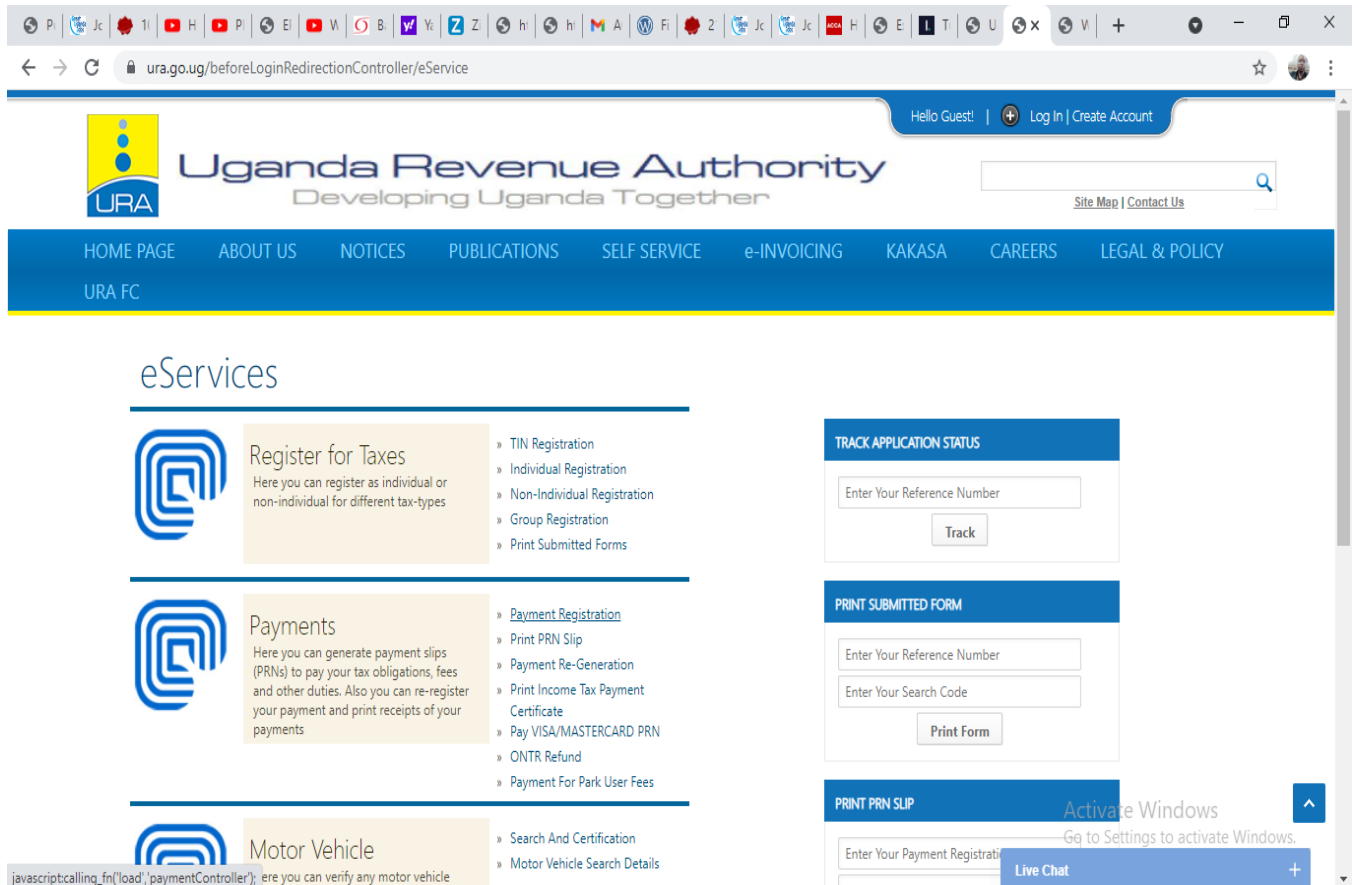
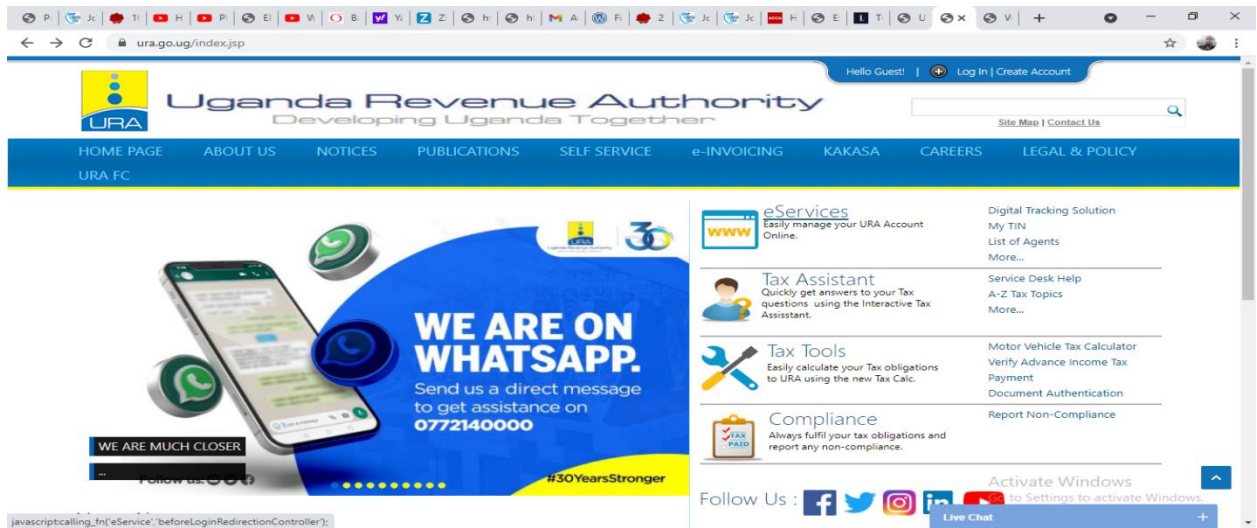


