THE REPUBLIC OF UGANDA

NON GOVERNMENTAL ORGANISATION REGISTRATION ACT
(CHAPTER 113, LAWS OF UGANDA)

THE CONSTITUTION
OF
MUSIC LIFE SKILLS AND DESTITUTION ALLEVIATION (M-LISADA)

Dated this..........................day of ..................................2010

Drawn & Filed by:
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THE REPUBLIC OF UGANDA

THE CONSTITUTION OF MUSIC LIFE SKILLS AND DESTIFICATION ALLEVIATION M-LISADA

ARTICLE 1
NAME OF ORGANIZATION
The name of the Organization is MUSIC LIFE SKILLS AND DESTINATION ALLEVIATION (M-LISADA)

ARTICLE 2
HEAD QUARTERS
The Registered offices of the Organization will be situated in Nsambya, Ave Maria Road.

ARTICLE 3
Aims and Objectives
The objectives for which the Organization is formed are to;

a) Support and provide for the welfare of abandoned children, street children, destitute and orphaned children.
b) Support and ensure improvement in the quality of life of abandoned, destitute and orphaned children.
c) To ensure that all legal processes are followed for the purposes of committing the children to the home.
d) To engage in charitable and social work independently or jointly with other organizations doing similar work.
e) Work towards promoting respect for personal rights and the rights of abandoned, destitute and orphaned children.
f) To take on theatrical projects which combat the most formidable problems like domestic violence, child abuse and neglect, homelessness, drug and alcohol abuse and gang activities.
g) To work with governmental agencies and non-governmental agencies to increase awareness on rights of children and the broader community.
h) To facilitate any legal measures and processes and take practical decisions for and on behalf of the beneficiaries in their best interest and for their welfare.
i) Work with communities to uphold and ensure respect for rights of children.
j) Support and facilitate tracing of families of children the beneficiaries to the project and facilitate their reintegration were possible into their families.
k) To provide the children with an opportunity to explore, discover and develop their skills and abilities.
l) Work with communities to uphold and ensure respect of the rights of children.
m) Solicit for external support and assistance for benefit and welfare of the beneficiaries to the home.
n) Carry out activities aimed at resource mobilization for the Home.
o) Supporting the Education of children beneficiaries to the Organisation.
p) Work towards the development of practical and vocational skills amongst the youth beneficiaries to the Organisation.
q) To mobilize resources both locally and internationally for the facilitation of the activities of the organization.
r) To solicit, obtain and receive funds through subscriptions, gifts and deposits of money from persons and agencies desirous of supporting the objects of the organization.
s) To do all other things that necessary and expedient for the promotion and in pursuance and fulfillment of these objectives and the intentions of the subscribers to this Constitution.

ARTICLE 4
MEMBERSHIP

a) Membership is open to:-
   (i) Churches
   (ii) All members of the public who are interested in the children’s welfare
   (iii) All people and bodies engaged in dealing with children in their ordinary professions
   (iv) All memberships shall be approved of in writing by the founder members of the Organisation who shall have a right to vet eligibility of such person / Organisation body that may be desirous of joining the Organisation as a member.

b) There are four categories of members:

   (i) **Full Members:** Being individuals, organizations, associations who believe and uphold the values and principles of this organization and who have paid full membership fee and subscription fee for the current year.

   (ii) **Associate Members:** Being all organizations carrying out humanitarian work jointly or in any way with the organization.
(iii) **Founder Members:** Persons who perceived and initiated the idea of forming this organization.

**ARTICLE 5**

POWERS AND PRIVILEGES OF FOUNDER MEMBERS

a) The founder members are:
   - Mr. Segawa Bosco
   - Mr. Bwanika Henry
   - Mr. Mukhiti Ronald
   - Mr. Arinaitwe Amon
   - Mr. Kasingante Isaac

The founder members shall have the power and privilege to do the following:

(i) They shall be members of the Executive Board either as full members or ex-officio members of the board and upon approval of the General Assembly.

(ii) Two of them shall be signatories to the organization's Bank Accounts and any other document to, from or to the organization.

(iii) They shall inspect or cause to be inspected all the books of accounts of the organization or any other documents of the organization at any time and in any circumstance as they deem necessary.

