LOCAL HOTEL TAX ECITIE REGISTRATION PROCESS

- **1.** Log onto the eCitie system.
- 2. Under **Registration** main menu, select **Add Additional Branch** if a client already has a COIN else, select COIN application.

| ÷ | 4 | Registration 🤌 🖡 | Payment | 🗰 People | Q Local | ion M | Admin | 😂 Business | 🤸 System | 🦕 Support |
|--------------|------|---------------------------------|-------------|-----------------------------------------------|-----------------------------------|------------------------|-------------|---------------------------------------|----------------|-----------|
| Select | | List Registration | | | | | | | | |
| Registration | ٥ | COIN Application for individual | non- | | | | | | | |
| W KCC | | COIN Application for individual | | blic Trai | nsport | Syst | em | | | |
| Hom | Ð | Add Additional Branc | h | | | | | | | |
| | Brar | nch Registration Amen | ndme Add Ad | ditional Branch | | nd Sustai | inable City | | | |
| - | ß | COIN Deactivation | | dission | ALIGUIVE | | mable oity | | | |
| | Ø | COIN Reactivation | r | o Deliver Quali | ity Services | o the City | у | | | |
| | 6 | COIN Registration Amendment | | LOTE Valu xcellence, Inte Jpcoming tasl | es grity, Innova ks for com | tiveness, oanies, c | Teamwork | : andClient Care Ind projects in t | he PTS softwar | re |
| | 0 | Post registration veril | fication | | | | | | | |
| | ٩ | Track Application | | | | | | | | |
| 1 | 9 | Registration Statistics | ; | | | | | | | |
| | | Generate Report | | | | | | | | |
| | Tran | nsfer of Business Bran | ches | | | | | | | |
| | List | Branch Amendments | | | | | | | | |
| | Veri | fy Branches | | | | | | | | |
| 1 | | 2 3 4 5 0 | | | | | | | | |

- 3. Input COIN if Additional branch else, fill the COIN application form
- 4. Select Local Hotel Tax as the reason for registration application and then Save & Go Next.

| Registratio | n / [lang-l gistration mana | registration-application-additi agement solution allows you to store and manage your regis | tration list in a secure, central location. |
|-------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------|
| Home / Registration / A | dd Additional Bra | anch | |
| *Is forced | registration?: | Oyes ®No Input C | OIN |
| COIN & REAS | SON FOR | APPLICATION | |
| | *COIN: | 0000030161 | |
| | *Register: | LocalHotelTax | ✓ |
| | | - Register - | |
| Save & Go Next | Skip & Go Next | BodaBoda | |
| 1 | | LocalHotelTax | |
| | | LocalServiceTax | Select Local |
| | | Markets | Hotel Tax |
| | | outdoor | |
| | | Property | |
| | | PropertyDevelopment | |
| Save & Go | | Tradinglicense | |
| Next | | Transport | |

| 619 | People 🛛 Location 🏴 | Admin 🛸 Business 🍾 Syst | em 💊 Support | | |
|------------|--------------------------------------------------------------|------------------------------------------------------|----------------------------|-----------------------|------------------------|
| | | | | | Citie |
| | | | | | Texabeter dy |
| eme | istration-application- Int solution allows you to store a | -additi nd manage your registration list in a sec | ure, central location. | | |
| nch | | | | | |
| | COIN & Reason for Ap | plication has been entered/selecter | 1. | | |
| | ADD ADDITIONAL | BRANCH | | | |
| | c | DIN: 0000030161 | | Mobile Number: | 435435345345 |
| | Firstna | ame: Henry | | Email: | ✓ kyazzemusa@gmail.com |
| L | Surna | ame: Saako | | Sex: | Male |
| L | | | | Date of Birth: | 2017-05-26 12:00:00 |
| L | | | | Mother's Maiden Name: | sophie |
| | Branches Confirmat | tion | | | |
| | BUSINESS BRAN | СН | | | |
| L | Local Hotel Tax | Add Local Hotel Tax Branch | No Business Branches added | | |
| | Back Next | No business branch record(s) | | | |
| | | | | Tax Branch | ei |
| | | | | | |