# TECHNICAL GUIDE ON HOW TO GENERATE PRN FOR 30% EIA SUBMISSION FEES AND 70% APPROVAL FEES ON URA PORTAL.

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)

The screenshot shows a web browser window with the URL [ura.go.ug/paymentController/load](http://ura.go.ug/paymentController/load). The page features a blue navigation bar with links: HOME PAGE, ABOUT US, NOTICES, PUBLICATIONS, SELF SERVICE, e-INVOICING, KAKASA, CAREERS, and LEGAL & POLICY. Below the navigation bar is the URA FC logo.

The main content area is titled "HOME → PAYMENT REGISTRATION" and contains the following sections:

- e-Services** sidebar with icons for Registration, Payment, Motor Vehicle, Stamp Duty, and Download Forms.
- Payment Type** section with a dropdown menu showing "DT".
- Tax Head** section with radio buttons for "NTR", "Tax Type(For IT,VAT,Excise,With holding,Gaming Tax etc)", and "Other NTR" (which is selected).
- Taxpayer Details** section with a grid of input fields:

TIN	1000343951	Taxpayer Name *	MINISTRY OF WATER AND I
Plot No	22/28	Building Name	MINISTRY OF WATER AND I
Street Address		Trade Center	LUZIRA
District/City*	KAMPALA	County/Municipality*	NAKAWA DIVISION
Sub county / Town Council/Division*	NAKAWA DIVISION	Parish*	LUZIRA
Village*	MAMBO BADO		
- Details of Other NTR Payments** section with a dropdown menu for "Ministry/Department/Agency \*" showing "--Select--".
- At the bottom, there are fields for "Reference Number" and "Amount \*".

A "Live Chat" button is visible in the bottom right corner. A Windows watermark "Activate Windows Go to Settings to activate Windows." is also present.

