



A Guide to Self Assessment for URSB Clients



1. Type in your web browser <https://www.ura.go.ug> which will directly take you to the URA homepage



The screenshot shows a web browser with several tabs open: (1) URSBHQ (@URSBHQ) | Twit..., Uganda Registration Services B..., Uganda Revenue Authority, and ursb logo - Google Search. The address bar displays <https://www.ura.go.ug>. The homepage features the URA logo, the text "Uganda Revenue Authority" and "Developing Uganda Together", and a navigation menu with links: HOME, ABOUT US, NOTICES, PERFORMANCE, GUIDES, EVASION ALERTS, CAREERS, and SERVICE CATALOGUE. A "Hello Guest!" message is visible in the top right. Below the navigation menu, there is a banner for "eServices" with the text "Easily manage your URA Account Online." and a "WWW" icon.

2. Click on **eServices**



eServices

Easily manage your URA Account
Online.

[My TIN](#)

[How To Apply For TIN Individual
Withholding Tax Exemption List](#)

[Licensed Customs Agents List](#)

[More...](#)

3. Under Payments, Select **Payment Registration**



Payments

Here you can generate payment slips (PRNs) to pay your tax obligations, fees and other duties. Also you can re-register your payment and print receipts of your payments

- » [Payment Registration](#)
- » [Payment Re-Registration](#)
- » [Print PRN Slip](#)
- » [Payment Re-Generation](#)
- » [Print Income Tax Payment Certificate](#)
- » [Pay VISA/MASTERCARD PRN](#)

4. Select **Other NTR** under **TAX HEAD**

5. Under Ministry/Department/Agency,
Select drop down
**UGANDA REGISTRATION SERVICES
BUREAU** 4th from the Bottom.

6. Under **DEPARTMENT**, select one
of the 5 choices, E.g
BUSINESS/CIVIL/REGISTRATION'

Tax Head

NTR
 Tax Type(For IT,VAT,Excise,With holding,Gaming Tax etc)
 Other NTR

Payment Registration

Select Payment Type*

NTR
 Tax Type(For
 Other NTR


- UGANDA INVESTMENT AUTHORITY
- UGANDA LAND COMMISSION
- UGANDA LAW REFORM COMMISSION
- UGANDA MANAGEMENT INSTITUTE
- UGANDA MICROFINANCE REGULATORY AUTHORITY
- UGANDA NATIONAL BUREAU OF STANDARDS
- UGANDA NATIONAL ROADS AUTHORITY
- UGANDA POLICE
- UGANDA PRISONS SERVICES
- UGANDA REGISTRATION SERVICES BUREAU**
- UGANDA REVENUE AUTHORITY
- UGANDA ROAD FUND
- UGANDA TOURISM BOARD

Details of Other NTR Payments

Ministry/Department/Agency * UGANDA REGISTRATION SERVI ▼

DEPARTMENT --Select-- ▼

Reference Number

Assessment Date 

- Select--
- BUSINESS REGISTRATION DEPARTMENT**
- CIVIL REGISTRATION DEPARTMENT
- COPY RIGHT AND NEIGHBOURING RIGHTS APPLICATION
- INTELLECTUAL PROPERTY DEPARTMENT
- TENDER FEES



7. Under **CATEGORY**, Select appropriately on the drop down.

(Business Names, Company Registration, ..etc)

Details of Other NTR Payments

Ministry/Department/Agency * UGANDA REGISTRATION SERVI

DEPARTMENT BUSINESS REGISTRATION DEPA

CATEGORY COMPANY REGISTRATION

SUB-CATEGORY

Reference Number

Assessment Date

- Select--
- BUSINESS NAMES
- COMPANY REGISTRATION**
- OFFICIAL RECEIVER/LIQUIDATION
- REGISTRATION OF CHARGES OF COMPANIES
- REGISTRATION OF DOCUMENTS

8. Under **SUB-CATEGORY** Select the appropriate option by clicking on the drop down.

*The amount will be automatically displayed in the **AMOUNT BOX***

Details of Other NTR Payments

Ministry/Department/Agency * UGANDA REGISTRATION SERVI

DEPARTMENT BUSINESS REGISTRATION DEPA

CATEGORY COMPANY REGISTRATION

SUB-CATEGORY Local - Filing fees for company

9. Under Fees Calculation-**Number Of Form**- Type the appropriate number E.g. 1

Fees Calculation

Number Of Form	Charge per 1 Form	Final Amount in (UGX)
1.00	20,000.00	20,000.00
Total Amount (in UGX)	20,000.00	
Total Fees Payable (in UGX)	20000	

