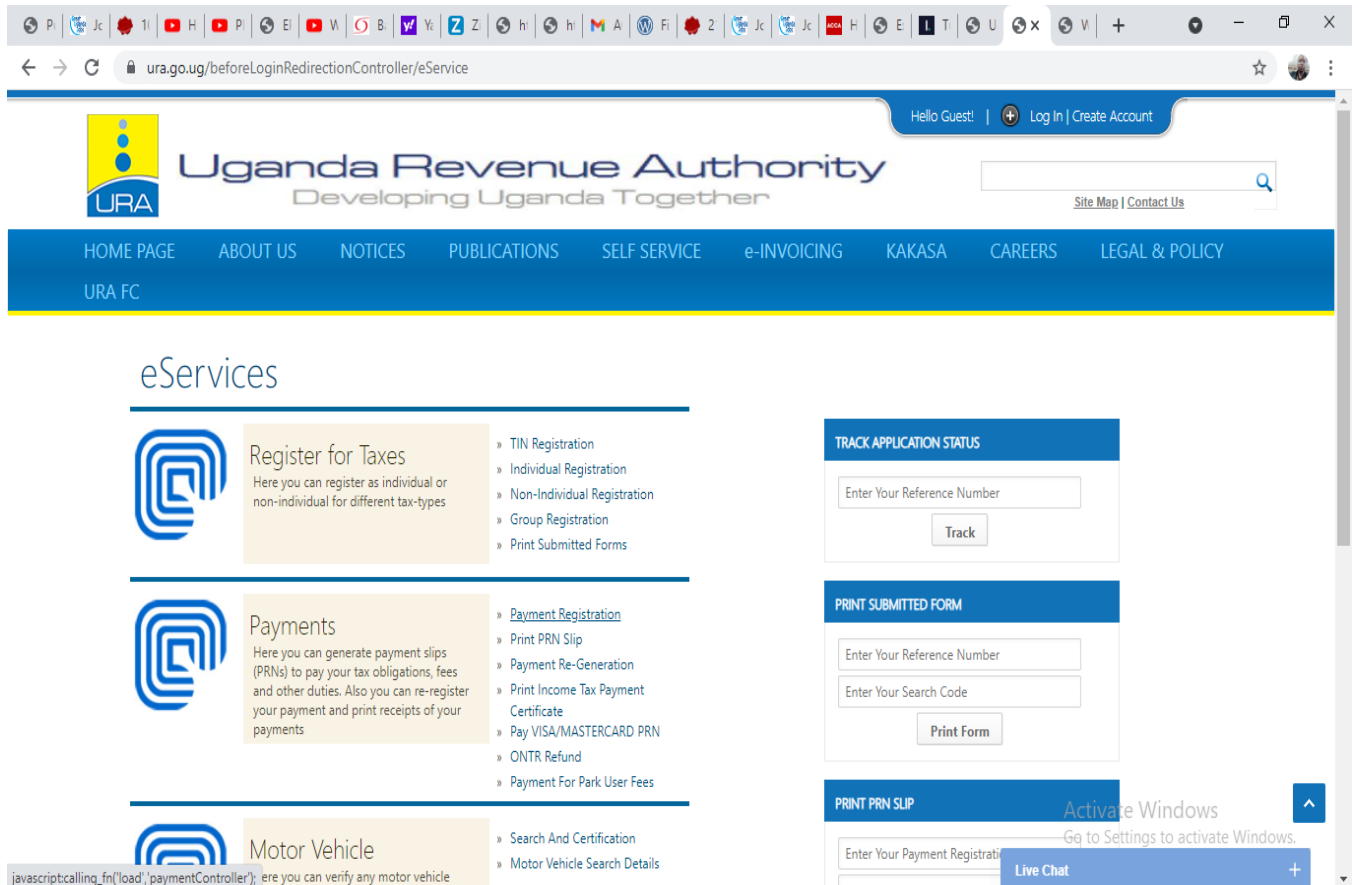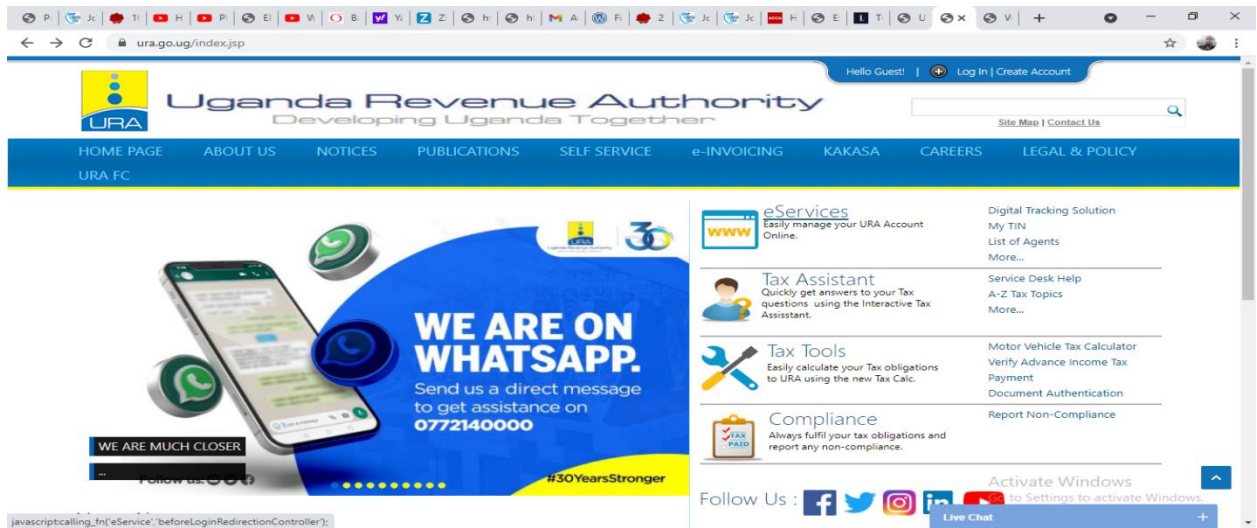# TECHNICAL GUIDE ON HOW TO GENERATE PRN FOR 30% EIA SUBMISSION FEES AND 70% APPROVAL FEES ON URA PORTAL.