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.**

Sub county / Town Council/Division\* --Select-- Parish\* --Select--

Village\* --Select--

Contact Telephone Number Mobile Number

**Details of Other NTR Payments**

Ministry/Department/Agency\* NATIONAL ENVIRONMENT MAN

CATEGORY ENVIRONMENT IMPACT ASSESS

SUBCATEGORY FEES PAYABLE ON PROJECTS

TAXHEAD --Select--

Reference Number

Assessment Date 18/10/2021

**Identificati**

Type of ID Proof (Provide from the list given for ID proof) --Select--

**Payment**

**Select how would you like to complete this payment**

Online Payment Options (VISA, MasterCard, American Express, Union Pay, Mobile Mo

Payment Transfer Instructions (EFT, RTGS and Swift)

Other Payment Options (Cash, Cheque, Mobile Money, Demand draft, Point of Sale)

Click here to view [List of Banks](#) authorized to collect URA Payments

Live Chat +

**TAXHEAD Dropdown Menu:**

- Select--
- Total Value does not exceed 50million-EIA Submission fees
- Total Value is more than 100million but does not exceed 250million-EIA Submission fees
- Total Value is more than 250million but does not exceed 500million-EIA Submission fees
- Total Value is more than 500million but does not exceed 1billion-EIA Submission fees
- Total Value is more than 5billion but does not exceed 70bn-EIA Submission fees
- Total Value of the Project Does not Exceed 50m-EIA Approval fees
- Total Value of the Project Exceeds 100m but does not exceed 250m-EIA Approval fees
- Total Value of the Project Exceeds 1bn but does not exceed 2.5bn-EIA Approval fees
- Total Value of the Project Exceeds 2.5bn but does not exceed 5bn-EIA Approval fees
- Total Value of the Project Exceeds 250m but does not exceed 500m-EIA Approval fees
- Total Value of the Project Exceeds 500m but does not exceed 1bn-EIA Approval fees
- Total Value of the Project Exceeds 50m but does not exceed 100m-EIA Approval fees
- Total Value of the Project Exceeds 5bn but does not exceed 70bn-EIA Approval fees
- Total Value of the Project is more than 70billion-EIA Submission fees
- Total Value of the Project is more than 70bn-EIA Approval fees
- Total vale is more than 2.5bn but does not exceed 5bn-EIA Submission fees
- Total value is more than 1bn but does not exceed 2.5bn-EIA Submission fees
- Total value is more than 50million but does not exceed 100million-EIA Submission fees

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.

ura.go.ug/paymentController/load

Village\* MAMBO BADO

**Details of Other NTR Payments**

Ministry/Department/Agency\* NATIONAL ENVIRONMENT MAN

CATEGORY ENVIRONMENT IMPACT ASSESS

SUBCATEGORY FEES PAYABLE ON PROJECTS

TAXHEAD Total Value does not exceed 50m

Tax Head Description : Total Value does not exceed 50million-EIA Submission fees

Application Reference\* Amount\*

WATER SUPPLY KATOKE VIL 67,500.00

Assessment Date\*

18/10/2021

**Fees Calculation**

Gross Amount ( in UGX )	Percent Rate (%)	Fees Based on Gross Amount ( in UGX )
45,000,000.00	0.15	67,500.00
<b>Total Amount (in UGX)</b>	<b>67,500.00</b>	

**Total Fees Payable (in UGX)** 67,500.00

**Identification Details**

Type of ID Proof (Provide from the list given for ID proof)

Activate Windows  
Go to Settings to activate Windows.

Live Chat +

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

The screenshot shows a web browser window with the URL [ura.go.ug/paymentController/load](http://ura.go.ug/paymentController/load). The page displays a payment form with the following sections:

- Total Amount (in UGX):** 67,300.00
- Total Fees Payable (in UGX):** 67,300.00
- Identification Details:**
  - Type of ID Proof (Provide from the list given for ID proof): --Select--
  - Identity Number: Parish, Subcounty, County
- Payment Methods:**
  - Select how would you like to complete this payment:
    - Online Payment Options (VISA, MasterCard, American Express, Union Pay, Mobile Money)
    - Payment Transfer Instructions (EFT, RTGS and Swift)
    - Other Payment Options (Cash, Cheque, Mobile Money, Demand draft, Point of Sale)
  - Click here to view [List of Banks](#) authorized to collect URA Payments
- Enter text from Given the image\*:** dPTuEH (Letters are case sensitive)
- Fields marked with \* are mandatory
- Declaration: 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.
- Buttons: Accept and Register, Back

At the bottom of the page, there is a footer with the following links and information:

- Contact Us: Toll Free Number: 0800117000
- Download Forms: Download Online Forms
- Exchange Rates: Imports
- Useful Links: Ministry of Finance, Live Chat
- System messages: Activate Windows, Go to Settings to activate Windows.

**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](mailto: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