5. Select Add Local Hotel Tax Branch to open and display the LHT branch registration form.

 Fill to completion the LHT branch registration form and then select Add New LHT branch to register the application.

| | | × |
|-----------------|------------------------|----------|
| BUSINESS BRANCH | Hotel Location Details | _ |
| ocal Hotal Tax | *Hotel Name: | |
| Back Next No b | | |
| | *Division: | |
| | - Division - | • |
| | *Parish: | |
| | - Parish - | * |
| | *Village: | |
| | - Village - | • |
| | *Street: | |
| | - Street - | • |
| × | Plot number: | |
| | House No.: | |
| | | |

| //e | citietest.kcca.go.ug/ecitie/intranet/registratio | on/application-additional-branch/coin-reason#business-branch | |
|------------|--------------------------------------------------|--------------------------------------------------------------|---|
| | | Hotel Rooms charged below 10,000: | |
| | | *Total: | |
| | | *Hotel Size: | |
| | | Swimming pool: | |
| | | ◎ Yes ● No | |
| | | Restaurant: | |
| | | ● Yes ● No | |
| | | ● Yes ● No | |
| Add New | | Gymnasium: | |
| LHT Branch | | | |
| | | Social Function Services: | |
| | | ● Yes ● No | |
| | | Conference Facilities: | |
| | | | - |
| | | Back Add New LHT | |

7. Agree to the terms and conditions on the **confirmation** page, select **submit application** to submit the registration application.

|) Sentamu | COIN & Reason for Application has been entered/selected. | |
|--------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| aster Accounty | ADD ADDITIONAL BRANCH | |
| PIN | COIN: 000000777 | Makila Number: 25/375/3000 |
| | | Finil Statement and S22 budge and |
| | | sentongoedwardo2.3@yando.com |
| | Europee SENTONGO | Sex: Male |
| TFS | TTN: 100261192 | Date of Birth: 1957-07-12 12:00:00 |
| 31 1 2 | | Mother's Maiden Name: NANTEZA |
| 7 8 9 14 15 16 | Branches Confirmation | |
| 21 22 23 | | |
| 28 <mark>29</mark> 30 5 6 7 | | |
| | All nerus have been validated and all the required nerus have been con | pieteu as expecteu. |
| | Please note that all forms go through final validation, logical checks an | d duplicate check prior to submitting for approval for the purpose of data integrity. |
| Tick the check | View form details of this section | |
| how to agree to | Business Branch | |
| | All fight have been validated and all the required fields have been con | alated as expected |
| T&CS | Places note that all forme as through final unlightion, logist, shade on | d durlighte chock where to submitting for anoranal for the surgeous of data integrity. |
| | Please note that an orms go through final validation, logical checks an | a auplicate check prior to submitting for approval for the purpose of data integrity. |
| | View form details of this section | |
| | Larres to the terms and c | anditions click to view terms and conditions. |
| Click here to | *Terms and conditions: | |
| cubmit | Rook Submit AppEration | |
| submit | suck submit Application | |
| | | |

8. The system will send a printable acknowledgement receipt with a **reference number** to track the registration.

| eople 🍳 Location 🏄 Admin 📸 Business 🍾 System 💊 Support | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------|---------------|
| | | Citie | N will |
| On-application-additi wa you to store and manage your registration list in a secure, central location. | | | |
| COIN & Reason for Application has been entered/selected. | | | |
| DD ADDITIONAL BRANCH | | | |
| COIN: 0000030161 | Mobile Number: | 435435345345 | |
| Firstname: Henry | Email: | kyazzemusa@gmail.com | |
| Surnáme: Ssako | Sex | Male | |
| | Date of Birth: | 2017-05-26 12:00:00 | |
| | Mother's Maiden Name: | sophie | |
| Branches Confirmation | | | |
| Congratulations!!! Your Application for Addional branches has been submitted for approval. The Ack - Please print acknowledgement receipt | nowledgement Reference number is 19 | 0042667. | |
| | | | |
| | | Reference | e Nun |

LHT VERIFICATION PROCESS.

