

## Step by step guide for Taxpayer Identification Number registration process – Non Individual

Step 1: Open our web portal <http://ura.go.ug> as shown below.

The screenshot shows the Uganda Revenue Authority (URA) website homepage. The header includes the URA logo, the tagline "Developing Uganda Together", and user options: "Hello Guest! | Log In | Register". A search bar and links for "About Us | Site Map | Contact Us" are also present. The navigation menu includes: HOME, ABOUT US, NOTIFICATIONS, PERFORMANCE, INQUIRIES, CAREERS, TAX EVASION ALERTS.

The main content area features a news article titled "URA launches a new Customs course." and a photo of a truck with a banner that reads "SMUGGLED BATTERIES RECOVERED FROM MATOOKE TRUCK". Below the photo is a quote: "When man learnt to shoot without shooting, birds learnt fly without perching, goes a saying. Likewise, the more enforcement tightens the noose on smugglers, the more they devise means of avoid.....".

The "eServices" section includes links for "Reset Password", "My Tin", and "More...". A yellow callout box with a pointer to the "eServices" link contains the text: "Click here and follow the steps on how to download the form".

The "Tax Assistant" section offers "Quickly get answers Tax questions using Interactive Tax Assis...".

The "Tax Tools" section includes "Easily calculate your Tax obligations to URA using the new Tax Calc." and links for "Tax Calculator", "Vehicle Tax Calc", and "Mobile Tax Payment".

The "Compliance" section includes "Easily calculate your Tax obligations to URA using the new Tax Calc." and links for "Report Non-Compliance" and "Document Authentication".

The footer includes "Follow Us:" with social media icons for Facebook, Twitter, and RSS, and buttons for "Daily Exch. Rates" and "Get Mobile App".

Step 2:

Uganda Revenue Authority  
Developing Uganda Together

HOME ABOUT US NOTIFICATIONS PERFORMANCE INQUIRIES CAREERS TAX EVASION ALERTS

### eServices

- Register for Taxes**  
Here you can register as individual or non-individual for different tax-types
  - Individual Registration
  - Non-Individual Registration**
  - Group Registration
  - Print Submitted Forms
- Payments**  
Here you can download forms required for your tax obligations with URA as an business
  - Payment Registration
  - Payment Re-Registration
  - Print Payment Receipt
- Motor Vehicle**  
Here you can download forms required for your tax obligations with URA as an business
  - Search And Certification
  - Motor Vehicle Search Details
- Stamp Duty**  
Here you can download forms required for your tax obligations with URA as an business
  - Bulk Registration
  - Stamp Certificate Issuance
  - Stamp Certificate Issuance for Bulk Assessment
  - Duplicate Certificate Issuance

TRACK APPLICATION STATUS  
Enter Your Reference Number  
Track

Enter Your Search Code  
Print Form

PRINT PAYMENT RECEIPT  
Enter Your Payment Registration Number  
Enter Your Search Code  
Print Receipt

Log In | Register

About Us | Site Map | Contact Us

Step 3:

HOME > TIN NON-INDIVIDUAL REGISTRATION

### TIN NON-INDIVIDUAL Registration

**Instructions**

A) To register online for registration as an Individual/Non-individual, select New Form from the box below and follow the instructions provided.

B) If you were unable to upload your application form, select Continue with Previously filled form and follow the instructions provided.

New Form

2. From the drop down list, select NEW FORM

**Download template for Registration**

- >> TIN Non-Individual
- >> Annexure-I(GPBT)
- >> Annexure-II(VAT)
- >> Annexure-III(Excise)
- >> Annexure-IV (Additional Business / Branch)

**Note :** use forms. It is very important that you read these guidelines before downloading a template as they will enable you fill the templates with ease

Step 4:

**Save**  
Please save the template on a location on your computer or flash disk as soon as you download. The template is designed to be filled offline. DO NOT attempt to fill information into the template before you have saved it.

**Opening Tin\_Nonindividual.xls**  
You have chosen to open:  
Tin\_Nonindividual.xls  
which is: Microsoft Excel 97-2003 Worksheet  
from: http://10.1.0.244

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

**3. Save the downloaded template before opening it**

**Validation**  
There is a validation button at the bottom of the last schedule of your template. Please use this button to enable the template check itself for validity, completeness, and accuracy in order to ensure that your calculations are correct, and that you have not left out any mandatory fields.

