



PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY
"Procurement That Delivers"

Guideline issued by the Public Procurement and Disposal of Public Assets Authority under Section 97 of the Public Procurement and Disposal of Public Assets Act, 2003

Details covered in this Guideline:

Guideline Subject: Reference Numbers for Procurement and Disposal Transactions

Guideline Reference: 2/2024

Commencement Date: 5th February 2024

Guidelines are issued to all Accounting Officers who are responsible for distributing copies to the Contracts Committee, user departments and Procurement and Disposal Units of the Procuring and Disposing Entities.

This Guideline can be accessed on the PPDA website at www.ppda.go.ug

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Guideline Subject: Reference Numbers for Procurement and Disposal Transactions

Regulation 3 (6) of the Public Procurement and Disposal of Public Assets (Rules and Methods for Procurement of Supplies, Works and Non-consultancy Services) Regulations, 2023; Regulation 3(4) of the Public Procurement and Disposal of Public Assets (Procurement of Consultancy Services) Regulations, 2023; and Regulation 3(5) of the Public Procurement and Disposal of Public Assets (Disposal of Public Assets) Regulations, 2023 require a Procurement and Disposal Unit to allocate specific reference numbers to each procurement and disposal requirements at the initiation stage using the numbering system prescribed by the Authority in a guideline.

This guideline provides for the numbering system for allocation of reference numbers.

The reference numbers shall be used in the identification, tracking and auditing of individual procurement and disposal requirements.

1. Institutional Arrangements

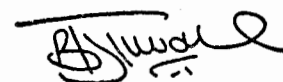
- 1.1 The Head of the Procurement and Disposal Unit shall be responsible for allocation of reference numbers and shall maintain a register of the reference numbers allocated to the procurement or disposal requirements of the Entity.
- 1.2 The reference numbers shall be allocated when a requisition is raised by the user department before approval by the Accounting Officer and used on all correspondence and records related to the procurement or disposal requirement.
- 1.3 Where there are delegated Procurement and Disposal Units, each shall keep a register of reference numbers.

2. Allocation of Reference Numbers

There shall be **two** types of Reference Numbers i.e. for procurement transactions and for disposal transactions and shall be allocated as provided in this guideline.

2.1 Reference Numbers for Procurement Requirements

- 2.1.1 The procurement reference number shall be allocated when a procurement requisition is raised and used on all correspondence and records related to the procurement requirement.
- 2.1.2 A procurement reference number shall not be used again where a procurement requirement is cancelled.
- 2.1.2 The basic Procurement Reference Number shall consist of at least **four** parts:
 - a) A pre-determined abbreviation for the Procuring and Disposing Entity. A list of abbreviations / Codes for Central and Local Government Entities is provided under Attachments A and B respectively.



- b) An abbreviation of up to 5 letters for the category of the procurement requirement. 'Supls' for supplies, 'Wrks' for works, 'NCons' for Non-Consultancy services and 'Cons' for Consultancy services;
- c) The Financial Year in which the requirement is initiated e.g. 22/23
- d) A five-digit unique number allocated sequentially from 00001 onwards.
- e) Where a single requisition is divided into separate lots, a separate number shall be added following the five-digit number e.g. Lot 01, 02,03 etc.

Example of Procurement Reference Number in a Central Government Entity

Procuring and Disposing Entity	Category of procurement	Financial Year	Sequence Number	Lot Number
ULRC	Supls	22/23	0001	1

Example of Procurement Reference Number in a Local Government Entity

Procuring and Disposing Entity	Category of procurement	Financial Year	Sequence Number	Lot Number
BUKW 819	Supls	22/23	0001	1

2.2 Reference Numbers for Disposal Requirements

2.2.1 The disposal number shall be allocated when a disposal requisition is raised and used on all correspondence and records related to the disposal.

2.1.2 A disposal reference number shall not be used again where a disposal requirement is cancelled.

2.2.2 The basic Disposal Reference Number shall consist of **four** parts:

- a) A pre-determined abbreviation for the Procuring and Disposing Entity. A list of abbreviations / Codes for Central and Local Government Entities is provided under **Attachments A and B** respectively. Omission of an Entity from the list of the codes does not imply exclusion of a Procuring and Disposing Entity from application of the PPDA Act, 2003.
- b) The Financial Year in which the requirement is initiated e.g. 22/23
- c) A five-digit unique number allocated sequentially from 00001 onwards.
- d) Where a single requisition is divided into separate lots, a separate number shall be added following the five-digit number e.g. Lot 01, 02,03 etc.

