# **AMENDMENT OF REGISTRATION DETAILS**

This is the process where a taxpayer makes changes to the details previously provided to URA during the registration process. Amendments apply to both individuals and Non-individuals;

There are two types of amendments;

1. Manual amendments:- These apply to a person who cannot access the email address provided to URA during the TIN registration process.
2. Online amendments:- This applies to the rest of the amendments types.

**Why you need to update your account details**

It enables URA to maintain accurate and correct details that are used to provide you with timely information related to your account.

**Caution to Amendment of registration details**

1. URA is not liable for any monies paid for services indicated as free.
2. Always submit necessary physical documents with relevant attachments to selected service Centre to avoid delays and inconveniences.
3. The email address provided on the amendment application form is the one on which URA will send any communication.
4. URA is not liable for any fraudulent activities that may arise from:-
   * Sharing your email address and password with other parties.
   * Providing an email addresses that does not belong to you.

The different types of registration amendments are:-

* Manual amendment of email address- Individual
* Manual amendment of email address- Non individual
* Amendment of email address online – Non individual
* Amendment of legal name online – Non individual
* Amendment of income sources online
* Change of accounting date
* Branch registration through online amendment.
* Amendment to include attachments on the TIN profile
* Amendment to Include tax types (VAT and PAYE)
* Amendment of Account/Financial Institutions Details
* Adding or Changing details of Individuals associated with the entity

**Manual amendment of email address- Individual**

**Service Description**

This is a process where the registered taxpayer will be guided on changing their email address

Please note

The process of approving the amendment will only commence after submission of the application and necessary attachments;

The response to the amendment will be sent on the new email address provided on the amendment application.

**Cost for the service**

Free of charge

**Where to get the service**

All URA Service offices



<http://ura.go.ug>

**Expected Delivery Time:**

We shall acknowledge receipt of your application for an amendment **instantly**upon submission.

Amendment requirements

|  |  |  |  |
| --- | --- | --- | --- |
| SN | AMENDMENT TYPE | Amendment requirements | CATEGORY |
| 1 |  | | |
| Manual amendment of email address –individual | | Duly filled and signed application form– DT - 1003 | Mandatory |
| A copy of a valid Identification. | Mandatory |

**User guide**

**Step by step guide for How to amend an Email address- Individual**



**2.1.4.2 Manual amendment of email address- Non Individual.**

**Service Description**

This is a process where the registered taxpayer will be guided on changing their email address.

**Cost for the service**

Free of charge

**Where to get the service**

All URA service offices



<http://ura.go.ug>

**Expected Delivery Time:**

We shall acknowledge receipt of your application for an amendment **instantly** upon submission.

We aim to notify you about the amendment status within **5 working days** after receiving all the necessary information.

**Please note**

1. The process of approving the amendment will only commence after **submission** of the application and necessary attachments;
2. The response to the amendment application will be sent to the **new email** address provided on the amendment application under **section G.**This is the authorized contact person for URA purposes

**Amendment requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | AMENDMENT TYPE | **Amendment requirements** | CATEGORY |
| 1 |  | | |
| **Manual amendment of email address –Non-individual** | | Duly filled and signed application form– DT – 1004 by the authorised contact person. | Mandatory |
| A copy of a valid Identification of the authorised contact person | Mandatory |

**VI. User guide**

**Step by step guide for How to amend an Email address- Non Individual**



**Amendment of email address online – individual**

This is a process where an individual will be guided on changing one or more registration details due to several reasons.

**Please note**

1. The process of approving the amendment will only commence after **submission** of the application and necessary attachments;
2. The response to the application will be sent to the **email** address provided during the registration process**.**
3. The response to an application amending an Email address will be sent to the **email** address provided on the amendment application**.**
4. In case of any errors during submission of an online amendment application, an **error sheet** will appear, please refer to it to make the necessary corrections and submit again until you receive an acknowledgment receipt.

**Cost for the service**

Free of charge

**Where to get the service**

All URA service offices



<http://ura.go.ug>

**Expected Delivery Time:**

We shall acknowledge receipt of your online application for an amendment **instantly** upon submission.

