, Apartment No. B12 P.O. Box 25834, Kampala | 256772639931 kaigulu@gmail.com darcgroup.ltd@gmail.com |
| 74. | Nalikka Kasenge Joseph | 132 | 3838 | B.Arch, M.U.S.A | Oubuntu Consulting Acacia Business Centre, Plot 1-3, Spring Road, Bugolobi P.O. Box 26439, Kampala | 0772453514, 0752453514, +256414256221 nalikka@oubuntu.co.ug info@oubuntu.co.ug |
| 75. | Karanja Karubiu | 133 | 3924 | B.Arch, M.A.A.K, M.U.S.A | D5 Architects Plot 134 Bukoto Street | +256759473727, +256759473727 karubiu@d5architects.biz karubiu@d5architects.biz |
| 76. | Semakula Allan | 138 | 3766 | B.Arch, M.U.S.A | Equatorsun Consulting The Square 10 Third Street Industrial Area P.O. Box 504, Kampala | +256772602205, +256772602205 equator_sun@yahoo.com; allan@equatorsun.ug, in equator_sun@yahoo.com, info@equatorsun.ug |
| 77. | Otto Olanya Willis | 143 | 3851 | B.Arch, M.U.S.A | Owel Architecture Ltd Plot 4-6, Portbell Drive P.O. Box 27511, Kampala | +256772464396, +256706464396, +256393238263, +256772464396 ottowillis@gmail.com |
| 78. | Mubiru Geoffrey | 144 | 3932 | B.Arch, DPPM, M.U.S.A | National Housing & Construction Company Plot 5, 7th Street, Industrial Area P.O. Box 569, Kampala sales@nhcc.co.ug | 256772629326 gmubiru@nhcc.co.ug |
| 79. | Lwere Joseph | 145 | 3824 | B.Arch, PgD.BA, M.U.S.A | Lwère Architectural Systems Plot 347, Kyaddondo II Road Off Makerere Hill Road P.O. Box 71698, Kampala | +256752462251, lwerejos@yahoo.com larchsysms@yahoo.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|-----|-----------------------------------|---------|--------|---------------------------------|---|---|
| 80. | Lawino Miriam | 146 | 3802 | B.Arch, M.Arch, M.U.S.A | Plot 5, 2nd Floor, Legacy Towers P.O.Box 1253, Kampala | +256753826076, miriam.lawino@gmail.com |
| 81. | Ashabahebwa Korutaro John | 147 | 3865 | B.Arch, M.U.S.A | Ministry of Education and Sports 1st Floor, Rwenzori Courts, Nakasero P.O.Box 7063, Kampala | +256701679045, +256788749872, ashabakj@gmail.com |
| 82. | Sigowa Wadulo Jacqueline Doreen | 148 | 3743 | B.Arch, M.Arch, M.U.S.A | | +256779465043, jacqueline.wadulo@watotochurch.com |
| 83. | Lugemwa Paul Lugalambi | 150 | 3737 | B.Arch, M.U.S.A | De-zyn Forum Limited Plot 5/8 Kisozi Complex, Kyaggwe Road P.O. Box 16412, Kampala | 0778971139, +256712786145, +256414386225 paulug@hotmail.com |
| 84. | Kabarungi Bishanga Jacinta | 151 | 3879 | B.Arch, MPM, M.U.S.A | Gold Infrastructure Group-smc Limited Embassy Plaza, 4th Floor, Plots 1188, 1189 & 1190, Nsambya, Kampala P.O.Box 27024, Kampala | +256772452410, +256772452410 cintak79@yahoo.com, kabcinta@gmail.com cintak79@yahoo.com |
| 85. | Akwil Lutwama Patricia | 152 | 3904 | B.Arch, MSc. Urb Mgmt, M.U.S.A | | +256752418900, patakwi@hotmail.com |
| 86. | Katabira Ronald | 153 | 3718 | B.Arch, Msc.CPM, MCIQB, M.U.S.A | Symbion Uganda Ltd Studio House, 5 Bandalia Rise, Bugolobi P.O. Box 7671, Kampala | +25677956910, +256414349065, +256414251142, +256312260252 Ronald.Katabira@symbion-int.com symbionuganda@symbion-int.com |
| 87. | Wanyanga J. Inyangala Stephen | 155 | 3706 | B.Arch, M.A.A.K, M.U.S.A | Dimensions Architects and Interior Designers (U) Limited Plot 23 Nkhuramah Road, 3rd Floor, P5 House P.O. Box 21037, Kampala | +256712937887, +256758937887, +256414250506 stephen@dimensionsug.com info@dimensionsug.com |
| 88. | Tukacungurwa Jesse | 156 | 3746 | B.Arch, Msc.SBT, M.U.S.A | Oncepti Ltd Plot 7, Stretcher Road, Ntinda P.O. Box 580, Kampala | +256772493560, +256414663804 jessetuka@gmail.com info@oncepti.com |
| 89. | Amunsiimi Kenneth | 157 | 3887 | B.Arch, M.U.S.A | Space & Places Ltd. Plot 442, Block 217, Balintuma Zone, Kiwatule P.O. Box 28086, Kampala | +256772522692, +256752522692, +256414577669 amkeno@gmail.com |
| 90. | Waniaye Khauka Vincent (Lt. Col.) | 158 | 3874 | M.Arch, F.U.S.A | Inbred Associates Plot 2220, Old Portbell Road, aqua Complex Rm17 Kitintale P.O. Box 33588, Kampala | +256772666149, inbrev@gmail.com |
| 91. | Kaahwa M. Kugonza Harriet | 160 | 3871 | B.Arch, MBA, M.U.S.A | Ministry of Lands Housing And Urban Development Plot 13 – 15 Parliament Avenue P.O. Box 7096, Kampala | 0772344112, 0755344112, +256414373511 haelga2000@yahoo.com contactus2@muhud.go.ug |
| 92. | Machyo Jennifer Nalubwama | 161 | 3749 | B.Arch, M.Arch, M.U.S.A | National Building Review Board 2nd Floor Southwing Rumee Building, Plot 19 Lumumba Avenue, Nakasero P.O. Box 7349, Kampala | +256312421600, +256782301477, +256393241140, +256312421600 jennifer.machyo@nrb.go.ug, jmac_hyo@gmail.com info@nrb.go.ug |
| 93. | Nigel John Tilling | 162 | 3788 | BA, B.Arch, RIBA, M.U.S.A | FBW Uganda Ltd Plot 1843 White House Close Muyenga P.O. Box 24843, Kampala | +25675276777, +256393260138, +256200960138, +250788386, +256 414510666 n.tilling@fbwgroup.com kampala@fbwgroup.com |
| 94. | Claudia Eckoldt Antje | 163 | 3826 | Dip.-Ing. Arch., M.U.S.A | FBW Uganda Ltd Plot 1843 White House Close Muyenga P.O. Box 24843, Kampala | +254733223321, +256393260138, +256200960138, +250788386, +256 414510666 a.eckoldt@fbwgroup.com kampala@fbwgroup.com |
| 95. | Kiconco Charlotte | 164 | 3890 | B.Arch, Dip.ADD, M.U.S.A | Nile Architects Third Floor, Embassy Plaza, Plot 1188-1190, Ggaba Road, Nsambya P.O. Box 7565, Kampala | +256779113654, charlottekiconco@yahoo.co.uk Nile.Architects@gyandex.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|------|----------------------------------|---------|--------|---|---|---|
| 96. | Nkundiye Benjamin | 165 | 3707 | B.Arch, M.U.S.A | Dimensions Architects And Interior Designers (U) Limited Plot 23 Nkhumah Road, 3rd Floor, PS House P.O. Box 21037, Kampala | +256701507365, +256414250506 benjamin@dimensionsug.com info@dimensionsug.com |
| 97. | Tayebwa Julius | 166 | 3929 | B.Arch, M.U.S.A | Ace Consult Ltd Plot 137/139 Ntinda Road P.O. Box 35756, Kampala | 0772860516, 0701860516, +256414233238 julius.arch@yahoo.com aceconsultltd@gmail.com |
| 98. | Muhairwe Edgar | 167 | 3785 | B.Arch, M.U.S.A | Prim Features Ltd. Plot 929, Block 178, Canaan Estate, Nalyamagonga, Manyagwa, Gayaza, Wakiso District P.O. Box 72202, Kampala | +256775842222, +256701842233, +256701842233, +256775842222 primfeatures@gmail.com primefeatures@gmail.com |
| 99. | Owiti Owade Vincent Pius | 168 | 3891 | B.Arch, M.A.A.K, M.U.S.A | Per-Se Architecture Inc. Ltd. Plot 2968, Magoba Lane, Muyenga P.O. Box 21948, Kampala | +256772843832, persearchitect@gmail.com persearchitect@gmail.com |
| 100. | Kyeyune Dennis Simon | 169 | 3872 | B.Arch, M.U.S.A | Design Garage Ltd. 8-C2 Bugolobi Flats P.O. Box 29564, Kampala | +256772932981, aliddeki@gmail.com |
| 101. | Muli Mwaliti Pius | 170 | 3715 | B.Arch, M.A.A.K, M.U.S.A | Symbion Uganda Ltd Studio House, 5 Bandali Rise, Bugolobi P.O. Box 7671, Kampala | +256755911423, +256414349065, +256414251142, +256312260252 Pius.Muli@symbion-int.com symbionuganda@symbion-int.com |
| 102. | Nakkungu Esther Grace | 171 | 3841 | B.Arch, M.U.S.A | Nest Architects & Building Consultants Jilevel Rm 2, 171/177 Verona House - Mukono Town, 2) Plot 13/15, Impala House, Level 4, Rm 3, Kimathi Avenue P.O. Box 30166, Kampala | 0772510525, 075317800, nest23000@gmail.com |