Example of a Disposal Reference Number in a Central Government Entity


Code of Procuring and Disposing Entity	Financial Year	Sequence Number	Lot Number
ULRC	22/23	0001	1

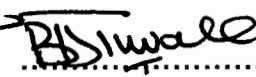
Example of Disposal Reference Number in a Local Government Entity

Procuring and Disposing Entity	Financial Year	Sequence Number	Lot Number
BUKW 819	22/23	0001	1

3. Revocation of Guidelines No. 2 of 2014 and No. 3 of 2008

Guideline No. 2 of 2014 and No.3 of 2008 on reference numbers for procurement and disposal transactions are revoked.


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Julius K. Ishungisa
BOARD CHAIRMAN


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Benson Turamye
EXECUTIVE DIRECTOR

4th January 2024
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DATE

Attachments to this Guideline

Attachment A – Central Government abbreviations

Attachment B - District/City/Municipal Council abbreviations and codes

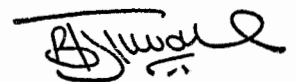
Attachment A

Central Government Abbreviations

	CATEGORY	ABBREVIATION
No.	MINISTRIES	
1.	Office of the President	OP
2.	Office of the Prime Minister	OPM
3.	State House	SH
4.	Ministry of Works and Transport	MOWT
5.	Ministry of Water and Environment	MWE
6.	Ministry of Trade, Industry and Co-operatives	MOTIC
7.	Ministry of Tourism Wildlife and Antiquities	MOTWA
8.	Ministry of Public Service	MOPS
9.	Ministry of Local Government	MOLG
10.	Ministry of Lands, Housing and Urban Development	MOLHUD
11.	Ministry of Kampala Capital City and Metropolitan Affairs	MOKCCMA
12.	Ministry of Justice and Constitutional Affairs	MOJCA
13.	Ministry of Internal Affairs	MOIA
14.	Ministry of Information, Communications Technology and National Guidance	MOICTNG
15.	Ministry of Health	MOH
16.	Ministry of Gender, Labour and Social Development	MOGLSD
17.	Ministry of Foreign Affairs	MOFA
18.	Ministry of Finance, Planning and Economic Development	MOFPED
19.	Ministry of Energy and Mineral Development	MEMD
20.	Ministry of Education and Sports	MOES
21.	Ministry of East African Community Affairs	MEACA
22.	Ministry of Defence and Veteran Affairs	MODVA
23.	Ministry of Agriculture, Animal Industry and Fisheries	MAAIF
No.	GOVERNMENT AGENCIES	
1.	Courts of Judicature	COJ
2.	Directorate of Citizenship and Immigration Control	DCIC
3.	Directorate of Ethics and Integrity	DEI
4.	Directorate of Government Analytical Laboratory	DGAL
5.	External Security Organization	ESO
6.	Internal Security Organisation	ISO
7.	National Population Council Secretariat	NPCS
8.	Parliamentary Commission	PARL
9.	Parliamentary Pension Scheme	PPS
10.	Presidential Initiative on Banana Industrial Development	PIBID
11.	Privatization Unit	PU
12.	Uganda Air Cargo	UAC