(iv) In consultation with the General Assembly, they shall mobilize or supervise and approve the mobilization and recruitment and registration of new members of the Organization.

(v) They shall initiate or approve and fully participate in all the activities, projects and proposals of this organization.

(vi) Any of them shall have the privilege to officiate all the functions of the organization where there is no officially invited Guest.

(vii) They shall have the power and privilege to sit on any committee of the organization and participate actively and or receive any reports as they may from time to time require in respect of the activities of the organization.

**ARTICLE 6**

STATUS AND CHARACTERS OF THE ORGANIZATION

M-LISADA is a voluntary, charitable, non-profit, non-partisan, non-racial development umbrella organization, whose policies are determined by the membership and whose leadership is accountable to the members in terms of the procedures laid down in this constitution.

**ARTICLE 7**

RIGHTS AND OBLIGATIONS OF MEMBERS

A) **Rights**

i) Take part in the formulation and discussion of the organization policy and program implementation.
ii) Actively participate in all organization activities in accordance with the relevant provisions of this Constitution.
iii) Honorary members and associate members are not eligible to vote.

B) Obligations

Every member shall be obliged to:

i) Belong to and actively work towards the success of the Organisation.
ii) Make all necessary steps to understand the aims objectives and programmes of the organization.
iii) Be disciplined and exhibit exemplary behaviors within the organization and maintain harmonious relations with all members of the organization and the public as a whole.
iv) To exchange views and ideas pertaining the state, growth, development and prospects of "fellow humans' welfare in Uganda.

ARTICLE 8
ADMINISTRATION

THE EXECUTIVE BOARD OF THE ORGANIZATION AND ITS COMPOSITION

The Executive Board shall be the policy formulating and executive organ of the Organization.
The Executive Board shall constitute the following;
1. The Chairperson
2. The Vice Chairperson
3. The General Secretary
4. The Treasurer
5. Two other elected members

The first elected Executive Board members are:-

1. Chairperson – Mr. Matovu Moses
2. Vice Chairperson – Mr. Tsebuzinde Derrick
3. General Secretary – Mr. Mukibi Ronald
4. Treasurer – Bwanika Henry
   Two others: Mr. Segawa Bosco
   Mr. Walusimbi Richard

THE EXECUTIVE BOARD:

A) Tenure/Election of The Executive Board

i) The Executive Board shall be elected every three years, a month before the expiry of the term of the current executive board.
ii) The swearing in and handing over to the new executive board shall be done four weeks after the election.

B) Duties, Powers and Procedures of the Executive Board
The Board shall:
   a) Carry out the decision and instructions of the General Assembly of the Organization.
   b) Supervise and direct the work of the Organization and ensure proper functioning, management
       and control property and funds of the Organization.
   c) Submit reports to the General Assembly and account for all funds, property and assets of the
       Organization to be audited before the end of each financial year.
   d) Cause minutes to be made in books for all meetings of the Organization.
   e) Sign, draw, endorse or otherwise execute, all promissory note, drafts, bills of exchange cheque
       and other negotiable instruments and all kept for money paid to the organization.
   f) Be responsible for the overall functioning of the Organization as well as convening meetings.
   g) Mobilize and recruit members to the Organization.
   h) Encourage cooperation and coordination among members and the general public.
   i) Represent the views of members to all relevant authorities.
   j) Facilitate opportunities for members to improve their knowledge in the area of rights of children
       and their welfare.
   k) Obtain and receive funds in such a lawful manner on the behalf of the Organization.
   l) Spend as required and account for the expenditure to the membership always.
   m) Register the Organization and prove it to be recognized both locally and internationally.
   n) Discharge such other duties as may be assigned to them from time to time, by the members.

C) DISQUALIFICATION OF MEMBERS OF THE EXECUTIVE BOARD

The office of the member of the Executive Board shall be vacated if such member-
   a) is convicted of any criminal offence or
   b) becomes of unsound mind or
   c) resigns his/her office by notice in writing to the organization; or
   d) becomes insolvent or makes any arrangements or composition with his creditors
       generally or
   e) commits acts of dishonesty or gets involved in corrupt practices or
   f) becomes uncooperative with his fellow members or
   g) Fails to fulfill the objectives of the organization by reluctantly falling to implement what is
       required of him or her as a member of the Executive Board.

