

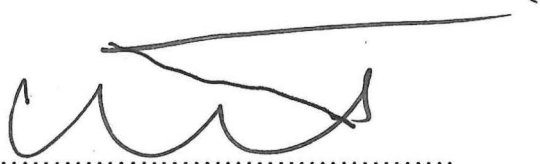


KYAMBOGO UNIVERSITY BURIAL POLICY

APPROVED ON 27TH APRIL 2023

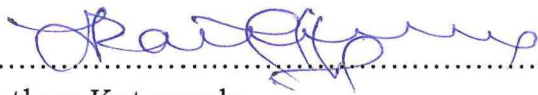
APPROVAL

Approved by Kyambogo University Council at its 99th meeting held on 27th April 2023.



.....
Mary Goretti Nakabugo, PhD
CHAIRPERSON UNIVERSITY COUNCIL

Date: 27th April 2024.



.....
Arthur Katongole
AG. UNIVERSITY SECRETARY

Date: 27th April 2024.

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Foreword

Most members of staff of Kyambogo University have experienced bereavement during their service. The death of a staff member takes a toll on any institution, and the University assumes responsibility for the burial in accordance with the provisions under Section 42(3) of the Employment Act, 2006. Similarly, employees are affected by the death of their spouses and children, and the University has often contributed to the burial arrangements.

Since its inception, the burial arrangements for deceased employees, their spouses and children below 18 years have been part of the employee’s benefit at the University. It has also been reflected on the University’s brand. However, the University has noted with concern that events have overtaken the current arrangements and do not reflect the positive image of the University.

of the above, the Council tasked Management to undertake a review of the burial arrangements with a view to formulating a policy that is fair, just, equitable, and contributes to the positive image of the University. The Burial Policy takes into account all beneficiaries, including the Chancellor, Members of Council, employees, and students.

On behalf of Council, I wish to appreciate Management for undertaking the review process, which has resulted in a policy that seeks to be responsive to the needs of the bereaved families of University employees, key stakeholders and students. The policy highlights Kyambogo University’s commitment to providing its employees with dignified services. I am confident that the policy will contribute to the University’s brand.

Signed:

Mary Goretti Nakabugo, PhD
CHAIRPERSON KYAMBOGO UNIVERSITY COUNCIL

Acknowledgement

The Policy for burial arrangements at Kyambogo University was formulated after years of implementing the current burial arrangements provided in the University's annual budget document.

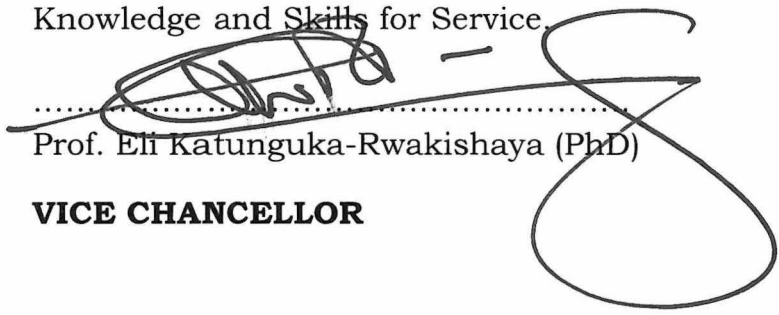
Since 2016, it has become increasingly clear that the current burial arrangement is out of sync with the modern practice of most institutions and individuals using funeral service providers. It did not, therefore, reflect a positive brand, which the University has more often than not strived to build and maintain.

I want to thank the Council for providing a clear direction to Management towards formulating this policy. I note that the policy took a while to develop due to the need for thorough qualitative and quantitative review of the burial arrangements in accordance with the laws of Uganda, taking into account the resources of the University.

I appreciate the Ad Hoc Committee of Top Management, comprising the Dean of Students, the University Bursar, Director of Human Resources, University Engineer, and Senior Public Relations Officer, for undertaking the preparation of the draft policy. I am also grateful to the Senior Human Resources Officer in charge of Staff Welfare for providing the Secretariat to the Committee.