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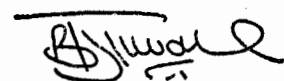
	CATEGORY	ABBREVIATION
13.	Uganda Cancer Institute	UCI
14.	Uganda Deposit Protection Fund	UDPF
15.	Uganda Development Bank	UDB
16.	Uganda Heart Institute	UHI
17.	Uganda Police Force	UPF
18.	Uganda Prisons Service	UPS
19.	Uganda Virus Research Institute	UVRI
No.	BOARDS	
1.	Higher Education Students' Financing Board	HSFB
2.	Uganda Allied Health Examinations Board	UAHEB
3.	Uganda Business and Technical Examinations Board	UBTEB
4.	Uganda Export Promotion Board	UEPB
5.	Uganda National Examinations Board	UNEB
6.	Uganda Nurses and Midwives Examination Board	UNMEB
7.	Uganda Tourist Board	UTB
No.	COMMISSIONS	
1.	Amnesty Commission	AC
2.	Education Service Commission	ESC
3.	Electoral Commission	EC
4.	Equal Opportunities Commission	EOC
5.	Health Service Commission	HSC
6.	Judicial Service Commission	JSC
7.	Local Government Finance Commission	LGFC
8.	Public Service Commission	PSC
9.	Uganda Aids Commission	UAC
10.	Uganda Communications Commission	UCC
11.	Uganda Human Rights Commission	UHRC
12.	Uganda Land Commission	ULC
13.	Uganda Law Reform Commission	ULRC
No.	COUNCILS	
1.	Allied Health Professional Council	AHPC
2.	Atomic Energy Council	AEC
3.	National Council for Higher Education	NCHE
4.	National Council of Sports	NCS
5.	Uganda National Council for Science and Technology	UNCST
6.	Uganda Nurses and Midwives Council	UNMC
No.	HOSPITALS	
1.	Arua Regional Referral Hospital	ARRH
2.	Butabika National Referral Hospital	BNRH
3.	China-Uganda Friendship Hospital, Naguru	CUFH
4.	Entebbe Regional Referral Hospital	ERRH



	CATEGORY	ABBREVIATION
5.	Fort Portal Regional Referral Hospital	FRRH
6.	Gulu Regional Referral Hospital	GRRH
7.	Hoima Regional Referral Hospital	HRRH
8.	Jinja Regional Referral Hospital	JRRH
9.	Kabale Regional Referral Hospital	KRRH
10.	Kawempe Specialised National Referral Hospital	KSNRH
11.	Kayunga Regional Referral Hospital	KYRRH
12.	Kiruddu Specialised National Referral Hospital	KDSNRH
13.	Lira Regional Referral Hospital	LRRH
14.	Masaka Regional Referral Hospital	MSKRRH
15.	Mbale Regional Referral Hospital	MRRH
16.	Mbarara Regional Referral Hospital	MBRRH
17.	Moroto Regional Referral Hospital	MTRRH
18.	Mubende Regional Referral Hospital	MBRRH
19.	Mulago National Referral Hospital	MNRH
20.	Mulago Specialised Women and Neonatal Hospital	MSWNH
21.	Soroti Regional Referral Hospital	STRRH
22.	Yumbe Regional Referral Hospital	YRRH
No.	MISSIONS	
1.	Uganda Consulate in China, Guangzhou	UC-CN
2.	Uganda Consulate in Kenya, Mombasa	UC-MBSA
3.	Uganda Embassy in Algeria, Algiers	UE-ALGR
4.	Uganda Embassy in Australia, Canberra	UE-ASTL
5.	Uganda Embassy in Belgium, Brussels	UE-BE
6.	Uganda Embassy in Burundi, Bujumbura	UE-BRD
7.	Uganda Embassy in China, Beijing	UE-CNB
8.	Uganda Embassy in Democratic Republic of Congo, Kinshasa	UE - DRC
9.	Uganda Embassy in Denmark, Copenhagen	UE-DMK
10.	Uganda Embassy in Egypt, Cairo	UE-EGPT
11.	Uganda Embassy in Ethiopia, Addis Ababa	UE-ETH
12.	Uganda Embassy in France, Paris	UE-FR
13.	Uganda Embassy in Germany, Berlin	UE-DE
14.	Uganda Embassy in Iran, Tehran	UE-IRAN
15.	Uganda Embassy in Italy, Rome	UE-ITA
16.	Uganda Embassy in Japan, Tokyo	UE-JPN
17.	Uganda Embassy in Qatar, Doha	UE-QDH
18.	Uganda Embassy in Russia, Moscow	UE-RUS
19.	Uganda Embassy in Saudi Arabia, Riyadh	UE-RYD
20.	Uganda Embassy in Somalia, Mogadishu	UE-SOM

