

HOW TO REGISTER AS A DOMESTIC TAX AGENT

Go to <https://www.ura.go.ug>

Step 1: Log in to your URA account on the web portal

Need Login Assistance?

- » Don't Have Portal Account?
- » Request Passcode
- » Forgot Password?
- » Forgot Security Question & Answer?
- » Account Locked?

Create Account

TIN

Pass Code

Signup

Login

Login Id

Password

Use Virtual KeyBoard For Password

Login **Reset**

URA SIEZES IVORY

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professo.....

Online. Hello Guest! | Close Panel

Tax Assistant Service Desk Help
Quickly get answers to your Tax questions using the Interactive Tax Assistant. A-Z Tax Topics
More...

Tax Tools Document Authentication
Easily calculate your Tax obligations to URA using the new Tax Calc.

Compliance Report Non-Compliance
Always fulfil your tax obligations and report any non-compliance.

Step 2: Under e-services, select E-Registration and then select “Register as Tax Agent”.

The screenshot shows the Uganda Revenue Authority website interface. On the left, there are two main navigation sections: 'e-Communication' and 'e-Services'. Under 'e-Services', 'E-Registration' is highlighted. A yellow callout box points to the 'E-Registration' link with the text 'Select "Register as Tax Agent"'. The main content area features a promotional banner for a contest with a smartphone, a Samsung Smart TV, and a woman thinking about 'Extra Month's Salary...?'. Below the banner, a menu is displayed with two columns: 'Tax Agent Registration' and 'Others'. Under 'Tax Agent Registration', the option 'Register as Tax Agent' is highlighted with a blue bar. Other options include 'Tax Agent Reactivation', 'E-Amendment of Registration Details', 'Tax Agent Registration Certificate Regeneration', and 'Tax Agent Payment Registration'. The 'Others' column includes 'Application for Income Tax Exemption' and 'Cancellation for Income Tax Exemption'. On the right side of the page, there are buttons for 'TRACK APPLICA...', 'PRINT SUBMITT...', and 'PRINT PRN SLIP...'. A search bar is also visible at the top right.

Step 3: Select Application type from the drop down.

The screenshot shows the 'Tax Agent First Time Registration' form. The form has two tabs: 'Purpose' and 'Identifying Information'. The 'Identifying Information' tab is active. The first field is '1) Application Type*', which is a dropdown menu. A yellow callout box points to the dropdown with the text 'Select Application Type.'. The dropdown menu is open, showing four options: '--Select--', '--Select--', 'New Application', 'Continue With Previously Filled Form', and 'Continue With Previously Rejected Application'. Below the dropdown, there is a note: 'Fields marked with * are mandatory'. The form is set against a light blue background.

Step 4: Enter all the mandatory fields.

Received Messages 0

Third party Agency Notices 0

e-Services

E-Registration

E>Returns

Payment

Objection and Appeal

Motor Vehicle Registration

Stamp Duty

Withholding Exempted List

Penalty Reversal Request

E-Refunds

Purpose: Identifying Information

Identifying Information

Tick the appropriate box*

Applicant Type* Registration Renewal Amendment

Individual Non-Individual

TIN* 1002807319 Full Name of Applicant as it appears at TIN registration* ANGELA AND ROSE ASSC

Taxpayer Physical Address

Plot Number

Building Name UAP BUILDING Street Name

District/City* KAMPALA Trading Center* KAMPALA

Sub-County/Town Council/Division* NAKAWA DIVISION County/Municipality* NAKAWA DIVISION

Parish* BANDA

License Start Date* 01/01/2019 License End Date* 31/12/2019

TCC Number* PL1234567890

Prev Next

Step 5: Under Individual/Nominee Details tab, add nominees and their details.