Lastly, I would like to thank Top Management and the Establishment and Administration Committee for considering the policy and its implementation guidelines, and for recommending it to the Council. It is expected that the policy will be mutually beneficial to staff and students on one hand and the University on the other in terms of commitment, loyalty, and image.

Knowledge and Skills for Service.


.....
Prof. Eli Katunguka-Rwakishaya (PhD)

VICE CHANCELLOR

DEFINITIONS OF KEY TERMS

In this Policy, unless the context otherwise requires:

Beneficiary	refers to employees, staff, spouses, students, current leaders, former leaders or key stakeholders listed under section 6.0 of this policy.
Burial expense	is the cost of burial for Employees, Key stakeholders and students as defined under this Policy.
Category	is the grouping of staff according to scales and University grading.
Chancellor	means the Chancellor as defined under section 30 of the Universities and Other Tertiary Institutions Act, Cap 262.
Child	means a son or daughter of an employee (including a lawfully adopted child of the employee or his or her spouse) who has not attained his or her 18 th birthday.
Council	means the Council of Kyambogo University as established under Section 38 of the Universities and Other Tertiary Institutions Act, 2001 (as amended), as the supreme policy-making organ of the University.
Contract terms of employment	means a type of employment in which a specific period of employment and terminal gratuity is defined in the letter of offer.
Employee	means a person employed by the University under permanent, contractual, probationary, temporary and part-time terms.
Former Leaders,	Previous Leaders of the University, limited to Chancellors, Vice Chancellors and Chairpersons of Council.
Key stakeholder	means a Chancellor, designated Council Member, as well as former Leaders, spouse, child, Visiting Scholars and Children who are 18 years and above.

Management refers to the committee of Top Management set up by the Vice-Chancellor to advise him/her on administrative matters.

Part time employee Part time staff with running contract.

Permanent terms of Employment means a type of employment where an individual is offered an opportunity to serve the University in a specified position up to the mandatory retirement age of 60 years.

Spouse means a husband or wife of an employee registered on personal employee record form.

Staff Means all persons appointed by the University in the academic, administrative and support categories.

Student Registered Students of the University.

Temporary Terms of Employment means a type of employment where an individual is offered an opportunity to serve the University for a short term of six months to one year. Working from 8.00 am to 5.00 pm

University means Kyambogo University.

Visiting Scholars : Foreign Scholars who are on official duties with the University.

1.0 Introduction

The University has been meeting burial expenses for both employees and students. It also covers burial expenses for employees' spouses and children under 18 years of age.

The Special Council Meeting, which was held on 8th June 2016, noted that much as the bereaved families appreciated the University's contribution towards the burial of the deceased employees, some of the items provided, such as means of transport in the form of pick-ups, did not project a good image of the University. Members accordingly decided that Management should initiate a review of the burial policy to take into account the proposal to hire funeral services to manage burial arrangements, including the transportation of the body.

In view of the above, Kyambogo University management has formulated a policy to manage the burial arrangements, including transportation of the body, in order to accord a decent burial to the employees.

2.0 Policy Statement

Kyambogo University values the contributions of its Employees, Key stakeholders, and students to its growth and development. The University acknowledges the inevitability of death and commits to providing a dignified burial for its employees, key stakeholders and students.

3.0 Purpose

To enable the University to provide affordable, equitable, quality and sustainable burial services for its employees, key stakeholders and students.

4.0 Objectives

a) To enable the University to put in place reliable, equitable and sustainable burial services.

- b) Identify appropriate burial packages for employees, key stakeholders and students of Kyambogo University.
- c) To put in place effective management mechanisms for the implementation of the policy for burial arrangements.

5.0 Implementing Strategies

Objectives	Strategies
1. To enable the University to put in place reliable, equitable and sustainable burial services.	<ul style="list-style-type: none"> (i) Plan and budget annually for burial arrangements (ii) Outsourcing a service provider for burial service (iii) Arrange to have timely processing and payment for burial services. (iv) Provide a University vehicle for students and mourners.
2. To identify an appropriate burial package for employees, key stakeholders and students of Kyambogo University	<ul style="list-style-type: none"> (i) Categorise the eligible beneficiaries according to salary scale and university grading. (ii) Identify and select benefits per category.
3. To put in place an effective management mechanism for implementation of the burial arrangement	<ul style="list-style-type: none"> (i) Define roles of various parties for effective and efficient action. (ii) Relevant offices will inform the concerned parties and take appropriate action.