D) PROCEEDINGS OF THE EXECUTIVE BOARD

   a) The Executive Board may meet together for the dispatch of business, adjourn and
       otherwise regulate their meetings, as they think fit. Questions arising at any meeting
       shall be decided by a majority of votes. Notice of meetings of the board shall have to be
       given to every member of the Executive Board or at least left at his/her last known
       address in Uganda.

   b) The quorum necessary for the transaction of the business of the Executive Board shall be
       five (4) members of the total number of executives elected to the board.

   c) The continuing members of the Executive Board may act notwithstanding any vacancy in
       the executive body, but if and so long as their number is indeed below the percentage
       fixed by or pursuant to the regulations of the Organization as the necessary quorum of
       the executive board, the continuing members of the board may act for the purpose of
       summoning a general assembly of the organization but for no other purpose.

   d) In the absence of the chairperson at any meeting of the Executive Board, the Vice
       chairperson shall preside at this meeting.
G) TERMS OF REFERENCE OF THE EXECUTIVE BOARD

I. CHAIRPERSON

The Chairperson shall:-

a) Be the Chief Executive officer of the organization.
b) Preside over meetings of the general assembly and board of executive in conformity with the contribution by-laws and rules of procedures adopted by the board of executive and general assembly.
c) Present the annual report of the state of the organization at all the general assembly and quarterly reports to the board of executive.
d) Supervise all the work and operation of the organization's secretariat in accordance with the Memorandum procedures agreed upon by the board of executive.
e) Discharge such other duties as may be assigned to him/her from time to time, by the board of executives and general assembly.
f) Co-ordinate all members of the board of executives and identify their operational weaknesses and strengths.
g) Develop proposals of the organization's projects presenting these to the Executive board for decision and the organization's implementation as necessary.
h) The chairperson shall be a core signatory to the organization's bank account.

II. VICE CHAIRMAN

The Vice Chairperson shall deputise and assist the chairperson when necessary and convey out whatever functions entrusted by the general assembly and the chairperson on the board of executive.
Always attend all meetings and report regularly.

III. GENERAL SECRETARY

The General Secretary shall:-

a) Be administrative officer of the organization.b) Be responsible of all Administrative functioning of the organization as well as convening meetings, and take minutes of all organization's meetings.
c) Report regularly to the Board of executives, all the Administrative functioning and operations of the organization.
d) Be in charge of the general day to day operation of the organization business.
e) Give notice of all general assemblies and board of meetings provided for in the activities.
f) All times have custody of all records of the organization's seal.
g) Develop proposals suitable for the organization's projects and programs presenting these to the board for decisions and then arranging implementation.
h) Perform all such duties incidental to the office of the secretary of the organization and such other duties as may from time to time be assigned to him/her by the board of the general assembly.
i) Coordinate the mobilization recruitment and registration of new members to the organization.
j) Be deputised and assisted were necessary.
k) Always attend all meetings and report regularly.
THE TREASURER

The treasurer shall be the Chief custodian for the funds of the organization. And shall:

a) Solicit always through which the organization can obtain and receive funds to help it implement its programs.
b) Submit to the Executive Board, a proposed budget and audited financial statement of the previous year, at least 4 weeks before the general meeting.
c) Receive and bank all monies on behalf of the Executive Board and general assembly and shall together with chairperson operate a bank account on behalf of the organization.
d) Keep or cause the keeping of such books of accounts and other records necessary to clearly reflect the financial position of the organization.
e) Submit to the general assembly report showing the income and expenditure account and balance sheet for periodic reports to the Executive Board.
f) Be responsible together with the financial program committee for working out and accepting plans for funds raising, initiating financial planning and coordinating.
g) Be a member of the finance program committee for the organization.
h) Always attend all meetings and report regularly.

ARTICLE 8
ORGANIZATIONAL STRUCTURE

a) The General Assembly (GA)
b) The Executive Board (ED)
c) The secretariat

A) THE GENERAL ASSEMBLY AND ITS COMPOSITION

a) The General Assembly shall be the highest decision making body of the organization, convene twice a year, at the beginning of the year and the end of the year. All members of the organization shall constitute the General Assembly. As far as procedures at the General Assembly are concerned, shall be determined by the general assembly in accordance with the democratic principles. Decisions at the General Assembly shall be determined on the basis of a simple majority in favour, with the exception of the Constitutional amendments.