| 103. | Rumanyika Elizabeth Kaseenene | 172 | 3919 | B.Arch, Msc. Property Investment and Finance, M.U.S.A | South Gate Consulting Ltd Plot 12 Hanlon Road Bugolobi Po Box 5793, Kampala | +256772212136, 0414256221, +25670774774 erumanyika@gmail.com Ssouthgat econsultingltd2019@gmail.com |
| 104. | Amara Andrew | 173 | 3853 | B.Arch, Msc.Urban Dev Plng, Pg.Dip Planning Management, M.U.S.A, RIBA | Studio Flame (Consultancy Group) Plot 142, Upper Mawanda Road, Kamwokya P.O.Box 1371, Kampala | +256752282805, +256414540042, +256752282505 talkandrea@gmail.com andrew@studioflame.com |
| 105. | Ssimbwa Edward | 175 | 3934 | B.Arch, Msc IT/PM, M.U.S.A | Ministry of Works & Transport Plot 63, Jinja Road, P.O. Box 7174, Kampala | +256751837363, +256414320135 simbwa@yaho.com mowt@works.go.ug |
| 106. | Wanangwe David | 178 | 3889 | B.Arch, DPPM, M.U.S.A | National Social Security Fund 14th Floor (Investments Department), Workers' House, Plot 1, Pilkington Road P.O. Box 7140, Kampala | +256772617896, dwanangwe78@gmail.com |
| 107. | Ekudde Moses | 179 | 3918 | B.Arch, M.U.S.A | Basudde Rise 16, Entebbe P.O.Box 25386, Kampala | +256704650304, +256772650304, moekudde@gmail.com |
| 108. | Muwanga Naziwa Christina | 180 | 3863 | AA Dip, Pr.Arch, MIARCH, SACAP, SAIA, CIA, NCAQS, NIA, M.U.S.A | TMA Architects and Urban Designers (U) Ltd. Third (3rd) Floor, Acacia Place, Plot 6, John Babiiha (Acacia) Avenue, Kololo P.O. Box 36998, Kampala | 0773072162, +27214615076, tina@tma.co.za |
| 109. | Machula Andrew | 181 | 3705 | B.Arch, DPPM, M.U.S.A | KNAM Consults Limited Plot 26-32, Katalima Crescent, Naguru P.O. Box 12846, Kampala | +256774425659, 0751125198, om_andrew@hotmail.com |
| 110. | Birungi Sarah | 183 | 3778 | B.Arch, M.U.S.A | SBN Consulting Limited NIC Building, Floor 9, Plot 3, Pilkington Road P.O. Box 12326, Kampala | +256782507933, +256702250200, sbnconsulting@yahoo.com sbnconsulting@yahoo.com |
| 111. | Rutaroh T. Adrian | 184 | 3888 | B.Arch, M.Eng, MCIQB, M.U.S.A | Koncepts-Infinitti (U) Ltd Plot 73, Kira Road, Kamwokya P.O. Box 2517, Kampala | +256772468199, +256393514718 arutaroh@gmail.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|------|---------------------------|---------|--------|-------------------------------|---|--|
| 112. | Naluyima Gina | 185 | 3726 | B.Arch, M.U.S.A | Arch-tech Consultsn(U) Ltd Room 2.3 Jumbo Plaza, Parliament Avenue P.O. Box 21879, Kampala | +256782500708, gina.naluyima@gmail.com |
| 113. | Bazira Gloria | 186 | 3808 | B.Arch, M.U.S.A | Regenesys Mateeka House, Plot 57A/B, Katalima Road, Naguru P.O. Box 544, Kampala | +256752481162, +256414289999, +256414289999 gloriab@ regenesys.archi, gliobaz@gmail.com |
| 114. | Wasswa Ssendawula Moses | 187 | 3837 | B.Arch, M.U.S.A | Archstone Consult Ltd Plot 76, Semawata Road P.O. Box 29807, Kampala | +256752676626/ +256772676626, wasswamss@gmail.com |
| 115. | Nanteza Muyinda Catherine | 188 | 3819 | B.Arch, M.U.S.A | Global Trust Consults Suite A2, NIC Building, Life Assurance Block, 1ST Floor P.O. Box 27375, Kampala | +256712218788, +256759915099, +256414533368 cnanteza@gmail.com |
| 116. | Semanda Paul | 190 | 3786 | B.Arch, M.U.S.A | FBW Uganda Ltd Plot 1843 White House Close Muyenga P.O. Box 24843, Kampala | +256776710862, +256700710862, +256393260138, +256200960138, + 250788386, +256414510666 p.semanda@fbwgroup.com kampala@fbwgroup.com |
| 117. | Abdu Wahab Nyanzi | 191 | 3796 | B.Arch, M.U.S.A, RIBA | JR Consultants Plot 1162 Baguma Street, Bukoto P.O. Box 33096, Kampala | +256703496737, +256776496337, awnyanzi@live.co.uk, lawnyanzi@gmail.com |
| 118. | Tizikara Ivan | 192 | 3816 | B.Arch, M.U.S.A | Skyline Consultants Ltd. 2nd Floor, Capital Shoppers Complex Nakawa, Plot 1-3 Sebei Lane P.O. Box 40026, Kampala | +256776191910, +256200906127 ivantizikara@gmail.com |
| 119. | Sseremba Robert | 193 | 3817 | MMS (PPM), B.Arch, M.U.S.A | Skyline Consultants Ltd. 2nd Floor, Capital Shoppers Complex Nakawa, Plot 1-3 Sebei Lane P.O. Box 40026, Kampala | +256700143673, +256782800302, +256200906127 rsseremba@gmail.com |
| 120. | Musamba Jesse | 194 | 3742 | B.Arch, M.U.S.A | Astroid Building Consultancy Plot 1105 Nabe Road Kiwatule P.O. Box 10310, Kampala | +256702439539, musambajesse@gmail.com |
| 121. | Ddamulira Julius | 196 | 3777 | B.Arch, M.U.S.A | Ethnohob Ltd Level 09, National Insurance Building, Plot 3, Pilkington Road P.O. Box 12326, Kampala | 0782381831, 0752930023, +256782381831 / +256752930023 damsche@gmail.com damsche@gmail.com |
| 122. | Nakiganda Sanyu Violet | 200 | 3881 | B.Arch, M.U.S.A | D-Zyn Plus Ltd Plot 987, Mitala Rd, Kansanga P.O. Box 1855, Kampala | 0782963247, 0702963247, snakiganda@gmail.com |
| 123. | Mukalazi Rogers | 201 | 3772 | B.Arch, DPPM, M.U.S.A | K. Euc Architects' Studio Ltd Plot 1188-1190, Kampala, Embassy Plaza, Plot 1188-1190, Ggaba Road, Nsambya P.O. Box 6911, Kampala | 0772305743, 0704523019, lazi.rogers@gmail.com lazi@keucarchitectsstudio.com |
| 124. | Higenyi Christopher | 202 | 3751 | B.Arch, M.U.S.A | KHC Architecture Ltd Plot 57A, Luthuli Avenue, Bugolobi P.O. Box 75451, Kampala | +25677266568, +256414695561 chigenyi.ch@gmail.com |
| 125. | Ssentongo John Paul | 203 | 3757 | B.Arch, M.U.S.A | Imparqt Assosiates Plot 57A Luthuli Avenue, Bugolobi. P.O. Box 9290, Kampala | +256752445026., jp@ imparqtassociates.com imparqtassociates@gmail.com |
| 126. | Bakyayita Alex | 204 | 3877 | BDT, B.Arch, M.U.S.A | 11'14 STUDIO Plot 82, Muteesa 11 Road, Ntinda, Kampala P.O. Box 4437, Kampala | +256772375514, +256200923338, abakyayita@gmail.com |
| 127. | Lugayizi Sekatawa Micheal | 205 | 3722 | B.Arch, M.U.S.A | Infrastructure Cost & Management Consultants Ltd. Aqua Complex, suite 6 & 7, Plot 2220 Portbell Road, Kitintale. P.O. Box 21788, Kampala(u) | 0772617746, 0756307546, +256414269213 micsekatawa@gmail.com info@icmcconsultants.co.ug |
| 128. | Holland Felix | 206 | 3739 | Dip.-Ing. Arch., M.U.S.A | Studio FH Architects Ltd. The Square, 10 Third Street, Industrial Area P.O. Box 26756, Kampala | +256782656463, +256392174444 felix@studiofh.ug |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|------|---------------------------|---------|--------|---|--|--|
| 129. | Nsamba Andrew | 207 | 3923 | M.Arch, B.Arch, Dip.Arch, M.U.S.A | Ministry of Works & Transport Plot 63, Jinja Road, P.O. Box 7174, Kampala | 077693486, 0703993726, +256414320135 ansamba2002@gmail.com mowt@works.go.ug |
| 130. | Sebbowa Shem | 208 | 3849 | Dip. SivilArk, M.Arch, M.U.S.A | D' Arc Group (U) Limited Plot 11, Kira Road, Kamwokya, 2nd Floor, Apartment No. B12 P.O. Box 25834, Kampala | 0704023333, 0772355770, +256414232300, +256414690780 Sebbowabs@gmail.com |
| 131. | Kabagambe Peter | 209 | 3795 | B.Arch, M.U.S.A | I4 Design Ltd. Plot 63, Bukoto Street, Kamwokya P.O. Box 29189, Kampala | 0752572462, 0772572462, +256414599645 i4designarch@gmail.com, archpkabagambe@gmail.c |
| 132. | Kabbale Wilfred Paul | 210 | 3719 | B.Arch, Cert. Proj.Mgt, MBA, M.U.S.A | Symbion Uganda Ltd Studio House, 5 Bandali Rise, Bugolobi P.O. Box 7671, Kampala | +256772834930, +256414349065, +256414251142, +256312260252 Wilfred.Kabbale@symbionint.com symbionuganda@symbionint.com |
