



NEW GUIDELINES FOR BILLING AND COLLECTION OF UNBS NON-TAX REVENUE (NTR)

1. LOG IN TO:
URA Website/Home Page
www.ura.go.ug

2. GO TO:
e services

3. SELECT:
Payment Registration
option

4. SELECT:
Other NTR option

5. SELECT:
UNBS under Ministries/
Departments/Agencies
(Be alert not to pick UBOS)

6. SELECT:
Department whose
services are being billed.

7. SELECT:
Category of fees under
that Department.



8. SELECT:
Tax Head/Service being
paid for.

9. GO TO:
Fees Calculation and
enter amount under
Additional Fees If Applicable
in UGX

10. ENTER:
TIN number of Client/
person paying.

11. SELECT:
Mode of Payment -
By Cash is preferred option.

12. CONFIRM:
Your transaction by
entering text in default
image generated.

Accept and Register
your Payment

Reconfirm by
clicking OK.



Print Bank Payment Advice Form - 2 copies ideal for client.

Effective July 1st 2014 For Assistance: Call 0800 133 133