THE DUTIES OF THE GENERAL ASSEMBLY

i) The General Assembly shall decide and determine the policy, programme and the Memorandum of the organization.

ii) Receive and consider the reports of the Executive Board, which shall be presented by the Chairperson, the treasurer and the various heads of committees within the organization.

iii) Have right to review, ratify and amend any decision and/or recommendation taken by any of the officials of the Organization.

iv) Elect the Executive Board of the Organization.

v) Suspend and expel any member whether on the Executive Board or among general membership.

B) EXTRA-ORDINARY GENERAL ASSEMBLY, ELECTIONS AND BY-ELECTIONS

a) The extra ordinary General Assembly may be convened at anytime to address major policy issues at the instance of 2/3 of the General Assembly and may be called by the quorum of the Executive Board.

b) All elections shall be on the principles of one man, one vote and shall be carried out by show of hands and whenever there is a tie in any election, election shall be repeated until
a candidate obtains a simple majority. Bye elections shall take place whenever an office falls vacant, after one to three months. They shall follow the same procedure as provided for a particular office falling vacant.

THE ADVISORY COMMITTEE

They shall be an Advisory Committee to be constituted of seven members of exemplary character and high moral and professional profile appointed by the General Assembly. This committee shall have an advisory role to the Executive Board and shall spearhead the planning and implementation of development activities carried out by the organization. It shall also handle conflict resolution and disciplinary matters which involve senior staff members and members of the Executive Board.

The Advisory Committee shall hold office on terms and conditions determined by the General Assembly.

The first elected Advisory Committee Members are:

1. Mirembe Dorah
2. Kasaliiva Sunday
3. Nyanzi Gladys
4. Julian Nyaketcho
5. Migisaaye Karen

ARTICLE 10

ROLES AND PROCEEDINGS OF THE ANNUAL GENERAL MEETING

i) The Organization shall in each year hold the Annual General Meeting in addition to any other meetings in each year and shall specify the meeting as such in the notice calling it. This meeting shall be held at such time and place as the Executive Board shall appoint.

ii) All the members of the Organization shall be required to attend the meeting. The secretary shall notify the members in writing with the meeting's agenda two weeks in advance.

iii) The meeting shall review the Organization's activities and shall furnish with a detailed audited financial report of the Organization.

iv) The meeting shall be one-man-one-vote on any contentious matter that may accrue and is stipulated in the Organization constitution to be voted upon.

v) The meeting shall remove any official from office by a two-thirds majority.

ARTICLE 11

FINANCIAL SOURCE SOURCES OF FUNDING OF THE ORGANIZATION

The Organization shall solicit, obtain and receive funds through:-

Membership fee/dues:

i) This is a fee decided upon by the general assembly which shall always be paid by everybody anticipating/wishing to become a member except the children and it shall be paid only once. The amount shall be agreed upon by the executive board and be non refundable fee approved by the general assembly. The fee shall be modest, payable in Uganda local currency.

ii) The fee if paid shall always be receipted and on approval of the board, the membership card and certificate shall be issued respectively.

iii) Upon payment of the membership fee, the payee shall be written in the membership registry, coded and be given a member ship number.

iv) The fee which shall be determined by the Executive Board shall be mandatory and payable by all members.
Other Sources shall include:

a. Through undertaking loans whenever it may be deemed fit.
b. Programs and projects like competitions, crusades etc.
c. Other sources of finance due to the funding of the organization programs, shall include, gifts and deposits of money or securities from person desirous of supporting the programs and activities of the organization.
d. Donor funding including local and international donations and grants

a. Any support as may be acquired from well wishers of the Organization.
f. Funds as may be acquired through self projects and programs the Organization
g. Any other contributions by whatever name described.
ARTICLE 12
FINANCIAL MANAGEMENT

a) The Treasurer shall always prepare a statement of account annually for submission to the Board and Founctor Members.

b) The Secretary is empowered to retain reasonable sum at any time as petty cash, and keep necessary records to account for petty cash expenditure.

c) All cheques and other negotiable instruments for payment of money notes shall be signed by the Treasurer and the Chairperson.