6.0 Eligible Beneficiaries

Kyambogo University burial services shall cater for the following:

- a) Chancellor and members of Governing Council,
- b) Employee on permanent, contractual, temporary and part-time terms,
- c) One spouse of the employee registered with the University.

- d) Up to four (4) registered biological or legally adopted children of the employee, 18 years and below,
Notwithstanding 6(d) above, the minimum age shall be one (1) day; in such a scenario, registration shall be waived.
- e) Registered Student of Kyambogo University,
- f) Former Leaders,
- g) Visiting Scholars.

7.0 Governance and Management

7.1 Roles and Responsibilities of the University and Employees

7.1.1 Responsibility of Kyambogo University

The University shall;

- a) Formulate and review the Burial Policy;
- b) Ensure the burial service is made available to all employees, key stakeholders and students who meet the eligibility criteria; and
- c) Make appropriate budget provisions for burial expenses

7.1.2 Responsibility of the Employee

Individual employees shall;

- a) Ensure that they update their records with the Directorate of Human Resources.
- b) Notify the University of the death of the spouse and children.
- c) Provide feedback to the Directorate of Human Resources on services provided; and

7.2. Governance Structure

The governance structure shall consist of the University Council, Top Management, Directorate of Human Resources and Dean of Students as elaborated below:

7.2.1. University Council

Subject to the provisions under Section 40 of the Universities and Other Tertiary Institutions Act, 2001 (as amended), the University Council, as the supreme organ of the University, shall:

- a) Provide overall direction for the management of the policy;
- b) Receive, consider and approve the policy and guidelines for the burial arrangements of employees, key stakeholders and students;
- c) Receive, consider and approve the University's annual budget for implementation of the policy;
- d) Be responsible for overall monitoring of the Policy; and
- e) Undertake an oversight role over the policy

7.2.2. Top Management

Top management shall:

- a) Be responsible for the overall implementation of the policy;
- b) Consider and present proposals for the development and/or review of the policy and guidelines;
- c) Identify and mobilise resources for implementation of the policy;
- d) Overall preparation of the budget for burial arrangements;
- e) Communicate and advise relevant stakeholders of the approved policy;
- f) Nominate and/or facilitate a university representative to officially attend the burial of the employee, key stakeholder and student,
- g) Consult with governance and other organs for feedback on the policy;
- h) Monitor and evaluate the policy;
- i) Report to Council through the Establishment and Administration Committee.

7.2.3 Office of the University Secretary

The Office of the University Secretary shall;

- a) Oversee the planning and budgeting for resources for managing the policy;

- b) Approve the requests for burial resources, transport and payments to funeral service providers;
- c) Endorse any contracts or memorandum of understanding with funeral service providers;
- d) Appoint the contract manager for the funeral services; and
- e) Liaise with the University Bursar to identify and mobilise resources for funeral services for the employee, key stakeholders and students.

7.2.4 Office of the Directorate of Human Resources

The Directorate of Human Resources will oversee the day-to-day implementation of this policy in respect of employees and key stakeholders.

The Directorate of Human Resources shall:

- a) Sensitise staff about the policy in conjunction with the Office of Public Relations;
- b) Update and maintain up-to-date data of employees
- c) Prepare a draft budget for the burial products;
- d) Receive and validate notification of the death of the employee and key stakeholder in conjunction with the Office of the Public Relations;
- e) Verify the category of the deceased employee and key stakeholder;
- f) Validate information of the deceased;
- g) Notify the concerned parties (service provider, employer, employees, employees' next-of-kin) about the death, burial date and place of burial of the deceased employee or key stakeholder;
- h) Link the Service Provider to the family of the deceased;
- i) Provide information to new employees and key stakeholders about the Burial Policy;
- j) Prepare condolence message;
- k) Assist the deceased's family in accessing all their benefits,
- l) Arrange for the transportation of the deceased employee and key stakeholders.