| 133. | Watsemwa Lydia | 211 | 3814 | B.Arch, M.U.S.A | Arch Design Plot 20, Hancock Road, Ntinda P.O. Box 22946, Kampala | +256702991613, +256414234487, +256312260010, +256414234487 lydiawatsemwa@gmail.com info@archdesign.co.ug, arch@africonline.co.ug |
| 134. | Tukahurwa Joan | 212 | 3828 | B.Arch, M.U.S.A | Enabel Uganda Legacy Towers, 5th Floor, Kyaddondo Road P.O. Box 40131, Kampala | +256703330280, joantukahurwa@gmail.com |
| 135. | Bbosa Godfrey Enoch | 213 | 3758 | B.Arch, PgD.PPM, M.U.S.A | Imparqt Associates Plot 57A Luthuli Avenue, Bugolobi. P.O. Box 9290, Kampala | +256751614057, +256701614055, bbosa@imparqtassociates.com imparqtassociates@gmail.com |
| 136. | Kutosi Ivan Martin | 214 | 3882 | B.Arch, M.U.S.A | Nautila Architecture & Design Limited Plot 1325, Hillcrest Building, Kisaasi Road, Bukoto P.O. Box 40259, Kampala | +256752811576, +256781871350, imk@nad.ug, donevanni@gmail.com info@nad.ug |
| 137. | Singh Sehmi Jasraj | 219 | 3901 | M.Arch, RIBA, M.A.A.K, BREEAM AP, M.U.S.A | Pharos Architects Uganda Limited 1st Floor, Krish Mall, Spring Road, Bugolobi P.O. Box 7394, Kampala | +254704100166, +256758594656, +256705203030 jasraj@pharosarchitects.com info@pharosarchitects.com |
| 138. | Gebremeskel Teare | 221 | 3763 | B.Arch, EAEA, M.U.S.A | G.Meskel Teare Consult Architects Plot 1 Kimera Road, Ntinda Shopping Centre, Suite E02 P.O. Box 12564, Kampala | +256703466758, +25693266530 gmeskel@gteareconsult.com |
| 139. | Ssewanyana Pius | 222 | 3798 | B.Arch, M.U.S.A | Technology Consults Ltd Makerere University, Technology Building P.O. Box 26690, Kampala | +256755483405, +256414540618 ssewanyanapius@yahoo.co.uk |
| 140. | Dr. Ssinabulya Emmanuel | 223 | 3723 | B.Arch, M.Arch, M.Landscape, M.U.S.A, PhD(Auxiliary Arch.DPP) | STUDIONE Design Group Plot 655, Sekabaka Kintu Road, Lunguja, Rubaga P.O. Box 24733, Kampala | +256777665457, +256708223264, info@studionedg.com, sinabe25@gmail.com |
| 141. | Kasisira Kisakye Victoria | 224 | 3892 | B.Arch, Msc.(Susta inability), Cert.Proj.Mgt, M.U.S.A | National Social Security Fund 14th Floor (Investments Department), Workers' House, Plot 1, Pilkington Road P.O. Box 7140, Kampala | 07723535340, +256313331755, +256417733199 wkisakye@gmail.com customerservice@nssfug.org |
| 142. | Lunyoro Florence | 226 | 3793 | B.Arch, M.U.S.A | Arch Design Plot 20, Hancock Road, Ntinda P.O. Box 22946, Kampala | +256782631370, +256708491212, +256312260010, +256414234487 katflo@yahoo.com info@archdesi gn.co.ug, arch@africonline.co.ug |
| 143. | Katongole Andrew Alvin | 227 | 3933 | B.Arch, M.U.S.A | National Housing & Construction Company Plot 5, 7th Street, Industrial Area P.O. Box 569, Kampala sales@nhcc.co.ug | +256782283569, +256705753735 kutosandy@gmail.com |
| 144. | Akii MaryRose Olive | 229 | 3790 | B.Arch, M.U.S.A | FBW Uganda Ltd Plot 1843 White House Close Muyenga P.O. Box 24843, Kampala | +2560200960138, +256393260138 +256200960138, +250788386, +25641510666 maerty_atu@yahoo.com kampala@fbwgroup.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|------|-----------------------------|---------|--------|--|--|---|
| 145. | Nankabirwa Jane Frances | 230 | 3867 | B.Arch, M.U.S.A | Ministry Of Health Plot 6, Lourdet Road, Nakasero P.O. Box 7272, Kampala | +256701947644, jakeug@gmail.com |
| 146. | Twinasiko Isaac | 231 | 3767 | B.Arch, M.U.S.A | New Theme Consults Ltd 2nd Floor, Mount Olive Complex, Ntinda, Plot 163, Naalya Road P.O. Box 24654, Kampala | +256756684035, twina62@gmail.com |
| 147. | Ssentongo Brian | 233 | 3756 | B.Arch, M.U.S.A | Flexi Design Limited Plot 15, Ntinda Road P.O. Box 36582, Kampala | +256774256997, +256750329208, brianssentong011@gmail.com |
| 148. | Nakibuuka Janelle | 234 | 3752 | B.Sc. BDT, B.Arch, M.U.S.A | Seguku P.O. Box 10597 Kampala | +256772642866, jnakuibuuka@yahoo.com, janellelaki@gmail.com |
| 149. | Baguma Ndahura Robert | 235 | 3859 | B.Arch, MBA, M.U.S.A, Cert. PPP | Anza Design Group Ltd Plot 13-14, Maria House, Katata Close, Bugolobi. P.O. Box 24002, Kampala | +2567832924791, baguma@ anzaprojects.com baguma@ anzaprojects.com |
| 150. | Kyosimire Doreen | 237 | 3815 | B.Arch, Cert. Low Cost Building, M.Sc. Dev and Png, M.U.S.A | Keije Architect and Developers Kololo, York Terrace Plot 1 P.O. Box 7062, Kla | +2567757755831, 0772411148 / 0757755831 keije.doreen@gmail. com keije.doreen@gmail.com |
| 151. | Owono Miriam Chantal | 238 | 3787 | BAS, M.Arch, M.U.S.A | FBW Uganda Ltd Plot 1843 White House Close Muyenga P.O. Box 24843, Kampala | +256774986540, +256393260138, +256200960138, +250788386, +256 414510666 miriam.owono@gmail.com kampala@fbwgroup.com |
| 152. | Ssanyu Bernadette | 239 | 3876 | B.Arch, MSc (PrjMgt), PGD, Urban Mgmt and Devnt Theories | | +256759788808, +256752795944, bsmsafrin@outlook.com |
| 153. | Sebaggala Hamza | 240 | 3894 | B.Arch, M.U.S.A | One Hundred Ideas Limited 2nd Floor, Suite 2, Ntinda Complex Building P.O. Box 31014, Kampala | +256775430583, sebaggala@gmail.com |
| 154. | Nalubega Josephine | 242 | 3913 | B.Arch, DPPM, M.U.S.A | Enabel Uganda Legacy Towers, 5th Floor, Kyaddondo Road P.O. Box 40131, Kampala | +256772990720, +256752990720, japsother@gmail.com |
| 155. | Mugambwa Seruwagi Walter | 243 | 3775 | B.Arch, M.U.S.A | Walter Claude & Associates Plot 45, Kira Road P.O. Box 8292, Kampala | +256754431500, seru12@yahoo. com wclaude12@gmail.com |
| 156. | Mivule Peter | 244 | 3860 | B.Arch, M.U.S.A | | +256773358851, petermivule@gmail.com |
| 157. | Bright Peter | 245 | 3827 | B.Arch, M.U.S.A | Archscript Plot 71, Nkhuruh Road, Sal Building, 2ND Floor, Office 7, 8 P.O. Box 24357, Kampala | 0782053430, 0701053431, bright.hills1@gmail.com, archscript1@gmail.com, archscript1@gmail.com |
| 158. | Canowira Daniel | 246 | 3916 | B.Arch, M.U.S.A | Creations Consult Africa Ltd Plot 20 Nakasero Hill Road P.O. Box 29421, Kampala | 0775951515, 0794514822, canowira@gmail.com |
| 159. | Kayanja John Jerome | 247 | 3844 | B.Arch, M.U.S.A | Flat 6 Limited Plot 7, Portal Avenue P.O. Box 29048, Kampala | +256783953953, +256392176642 jojekao4@yahoo.com flat6limited@gmail.com |
| 160. | Odong Joshua | 248 | 3822 | B.Arch, M.U.S.A | Ivory Architects Limited First Floor, Block A, Ntinda Complex, Ntinda P.O. Box 27941, Kampala | +256772801386, +256414672103, +256392177833 joshua.odong@ivory.ug |
| 161. | Katusiime Moreen | 249 | 3840 | B.Sc. BDT, M.Arch, M.U.S.A | Studio FH Architects Ltd. The Square, 10 Third Street, Industrial Area P.O. Box 26756, Kampala | +2567756709388, +256392174444 kmoreeni91@gmail.com |
| 162. | Gankuba Andrew Young | 250 | 3927 | B.Arch, DPPM, M.U.S.A | Ministry of Works & Transport Plot 63, Jinja Road. P.O. Box 7174, Kampala | +256772883450, +256414320135 agankuba@gmail.com mowt@works.go.ug |
| 163. | Tino Opit Winnfred | 251 | 3834 | B.Arch, M.U.S.A | Oubuntu Consulting Acacia Business Centre, Plot 1-3, Spring Road, Bugolobi P.O. Box 26439, Kampala | +256782141488, +256414256221 tinoopit@gmail.com info@oubuntu.co.ug |