d) The Executive Board shall cause proper books of accounts to be kept with respect to:

i) All sums of money received and spent by the ORGANIZATION and the matters in respect of which receipt and expenditure takes place.

ii) There shall be proper balances of assets and liabilities kept, to give true and fair view of the state of affairs of the organization.

iii) The books of account shall be kept at the registered office of the organization, or such a place or places as the executives thinks fit, and shall always be open for the inspection by the executive, members and government authorities.

iv) Auditors shall be appointed and their duties regulated by the general assembly and the executive board of the organization. Auditors shall audit organization books, prepare and submit to the board of executives the annual financial audit report in writing and such other reports as the board of executive may from time to time require. Auditors are answerable to the members.

v) The Executive Board shall open and manage a bank account with a suitable banking institution. The bank account shall be operated on behalf of the organization by the President two other signatories decided by the Executive Board.

vi) The financial year of the organization shall run from 1st July to 30th June, following the government financial year.

ARTICLE 13
GENERAL PROVISIONS

a) The organization shall pay all costs, charges and expenses incurred or sustained in or about the promotion and establishment of the same.

b) The organization shall numerate any person, firm or company rendering services.

c) The organization shall enter any agreement with government on the authoritative organs whether local or foreign, international or otherwise which may seem conducive to the organization’s objects or any of them and to obtain from such bodies, governments, authorities, persons or organizations, rights, privileges and concessions which the organization may think fit and desirable to obtain in order to realize the organization’s objectives.

d) The organization shall take such steps by personal, verbal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring a contribution to the funds of the organization in form of donations, annual subscription or otherwise.

e) The organization shall affiliate or cooperate with and subscribe to any organization, company, organization, society, local or international, having objects wholly or partly the same.

f) The organization shall establish and support any other affiliate member body formed for all objects of this organization.

g) The income and property of the organization wherever derived, shall be applied solely towards the promotion of the objects of the organization as set forth in this Constitution and no part thereof shall be paid or transferred, directly, by way of dividends, bonus or otherwise in any form of profit, to the members of the Organization.
ARTICLE 14
AMENDMENT OF ARTICLES AND BY-LAWS

(i) The Articles within this Constitution may be altered amended, repealed or added to at any regular meeting of the membership with 2/3 majority vote of the Board.

ARTICLE 15
DISCIPLINE, RULES AND REGULATIONS OF GENERAL MEMBERSHIP

The conduct of members of the organization shall be governed by the following rules and regulations:

i. Disciplinary proceedings shall be taken in case the basic principles and norms of the organization are violated by a member.

ii. Penalties for proven violations of the constitution norms and decision of the organization shall include counseling and fines, caution, suspension and expulsion.

iii. The conduct that directly violates the norms of the organization, any abuse of office, corruption or misappropriation of funds shall give rise to disciplinary and/or legal proceedings.

iv. Proceedings may also be brought against members who behave in disgraceful way that brings the Organisation into dispute or manifests, fragrant/grave violation of the normal integrity expected of members.

v. The Board shall have authority to adopt appropriate rules and regulations for the efficiency of the work of the organization when need arises. All rules and regulations shall be founded upon this Constitutional principals and policy platform for the organization.

ARTICLE 16
RESIGNATION, EXPULSION AND SUSPENSION OF MEMBER

(i) A member may resign his/her membership at any time by presenting a written notice giving reason for the resignation to the President. The resignation shall not take effect until confirmed by the board.

(ii) A member may be expelled from this organization for unbecoming conduct or serious breach of the Constitution or articles or indulging in conduct unbecoming of a member. However an opportunity may be granted to defend himself.

ARTICLE 17
ORGANIZATION PROPERTY CUSTODIANS/TRUSTEES

a) The property of the organization shall be vested in the hands and names of the founder members as trustees/custodians to deal with them. The office of the trustee shall be declared vacant if:
   i) She/he becomes of unsound mind
   ii) She/he is convicted of any criminal offence in courts of law
   iii) She/he is declared bankrupt

b) Trustees/custodians may at any time, resign their office by the tendering resignation in writing to the Executive Board who shall discuss and approve it.
ARTICLE 18
SUPREMACY

a) This Constitution is the supreme policy making instrument of this organization and Law governing it. Power of dissolution of the organization shall be vested in the decision of the Founder Members resolution passed by at least 1/4 of their composition.

b) The Organisation shall remain a parent Organisation to other Organisations that may be established under it including M-LISADA CHILDREN HOME.

