

TECHNICAL GUIDE ON HOW TO GENERATE PRN FOR OTHER PAYMENTS (UNDER NEMA) 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 the URA FC e-services portal. The main navigation bar includes links for HOME PAGE, ABOUT US, NOTICES, PUBLICATIONS, SELF SERVICE, e-INVOICING, KAKASA, CAREERS, and LEGAL & POLICY. The left sidebar lists e-Services: Registration, Payment, Motor Vehicle, Stamp Duty, and Download Forms. The main content area is titled 'HOME > PAYMENT REGISTRATION' and contains the following form sections:

- Payment Type:** A dropdown menu with 'DT' selected.
- Tax Head:** Radio buttons for 'NTR', 'Tax Type(For IT,VAT,Excise,With holding,Gaming Tax etc)', and 'Other NTR' (which is selected).
- Taxpayer Details:** A grid of input fields with the following values:

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:** A dropdown menu for 'Ministry/Department/Agency *' with '--Select--' selected.
- Reference Number:** An empty input field.
- Amount *:** An empty input field.

At the bottom right, there is a 'Live Chat' button and a watermark for 'Activate Windows'.

6. Under Ministry/Department/Agency: Select NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY
7. Under CATEGORY: Select the item to pay for and follow the prompts

The screenshot shows a web browser window with the URL `ura.go.ug/paymentController/load`. The form contains the following fields and sections:

- Location Fields:** Plot No, Street Address, District/City*, Sub county / Town Council/Division*, Village*, Contact Telephone Number, Building Name, Trade Center, County/Municipality*, Parish*, Mobile Number.
- Details of Other NTR Payments:**
 - Ministry/Department/Agency*: NATIONAL ENVIRONMENT MA
 - CATEGORY: --Select-- (dropdown menu is open showing: ADMINISTRATIVE FEES, AUDIT FEES, ENVIRONMENTAL IMPACT ASSESSMENT, ENVIRONMENTAL PRACTITIONER FEES, MANAGEMENT OF OZONE DEPLETING SUBSTANCES AND PRODUCTS, OTHER FEES AND COSTS PAYABLE UNDER THESE REGULATIONS, POLLUTION FEES, TENDER DOCUMENTS, WASTE MANAGEMENT FEES, WETLAND USER PERMIT FEES)
 - Reference Number: [Text Input]
 - Assessment Date: 08/12/2021
- Identification:** Type of ID Proof (Provide from the list given for ID proof) --Select--
- 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, Print of Sale)

8. The following payment categories do not have amounts attached, please ensure you have the correct amount before you start the process.
 - i. Admin Fees
 - ii. Other fees and costs payable under these regulations
 - iii. Pollution fines and fees
 - iv. Tender Documents
9. Under Fees Calculation, Additional fees if applicable: Enter amount payable Eg. 300,000
10. Assessment Date will auto populate

11. Type of ID proof and identity number are not mandatory.

12. Select your mode of payment,

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

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

14. Accept and register.

15. Your PRN is ready for printing and payment

URA.gov.ug/paymentController/load

Total Fees Payable (in UGX) 67,500.00

Identification Details

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

--Select-- 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 C

(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.

Accept and Register Back

Contact Us Toll Free Number: 0800117000

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Useful Links Live Chat

AFTER RAISING YOUR PRN, PLEASE DO THE FOLLOWING;

16. Make payment in any bank of your choice
17. Scan proof of payment together with the PRN generated
18. Send email attaching items scanned as per 17 above to;
finance.revenue@nema.go.ug
19. Your receipt will be ready in one (01) day
20. 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.