

## JOINING UIPE AS A TECHNICIAN MEMBER

### STEP I

The necessary requirements are as follows:

1. Diploma in Engineering
2. Must be employed.
3. Complete an application form which can be downloaded from the website.
4. Applicants needs one proposer and one seconder to sign his/her form.
5. Both the Proposer and Seconder must be fully paid-up Corporate Members of the Institution who are neither Council nor MET Committee members.
6. Submit the completed application form in hard copy at the UIPE Secretariat **But also carry with your original Ordinary Diploma Certificate at the time you submit your application.**

### Documents to Attach to Completed Application Form

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

### STEP II

At the time of submission the applicant should present evidence of payment of shillings **One hundred Eighty thousand (180,000/=)** being payment for Election, copy of Corporate plan and Shirt/Lapel pin.

Item No.	Item Description	Amount
1	Election Fees	50.000=
2	Corporate plan	50.000=
3	Shirt/Lapel pin	80.000
	<b>Total</b>	<b>180.000</b>

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

1. The MET Committee reviews the application and recommends the successful applicant to the Council
2. The Council confirms the election.
3. 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 for the following before he is recognized as a member of UIPE:

Sn.	Description	Amount in UG Shs
1	Membership Certificate	50.000=
2	Annual Subscription fees	150.000=
	<b>Total Fees</b>	<b>200.000=</b>

**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 , or hand deliver.

- b. 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**

Management Support Unit Building,

Public Works Training Centre, Plot 2 Gloucester Avenue, Kyambogo

P.O. BOX 1308, KAMPALA, UGANDA

Tel: +256414 287292

or info@uipe.co.ug Website: www.uipe.co.ug