ARTICLE 19
DISSOLUTION

c) If upon the dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to societies or Organisations having similar objectives and which shall profit the distribution of its or their income among its or their members to an extent at least as great as is imposed on the Company, such Organisation or whatever shall be determined by the members of the Organisation at or before the time of dissolution.

d) In the event of its being wound-up, every member of the Organisation undertakes to contribute towards the payment of the debts and liabilities of the Organisation contracted before he ceases to be a member and towards the cost, charges and expenses of winding up. All members of the Organisation shall contribute such a sum the Organisation shall determine in a general meeting. Their contributions shall hereto be in proportion to their maximum specified liability.

e) M-LISADA may make by-laws for the better carrying out and implementation of its objects
ORGANIZATIONAL STRUCTURE

a) The General Assembly (GA)
b) The Board of Directors (BOD)
c) The secretariat
MUSIC LIFE SKILLS AND DESTITUTION ALLEVIATION (M - LISADA)

BUDGET

INCOME
1. Organisation’s activities
   UGX 4,000,000=
2. Donations
   UGX 5,714,000=
3. Collections
   UGX 1,183,950=
4. Membership
   UGX 1,250,000=
   TOTAL UGX 12,147,950=

EXPENDITURE
1. Volunteer fees
   UGX 2,000,000=
2. Administrative cost
   UGX 1,000,000=
3. Rehabilitation
   UGX 5,000,000=
4. Utilities
   UGX 4,000,900=
   TOTAL UGX 12,000,900=
<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTIVITIES</th>
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<tbody>
<tr>
<td>June 2010</td>
<td>Registration of Organisation with the NGO Board.</td>
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<tr>
<td>July – August 2010</td>
<td>Coordinating with potential partners and establishing reliable and</td>
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<td></td>
<td>substantial networks</td>
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<td></td>
<td>Following up and processing Certificate of Approval from Ministry of</td>
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<td>Gender for the Organization</td>
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<tr>
<td>September 2010</td>
<td>Budget reviews and planning of activities to be implemented</td>
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<tr>
<td>October – Nov 2010</td>
<td>Following up on legal processes to commit the children into the home</td>
</tr>
<tr>
<td>December 2010</td>
<td>Capacity development and training of staff and volunteers</td>
</tr>
<tr>
<td>December 2010</td>
<td>Implementation of Organization’s activities (First Phase involving</td>
</tr>
<tr>
<td></td>
<td>Educational performances in schools (Secondary, primary, higher education)</td>
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<tr>
<td>Jan – February 2011</td>
<td>Implementation of Organization’s activities (First Phase involving</td>
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<tr>
<td></td>
<td>Educational performances in schools (Secondary, primary, higher education)</td>
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<tr>
<td>February 2011</td>
<td>Community sensitization programs and child rights</td>
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<tr>
<td>Month</td>
<td>Activity</td>
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<tr>
<td>March 2011</td>
<td>Implementation of planned activities</td>
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<tr>
<td>May 2011</td>
<td>Follow up on the implementation and evaluating Organization's activities</td>
</tr>
<tr>
<td>June 2010</td>
<td>Annual General Meeting – End of year activities</td>
</tr>
</tbody>
</table>
The Constitution was subscribed by the following constitutional members:

**NAME** | **SIGNATURE**
---|---
MR. MATOVU MOSES | [Signature]
EXECUTIVE DIRECTOR |  
MR. SEGAWA BOSCO | [Signature]
FOUNDER MEMBER |  
MR. TEBEZINDA 
M. DERRICK | [Signature]
MANAGER (MEMBER) |  
MR. WALUSIMBI RICHARD | [Signature]
ADMINISTRATOR |  

ALL OF:
M - LISADA
Ave Maria Road, Nsambya
P.O.Box 71511 Kampala.

WITNESS TO THE ABOVE:

**NAME:** [Signature]

**SIGNATURE:**

**POSTAL ADDRESS:** P.O.Box 9262 Kampala

**OCCUPATION:** Lawyer

*Signature of Witness*