7.2.5 Office of the Dean of Students

The Dean of Students shall:

- a) Sensitise students about the burial arrangement policy;
- b) Update and maintain up-to-date data of registered students in conjunction with the Academic Registrar;
- c) Prepare a draft budget for the burial products for students;
- d) Receive and validate notification of the death of a student;
- e) Verify the registration status of a deceased student;
- f) Notify the concerned parties about the death, burial date and place of a deceased student;
- g) Request for burial items and transport for the body and mourners;
- h) Receive and analyse feedback from stakeholders;
- i) Prepare a condolence message to the bereaved family; and
- j) Prepare a report on the implementation of the policy regarding students.

7.2.6 Office of the University Engineer

The Office of the University Engineer shall:

- a) Prepare a budget for the transportation of staff and students' mourners.
- b) Arrange transport for both employees, key stakeholders and students' mourners by provision of one vehicle for the Representative of the University and a maximum of a 60-seater bus for the Mourners.
- c) Provide a fueled vehicle for transporting deceased students and their mourners, and a Driver and Bus Attendant who will be facilitated.

7.2.7 Office of the Public Relations

The office of the Public Relations shall:

- a) In conjunction with the Directorate of Human Resources, sensitise employees and key stakeholders about the policy;
- b) Receive and analyse feedback from stakeholders on the Policy.

7.2.8 Role of Department

The Department shall:

- a) Notify the Directorate of Human Resources of the death of a member of Staff,
- b) Link the family of the deceased to the Directorate of Human Resources,
- c) Mobilise mourners for a proper means of transport not exceeding a 60-seater bus.

8.0 Products and Services (Benefits)

8.1 The University shall procure Burial Service Provider to cover appropriate *products* and services that would cater for each individual staff according to categories listed below:

- a) **Category 1** for Chancellor, Council member and employees in salary scale PU1-PU3;
- b) **Category 2** for employees in salary scale PU4-PU6.2; and
- c) **Category 3** for employees in salary scale PU10-PU15 plus other employees without salary scale.
- d) **Category 4** for Spouse and children of the employee.
- e) **Category 5** for former Leaders and Visiting Scholars.
- f) **Category 6** for Children of Employee who are 18 years and below.
- g) **Category 7** for Part-time staff with running contracts.
- h) **Category 8** for registered Students.

8.2 The rates for different categories shall be subject to review by the University Council from time to time.

8.3 In case the family prefer to use other means, the University shall give the equivalent in monetary terms as provided in the Guidelines.

9.0 Monitoring and Evaluation

9.1 There shall be a Monitoring and Evaluation (M&E) framework to monitor the implementation of the policy for burial arrangement for staff and students of Kyambogo University.

9.2 The office of the Directorate of Planning and Development shall be responsible for developing and implementing M&E framework for this policy.

10.0 Policy Review

10.1 The Policy will be reviewed every five (5) years from the date of approval by University Council.

10.2 Management or any other stakeholder shall initiate the review of the policy.

11.0 Commencement date

The commencement date shall be the date of approval by the University Council.

GUIDELINES FOR IMPLEMENTATION OF THE KYAMBOGO UNIVERSITY BURIAL POLICY

1.0 Introduction

1.1 Short Title

This guideline may be cited as “Burial Arrangement Policy Guidelines”.

1.2 Formulation of the Guidelines

1.2.1 This guideline was formulated by Council in accordance with the provisions of the Universities and other Tertiary Institutions Act, 2001 (as amended).

1.2.2 The guidelines were established under the Burial Arrangement policy for employees, key stakeholders and students of Kyambogo University within Uganda.

1.2.3 If there is any inconsistency between this guideline and the policy, the latter shall prevail.

1.3 Commencement of the Guideline.

This guideline shall come into force upon approval of the Burial Arrangement policy for Staff and Students of Kyambogo University.