- 1. The Verification Authority shall log onto eCitie.
- 2. Under the registration main menu, select List Registration.

| | | ÷ | 1 | Registration 🥔 Payment | 🗰 People 🛛 Location 🏄 Admin 🛸 Business 🤸 System 💊 Support |
|---|--------------|----------|------|------------------------------------|-------------------------------------------------------------------------|
| | | | 1 | List Registration | |
| | | K | n | COIN Applicatio List Registration | Select List of |
| | | ĥ | | individual | Registration |
| | Select | W KCC | ١ | COIN Application for individual | blic Transport System |
| | Registration | Hom | 0 | | |
| l | | | Ľ | Add Additional Branch | |
| | | | Brai | nch Registration Amendment | Vision |
| | | L | R | COIN Deactivation | To be a Vibrant, Attractive and Sustainable City |
| | | | Ü | | Mission |
| | | | Ø | COIN Reactivation | To Deliver Quality Services to the City |
| | | | в | COIN Registration | Core Values |
| | | | e. | Amendment | excellence, Integrity,Innovativeness, Teamwork andClient Care |
| | | | 6 | | ppconing cases for companies, contacts and projects in the PTS SOItWare |
| | | | 6 | Post registration verification | |
| | | | ۵ | Track Application | |
| | | 1 | 9 | Registration Statistics | |

3. Enter the reference number to search for the application of interest >> select search.

| t 🗰 Po | eople 🍳 Location 🏄 Ad | min 🚔 Business | 🤸 System 💊 Su | ipport | | | |
|----------|------------------------------------|----------------------|---------------------------------------------------|---------------------|-----------|-------------------------------------|------------------------------------|
| | | | | | | Citic | M William Sentamu ∓ L |
| Reaistr | ation | | | | | | |
| anagemen | t solution allows you to store and | manage your registra | ation list in a secur | Entor Pofor | anco | | Sea |
| n | | | | | ence | | |
| LICT | DECICEDATION | | | Numbe | r | | |
| LIST | REGISTRATION | | | / | | | |
| Viewi | ng 1 to 10 of 12151 Registrati | ion(s) | | | | | 123 |
| Y | - Form Number - 🗸 🍸 | - Status - | ✓ Y 19004 | 12667 | Date on w | hi. Date on whi. | iearch |
| i i u | ist Registration | egistration | | | | | |
| # | Customer Name | Reference No. | Form Code | Date | Status | Actions / Options | |
| 1 | Henry Saako | 190042667 | DR-1101 Application for Additional branches | 2018-06-28 17:58:55 | Pending | Print Registration Form Verif | y LHT Registration |
| 2 | EDWARD SENTONGO | 190042663 | DR-1101 Application for Additional branches | 2018-06-28 09:12:14 | Active | Print Certificate Print Certific | ate - ONLY Print Registration Form |
| 3 | EDWARD SENTONGO | 190042662 | DR-1101 Application for Additional branches | 2018-06-28 09:11:23 | Active | Print Certificate Print Certificate | ate - ONLY Print Registration Form |

4. Select Verify LHT Registration.

| t 🗰 People 🍳 Location 🏄 Admin 🕿 Business 🔧 System 💊 Support | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------|
| | Citie | 👖 William Sentamu ፒ Lo |
| Registration / [lang-acknowledgement-reference-numbe anagement solution allows you to store and manage your registration list in a secure, central location. | | sear |
| n / Reference Number: 190042667 | | |

LIST REGISTRATION

| Viewing | 1 Registration(s). | | | | | Select Verify LHT | |
|---------|--------------------------|---------------|---------------------------------------------------|---------------------|---------|----------------------------------------|------------|
| ∑ -F | orm Number - 🗸 🍸 | - Status - | ✓ Y 19004 | 2667 | | Registration | |
| List F | Registration Export regi | istration | | | | | |
| # | Customer Name | Reference No. | Form Code | Date | Status | Actions / Options | |
| 1 | Henry Saako | 190042667 | DR-1101 Application for Additional branches | 2018-06-28 17:58:55 | Pending | Print Registration Form Verify LHT Rec | vistration |

5. If the City Operator has more than one branches pending verification, they shall all be displayed for you to choose the particular branch of interest.