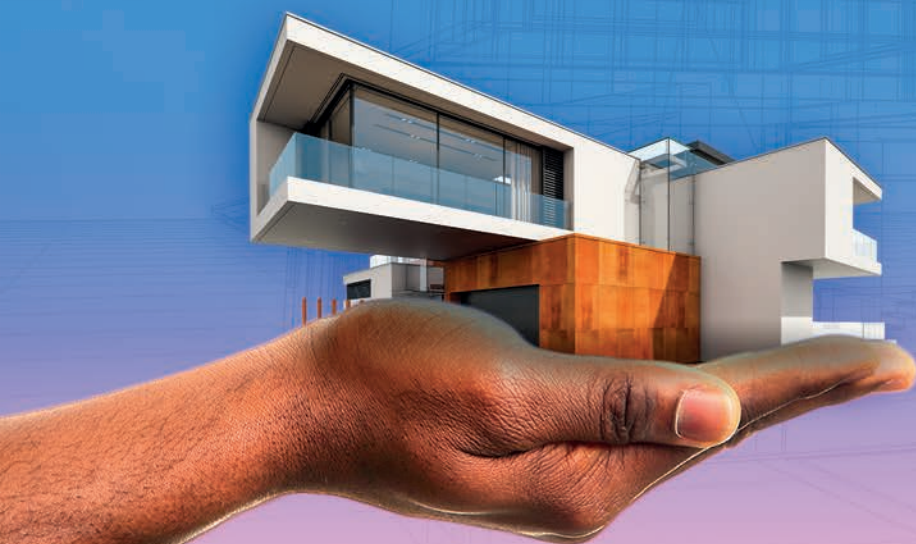
| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|------|---------------------------------|---------|--------|---|--|---|
| 164. | Gwokyalya Umoja Irene | 255 | 3803 | B.Arch, MSc Real Estate, APMG Cert.PPP Pro, M.U.S.A | Ministry of Lands, Housing And Urban Development Plot 63, Jinja Road P.O. Box 7096, Kampala | +256703384550, lugwoyalya@mlud.co.ug dennisfo2002@yahoo.com |
| 165. | Aisia Paul Okello | 256 | 3812 | M.Arch, M.U.S.A | Peatfield & Bodge Architects Plot 970, Heritage Road Off Ggaba Road P.O. Box 3256, Kampala | +256772557634, +256414501949, +256414501950, +256414501951 aisiapaul@gmail.com info@pbarch.org |
| 166. | Matovu John | 257 | 3893 | B.Arch, M.U.S.A | Aquitectos Design Studio Amadinda House Plot 13b Parliamentary Avenue P.O. Box 3694, Kampala | 0771486718, 0705979804, 0771486718/0705979804 matojrk2@gmail.com info. aquitectos@gmail.com |
| 167. | Imara Richard | 258 | 3727 | B.Arch, RIA, M.U.S.A | Plot 78, Semawata Road, Ntinda, Kampala P.O. BOX 102490, Kampala | +256703878778, imararichard@gmail.com |
| 168. | Lutwama Andrew | 259 | 3908 | B.Arch, M.U.S.A | | +256772992024, gombe.andrew@yahoo.com |
| 169. | Stephen Kajumba Sendi | 261 | 3944 | B.Arch, Dip.Arch, M.U.S.A | Kajumba Sendi Stephen | 256772984527 skajumba@gmail.com, changingplacesganda@gmail. |
| 170. | Katta Kanya Henry | 262 | 3807 | B.Arch, M.U.S.A | Arch-tech Consults (U) Ltd Room 2.3 Jumbo Plaza, Parliament Avenue P.O. Box 21879, Kampala | 0701344535, 0772928029, kattahenry@gmail.com |
| 171. | Kasujja Kasule Ayub | 263 | 3701 | | 9 Bugolobi Road P.O. Box 16374, Kampala | +256758601609, ayub.kkasujja@gmail.com |
| 172. | Mbwire Phillip | 264 | 3921 | B.Arch, M.U.S.A | Plot 15, Ntinda Road P.O. Box 11355, Kampala | +256783323559 +256-706-735842, mbwirep@gmail.com |
| 173. | Naaya Josiah Elihu | 265 | 3765 | B.Arch, M.U.S.A | Alistan Engineering Ltd Prince Badru Kakungulu Road, Plot 101-102, Kibuli P.O. Box 3887, Kampala | +256758429943, naaya@gmail.com |
| 174. | Nakawoza Bbaale Maria | 266 | 3776 | B.Arch | Space Codes Limited Kampala P.O. Box 437, Ntinda | +256782082284, +256704728999, nkwmzmarie@yahoo.co.uk |
| 175. | Namayanja Jacqueline | 268 | 3852 | B.Arch, M.U.S.A | JR Consultants Plot 1162 Baguma Street, Bukoto P.O. Box 33096, Kampala | +256772928887, dreamboatcupid@gmail.com |
| 176. | Nizey/Imana Dorah | 269 | 3820 | B.Arch, M.U.S.A | Creations Consult Africa Ltd Plot 2D Nakasero Hill Road P.O. Box 29421, Kampala | +256770829586, wizeyd@gmail.com |
| 177. | Oburah Mbwire Doryne | 270 | 3864 | B.Arch, M.U.S.A | | 0774367339, 0700551232, deey14@gmail.com |
| 178. | Ochwo Mark Nicholas | 271 | 3805 | B.Arch, M.U.S.A | One Hundred Ideas Limited 2nd Floor, Suite 2, Ntinda Complex Building P.O. Box 31014, Kampala | +256782376603, nomarko6@gmail.com |
| 179. | Jasilwanyi Olowo Jerome Stowell | 272 | 3748 | B.Arch, Dip.Arch, M.U.S.A | National Building Review Board 2nd Floor Southwing Rume Building, Plot 19 Lumumba Avenue, Nakasero P.O. Box 7349, Kampala | +256772960570, +256752960570, +256393241140, +256312421600 jsolowo@gmail.com info@nrb.go.ug |
| 180. | Rwigyema Makuza Raymond | 273 | 3734 | B.AppliedSci(Arch. Science), B.Arch, M.U.S.A | Ssentooogo and Partners Plot 3 Nakasero Hill Road P.O. Box 4941, Kampala | +256787367775, +256414230491, +256414230492 raymond73@gmail.com |
| 181. | Ssebugwawo Marvin | 274 | 3736 | B.Arch, M.U.S.A | Ssentooogo and Partners Plot 3 Nakasero Hill Road P.O. Box 4941, Kampala | +256775565850, +256700423846, +256414230491, +256414230492 mssebugwawo@gmail.com |
| 182. | Ssemaganda Juliet Nannozi | 275 | 3735 | B.Arch, BDT, M.U.S.A | Plantek Ltd Block 12 Plot 171, Nayiga Road, Lule Road, Rubaga Kabususu P.O. Box 25327, Kampala | +256772995488, +256414343013 nannoziuliet@gmail.com plantek_co@yahoo.co.uk |
| 183. | Tamale Shaffique Khalid | 276 | 3809 | B.Arch, M.U.S.A | Kamulegeya & Associates Plot 14A, Naguru Drive Close, Naguru, Nakawa Division P.O. Box 9576, Kampala | +256774130142, tkshaffique@hotmail.com |

| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|------|---|---------|--------|--|--|--|
| 184. | Arthur- Philip N Waliggo | 277 | 3940 | B. Arch, M.U.S.A, PRINCE2 APM Group (UK) Project Management, G.O.S.H.C.W | ICS Engineering & Environmental Limited Parklane Courts, Plot 26, Nakasero Road, Kampala | +256782740702 arthurwaliggo@gmail.com |
| 185. | Bongomin Isaac Martin | 278 | 3857 | B.Arch, Msc Building and Urban design in devt, M.U.S.A | Design 256 Ltd Plot 15 Milinda, Kisasi Road P.O. Box 7209, Kampala | +256774016860, +256774016860 bongomin.martin@gmail.com bongominmartin@gmail.com |
| 186. | Byamugisha Dickson | 279 | 3829 | BSc. Arch, M.U.S.A, Msc. CM | Oubuntu Consulting Acacia Business Centre, Plot 1-3, Spring Road, Bugolobi P.O. Box 26439, Kampala | +256783774497, +256414256221 byackson@gmail.com info@oubuntu.co.ug |
| 187. | Satpal Virdee Singh | 280 | 3811 | B.Arch, M.U.S.A, B.O.R.A.Q.S, M.A.A.K | | +256772363367, studiosevenconsult@gmail.com |
| 188. | Kigozi Allan | 281 | 3753 | B.Arch, M.U.S.A | K.K. Partnership Architects Plot 117 Kira Road (Next To Denture Care Centre) P.O. Box 4906, Kampala | +256756564888, +256(414)533368 kigozi.al@gmail.com kkparch@gmail.com |
| 189. | Mutesi Arinaltwe Lynda | 283 | 3708 | B.Arch, M.U.S.A, M.FAA | Nkorera Design Studio Plot 1 Katonga Road, Nakasero Kampala P.O. Box 37088 Kampala | +25678042820, lyndamutesi@gmail.com |
| 190. | Costantine Muzaale | 284 | 3936 | B.Arch, M.U.S.A | Symbion Uganda Ltd Studio House, 5 Bandalia Rise, Bugolobi | costantinemuzaale@gmail.com 0779222326 0702301127 |
| 191. | Byakwaga Barry Andrew | 285 | 3801 | B.Arch, M.U.S.A | Arch-tech Consults (U) Ltd Room 2.3 Jumbo Plaza, Parliament Avenue P.O. Box 21879, Kampala | +256702771112, byakwagabarry@yahoo.ca |
| 192. | Okweyo Martha Agaba | 286 | 3895 | B.Arch, M.U.S.A | 227, Entebbe (Uganda) | 781504197, mokweyo@gmail.com |
| 193. | Namuli Brenda | 287 | 3873 | B.Arch, M.U.S.A | Kyanja, Kampala P.O. Box 3080, Kampala | 0781055754 0705073472, nambrency@gmail.com |
| 194. | Mwisya Hamu Harvey | 288 | 3720 | M.Arch, BDT, M.U.S.A | Symbion Uganda Ltd Studio House, 5 Bandalia Rise, Bugolobi P.O. Box 7671, Kampala | +256772967608, +256414349065, +256414251142, +256312260252 h.mwisya@gmail.com symbionuganda@symbion-int.com |
| 195. | Kayanja Emmanuel Cyprian Mwanamujimu | 289 | 3741 | B.Arch, BSc. BDT, M.U.S.A | Ssentongo and Partners Plot 3 Nakasero Hill Road P.O. Box 4941, Kampala | +256 777172828 +256 702172828, +256414230491, +256414230492 emmanuel.kayanja@scentongoarchitects.com |
| 196. | Patrick Komakech | 290 | 3839 | B.Arch, M.U.S.A | | 0783003098 0709688150, binen2014@gmail.com |
| 197. | Mugisa Peter | 291 | 3789 | B.Arch, M.U.S.A | FBW Uganda Ltd Plot 1843 White House Close Muyenga P.O. Box 24843, Kampala | 0703172655 0787377786, +256393 260138, +256200960138, +2507883 86, +256414510666 arcmug12@gmail.com kampala@fbwgroup.com |
| 198. | Kajubi Ambrose | 292 | 3920 | B.Arch, M.U.S.A | KHC Architecture Ltd Plot 57A, Luthuli Avenue, Bugolobi P.O. Box 75451, Kampala | +256 775 209 330 +256 704 551 996, +256414695561 akajubi@gmail.com |
| 199. | Kintu Henry Bakumpe | 293 | 3911 | B.Arch, M.U.S.A | Koncepts-Infiniti (U) Ltd Plot 73, Kira Road, Kamukoya P.O. Box 2517, Kampala | 0772620612 0778972633, +256393514718 hanskintu@gmail.com |
| 200. | Twinokwesiga Annet | 294 | 3878 | B.Arch, M.U.S.A | | 0775 464621 0701 616471, hannahtwino@gmail.com |
| 201. | Nakiganda Agnes Catherine | 295 | 3928 | M.Arch, B.Arch, M.U.S.A, M.A.I.A | | +256780928809, anakigandac@gmail.com |
| 202. | Waseka Allan Kakula | 296 | 3832 | B.Arch, M.U.S.A | Oubuntu Consulting Acacia Business Centre, Plot 1-3, Spring Road, Bugolobi P.O. Box 26439, Kampala | +256777028999, +256414256221 allanwask@gmail.com info@oubuntu.co.ug |