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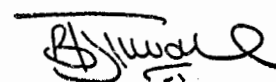
	CATEGORY	ABBREVIATION
21.	Uganda Embassy in South Sudan, Juba	UE-SS
22.	Uganda Embassy in Sudan, Khartoum	UE-SUDA
23.	Uganda Embassy in Switzerland, Geneva	UE- CH
24.	Uganda Embassy in the United States of America, Washington	UE-USA
25.	Uganda Embassy in Turkey, Ankara	UE-TRK
26.	Uganda Embassy in United Arab Emirates, Abu Dhabi	UE-UAE
27.	Uganda High Commission in Canada, Ottawa	UHC-CND
28.	Uganda High Commission in India, New Delhi	UHC-IND
29.	Uganda High Commission in Kenya, Nairobi	UHC-KEN
30.	Uganda High Commission in Malaysia, Kuala Lumpur	UHC-MLYSA
31.	Uganda High Commission in Nigeria, Abuja	UHC-NIG
32.	Uganda High Commission in Rwanda, Kigali	UHC-RW
33.	Uganda High Commission in South Africa, Pretoria	UHC-SA
34.	Uganda High Commission in Tanzania, Dar es Salaam	UHC-TZ
35.	Uganda High Commission in the United Kingdom, London	UHC-UK
36.	Uganda Mission at the United Nations, New York	UM - NY
No.	STATE ENTERPRISES AND STATUTORY BODIES	
1.	Bank of Uganda	BOU
2.	Capital Markets Authority	CMA
3.	Civil Aviation Authority	CAA
4.	Cotton Development Organisation	CDO
5.	Dairy Development Authority	DDA
6.	Directorate of Public Prosecutions	DPP
7.	Economic Policy Research Centre	EPRC
8.	Electricity Regulatory Authority	ERA
9.	Financial Intelligence Authority	FIA
10.	Inspectorate of Government	IG
11.	Insurance Regulatory Authority	IRA
12.	Kampala Capital City Authority	KCCA
13.	Kiira Motors Corporation	KMC
14.	Kilembe Mines	KM
15.	Mandela National Stadium	MNS
16.	Micro Finance Support Centre	MFSC
17.	National Agricultural Advisory Services	NAADS
18.	National Agricultural Research Organization	NARO
19.	National Airline Company	NAC
20.	National Animal Genetic Resources Centre and Databank	NAGRCDB



	CATEGORY	ABBREVIATION
21.	National Children Authority	NCA
22.	National Curriculum Development Centre	NCDC
23.	National Drug Authority	NDA
24.	National Enterprise Corporation	NEC
25.	National Environment Management Authority	NEMA
26.	National Forestry Authority	NFA
27.	National Housing and Construction Company	NHCC
28.	National Identification and Registration Authority	NIRA
29.	National Information Technology Authority Uganda	NITAU
30.	National Medical Stores	NMS
31.	National Planning Authority	NPA
32.	National Social Security Fund	NSSF
33.	National Water and Sewerage Corporation	NWSC
34.	New Vision Printing and Publishing	NVPPL
35.	Office of the Auditor General	OAG
36.	Petroleum Authority of Uganda	PAU
37.	Post Bank Uganda	PBU
38.	Posta Uganda	PSTU
39.	Pride Microfinance	PMF
40.	Private Sector Foundation	PSFU
41.	Public Procurement and Disposal of Public Assets Authority	PPDA
42.	Uganda Blood Transfusion Services	UBTS
43.	Uganda Broadcasting Corporation	UBC
44.	Uganda Bureau of Statistics	UBOS
45.	Uganda Coffee Development Authority	UCDA
46.	Uganda Development Corporation	UDC
47.	Uganda Electricity Distribution Company	UEDCL
48.	Uganda Electricity Generation Company	UEGCL
49.	Uganda Electricity Transmission Company	UETCL
50.	Uganda Energy Credit Capitalisation Company	UECCC
51.	Uganda Free Zones Authority	UFZA
52.	Uganda Industrial Research Institute	UIRI
53.	Uganda Investment Authority	UIA
54.	Uganda Lottery and Gaming Authority	ULGA
55.	Uganda National Bureau of Standards	UNBS
56.	Uganda National Cultural Centre	UNCC
57.	Uganda National Meteorological Authority	UNMA
58.	Uganda National Oil Company	UNOC
59.	Uganda National Roads Authority	UNRA
60.	Uganda Printing and Publishing Corporation	UPPC

