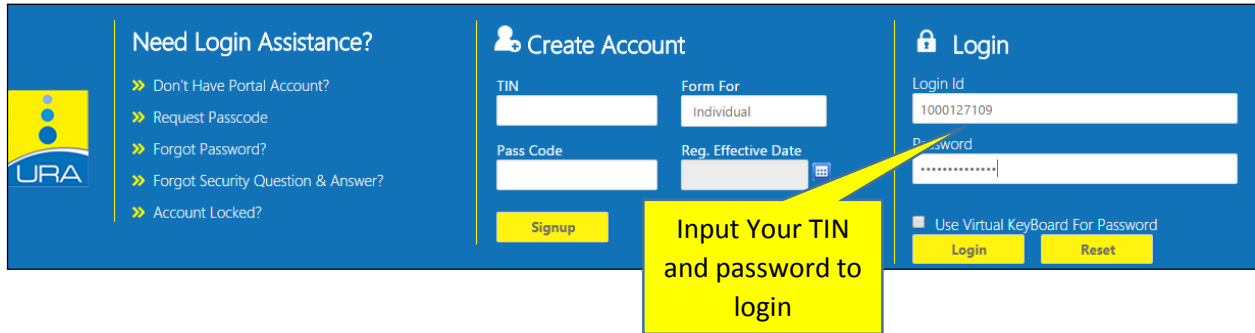
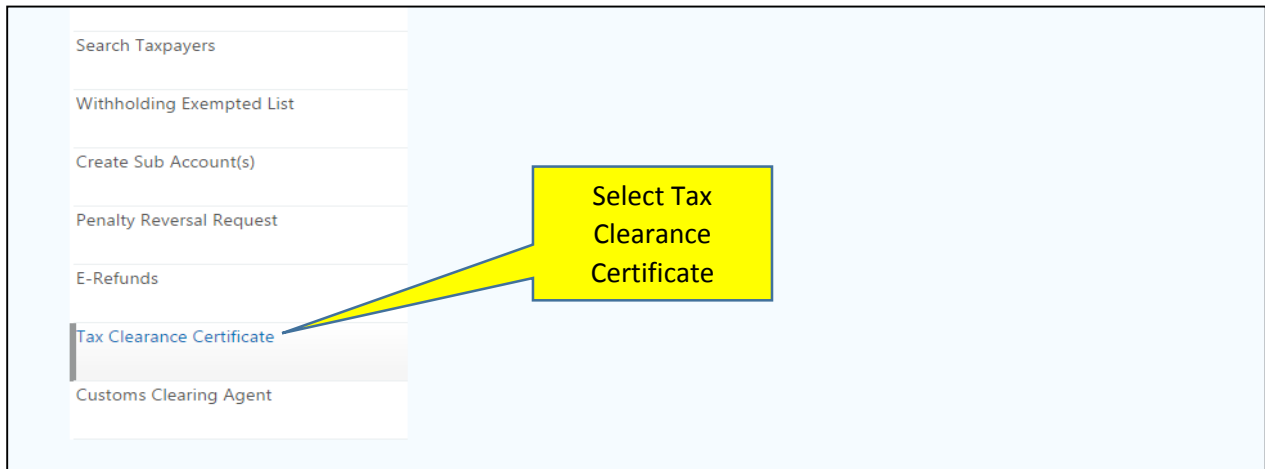


**Step 1.** Go to [ura.go.ug](http://ura.go.ug) and Login to your TIN account



The screenshot shows the URA login interface. On the left, there is a 'Need Login Assistance?' section with links for 'Don't Have Portal Account?', 'Request Passcode', 'Forgot Password?', 'Forgot Security Question & Answer?', and 'Account Locked?'. In the center is the 'Create Account' section with fields for 'TIN', 'Form For' (set to 'Individual'), 'Pass Code', and 'Reg. Effective Date', along with a 'Signup' button. On the right is the 'Login' section with fields for 'Login Id' (containing '1000127109') and 'Password', a 'Use Virtual KeyBoard For Password' checkbox, and 'Login' and 'Reset' buttons. A yellow callout box with the text 'Input Your TIN and password to login' points to the TIN and password input fields.

**Step 2.** Under eServices select Tax Clearance Certification



The screenshot shows a vertical list of eServices options: 'Search Taxpayers', 'Withholding Exempted List', 'Create Sub Account(s)', 'Penalty Reversal Request', 'E-Refunds', 'Tax Clearance Certificate', and 'Customs Clearing Agent'. The 'Tax Clearance Certificate' option is highlighted with a blue bar. A yellow callout box with the text 'Select Tax Clearance Certificate' points to this option.