1	Student	Subject
2		
3	Steven	
4	Kelly	
5	Elisa	
6	Joseph	
7	Euan	
8	Mary	
9	Holly	
10	Paul	

Step 5:

**CAUTION:** Before opening this form please **enable macros**. Proceed and open the form if macros are already enabled.

**Application for Taxpayer Identification Number For Non-Individuals**

**Form DT-1002**

**Section A - Contact Information About L...**

**Microsoft Excel**  
Please DO NOT Cut and Paste any values in the Sheet.  
OK

**4. If you receive this message, Click OK**

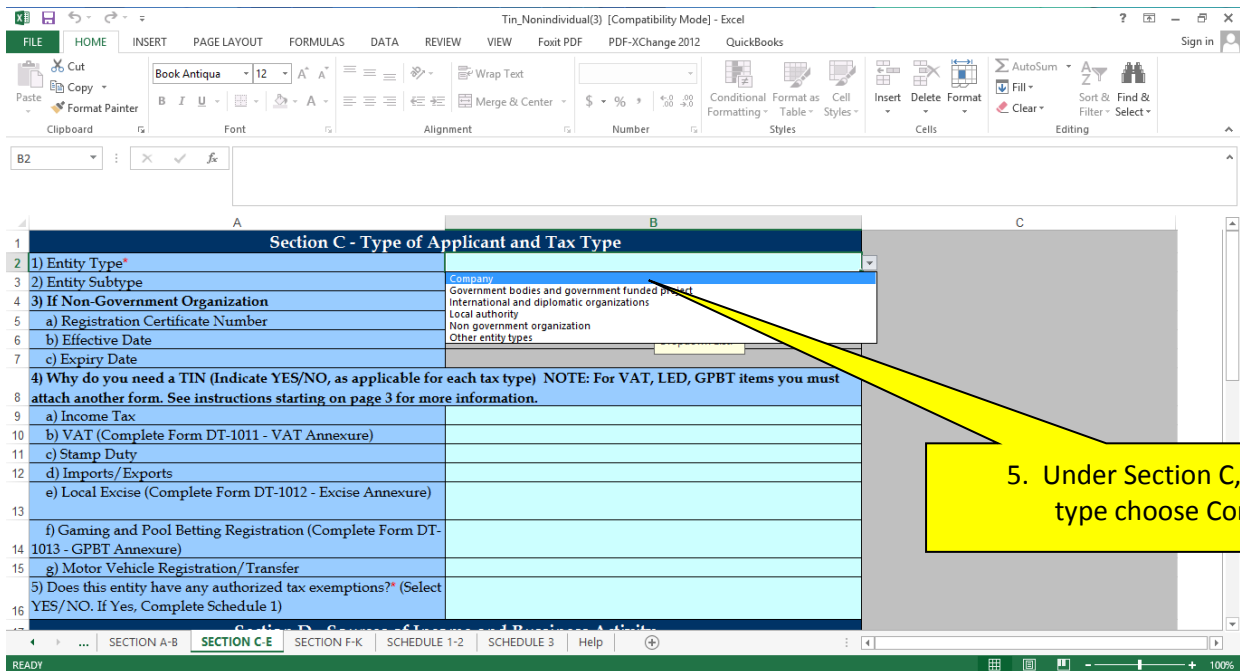
A	B	C
<b>Application for Taxpayer Identification Number For Non-Individuals</b>		<b>Form DT-1002</b>
<i>be used by all non-individuals who are applying for a TIN. Individuals who require a TIN</i>		<b>Toll Free Number 0800117000</b>
<b>Section A - Contact Information About L...</b>		
al Name * (Attach a copy of Certificate of / Registration)		
g/ Business Name (Only if Different from		
gistration Certificate Number*		
ntity was Established / Started (Day,		
ity previously issued a TIN?*		
enter your TIN		
vious TIN obtained under a different		
t YES/NO		
ess where		
Box Number/ Private Bag		
ity where box is located		

Step 6:

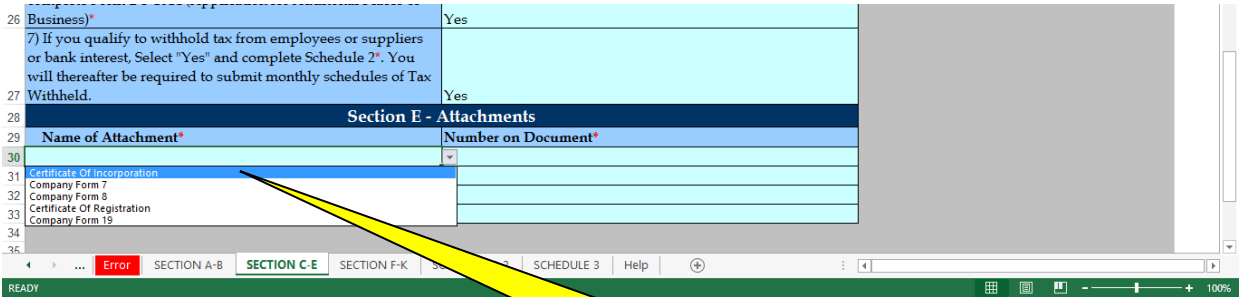
Fill in the form by clicking the next button (at the end of each sheet) to access the next sections or schedules. Please note that all fields with an asterisk (\*) are mandatory and should be completed.

**PLEASE NOTE:**

- a. Enter the telephone country code first (0256) then enter the number in the space after the code. To enter your telephone number e.g. 0712123456 just enter 712123456
- b. Your referee should be an individual with an eTAX TIN