| SN | Name | REG/NO. | PC/NO. | Qualifications | Contact Address | Telephone/Email |
|------|---------------------------|---------|--------|------------------------------|--|---|
| 203. | Ecodu Emmanuel | 298 | 3830 | B.Arch, M.U.S.A | Oubuntu Consulting Acacia Business Centre, Plot 1-3, Spring Road, Bugolobi P.O. Box 26439, Kampala | 0704799242 0773140335, +256414256221 ecodu@oubuntu.co.ug info@oubuntu.co.ug |
| 204. | Tusubira Solomons | 300 | 3935 | B.Arch, M.U.S.A | Imparqt Associates Plot 57 Aluthuli Avenue, Bugolobi. P.O. Box 9290, Kampala | +25676443334, solomons. tusubira@gmail.com imparqtassociates@gmail.com |
| 205. | Moli Atikoro Tom | 301 | 3922 | B.Arch, M.U.S.A | Ministry of Works & Transport Plot 63, Jinja Road, P.O. Box 7174, Kampala | 0782716044 0757714044, +256414320135 m.molitom@gmail.com mowt@works.go.ug |
| 206. | Kasumba Felix | 302 | 3729 | B.Arch, M.U.S.A | Solid Planning Partnership Ltd Plot 73 Semawata Rd P.O.Box 11088 Kampala | 0782 638065 0392002337, +256392002337 info@ solidplanningltd.com info@ solidplanningltd.com |
| 207. | Kamanyi Fred | 303 | 3845 | B.Arch, M.U.S.A, Dip.Arch | Flat 6 Limited Plot 7, Portal Avenue P.O. Box 29048, Kampala | 0772462844, 0704462844, +256392176642 fkamanyi@gmail.com flat6limited@gmail.com |
| 208. | Pamella Elwor-Konga Akora | 304 | 3769 | M.Arch, BSC, BDT, M.U.S.A | | 0709146484 0782146481, pamakora@gmail.com |
| 209. | Bacia Viola | 305 | 3773 | PgD.PPM, M.U.S.A, B.Arch | | 0787282553 0753402400, violabacia19@gmail.com |
| 210. | Matovu Philip | 306 | 3846 | B.Arch, M.U.S.A | Studio FH Architects Ltd. The Square, 10 Third Street, Industrial Area P.O. Box 26756, Kampala | +256774383331, +256392174444 philatmat@gmail.com |
| 211. | Baaza Sophie Balunywa | 307 | 3700 | MBA, B.Arch, M.U.S.A | Symbion Uganda Ltd Studio House, 5 Bandalai Rise, Bugolobi P.O. Box 7671, Kampala | +256778966345, +256414349065, +256414251142, +256312260252 sbalunywa@gmail.com, sn_baza@yahoo.co.uk symbionuganda@symbion-int.com |
| 212. | Mpanga Nakimuli Thatcher | 309 | 3799 | B.Arch, M.U.S.A | | +25677452432, +256704262249, thatchernek@gmail.com |
| 213. | Humura Rachel | 310 | 3896 | B.Arch, M.U.S.A | 104464 Kampala GPO | 0705188170 0780178811, humura.rachel@gmail.com |
| 214. | Muhumuza Emmanuel | 311 | 3843 | B.Arch, M.U.S.A, Msc. CM | NEWPLAN Limited Crusader House, 3 Portal Avenue P.O. Box 7544, Kampala | +256789624433, +256414340244 7358emma@gmail.com |
| 215. | Byansi James | 313 | 3780 | B.Arch, M.U.S.A | 67A Spring Road Bugolobi P.O.Box 101846 Kampala Uganda | 0703766703 0774532586, jamesbyansi@outlook.com |
| 216. | Kyohairwe Angela | 315 | 3905 | B.Arch, M.U.S.A | Plot 15, Ntinda road, Kampala P. O. Box 36582 Kampala | +256782157498, akyohairwe@gmail.com |
| 217. | MUGANGA SAMUEL | 316 | 3943 | BSC, BDT, M.Arch | The Judiciary, High Court Building Plot 2, The square | +256702039793 +256774197133 samurooy26@gmail.com |
| 218. | Sekamwa Daniel | 317 | 3931 | B.Arch, M.U.S.A | K.K. Partnership Architects Plot 117 Kira Road (Next To Denture Care Centre) P.O. Box 4906, Kampala kkparch@gmail.com | 256755351314 danielsmugambe@gmail.com |
| 219. | Lusalalira Charles | 318 | 3942 | B.Arch | K.K. Partnership Architects Plot 117 Kira Road (Next to Denture Care Centre) | 256 787276169, 0756903285 lusaezra@gmail.com |
| 220. | Ssembogga Canan | 321 | 3941 | B.Arch | NEWPLAN Limited Crusader House, 3 Portal Avenue | ssemboggag@gmail.com 0704490365, 0775471971 |
| 221. | Allan Kayondo | 322 | 3937 | B.Arch, M.U.S.A | Oubuntu Consulting Acacia Business Centre, Plot 1-3, Spring Road, Bugolobi | allanhammeri@gmail.com +256772039166 |