10. Under Taxpayer Details, Type the **Taxpayer Name**

Eg. Company Name, Business name,..etc depending on the type of document to be paid for. Example below: The company being registered is called URSB Limited. This makes it the Taxpayer name. **DONOT TYPE OR FILL IN YOUR NAME UNLESS IT'S THE COMPANY NAME.**

Taxpayer Details			
TIN	<input type="text"/>	Taxpayer Name *	<input type="text" value="URSB Limited"/>
Email Id	<input type="text"/>		
Plot No	<input type="text"/>	Building Name	<input type="text"/>
Street Address	<input type="text"/>	Trade Center	<input type="text"/>
District/City*	<input type="text" value="KAMPALA"/>	County/Municipality*	<input type="text" value="KAMPALA CENTRAL DIV"/>
Sub county / Town Council/Division*	<input type="text" value="KAMPALA CENTRAL DIV"/>	Parish*	<input type="text" value="--Select--"/>
Village*	<input type="text" value="--Select--"/>		
Contact Telephone Number	<input type="text"/>	Mobile Number	<input type="text"/>

11. Go to **District/City*** Select appropriately from the drop down.

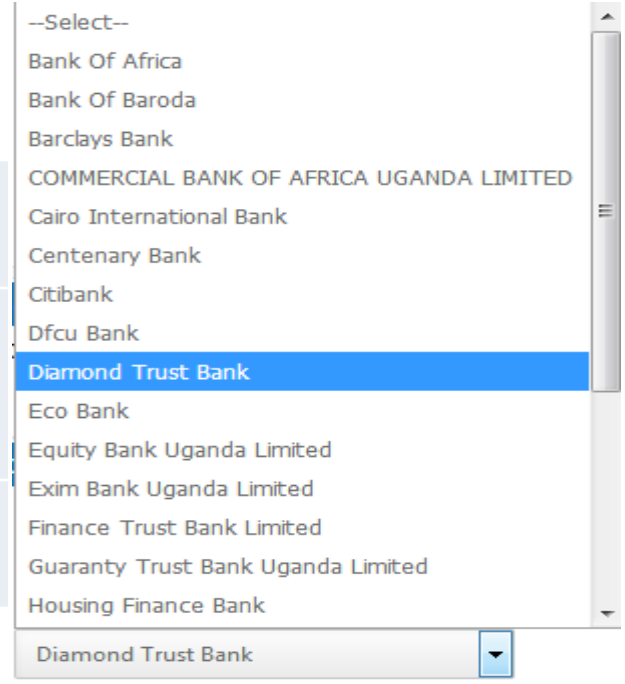
12. Then under **County/Municipality*** Select appropriately from the drop down.

13. **Sub county / Town Council/Division*** Select appropriately from the Drop down

14. Under Bank Details, Payment Mode*--- Select **CASH**

15. Under **URA's Banker Name** * Select the bank of your choice where you will be making the payments.

16. Enter text from **Given image** * Enter the text as it appears, NOTE: These are case sensitive. *CfM7vP*



Bank Details *C f M 7 v P* (Letters are case sens

Payment Mode*

Bank Payment Type *

URA's Banker Name *

Enter text from Given image * (Letters are case sensitive)

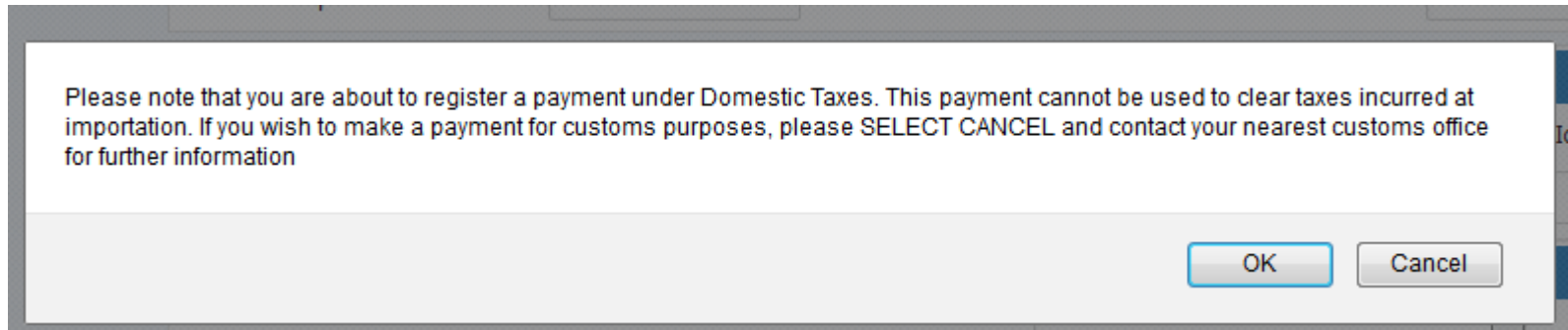
17. Click on **Accept and Register**.