HOME → TAX AGENT REGISTRATION

Tax Agent First Time Registration

Purpose Identifying Information **Individual/Nominee(s) Details** Reference for Work Done Personality Checklist Payment Details

Individual Details /Nominee Details

[Add Nominee](#) View Updated Nominees

Nominee TIN	Nominee Name	Designation	View	Delete
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Next View TransactionID

Click on "Add Nominee" to add Nominees.

Step 5.1 : Enter TIN of Nominee, add their qualifications and work experience.

Individual Details /Nominee Details

TIN of Nominee* Miss. ROSE NAMAYANJA

Designation*

A. Professional Certificate/License/Membership

Profession*

Reference/Certificate Number* Doc2.docx

Enter TIN of Nominee, their qualification details/Work experience and click on "Add"

Modify Record	Profession	Institution Name	Certi Number	FileName	View	Delete
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B. Under graduate or Post graduate awards

Qualification Attained* Awarding Institution*

Attachment to be uploaded No file chosen

Modify Record	Qualification Attained	Awarding Institution	FileName	View	Delete
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C. Any other Qualification that is relevant to tax agency service

Qualification Attained Awarding Institution

Attachment to be uploaded No file chosen

Modify Record	Qualification Attained	Awarding Institution	FileName	View	Delete
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Step 5.2: Click "Close" after entering all the appropriate details.

Attachment to be uploaded No file chosen

Modify Record	Qualification Attained	Awarding Institution	FileName	View	Delete
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C. Any other Qualification that is relevant to tax agency service

Qualification Attained Awarding Institution

Attachment to be uploaded No file chosen

Modify Record	Qualification Attained	Awarding Institution	FileName	View	Delete
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Work Experience Details

TIN of Employer/ Entity/ Client Name* Name of Employer/ Entity/ Client Name*

Position Held* Responsibilities*

Period of service From Period of service To

E Mail of Employer Entity/ Client* Contact of Employer Entity/Client*

Attachment to be uploaded * No file chosen

Click "Close" after entering the nominee details

Sr. No.	Modify	TIN of Employer/ Entity/ Client Name	Position Held	Responsibilities	Period of service From	Period of service To	E Mail of Employer Entity / Client	Contact of Employer Entity / Client	View	Delete
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Step 5.3: Add as many nominees as you want.

HOME → TAX AGENT REGISTRATION

Tax Agent First Time Registration

Purpose Identifying Information **Individual/Nominee(s) Details** Reference for Work Done Personality Checklist Payment Details

Individual Details /Nominee Details

[Add Nominee](#) [View Updated Nominees](#)

Nominee TIN	Nominee Name	Designation	View	Delete
1002289018	Miss. ROSE NAMAYANJA	Employee	View	Delete
1002335934	Mr. DAVID MWEBAZA	Employee	View	Delete

Prev Next [View TransactionID](#)

Click "view" to see Nominee details.

Click "Delete" to remove a Nominee.

Step 6: Add reference for work done if available.

HOME → TAX AGENT REGISTRATION

Tax Agent First Time Registration

Purpose Identifying Information Individual/Nominee(s) Details **Reference for Work Done** Personality Checklist Payment Details

Reference for Work Done

TIN* Client Name*

Service Provided*

Period of service From* Period of service To

Sr. No.	Client Name	TIN	Service Provided	Period of service From	Period of service To	Modify	Remove
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Enter details of the taxpayer, the service provided and service period and click on "Add".

Step 7: Under Personality check list tab, complete the personality checklist and click next.

HOME → TAX AGENT REGISTRATION

Tax Agent First Time Registration

Purpose | Identifying Information | Individual/Nominee(s) Details | Reference for Work Done | **Personality Checklist** | Payment Details

Sr No.	Parameters Checked	Yes	No
1	Has there been any allegation against the agent of fraud by his/her clients, general public, professional body or any URA department?	<input type="radio"/> Yes	<input type="radio"/> No
2	If Yes, did it involve a significant financial loss to the Government? Specify the amounts involved.	<input type="radio"/> Yes	<input type="radio"/> No
3	Has the agent or their nominee ever been convicted of any taxation or criminal offence in the past 2 years?	<input type="radio"/> Yes	<input type="radio"/> No
4	Is the applicant declared bankrupt?	<input type="radio"/> Yes	<input type="radio"/> No

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Complete all the questions on the personality checklist and click "Next".