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FREQUENTLY ASKED QUESTIONS

1. ABOUT ARB

Architects Registration Board (ARB) is a Statutory Body established by an Act of Parliament in 1996.

The mandate of the Board in accordance with Section 4 of this Act is to;

- Regulate the standard of architecture in the country,
- Register architects
- Make by-laws for better carrying into effect the provisions of this act
- Prescribe or regulate the conduct of architects in Uganda
- Promote training in architectural sciences

2. WHO IS AN ARCHITECT

Architects are licensed professionals trained in the art and science of building design and construction; who develop the concept for structures and turn those concepts into detailed drawings, images and plans and supervise construction to ensure compliance to the designed drawings and the building regulations in the area.

Professionally, an architect's decisions affect public safety, and thus an architect must undergo specialized training consisting of advanced education and internship for practical experience to earn a license to practice architecture.

3. WHAT DOES AN ARCHITECT DO?

- Preparing drawings according to the client's description
- Submitting the drawings to the local authorities for purposes of obtaining approval
- Applying for building permits and making any amendments necessary in order to obtain approval;
- Preparing information necessary for preparation of bills of quantities if any; recommending suitable contractors for the project;
- Supervision of site works and making sure the project is running according to schedule and budget;

- Carrying out statutory duties of the architect as required by the provisions of the conditions of engagement

4. IS IT IMPORTANT TO USE A 'REGISTERED' ARCHITECT? YES:

- To ascertain that the person has attained the necessary qualifications,
- That person has completed specific practical experience
- has passed the Board's examination before registration.
- Professional examination increases their professional competence and thus you are guaranteed a high delivery standard.

The Architects Code of Ethics governs the conduct of registered Architects and ensures their service to clients beyond the business/personal relationship.

Importantly also, in case of misconduct, a registered architect is answerable to the regulatory Body (ARB).

5. WHAT LEVEL OF FEES CAN I EXPECT TO PAY FOR THE SERVICES OF AN ARCHITECT?

Refer to "The Architects Registration (Conditions of Engagement and scale of fees) Bye-laws, 2009 which provides for the minimum fee structure charged by an architect. However, the architect retains some level of discretion on fees based on a percentage of the cost of the works, a lump sum or an hourly rate.

Always ensure to clarify the fees with the Architect before your architect undertakes any work for you.

6. CAN I REQUEST SERVICES UP TO A PARTICULAR STAGE OF MY PROJECT?

YES. As long as it is agreed upon between you and your architect in your contract. Be sure to discuss your needs with your architect at the beginning of your project before the architect undertakes any work for you. Fees for each stage can be found in Table 1.2 of the Architects Registration Conditions of Engagement and Scale of Fees. (Copies available at the Board secretariat)

7. DOES THE ARCHITECT RETAIN COPYRIGHT ON HIS OR HER DRAWINGS PLANS AND DOCUMENTATION?

YES. Your architect retains copyright on the work. The drawings and documentation may be used only for the purpose and on the site for which they are produced.

8. WHEN AM I EXPECTED TO PAY FOR WORK DONE?

You will be expected to pay for work produced at the stages defined in your client/architect agreement. It is therefore important to clearly understand the terms of your agreement to avoid confusion later.

9. DOES THE ARCHITECT SUPERVISE THE WORK OF THE BUILDER AND OTHER CONTRACTORS?

It is important to clarify the difference between supervision and contract administration. The builder would normally be contracted directly to the client and supervises the ongoing building work. Depending on the agreement between you and your architect, your architect may administer the building contracts, checking that the builder is completing the project according to the contract; will periodically inspect the works, check the quality and deal with the builder regarding any defects and their rectification.

10. WHAT ARE SOME OF THE SERVICES THE BOARD PROVIDES TO THE PUBLIC?

You can contact the Board if you wish to:

- a) Check a person's registration status.
- a) Enquire about making a complaint or lodging a complaint about an architect.
- a) Notify possible misuse of the title 'architect' by persons or corporations and firms whose names do not appear on the
- a) Inspect the Register of Architects or the List of Architect Corporations or Firms associated with architects.

11. WHAT IS THE DIFFERENCE BETWEEN ARCHITECTS REGISTRATION Board(ARB) AND THE UGANDA SOCIETY OF ARCHITECTS(USA)?

The Architects Registration Board is a statutory regulatory body that regulates the practice of architecture in the whole country while the Uganda Society of Architects is a professional association whose primary objective is to promote the interests of its members and also act as a lobby group.

12. WHAT IF I HAVE A COMPLAINT AGAINST AN ARCHITECT?

Most building projects meet the client's expectations, but there might occasionally be something that they aren't happy about.

If this happens to you, you should always tell your architect because this gives them the opportunity to put it right. But if you and your architect can't find a solution, you can forward your complaint to the Board in writing. While we can't help you to settle your complaint, we can look to see whether your architect has fallen below the standards we expect.

- The procedure for lodging a complaint.
- Discuss the matter with the Boards Registrar, who may be able to help you clarify if lodging a complaint with the Board is appropriate for your situation.
- Complaints must be lodged in writing. You will need to clearly set out the reasons you believe your architect has been less than professional, and include a chronology of events which have given rise to your complaint.
- Attach supporting material. Complaints have to be substantiated so you need to provide evidence of the matters being complained about. (Supporting material could be copies of letters, emails, signed agreements etc).
- Once you have lodged your complaint, it will be assessed by the Registrar and the Disciplinary Committee of the Board.

13. WHAT IF THE PERSON I HAVE ENGAGED IS NOT ON YOUR REGISTER OF ARCHITECTS?

If you have engaged the services of an 'architect' or architectural business, where either the person or the business uses the term 'architect' (e.g. in advertising, invoices, documentation etc) but their name does not appear on the ARB Register, you should contact the Board. The office can verify whether the person or business is on the Register or not; and if not, the Board can investigate the person or business as they may be in breach of the Architectural Registration Act.

14. WHERE CAN I FIND THE ARCHITECTS REGISTER OR LIST OF REGISTERED AND PRACTICING ARCHITECTS?

You can visit the Board secretariat (Address at back). You can also visit our website and view the updated list of registered and practicing architects on www.arbuganda.org. There also are many more useful and important materials on our website **Downloads** page.



PREPARING TO BUILD?

What you need to know /do before digging the foundation

Before you start digging your foundations make sure you have paid attention to these critical areas. Many of these can make or break the job if proper attention is not paid. Some of them are the obvious but we are happy to remind you anyway.