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	CATEGORY	ABBREVIATION
61.	Uganda Property Holdings	UPH
62.	Uganda Railways Corporation	URC
63.	Uganda Registration Services Bureau	URSB
64.	Uganda Retirement Benefits Authority	URBA
65.	Uganda Revenue Authority	URA
66.	Uganda Road Fund	URF
67.	Uganda Wildlife Authority	UWA
68.	Uganda Wildlife Education Centre	UWEC
No.	TRAINING INSTITUTIONS	
1.	Busitema University	BU
2.	Butabika School of Psychiatric Nursing	BSPN
3.	East African Civil Aviation Academy	EACAA
4.	Fisheries Training Institute	FTI
5.	Gulu University	GU
6.	Jinja School of Nursing and Midwifery	JSNM
7.	Joint Clinical Research Centre	JCRC
8.	Kabale University	KU
9.	Kyambogo University	KYU
10.	Law Development Centre	LDC
11.	Lira University	LU
12.	Makerere University	MUK
13.	Makerere University Business School	MUBS
14.	Management Training and Advisory Centre	MTAC
15.	Mbarara University of Science and Technology	MUST
16.	Mulago School of Nursing and Midwifery	MSNM
17.	Muni University	MU
18.	Soroti University	SU
19.	Uganda Hotel and Tourism Training Institute	UHTTI
20.	Uganda Institute of Information and Communications Technology	UIICT
21.	Uganda Management Institute	UMI
22.	Uganda Petroleum Institute, Kigumba	UPIK
23.	Uganda Wildlife Research and Training Institute	UWRTI



Attachment B

District/City/ Municipal Council abbreviations and codes

No.	District Abbreviation	District Code	District
1.	Abim	801	Abim
2.	Adju	802	Adjumani
3.	Agag	803	Agago
4.	Aleb	804	Alebtongo
5.	Amol	805	Amolator
6.	Amud	806	Amudat
7.	Amua	807	Amuria
8.	Amur	808	Amuru
9.	Apac	809	Apac
10.	Arua	810	Arua
11.	Buda	811	Budaka
12.	Budu	812	Bududa
13.	Bugi	813	Bugiri
14.	Bugw	814	Bugweri
15.	Buhw	815	Buhweju
16.	Buik	816	Buikwe
17.	Buke	817	Bukedea
18.	Buko	818	Bukomansimbi
19.	Bukw	819	Bukwo
20.	Bula	820	Bulambuli
21.	Buli	821	Bulisa
22.	Bund	822	Bundibugyo
23.	Buny	823	Bunyangabu
24.	Bush	824	Bushenyi
25.	Busi	825	Busia
26.	Btlj	826	Butaleja
27.	Buta	827	Butambala
28.	Bute	828	Butebo
29.	Buvu	829	Buvuma
30.	Buye	830	Buyenda
31.	Doko	831	Dokolo
32.	Gomb	832	Gomba
33.	Gulu	833	Gulu
34.	Hoim	834	Hoima
35.	Iban	835	Ibanda
36.	Igan	836	Iganga
37.	Isin	837	Isingiro
38.	Jinj	838	Jinja
39.	Kaab	839	Kaabong
40.	Kaba	840	Kabale
41.	Kabr	841	Kabarole
42.	Kabe	842	Kaberamaido
43.	Kaga	843	Kagadi

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44.	Kaku	844	Kakumiro
45.	Kalag	845	Kalangala
46.	Kala	846	Kalaki
47.	Kali	847	Kaliro
48.	Kalu	848	Kalungu
49.	Kamu	849	Kamuli
50.	Kamw	850	Kamwenge
51.	Kanu	851	Kanungu
52.	Kapc	852	Kapchorwa
53.	Kape	853	Kapelebyong
54.	Kare	854	Karenga
55.	Kass	855	Kassande
56.	Kase	856	Kasese
57.	Kata	857	Katakwi
58.	Kayu	858	Kayunga
59.	Kazo	859	Kazo
60.	Kiba	860	Kibale
61.	Kibo	861	Kiboga
62.	Kibu	862	Kibuku
63.	Kiku	863	Kikuube
64.	Kiru	864	Kiruhura
65.	Kiry	865	Kiryandongo
66.	Kiso	866	Kisoro
67.	Kita	867	Kitagwenda
68.	Kitg	868	Kitgum
69.	Kobo	869	Koboko
70.	Kole	870	Kole
71.	Koti	871	Kotido
72.	Kumi	872	Kumi
73.	Kwan	873	Kwania
74.	Kwee	874	Kween
75.	Kyan	875	Kyankwanzi
76.	Kyeg	876	Kyegegwa
77.	Kyen	877	Kyenjojo
78.	Kyot	878	Kyotera
79.	Lamw	879	Lamwo
80.	Lira	880	Lira
81.	Luuk	881	Luuka
82.	Luwe	882	Luwero
83.	Lwen	883	Lwengo
84.	Lyan	884	Lyantonde
85.	Madi	885	Madi-Okollo
86.	Mana	886	Manafwa
87.	Mara	887	Maracha
88.	Masa	888	Masaka
89.	Masi	889	Masindi
90.	Mayu	890	Mayuge
91.	Mbal	891	Mbale