Step 8: Select Payment details to register payment.

HOME → TAX AGENT REGISTRATION

Tax Agent First Time Registration

Purpose | Identifying Information | Individual/Nominee(s) Details | Reference for Work Done | Personality Checklist | **Payment Details**

Assessment Details*


Payment Heads* Tax Agent Registration-First Time Registratio

Fees* 200,000.00

Click to Register Payment

Payment Mode* --Select--

URA's Banker Name * --Select--

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



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

Prev Submit

Click to register payment and then select payment mode and bank.

Click on the declaration and then submit the application.

Step 9: Upon submission, an Acknowledgment receipt and a Payment registration receipt will be generated.

 Uganda Revenue Authority DEVELOPING UGANDA TOGETHER	Tax Agent Registration e-Acknowledgment Receipt	For General Tax Questions call our Toll Free 0800117000 Or log on to URA web portal https://ura.go.ug Receipt Date : 08/10/2018
ANGELA AND ROSE ASSOCIATES .UAP BUILDING B6 - NAMUWAWS, NAKAWA DIVISION NAKAWA DIVISION, KAMPALA	TIN : 1002807319 Acknowledgement No : PL01190576584	
Section A: Application Type		
<input checked="" type="checkbox"/> Registration	<input type="checkbox"/> Amendment	<input type="checkbox"/> Renewal
<input type="checkbox"/> Re-activation	<input type="checkbox"/> Cancellation	<input type="checkbox"/> De-activation
DT-1018		
Section B – Attachments Received		
Sr. No.	Name of Attachment	
1	Certified Public Accountant of Uganda (CPA-U)	
2	Certified Public Accountant of Uganda (CPA-U)	
Please check for the Status of your application at the nearest tax office or The URA web site at http://ura.go.ug		
Your Search Code : 93012054665WA		
PLOT 3-7, PORT BELL ROAD, NAKAWA BUSINESS PARK BUILDING, 1ST FLOOR, NAKAWA AREA NEAR		



Payment Registration Slip

For General Tax Questions
call our Toll Free
0800117000
Or log on to URA web portal
<https://ura.go.ug>

ANGELA AND ROSE ASSOCIATES
UAP BUILDING, BANDA,
B6 - NAMUWAWA,
NAKAWA DIVISION, NAKAWA DIVISION,
KAMPALA

DT-1018
Notice Date : 08/10/2018
Taxpayer TIN
1002807319
Payment Registration Number
2190000001030



Payment Registration Details

Tax Head : UGANDA REVENUE AUTHORITY -> TAX AGENT REGISTRATION -> FIRST TIME REGISTRATION -> APPLICATION FEES	
Amount (in Ugx) :	200,000.00
Base Value (in UGX) :	0.00
Units :	Identity Proof Type : NA
BPAF Serial Number : NA	Identity Proof Number : NA
Reference Number : NA	Reference Date : 08/10/2018

To be filled by taxpayer during payment at bank

Bank Name: Bank Of Baroda	Account Number:
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CHEQUES ONLY			CASH ONLY	
Bank	Cheque No	Amount (Ugx)	Currency	Amount
			50,000/=	
			20,000/=	
			10,000/=	
			5,000/=	
			2,000/=	
			1,000/=	
			500/=	
			200/=	
			100/=	
			50/=	
			20/=	
			10/=	
			5/=	
			Total	

Amount in words: _____

BANK STAMP AND ENDORSEMENT

Paid in by	Contact Number
Signature	SEARCH CODE 5856555555467

Step 10: After making payments, submit the physical documents to any nearest URA Domestic Taxes office.

End