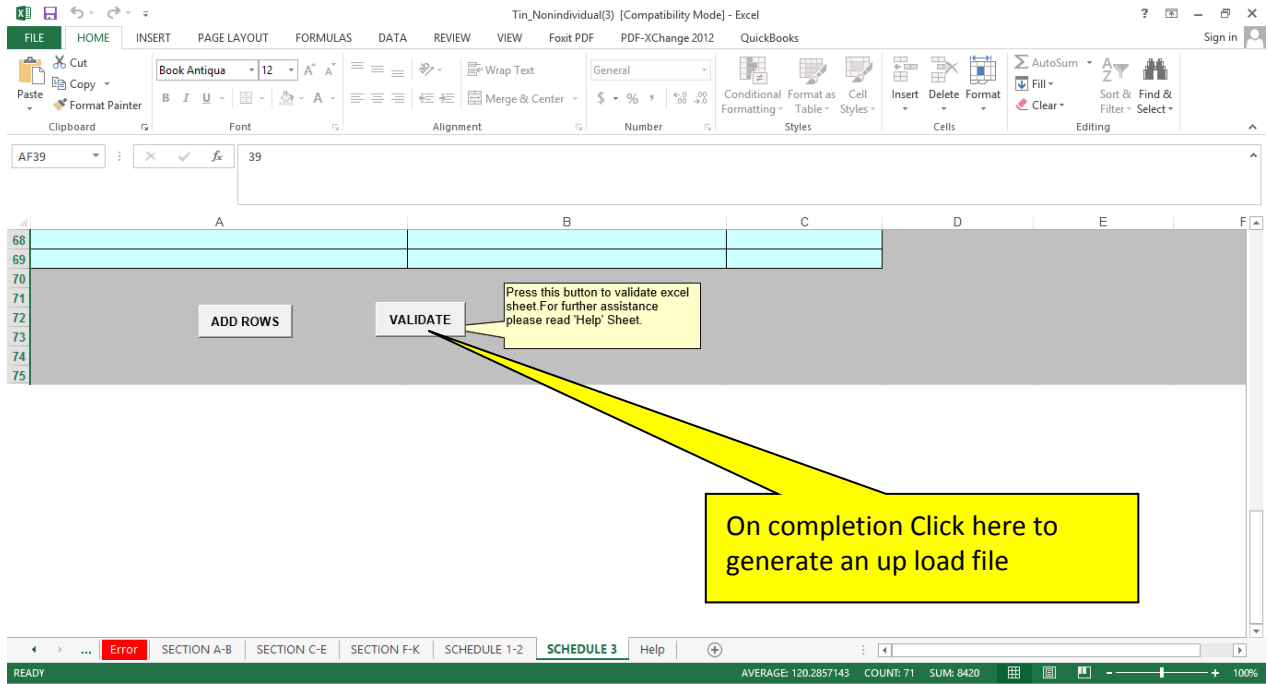


5. Under Section C, entity type choose Company

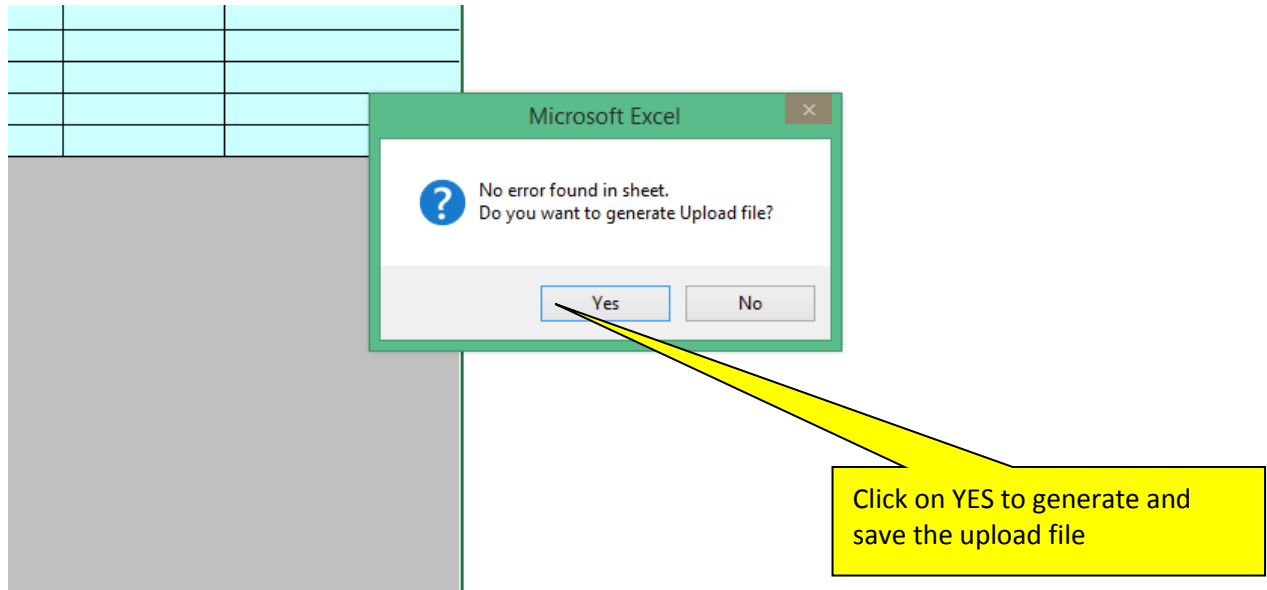


6. Under Section E, choose two attachments.

Step 7:

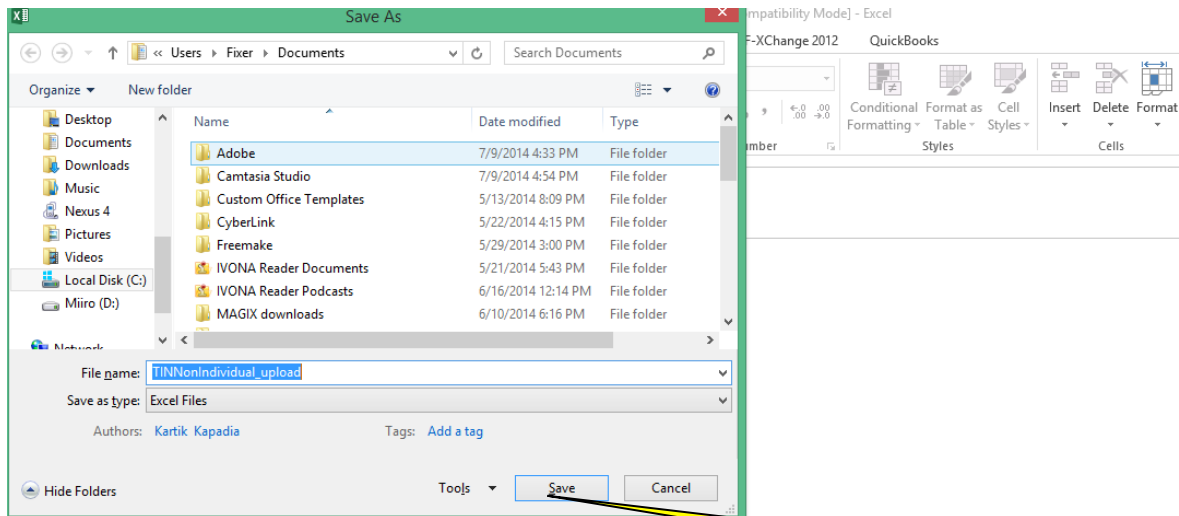


Step 8:



Step 9:

When saving the upload file, ensure that you do not use any special characters in the file name or a space. In case you need a space, please use an underscore (   ) instead as below