We aim to notify you about the amendment status within **5 working** days after receiving all the necessary information.

1. For amendments requesting for addition of VAT, we aim to notify you of the proposed inspection/interview date within **3 working days** which you can consent to or defer to a more convenient one.
2. After inspection we aim to notify you of your VAT status or decision on your registration application within **21 working days.**

**Amendment requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | AMENDMENT TYPE | **Amendment requirements** | CATEGORY |
| 1 |  | | |
| **Online Amendment of Email address- Individual** | | Duly filled and signed application form– DT – 1003 by the authorised contact person. | Mandatory |
| A copy of a valid Identification of the Individual | Mandatory |

**VI. User guide**

**Step by step guide for How to amend an Email address online - Individual**



**Amendment of income sources**

**Service Description**

This is a process where the registered taxpayer changes or declares their new income sources.

**Cost for the service**

Free of charge

**Where to get the service**

All URA service offices

<https://ura.go.ug>



**Expected Delivery Time:**

We shall acknowledge receipt of your application for amendment **instantly** upon submission.

We aim to notify you about the amendment status within **5 working days** after receiving all the necessary information.

**Amendment requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | AMENDMENT TYPE | **Amendment requirements** | CATEGORY |
| 1 |  | | |
| **Amendment of Income Sources** | | Duly filled and signed application form– DT – 1003 for individuals | Mandatory |
| A copy of the certificate of registration for individuals with registered business  Individual adding employment income should attach a copy of the employment Identification |
| Individual adding employment income should attach a copy of the employment Identification |
| Duly filled and signed application form - DT – 1004 for Non- Individual by authorised person | Mandatory |

**User guide**

**Step by step guide for How to amend Income Sources**



**Change of accounting date**

**Service Description**

This is a process where a taxpayer will be guided on how to change the accounting date for the business for tax purposed.

**Cost for the service**

Free of charge

**Where to get the service**

All URA service offices



<http://ura.go.ug>

**Expected Delivery Time:**

We shall acknowledge receipt of your online application for an amendment **instantly** upon submission.

We aim to notify you about the amendment status within **5 working** days after receiving all the necessary information.

**Please note:**

An application for change of accounting date may only be approved if the taxpayer shows **compelling need**.

Compelling need relates to different situations, therefore each case is dealt with according to its special circumstances. Compelling need may include but is not limited to;

* The need to align accounting dates with parent companies; in the case of group companies.
* Statutory requirement for the taxpayer to report at a date other than the normal year of income, e.g. Financial Institutions, Insurance companies etc

**Amendment requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | AMENDMENT TYPE | **Amendment requirements** | CATEGORY |
| 1 |  | | |
| **Amendment of Accounting Date** | | Duly filled and signed application form - DT – 1004 for Non- Individual by authorised person | Mandatory |
| Proof of ownership from the parent company |
| A relevant board resolution requiring the company to use an accounting period other than the normal year of income | Mandatory |
| Proof of accounting from the parent company | Mandatory |

**User guide: Step by step guide for accessing the service**



**Branch registration through amendment**

**Service Description**

This is a process of adding or removing a business branch for example where the Taxpayer opens up or closes a branch of the same business.

**Cost for the service**

Free of charge

**Where to get the service**

All URA service offices



<http://ura.go.ug>

**Please note**

1. The process of approving the amendment will only commence after **submission** of the application and necessary attachments;
2. The response to the amendment application will be sent to the **email** address provided during the TIN registration process

**Expected Delivery Time**:

We shall acknowledge receipt of your application for an amendment **instantly** upon submission.

We aim to notify you about the amendment status within **5 working days** after receiving all the necessary information

**Amendment requirement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | AMENDMENT TYPE | **Amendment requirements** |  | CATEGORY |
| 1 |  |  | | |
| **Branches registration through Amendment** | | Duly filled and signed application form by authorised person |  | Mandatory |

**VI. User guide**

**Step by step guide for Registration of Branches through Amendment.**