| t 🗰 Peop | le 🔮 Location | Marin 😭 Busine | ess 🤸 System Ģ Support | | |
|-------------|-----------------|--------------------------|------------------------|-----------------|---------|
| | | | | | Citie |
| j-local-ho | otel-tax-list-v | erificati | | | |
| Branches | | | | | |
| VERIFI | CATION BR | RANCHES | | | |
| | Firstname | e: Henry | | | |
| | Surname | : Saako | | | |
| application | COIN | 4: 0000030161 | | | |
| interest | Mobile Number | : 435435345345 | | | |
| | Email Address | s: 🔽 kyazzemusa@gmail.co | om | | |
| | Sub County | BUGAYA | | | |
| | LIST OF BR | ANCHES | | | |
| | # Tax / Refe | rence Number | Description | Location | Status |
| | 1 190042630 | 1 | Sky Lift Hotel | NAKAWA DIVISION | Pending |
| | 2 190042667 | | HOME ALONE HOTEL | RUBAGA DIVISION | Pending |

- eCitie shall open and display the verification form. Fill in the verification foam in the prescribed format. This must be done either on site or after carrying out the site verification. Filling the branch verification form automatically implies that site verification has been done.
- 7. Upon satisfactory entry of the verification information, select **verify** to save and register the verification report.

| 2 | VERIFICATION DETAILS | |
|----------------|---------------------------------------------|---------------------------|
| 9 5 16 | *X-Coordinate: | |
| 2 23 | *Y-Coordinate: | |
| 7 | *Property Number: | |
| | *Total Number of rooms at the facility: | |
| | *Hotel Facility Rating: | - Hotel Facility Rating - |
| | Hotel Rooms charged above 50,000/=: | |
| | Hotel Rooms charging 10,000 up to 50,000/=: | |
| | Hotel Rooms charged below 10,000: | |
| | *Total: | |
| | *Hotel Size: | |
| | *Verification Comment: | |
| Select Verify | | |
| to save report | | |
| | | |
| | | |
| | | |
| | | |
| Verify | y Do it later | |
| | 🥥 🚖 🎒 🔯 🦛 | |

8. To view the verification report, go under Admin main menu>>Local Hotel Tax>>Local Hotel Tax List.

| 🧬 URA Vehicle Lookup | | |
|-----------------------------------|------------------------|----------------------|
| 🛗 Calendar | | Select Local |
| View Client Care Registrations | 1 | |
| 📕 Boda Boda List | | |
| Local Hotel Tax | 📕 Local Hotel Tax List | eCitie. All rig |
| LST orgarnisation size | Local Hotel Tax Filing | Local Hotel Tax List |
| Business Sub-Category | | |

9. Input the Hotel Name in the search criteria to easily scan through for the branch of interest, select Actions/Options>>View Verification Report or any other required Action

| 🙌 People 🛛 Q Location 🏾 🏄 Admin 🛸 Business | 🍾 Syster | n 💊 Support | | | - | |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|---------------------------------|--------------------|
| | | | | Citie | 👖 William Sentam | u 🐺 Logout |
| otel Tax List / Searching for "home alone | e" | | | | | home alone |
| | | | | | | |
| Select View Verification Report | RSTU | 6081 Till Sheet Print Statement of Account | × | | Selec | t Action/ ption |
| Local Hotel Tax List Local Hotel Tax List Local Hotel Tax List Exp Customer LHT Code Saako Henry 0000030161 | port Balance | View Verification Report Download Manual Verification Form File Inspection Report View Inspection Report Download Manual Inspection Form | assification Hotel | Hotel Rating 3 star | Verification Status Verified | Actions / Options |
| 2 LOAN HOTEL- SMC H118000008 LIMITED 0000035585 | 2294 | Download Manual Return Form | Hotel | 4 star | Approved | View |

10. Verification Report displaying details availed by the both DDE and Verification Authorities

| Client Registration | Verification Report |
|------------------------------|-------------------------------------------|
| Hotel Name: HOME ALONE HOTEL | X-Coordinate: 852 |
| Hotel Classification: Hotel | Y-Coordinate: 554 |
| Total of Rooms: 30 | Hotel Name: HOME ALONE HOTEL |
| Facility Rating: 3 star | Hotel Classification: Hotel |
| | Total of Rooms: 30 |
| | Fecility Rating: 3 star |
| | Verifier Comment(s): Change room category |
| | Verified By: William Sentamu |