1.4 Application and Purpose of the Guidelines

1.4.1 These guidelines shall apply to:

- (i) Service providers
- (ii) Chancellor and Designated Council members
- (iii) Employees
- (iv) Registered students
- (v) Spouses of employees
- (vi) Former Leaders
- (vii) Children of an Employee who are 18 years and below.
- (viii) Visiting Scholars

1.4.2 The purpose of the guideline is to describe the best practices for the implementation of the policy.

2.0 Implementation Guidelines for the Burial Arrangement Policy

2.1. Objectives, Strategies and Activities

The following activities will implement the objectives and strategies of the policy;

Objectives	Strategy	Activity
1) To enable the University to put in place reliable, equitable and sustainable burial services	a) Plan and budget annually for burial services.	i) Identify and select burial products for the beneficiaries. ii) Cost the burial products. iii) Provide the costs in the annual budget.
	b) Outsource service provider(s) for burial services.	i) Procure funeral service providers. ii) Select offices to manage funeral services. iii) Notify the funeral service provider in time of the death of the employee and the key stakeholder. iv) Monitor and evaluate funeral service providers.
	c) Arrange to have timely processing and payment for burial services.	i) Obtain invoices and relevant documents from service providers or the office.

		<ul style="list-style-type: none"> ii) Process payments to funeral service providers and other funeral handlers in a timely manner. iii) Provide timely feedback to funeral service providers and or other funeral handlers.
	d) Provide University Vehicle for Students and mourners.	<ul style="list-style-type: none"> i) Notify and request the Transport office to arrange for transport for deceased students and mourners. ii) Provide a flexible arrangement for the transport of deceased students and mourners.
2) To identify an appropriate burial package for the beneficiaries of Kyambogo University.	a) Categorise the employees, students and eligible beneficiaries according to salary scale and University grading.	<ul style="list-style-type: none"> i) Update employee records. ii) List the beneficiaries by category. iii) Provide information to the employee, key stakeholders and students on the category. iv) Register newborns of employees within the first month. v) Provide data on the registration status of students.
3) To put in place an effective management mechanism for the implementation of the	<ul style="list-style-type: none"> a) Define the roles of various parties for effective and efficient action. b) Notify the Directorate of Human Resources. 	<ul style="list-style-type: none"> i) Maintain clear communication between the University, the deceased's family, and the funeral service provider. ii) Identify and/or select contact persons of concerned parties.

burial arrangement.	c) Relevant offices will inform the concerned parties and take appropriate action.	iii) Receive feedback from the funeral service provider and the bereaved family.
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2.2. Governance and Management of the Burial Arrangement Policy

To undertake the governance and management roles stipulated in the policy, the established structures and organs of the University will:

- a) Exercise the principles of transparency, fairness, equity, accountability, efficiency and effectiveness; and
- b) Adhere to the relevant laws and regulations regarding Human Resource Management, Financial Management, Procurement and good practices.

2.2.1 University Council

Subject to the provisions under Section 40 of the Universities and Other Tertiary Institutions Act, 2001 (as amended), the University Council, as the supreme organ of the University, shall:

- a) Provide overall direction for the management of the policy;
- b) Receive, consider and approve the policy and guidelines for the burial arrangements of staff and students;
- c) Receive, consider and approve the University's annual budget for implementation of the policy;
- d) Be responsible for overall monitoring of the Policy; and
- e) Undertake an oversight role over the policy

2.2.2 Top Management

Top Management shall:

- a) Be responsible for the overall implementation of the policy;

- b) Consider and present proposals for the development and/or review of the policy and guidelines;
- c) Identify and mobilise resources for implementation of the policy;
- d) Overall preparation of the budget for burial arrangements;
- e) Communicate and advise relevant stakeholders of the approved policy;
- f) Nominate and/or facilitate a university representative to officially attend the burial of the employee, student and/or key stakeholder;
- g) Consult with governance and other organs for feedback on the policy; and
- h) Monitor and evaluate the Policy.

2.2.3 Office of the University Secretary

The Office of the University Secretary shall;

- a) Oversee the planning and budgeting of resources for managing the policy;
- b) Approve the requests for burial resources, transport and payments to funeral service providers;
- c) Endorse any contracts or memorandum of understanding with funeral service providers;
- d) Appoint the contract manager for the funeral services; and
- e) Liaise with the University Bursar to identify and mobilise resources for funeral services for Employees, key stakeholders and students.