92.	Mbar	892	Mbarara
93.	Mito	893	Mitooma
94.	Mity	894	Mityana
95.	Moro	895	Moroto
96.	Moyo	896	Moyo
97.	Mpig	897	Mpigi
98.	Mube	898	Mubende
99.	Muko	899	Mukono
100.	Nabi	900	Nabilatuk
101.	Nakp	901	Nakapiripirit
102.	Naks	902	Nakaseke
103.	Naks	903	Nakasongola
104.	Nama	904	Namayingo
105.	Nami	905	Namisindwa
106.	Namu	906	Namutumba
107.	Napa	907	Napak
108.	Nebb	908	Nebbi
109.	Ngor	909	Ngora
110.	Ntor	910	Ntoroko
111.	Ntun	911	Ntungamo
112.	Nwov	912	Nwoya
113.	Obon	913	Obongi
114.	Omor	914	Omoroto
115.	Otuk	915	Otuke
116.	Oyam	916	Oyam
117.	Pack	918	Packwach
118.	Pade	917	Pader
119.	Pali	919	Pallisa
120.	Raka	920	Rakai
121.	Ruba	921	Rubanda
122.	Rubi	922	Rubirizi
123.	Ruki	923	Rukiga
124.	Ruku	924	Rukungiri
125.	Rwam	925	Rwampara
126.	Semb	926	Sembabule
127.	Sere	927	Serere
128.	Shee	928	Sheema
129.	Siro	929	Sironko
130.	Soro	930	Soroti
131.	Tere	931	Terego
132.	Toro	932	Tororo
133.	Waki	933	Wakiso
134.	Yumb	934	Yumbe
135.	Zomb	935	Zombo

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No.	City Abbrev.	City Code	City Council
1.	Arua	601	Arua City Council
2.	Fort	602	Fort Portal City
3.	Gulu	603	Gulu City Council
4.	Hoim	606	Hoima City Council
5.	Jinj	605	Jinja City Council
6.	Lira	606	Lira City Council
7.	Masa	607	Masaka City Council
8.	Mbal	608	Mbale City Council
9.	Mbar	609	Mbarara City Council
10.	Soro	610	Soroti City Council

No.	Municipal Abbrev.	Municipal Code	Municipal Council
1.	Apac	701	Apac Municipal Council
2.	Bugi	702	Bugiri Municipal Council
3.	Bush	703	Bushenyi – Ishaka Municipal Council
4.	Busi	704	Busia Municipal Council
5.	Ente	705	Entebbe Municipal Council
6.	Iban	706	Ibanda Municipal Council
7.	Igan	707	Iganga Municipal Council
8.	Kaba	708	Kabale Municipal Council
9.	Kamu	709	Kamuli Municipal Council
10.	Kapc	710	Kapchorwa Municipal Council
11.	Kase	711	Kasese Municipal Council
12.	Kira	712	Kira Municipal Council
13.	Kiso	713	Kisoro Municipal Council
14.	Kitg	714	Kitgum Municipal Council
15.	Kobo	715	Koboko Municipal Council
16.	Koti	716	Kotido Municipal Council
17.	Kumi	717	Kumi Municipal Council
18.	Luga	718	Lugazi Municipal Council
19.	MkSb	719	Makindye Sabagabo Municipal Council
20.	Masi	720	Masindi Municipal Council
21.	Mity	721	Mityana Municipal Council
22.	Moro	722	Moroto Municipal Council
23.	Mube	723	Mubende Municipal Council
24.	Muko	724	Mukono Municipal Council
25.	Nans	725	Nansana Municipal Council
26.	Nebb	726	Nebbi Municipal Council
27.	Njer	727	Njeru Municipal Council
28.	Ntun	728	Ntungamo Municipal Council
29.	Ruku	729	Rukungiri Municipal Council
30.	Shee	730	Sheema Municipal Council
31.	Toro	731	Tororo Municipal Council