Back

LHT APPROVAL PROCESS

- 1. The **Approving Authority** shall log onto eCitie, select **Registration** main menu >> **List Registration**.
- 2. Enter search criteria to easily scan through for the application of interest and select Approve / Rejection.

| Stration ent solution allows you to store and manage your registration list in a secure, central location. LIST REGISTRATION Viewing 1 to 10 of 12151 Registration(s) Y - Form Number - Y - Status - Y Reference Number Y Date on wl Date on wl |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| stration ent solution allows you to store and manage your registration list in a secure, central location. LIST REGISTRATION Viewing 1 to 10 of 12151 Registration(s) Viewing 1 to 10 of 12151 Registration(s) Y - Form Number - Y Reference Number Date on wh Secreth |
| LIST REGISTRATION Viewing 1 to 10 of 12151 Registration(s) Y Porm Number - Y Reference Number Date on wf Date on wf Search |
| Viewing 1 to 10 of 12151 Registration(s) |
| Y - Form Number - Y - Status - Y Reference Number Y Date on wf Date on wf Search |
| |
| E List Registration Export registration Select Approve |
| Customer Name Reference No. Form Code Date Status Actions / Options Registration |
| 1 Henry Saako 190042667 DR-1101 Application for 2018-06-28 17:58:55 Pending Approve Registration Reject Registration Form Additional branches |
| 2 EDWARD SENTONGO 190042663 DR-1101 Application for 2018-06-28 09:12:14 Active Print Certificate Print Certificate ONLY Print Registration Form |
| 3 EDWARD SENTONGO 190042662 DR-1101 Application for 2018-06-28 09:11:23 Active Print Certificate Print Certificate ONLY Print Registration Form Additional branches |

eCitie displays the approve/reject form, select Approve / Reject.

| | 🗹 List | of Local H | otel Tax Branche | s (1) | | |
|-----------|---------------------|---------------|----------------------|-------------|--------|----------|
| | Tax / R # Number | eference r | Description | Location | Status | |
| | 42667 | , | HOME ALONE HOTEL | | Active | <u> </u> |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Select Ap | prove | | | | | \sim |
| Registra | ation | n Reason: | | | | |
| | | | | | | |
| | Approve R | registration | Edit Before Approval | Do it later | | |

3. Upon submission of the approval, the system will generate a **printable Certificate of Registration** for the Client clearly displaying the selected registration details and the branch code

| ELMA | KACCAA MA CAMMA CITY AUTOORTY For a belier Cay | Certificate o | f Regis | For Cal +20 Or | General Questions I our General Line 58 (0)20 4860000 log onto www.koca.go.ug | |
|----------|------------------------------------------------------|----------------------------------------------------|-------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------|--|
| | | 28/ | 06/201 | 8 | | |
| | | Section A. City | y Oper | ator Informatio | on | |
| COIN | | | | 0000030161 | | |
| Name | | | | Henry Saako | | |
| District | a mbu | BUVUMA | Cou | nty BU | VUMA ISLANDS COUNTY 175 | |
| Village | bunty | BUTALE | Pan | sn BU | TE UI | |
| | | Regis | tration | Details | | |
| No. | Branch Code | Revenue Source | Effect | ive Date of Registration | Effective Date of Cancellation | |
| 1 | H278180002 | LHT(Hotel) | 08/06/ | 2018 | - | |
| - | H270190005 | LHT(Hotel) | 29/06/ | 08/06/2018 - | | |
| 3 | 1276100000 | Lin(hote) | 20100/ | 2010 | | |
| 3 | e above COIN m | ust appear on all your co certificate shall rem | rrespond nain in for | ences with Kampala C ce unless it is cancele | apital City Authority. This d tive | |
| 3 | | Section C. Offici | ial KC | CA Representa | | |
| 3 The | zed Signature | Section C. Offici | Des | ignation of Signatory Sof | tware Developer | |