A page will appear with the tax clearance certificate application form that will auto populate tax payer details,

**Step 3.** Under type of TCC, select Transactional TCC

The screenshot shows the 'Taxpayer Clearance Certificate Acknowledgement Form' with the following fields and values:

Applicant's Information	
TIN of Applicant*	1000136281
Name of Applicant *	Mr. KIGANDA WILLIAM
Business Name of Applicant	

Type Of TCC	
Type of TCC*	-- select --
	Transactional TCC
	Annual TCC

TCC Period	
Tax period for which TCC is required	
Period From:	
Period To:	

Buttons: Submit, Back

**Step 4.** Input TIN of the addressee to auto populate the details.

The screenshot shows the 'Taxpayer Clearance Certificate Acknowledgement Form' with the following fields and values:

Applicant's Information	
TIN of Applicant*	1000136281
Name of Applicant *	Mr. KIGANDA WILLIAM
Business Name of Applicant	

Type Of TCC	
Type of TCC*	Transactional TCC

Details of each Addressee	
TIN of addressee of TCC	1002335934
Name of addressee of TCC*	Mr. DAVID MWEBAZA
Business Name of addressee of TCC	
Transaction Reference Number	
Phone contact of addressee*	256 702337706
Email of addressee of TCC*	ppritesh@ura.go.ug

Callout: Input TIN

**Step 5.** Click on the check box provided to select the purpose for TCC

Purpose of TCC\* (per addressee)

- Providing a passenger transport service
- Providing freight/transport services using a Goods Vehicle
- Supplying goods or services to a Ministry, Department or Agency of Government
- Transferring funds in excess of 2,500 currency points from Uganda to a place outside Uganda
- Other (Specify)

**Step 6.** Click the check box with other and specify if the purpose is not listed

Purpose of TCC\* (per addressee)

- Providing a passenger transport service
- Providing freight/transport services using a Goods Vehicle
- Supplying goods or services to a Ministry, Department or Agency of Government
- Transferring funds in excess of 2,500 currency points from Uganda to a place outside Uganda
- Other (Specify)

Click other an specify purpose in the text area provided

**Step 7.** Add the addressee details by clicking ADD, you can modify or delete addressee by clicking on the options provided.

You can also add more than one addressee

Sr No.	Modify	Delete	TIN of addressee of TCC	Name of addressee of TCC	Business Name of addressee of TCC	Transaction Reference Number	Phone contact of addressee	Email of addressee of TCC	TCC Purpose
1	<a href="#">Modify</a>	<a href="#">Delete</a>	1002335934	Mr. DAVID MWEBAZA			256 - 702337706	ppritesh@ura.go.ug	1) Providing a passenger transport service 2) Providing freight/transport services using a Goods Vehicle

**Step 8.** Select the tax period from which the TCC is required from the calendar

The system will automatically provide the tax payer’s accounting period

Sr No.	Modify	Delete	Due to your accounting date the selected TCC period is set to 01/07/2013-30/06/2014	Phone Contact of Addressee	Email of addressee of TCC	TCC Purpose	
1	<a href="#">Modify</a>	<a href="#">Delete</a>	1002335934	M. DAVID MWEBAZA	256 - 702337706	ppritesh@ura.go.ug	1) Providing a passenger transport service 2) Providing freight/transport services using a Goods Vehicle

**TCC Period**

Tax period for which TCC is required\*

Period From:  Period To:

? July, 2013 x

<< Today >>

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26		1	2	3	4	5	6
27	7	8	9	10	11	12	13
28	14	15	16	17	18	19	20
29	21	22	23	24	25	26	27
30	28	29	30	31			

Time:  :

Mon, Jul 1

[Download Online Forms](#)   [Download Manual Forms](#)   [Exchange Import](#)   [Export](#)

**Useful Links**

Ministry of Finance

East African Customs Union

Select Tax period for which TCC is required

**Step 9.** Select Submit

**TCC Period**

Tax period for which TCC is required\*

Period From:  Period To:

Click submit

**Step 10.** On submission of the form an acknowledgement receipt with a reference number is generated.

- An email of the receipt will be sent to the applicant’s registered email
- You can track the status of your application using the “track your status” functionality under e-Services.
- You will need to input the reference number and search code that are provided on the acknowledgement receipt.
- Upon approval of the application, both the applicant and the addressee will receive an email notifying them that the TCC application has been approved, with a copy of the Tax Clearance Certificate attached.



**e-Acknowledgement Receipt-  
Application for Tax Clearance  
Certificate**

For General Tax Questions  
Call Our Toll Free Number  
**0800117000**  
Or log onto URA web portal  
**<https://ura.go.ug>**  
**Notice DT-3032**

Notice date: 02/01/2015

Reference Number

**BW01150007352**

**Dear Taxpayer, URA hereby acknowledges receipt of your application for a Tax Clearance Certificate with the following details;**

**Section A: Applicant's Details**

TIN of Applicant	1000136281
Legal Name of Applicant	Mr. KIGANDA WILLIAM
Business Name (if available)	

**Section B: TCC Details**

Type of TCC	Transactional TCC
Tax Period to which TCC application relates	01/07/2013 - 30/06/2014

**Section C: TCC Addressee's Details**

No.	Legal Name	Business Name (if available)	Purpose of TCC
1	Mr. DAVID MWEBAZA		1) Providing a passenger transport service 2) Providing freight/transport services using a Goods Vehicle

**Note:**

You may track the status of your application using the "Track Status" link on our web portal: **<https://>**