1. Go to URA PORTAL HOME PAGE (ura.go.ug)
2. Select eServices
3. Under Payment, Select Payment Registration

4. Select Other NTR

5. Enter the Developer's TIN (The rest of the fields will be automatically populated including the Taxpayer/Developer's Name)

6. Under Ministry/Department/Agency: Select NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

7. Under CATEGORY: Select Environment Impact Assessment

8. Under SUBCATEGORY: Select Fees Payable on Projects

9. Under TAXHEAD: Select the category where your project cost is, ensure it is **EIA   SUBMISSION FEES** if you are paying for 30% and **EIA APPROVAL FEES** (70%) **only after your project is approved by NEMA.**

10. Under Application Reference: Enter a brief project description/Specific location (It's only 25 characters)
11. Assessment Date will auto populate
12. Under Fees Calculation, Gross Amount in UGX; Enter the full project cost Eg 45,000,000, the system will auto calculate the fees payable.
13. Type of ID proof and identity number are not mandatory.

14. Select your mode of payment;

- Online payment Options
- Transfer Payment Instructions
- Other Payment Options

15. Enter text from the given image. (Please Note: the characters are case sensitive).

16. Accept and register.

17. Your PRN is ready for printing and payment

AFTER RAISING YOUR PRN, PLEASE DO THE FOLLOWING;

18. Make payment in any bank of your choice
19. Scan proof of payment together with the PRN generated and submission letter, which should include the following;
    i.   Project Name
    ii.   Project location up to village level
    iii.   Project Developer
    iv.   TIN
    v.   Project Cost.
20. Send email attaching items scanned as per 19 above to;
    finance.revenue@nema.go.ug
21. Your receipt will be ready in one (01) day
22. Please come with your original bank payment slip and pick your receipt at the reception of NEMA Offices between 8:30am and 3pm, you will be expected to identify yourself and sign to receive your receipt.
23. The receipt will form part of your submissions for review if you paid for 30% submission fees