

## JOINING UIPE AS A CORPORATE MEMBER - under Mutual Recognition

### STEP I

The following requirements apply for the applicant: -

1. Must have Degree in Engineering.
2. Must have 2 years training as a pupil engineer after graduation, under the supervision of a Registered Engineer; and a further 2 years working experience in a position or positions of some responsibility, again under the supervision of a Registered Engineer.
3. Must be Registered with another Engineering Professional Body in a Country under the Common Wealth.
4. Required to write a **Career report**
5. You will submit a full application consisting of the following: Application form, and Career Report.
  - Application Form should be duly completed in all the sections, with attached copies of Certificates, signatures of engineers under whom you trained, and membership of institutions as required under the relevant sections of the form;( Two proposers and two seconders must sign the application form. They must be fully paid-up Corporate members of UIPE and they cannot be Council or MET Committee Member.)
  - A Career Report should give a chronology of one's professional career, precisely showing the position occupied, degree of responsibility assigned, the engineer under whom you trained, and should detail the tasks undertaken indicating their size and value, lessons learnt and the challenges met.
6. Submit two copies of all required documents in hard copy at the Secretariat.

### Documents to Attach to Completed Application Form

1. Photo-copies of all academic papers (O & A Level Certificates, Transcript and degree Certificate)
2. Photocopy of your appointment letter
3. Photocopies of certificates received from engineering training, workshops or conferences
4. Photocopy of registration certificate if already registered in a foreign country

### NB

Please note that the completed application form together with the attachments must be bound together with Career and Technical report i.e Application form, career report certificates, letters of employment appointment, technical report and supporting documents to the technical report.

### STEP II

At the time of submission the applicant should present evidence of payment of shillings **Four Hundred and Twenty Five Thousand** (425,000/=) being payment for Assessment, Election and copy of Strategic plan.

Item No.	Item Description	Amount
1	Assessment Fees	300,000
2	Election Fees	100,000

3	Strategic Plan	25,000
	<b>Total</b>	<b>425,000</b>

After submission of documents to UIPE Secretariat, the application process proceeds as follows:-

1. The MET Committee reviews the submission and seeks confirmation of membership of the applicant from the Engineering Body were they are registered.
2. Upon receiving confirmation of membership, the MET Committee recommends to Council election of the applicant as a Corporate Member.
3. The Council elects the applicant.
4. The name of the newly elected member is circulated to the entire membership for comments, for a period of 30 days. If UIPE receives no objection, the applicant then receives his letter of election at the expiry of 30 days.

### STEP III

After election, the applicant is expected to pay the following dues before admission as a member and before preparation of the membership certificate.

Item No.	Item Description	Amount
1	Membership Certificate	30,000
2	Annual Subscription Fees	200,000
	<b>Total</b>	<b>230,000</b>

### Note

- a. The candidate is then expected to apply for ERB registration after admission as a Corporate Member of UIPE.
- b. The Assessment Committee will sit on a monthly basis or as determined by the workload at hand.

### NB

- a. Please make cheques payable to: 'UGANDA INSTITUTION OF PROFESSIONAL ENGINEERS'

Direct cash deposit: Stanbic Bank IPS Branch Account No. 9030005841819 Account Name Uganda Institution of Professional Engineer, then scan the Bank Deposit Slip and email it to [accounts@uipe.co.ug](mailto:accounts@uipe.co.ug) , or hand deliver.

- b. Payment by Mobile Money to: Payment by Mobile Money to: \*165#
  1. Payments
  2. Next
  3. Goods & Services
  4. Enter Merchant Code (Code is UIPE)
  5. Enter Payment reference, include your Name, Reg. No., Details of Payment)

6. Enter Amount
7. Enter your pin
8. Send

c. Please pick your receipt from the Secretariat whenever you make a payment.

For more details, please contact:

**UIPE SECRETARIAT**

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1<sup>st</sup> Jan 2013