Click here to Save the upload file

Step 10: After saving the upload file, return to the web portal (the same point where you downloaded the application form from)

1. Click here to Save the upload file

2. Click on the Saved upload file

3. Click here to open and attach the upload file.

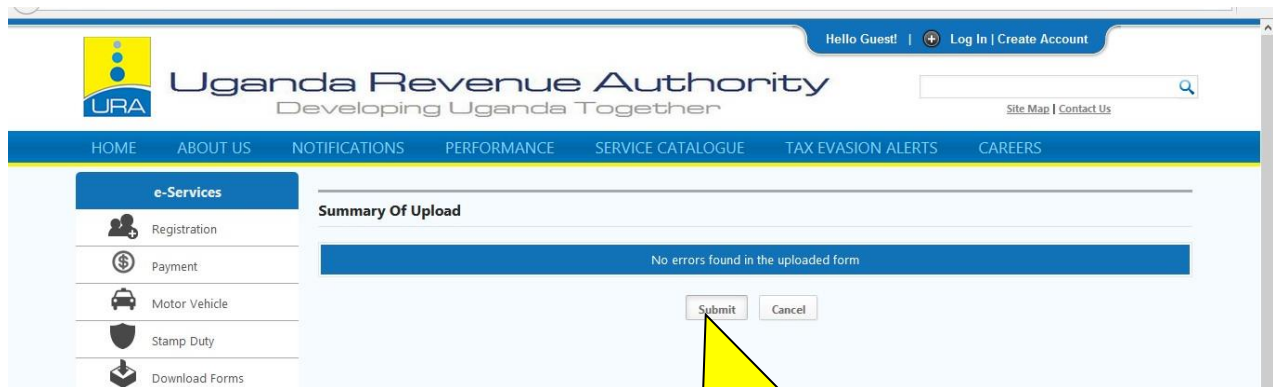
4. Tick this box to agree to terms and conditions and print them out.

5. Click here to upload the upload file.

Step 11:


CAUTION: If there are any errors, the system will indicate in which section and line they are. Please correct them and generate a new upload file refer to steps 8-10.

Otherwise, click on SUBMIT.




6. Click here to submit the form.

Step 12: Upon submission of the application, you will be able to view your instant e-acknowledgement receipt and another copy will be sent to the email address that you indicated in your application form.

**Uganda Revenue Authority**  
e-Acknowledgement Receipt  
11/07/2014

For General tax Questions  
Call Our Toll Free Number  
**0800117000**  
Or log onto URA web portal  
**http://ura.go.ug**

**WERETS UG LTD**  
12,WORKERS  
HOUSE,PILIKINGTON,KAMPALA,KAMPALA  
CENTRAL DIVISION,KAMPALA CENTRAL  
DIVI,KAMPALA,KAMPALA

  
CR01150143112  
Reference Number  
**CR01150143112**  
Taxpayer TIN  
Applied for

**Contact Person Details**

Name of Contact Person	HASSAN MIRO
Contact Number	771234567

**Application Type**  
Registration

**Section A) Type of Tax(es) to which your Application related**

- 1.TIN Non Individual
- 2.PAYE
- 3.Motor Vehicle
- 4.Income Tax

Note: Dear Taxpayer, your application for registration has been received by us through web portal. This application will be forwarded to the concerned area officer for further processing. Please follow the instructions and produce original documents. You can track your status by using search code from web portal.

Your Search code: **76689650665CN**

Plot 7, Hannington Road, Crested Towers, 6th FLOOR,, KAMPALA

1. Take note of your reference number and search code to enable you track status of your TIN application

2. Click here to print out the e-acknowledgement receipt

3. Click here to print out a copy of your submitted application



Step 13: On your print out copy of the application please note;

- a. The referee should sign in section G.
- b. The applicant should sign in section K and on the printed terms and conditions.
- c. Attach valid copies of the identifications as selected in step 6.
- d. Track the status of your application using the Reference and search code in step 12

Step 14: Submit your application with the necessary attachment to the nearest URA office. On submission of the physical documents;

- If the TIN has already been approved you will receive a TIN registration certificate with your TIN details signed by the issuing URA officer.
  - A Pass code and effective date of registration to enable you create your account will be sent to your registered email.
- If the TIN has not been processed you will receive a physical acknowledgement receipt with a Reference number signed by the issuing URA officer.
- If the TIN application is rejected, a notification with reasons for the rejection will be sent to the registered email requiring the applicant to rectify the anomalies and re apply.