2.2.4 Office of the Director Human Resources

The Directorate of Human Resources shall:

- a) Sensitise employees and key stakeholders about the policy in conjunction with the Office of the Public Relations;
- b) Update and maintain up-to-date data of employees;
- c) Prepare a draft budget for the burial products;

- d) Receive and validate notification of the death of an employee and/or key stakeholder in conjunction with the Office of the Public Relations;
- e) Verify the category of the deceased employees and key stakeholders;
- f) Validate the information of the deceased employees and key stakeholders;
- g) Notify the concerned parties (service provider, employer, employees, employees' next-of-kin) about the death, burial date and place of burial of the deceased employees and key stakeholders;
- h) Link the service provider to the family of the deceased;
- i) Provide information to new staff about the burial policy;
- j) Arrange transportation for the employees and key stakeholders;
- k) Receive and analyse feedback from stakeholders;
- l) Prepare a condolence message to the bereaved family;
- m) Assist the deceased's family to access all their benefits; and
- n) Prepare a report on the implementation of the policy;

2.2.5 Office of the Dean of Students

The Office of the Dean of Students shall;

- a) Sensitise students about the burial arrangement policy;
- b) Update and maintain up-to-date data of the registered students;
- c) Prepare a draft budget for the burial products for students;
- d) Receive and validate notification of the death of a student;
- e) Verify the registration status of a deceased student;
- f) Notify the concerned parties about the death, burial date and place of a deceased student;
- g) Request for burial items and transport for the body and mourners;
- h) Receive and analyse feedback from stakeholders;
- i) Prepare a condolence message to the bereaved family; and
- j) Prepare a report on the implementation of the policy in regard to students;

2.2.6 Office of University Engineer

The Office of University Engineer shall:

- a) Prepare a budget for the transportation of staff and students' mourners;
- b) Arrange for the transportation of the bodies of deceased students to their burial places;
- c) Arrange transport for both staff and student mourners by provision of one vehicle for the representative of the University and a maximum of a 60-seater bus for mourners; and
- d) Provide a fuelled vehicle for transporting deceased students and mourners, and a driver who will be facilitated.

2.2.7 Office of the Public Relations

The Office of Public Relations shall:

- a) In conjunction with the Directorate of Human Resources, sensitise staff about the policy;
- b) Receive and analyse feedback from stakeholders on the Policy.

2.2.8 Role of the Department

The Department shall:

- a) Notify the Directorate of Human Resources of the death of a member of Staff;
- b) Mobilise mourners for an appropriate means of transport not exceeding a 60-seater bus.

2.3. Exceptional Considerations

2.3.1 In the event that a family has a funeral arrangement with a higher budget and wishes to have a monetised contribution, Management will provide a monetary contribution within the limit of the staff category.

2.3.2 In the event of the death of a member of the council, employee, spouse or child or

Student where an alternative burial package is provided, Management will provide the monetary equivalent within the limit of the staff category or registered student.

2.3.3 In the event of the death of a child or dependent who belongs to a couple who are both employees, Management shall provide one package to the most senior staff member.

2.3.4 In the event that an employee dies outside the country while on official duties, the University shall transport the body back.

2.3.5 In case parents prefer to use other means, the University shall give the equivalent in monetary terms.

2.3.6 In the event that a housed employee dies while in the service of the University, the family/dependants residing there shall be allowed to retain the *University house for up to 3 months*. Upon the expiry of the 3 months, dependants shall be required to vacate the University house without further notice.

3.0 Monitoring and Evaluation

3.1 There shall be a monitoring and evaluation (M&E) framework to monitor the implementation of the policy for burial arrangements for staff and students of Kyambogo University.

3.2 The Office of the Directorate of Planning and Development will be responsible for developing and implementing the M&E framework for this policy.