Enter text from Given image * (Letters are case sensitive)

Fields marked with * are mandatory

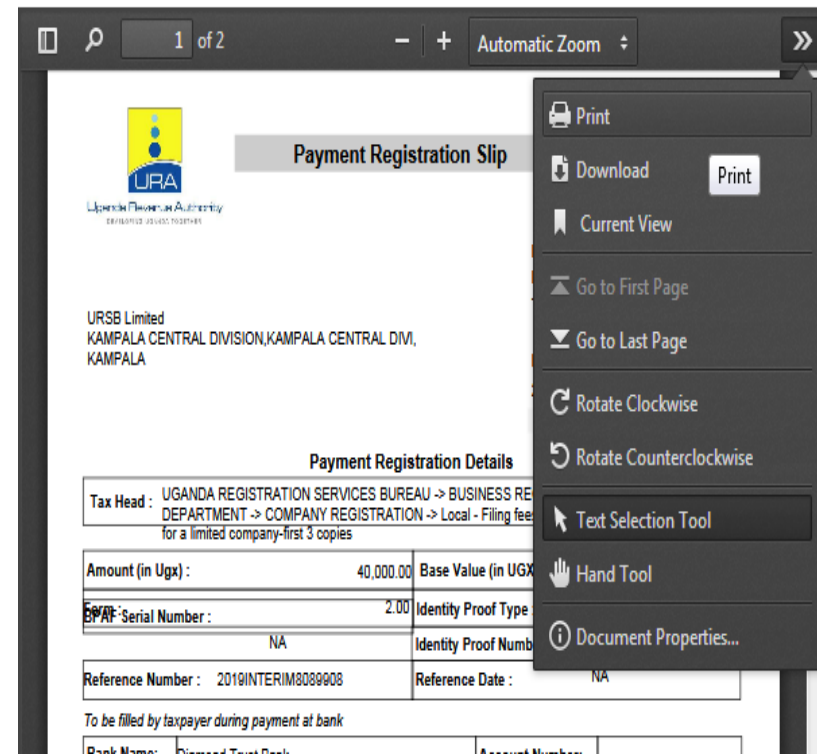
Declaration : I declare that the information given on this application is true and correct and that failure to provide correct information delayed processing or rejection of this application .

18. Select **okay** on the window that pops up.



19. Select the forward arrow on the top right Corner to print a copy.

20. Select OK to print.



SELF ASSESSMENT: Step-By-Step

1. Type in <https://www.ura.go.ug>

2. Click on eServices

3. Under Payments, Select Payment Registration

4. Select Other NTR under TAX HEAD

5. Under Ministry/Department/Agency , Select drop down- UGANDA REGISTRATION SERVICES BUREAU-4th from the Bottom.

6. Under DEPARTMENT, select appropriately on one of the 5 choices, E.g 'BUSINESS REGISTRATION'

7. Under CATEGORY, Select appropriately from the drop down. (Business Names, Company Registration,..etc)

8. Under SUB-CATEGORY Select the appropriate option by clicking on the drop down.

The amount will be automatically displayed in the AMOUNT BOX

9. Under Fees Calculation-Number Of Form- Type the appropriate number E.g 1

10. Under Taxpayer Details, Type the Taxpayer Name Eg. Company Name, Business name, etc depending on the type of document to be paid for

11. Go to District/City* Select appropriately on the drop down

12. Then under County/Municipality* Select appropriately on the drop down.

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14. Under Bank Details, Payment Mode*--- Select CASH

15. Under URA's Banker Name * Select the bank of your choice where you will be making the payments.

16. Enter text from Given image * Enter the text as it appears, NOTE: These are case sensitive. E2iHg77

17. Click on Accept and Register.

18. Select okay on the window that pops up.

19. Select the forward arrow on the top right Corner to print a copy.

20. Select OK to print.