



1. Click: “Register” on the Home page of www.ppdaproviders.ug, Fill in steps 1 to 6

Submit the application on step six and print out for your signature and company stamp.

2. Submit the following Requirements for the Registration:

- Copy of your Printed Profile (Got on submission in 1 above)
- Copy of Certificate of Incorporation /Registration
- Copy of Current Trading License or equivalent
- Copy of TIN Certificate
- Letter of Authorization for signatory to submit application for registration on behalf of the Provider
- Proof of Payment e.g. original bank deposit slip or remittance advice form (see section 4 for payment procedure)

3. Registration Fees Structure

Applicants will be registered under the following three categories and will pay fees for registration as follows:

#	Category	New Registration fees (UGX)	Annual Renewal fees (UGX)
1	Works	187,500	50,000
2	Consultancy or Non-Consultancy services	150,000	50,000
3	Supplies	150,000	50,000

NB: Providers may apply for new registration under more than one category; in such cases the provider will be given a 50% discount on the second category. This discount does not apply for renewals.

4. Payment of Registration/Renewal Fees Procedure

Payment for Registration or renewal is done on the URA web portal as below:

- A. Go to <http://ura.go.ug>
- B. Click on e-services
- C. Select Payment Registration under payments
 - a) Tax Head: choose other NTR
 - b) Details of other NTR payments
 - i. Agency: Select Public Procurement and Disposal of Public Assets Authority.
 - ii. Category: Select categories of your choice from the list (for first time registration)
NB: For renewing, select renewal per category per year under category (if dealing in more than one category, generate more than one pay slip)
 - iii. Tax Head: Select local fees (Amount will be generated automatically)
 - iv. Click on date selector for assessment date
 - c) Tax Payer Details
Enter the company TIN and click outside the box.
The remaining information will be generated automatically
 - d) Applicant Identification Details
 - i. Select the type of ID
 - ii. Enter the ID number
 - e) Bank Details
 - i. Payment Mode: Select payment mode of your choice
 - ii. Bank Payment Type: select manual payment
 - iii. URA's Banker Name: Select the bank of your choice
 - iv. Enter text from given image: the given text must be entered exactly as it is. It is case sensitive
- NB: Fields marked with * are mandatory***
- f) Click accept and register
- g) Click ok to confirm the registration
- h) Print the generated slip and fill in the details manually for payment in the bank.

For Inquiry

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