At this level it is assumed that your drawings/plans are ready and have the appropriate approvals from the authorities. It is also assumed that you have the money to start the job.

Have an Architect

It is important to have an architect as part of your team. The architect shall guide you on positioning

of the house, give you cost management ideas, guide you when selecting builders/contractor, advise on appropriate time to start the works, and to check quality of works among other things. In a nutshell, the Architect is your key partner on technical matters.

The architect might be hired on full time or part time basis depending on the magnitude of the project.

Select a good contractor/ builder

Select a builder / contractor with good repute. If you are in doubt, ask your architect to assist with the selection

process. The builder should be able to read and interpret drawings well otherwise the plans will not be used well. Beware of builders that claim to have accomplished a lot without proper references.

Clear the site.

Clear the site of all obstacles likely to interfere with the construction works. Site clearance might involve cutting bushes, uprooting trees, digging up anthills, and demolition of unwanted buildings. Site clearance must not be taken as an open-ended exercise to rid the site of everything. With the help of the architect,

select what has to go and what can stay. Be sensitive to trees and other vegetation that can be preserved to conserve the environment.

Kill the anthills.

Presence of anthills in your site and in neighbouring sites is an undesirable thing. Ants are notorious for destruction of timber installations in houses and should not be taken lightly. Ensure that they are eradicated completely to avoid re-occurrence. For good measure, work on those in your site and those in the neighbouring sites. There are a number of effective ways to deal with this problem. Ask your architect for guidance if you are not sure of anything.

Level the site

If the site is not fairly levelled, get a team to level it for you with the guidance of the Architect. Having a good level ensures that the foundations are done properly and that there is little wastage. This stage involves earthworks to various magnitudes depending on the type of building.

For a simple house, it is advisable to push off the top soil and get a reasonable level for the foundation to be dug. Some builders might want to use foundation walls to get the level but in many cases that leads to a loss of material and an escalation of cost. It should be noted that when foundation walls are too high, there is a risk of cracking and breaking.

Get tools and equipment

For small buildings like simple bungalows, the client might have to buy some tools for the work. Items like wheel barrows, hoes, mortar pans, cutlasses and strings have to be used for that job as consumables. Bigger contractors capture them within their costs while simple builders expect the client to buy them and retain ownership at the end of the project.

Source of water

Identify a reliable source of clean water for site work in time. Alternatives available are getting a NWSC connection to site, building a reservoir to be filled by trucks or buying daily from water vendors. Whichever method you opt to use, it's important to ensure that the water is clean. Using dirty water is not acceptable because cement is a chemical that reacts differently with impurities.

Site accommodation and storage.

Site accommodation and storage is a critical part of a construction job. Site accommodation is necessary for security of materials and equipment. For remote sites, site workers can also sleep there to cut on travel time to work.

Such units can be made out of timber and iron sheets. The other option is to build temporary brick units that

could be converted into stores or guard houses at the end of the project.

Source of materials.

Identify your source of materials for the job. There are vendors that can supply to site all materials required. These kinds of vendors save you the challenge of dealing with a multitude of suppliers at ago. The other option is to identify a particular source for each material and you deal with each one separately. This requires the project manager/client to be very alert in coordination deliveries and payments.

Security

Site security should be taken care of right from the start. Building an enclosure to limit entry and exit to the site is one way. Some clients who have better resources opt to build a perimeter wall before the main project is built. There is also an option of using iron sheets to shield hording around the site.

Security might also be in the form of a security guard or a site caretaker. Site caretakers usually take part in the building works by day and secure the site by night.

Arch. Abdu-Wahab Nyanzi (RIBA, MUSA)

awnyanzi@live.co.uk
0703496737 (WhatsApp)



SAVING MONEY

THROUGH GOOD WORKMANSHIP AND GOOD PRACTICE WHILE BUILDING

Building your home is an exciting exercise which a lot of people look forward to. It's an opportunity for many to finally get a place of their own and to live a rent-free life. This excitement is usually dampened by the cost of the project. I should reiterate to all readers that construction is not cheap but we have to find ways of managing costs.

The most important of all activities on a project is to have a qualified Architect to work with. Engagement of an Architect on a construction project saves you from wastage of money and time to the tune of about 30% of the project cost! Architects design the project, manage its construction process and ensure that it is delivered the way it was envisioned. They help the client take decisions on materials, building method, selection of builders and cost saving/

management strategies. In a nutshell, working on a construction projects without the Architect's assistance exposes it to a lot of risk.

Foundations.

Foundations built on sloping sites is where clients experience a lot of wastage and loss of money. Whereas your architect is the right person to advise on what kind of foundation shall be suitable for your site, it's important to put in mind the costs too. Sometimes if the architect is not going to exploit that slope of the site, it is better and cheaper for the site to be levelled other than building high foundation plinth walls. It should be noted that when foundations wall become too high, they need reinforcement in terms of concrete and steel. They also present a high cost for back-filling and external finishes in addition to the risk of breaking due to back-fill



pressure. All these put together are costlier than levelling the site in the first place.

Plastering and Walls

Walls look like the most obvious parts to build on a house. They also form the largest part of your house. For that reason, walls have to be worked upon carefully right from setting all the way to finishing.

To save money, walls have to be built straight and plumb. A number of clients demand that walls be built fast and quick. Constructing walls in a hurry causes them not to be straight and to get out of plumb. Good

practice demands that walls are built five courses per day. This helps to give the bricks in the wall time to set and get firm before loading them with more weight.

When walls are out of plumb or when they are not straight the cost of plastering increases because a lot of material is lost trying to fill up bulges and curves. This also increases the cost labour for the job. Use bricks of the same size.

It is recommended that bricks used for the walls are all the same size. This helps avoid changes in wall thickness during

construction. It also helps keep the rhythm of the masonry work consistent. Inconsistencies cause the builders to waste material trying to patch up areas that do not match.

Roofing and plaster ceiling.

Roofing is probably the most challenging stage of construction. This is because it usually requires all material to be ready at the time of commencement. Wastage on roofs can be controlled right from the design. Work with your architect to ensure that they develop a good but economical design. Having so many valleys and ridges on the roof results



into too much cutting of roofing sheets/tiles as well as timber. That kind of roof would also be done at a higher labour cost. So keeping the roof easy, simple and straight forward can go a long way in reducing costs.

Plaster ceilings are also an area that clients need to pay attention to when looking for savings on a project. The ceiling design is where one should start. As you work with your architect, he/she should advise you on what ceiling design shall save you some money. Having so many features like bulk heads or so many troughs and crests in the ceiling leads to waste of material in

form of off-cuts. Filling such ceilings with cement mortar is also costly. Therefore, the simpler the ceiling design and configuration, the more cost efficient it becomes.

Set the plaster ceiling before putting the roof covering where possible. Fixing the metal lathe and pouring the pickling coarse before fixing the roof cover make it easy for the builders to access the ceiling from above as compared to using the ceiling trap door. It's important to take note of the weather patterns at the time of construction because rain can destroy all the mortar works if not yet dry.

Concrete works

Concrete is an expensive material that all builders claim to understand. Its installation though causes a lot of losses to clients especially through poor handling and poor application. The biggest challenge comes from formwork. Preparation of good, strong, firm and leak proof form work is critical if one wants to achieve proper concrete works. A number of builders make formwork carelessly which ends up bursting

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First Floor, Kalamu House. PKF Building (Opp. Mulago Hospital) Plot 1B Old Kiira Rd, P.O. Box 257930, K'la, (U)



+256 753 776231 / 414 342390



+256 781 498823



arb-admin@arbuganda.org



Architects Registration Board Uganda



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www.arbuganda.go.ug