4.0 Review of the Policy and Guideline

4.0 The Policy will be reviewed after every five (5) years from the date of approval by the University Council.

4.1 Management or any other stakeholder shall initiate the review of the policy.

- 4.2 The Guidelines will be reviewed as frequently as required, and Management may, as deemed necessary, communicate through administrative circulars.
- 4.3 The rates may be reviewed annually during the budgeting process.

5.0 Commencement Date

The commencement date shall be the date of approval of the Policy by the University Council.

APPENDIX I

Costed Burial Product and Service (Benefits) for the Starting Year

S/NO	PRODUCTS	CAT. 1	CAT. 2	CAT. 3	CAT. 4	CAT. 5	CAT.6	CAT.7	CAT.8	
1.	Coffin/Casket	2,300,000	1,200,000	900,000	500,000				200,000	
2.	Corporate Wreath Plus four (4) carnations on stands	250,000	210,000	200,000	100,000	100,000				
3.	Body Treatment	200,000	200,000	200,000	200,000				200,000	
4.	Transportation of the body within Uganda	<i>200,000 basic within Kampala & 1,300/ @ extra Km</i>	<i>200,000 basic within Kampala & 1,300/ @ extra Km</i>	<i>200,000 basic within Kampala & 1,300/ @ extra Km</i>	<i>200,000 basic within Kampala & 1,300/ @ extra Km</i>				300,000	
5.	Transportation of body for Visiting Scholar, International Staff and Students	Use the most cost effective means of Transport available.								

6.	Pallbearers (Professional handlers) –Lowering device, Coffin trolley, Coffin tent and Carpet	500,000	500,000	500,000	450,000				
7.	Grave Construction	1,500,000	1,200,000	1,000,000	500,000				200,000
8.	Grave Finishing (Terrazzo, Tiles or Slab)	2,500,000	700,000	500,000	-				
9.	Burial Incidental Expenses	1,000,000	700,000	500,000	350,000	2,000,000	1,000,000	500,000	100,000
10.	Tent and Chairs	550,000	500,000	400,000	350,000				
11.	Order of Service Booklets	250,000	210,000	150,000	-				
12.	Standby Generator	200,000	200,000	150,000	-				
13.	TV Announcement	400,000	-	-	-				
14.	A3 Portrait	100,000	50,000	50,000	-				
15.	Public Address System	500,000	500,000	380,000	-				
16.	Radio Announcement-5	50,000	50,000	50,000	-				
17.	Appreciation SMS Message	50,000	50,000	50,000	-				
18.	Condolence Book	50,000	50,000	50,000	-				
	TOTAL	10,400,000	6,320,000	5,400,000	2,850,000	2,100,000	1,000,000	500,000	1,00,000

APPENDIX II

Burial Product and Service (Benefits) for the Starting Year

S/NO	PRODUCTS	CAT. 1	CAT. 2	CAT. 3	CAT. 4	CAT. 5	CAT. 6	CAT. 7	CAT. 8
1.	Coffin/Casket	✓	✓	✓	✓				✓
2.	Corporate Wreath Plus four (4) carnations on stands	✓	✓	✓	✓	✓	✓		
3.	Body Treatment	✓	✓	✓	✓				✓
4.	Transportation of the body within Uganda	✓	✓	✓	✓				✓
5.	Pallbearers (Professional handlers) –Lowering device, Coffin trolley, Coffin tent and Carpet	✓	✓	✓	✓				
6.	Grave Construction	✓	✓	✓	✓				✓
7.	Grave finishing (Terrazzo, Tiles or Slab)	✓	-	-	-				
8.	Burial Incidental Expenses	✓	✓	✓	✓	✓	✓	✓	✓
9.	Tent and Chairs	✓	✓	✓	-				

10.	Order of Service booklets	✓	✓	✓	-				
11.	Standby Generator	✓	✓	✓	-				
12.	TV Announcement	✓	-	-	-				
13.	A3 Portrait	✓	✓	✓	-				
14.	Public Address system	✓	✓	✓	-				
15.	Radio Announcement-5	✓	✓	✓	-				
16.	Appreciation SMS message	✓	✓	✓	-				
17.	Condolence Book	✓	✓	✓	-				

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