



HOW TO REGISTER FOR COIN ONLINE FOR TRADING LICENSE

1. On the homepage, for e-Citie, go to the Left Menu, under the **KCCA logo** and Select the type of registration that applies. COIN Individual/Non-Individual Registration

The screenshot shows the KCCA e-Citie website homepage. The left menu is highlighted, showing the following options:

- Login
- Apply: COIN for individual
- Apply: COIN for non-individual
- Track Application
- Register Payment
- ONTR Payments
- Track Payment

The 'REVENUE SOURCES' section is visible, including the following options:

- LOCAL HOTEL
- BUSINESS LICENSES
- LOCAL SERVICE TAX
- MARKETS
- RENT AND RATES
- PROPERTY RATES

A 'Revenue Sources' sidebar is also present, listing the following options:

- Local Hotel
- Business Licenses
- Local Service Tax
- Markets
- Rent and Rates
- Property Rates

Annotations on the left side of the screenshot point to the 'KCCA Logo' and the 'Apply: COIN for individual' and 'Apply: COIN for non-individual' options in the left menu.

2. Click on the template you wish to fill out e.g. **COIN** Individual and select the reason for COIN application, which in this place is Trading License.

Call Centre Tel: +256 (0)20 4660049

HOME GLOSSARY FAQS CONTACT US TERMS AND CONDITIONS




Login

- Apply: COIN for individual
- Apply: COIN for non-individual
- Track Application
- Register Payment
- ONTR Payments
- Track Payment

February 2015

S M T W T F S

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

1 2 3 4 5 6 7

Downloads

- Local Service Tax FAQs.pdf
- Local Hotel Tax FAQs.pdf
- Trade Licence FAQs.pdf
- Trading Licence.pdf
- more>>>

COIN APPLICATION FOR INDIVIDUAL

About Individual
Business Branch
Contact, Reference & Agent
Confirmation

Individual Information

*Is forced registration? Yes No

Title: - Title -

TIN:

*Surname:

*Firstname:

Middle Name:

Acquired Name:

*Sex: - Sex -

*Date of Birth:

*Completing on behalf of minor?: Yes No

*Mother's Maiden Name:

Address in Uganda

Plot Number:

Street Name:

Building Name:

*Trading Center:

*District: - District -

*County: - County -

*Sub County: - Sub County -

*Parish: - Parish -

*Village: - Village -

Citizenship Details

*Country of Citizenship: UGANDA

Identification Documents (Supply Minimum of 2)

Work Permit:

Refugees ID:

Passport Number:

National Identification Card:

NSSF Number:

Financial Card:

Driving Permit:

Diplomatic ID:

Employee's ID Number:

Voter's Card Number:

Village Identification Card:

Contact Address

Box Number:

*District: - District -

*Mobile Number: Uganda (+256)

Second Mobile Number: Uganda (+256)

Landline Number:

*Email Address:

COIN Registration Reason

*Why do you need a COIN?:

Revenue Sources

- Local Hotel
- Business Licenses
- Local Service Tax
- Markets
- Rent and Rates
- Property Rates

Reason for COIN application

The city operator will select apply for COIN for Non Individual if he wishes to register a Company and fill in the required details in the form shown below.

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eCite

COIN APPLICATION FOR NON-INDIVIDUAL

About Legal Entity Associate Business Branch Contact, Reference & Agent Confirmation

INDIVIDUAL INFORMATION

*Entity Legal Name:

Business Name:

*Registration Certificate Number:

*Date Entity was Established:

*Applicant Type: - Applicant Type -

*Business Type: - Business Type -

*Do you have previous Business Name?: Yes No

ADDRESS IN UGANDA

Plot Number:

Street Name:

Building Name:

*Trading Center:

*District: - District -

*County: - County -

*Sub County: - Sub County -

*Parish: - Parish -

*Village: - Village -

CONTACT ADDRESS

Box Number:

District: - District -

*Mobile Number: Uganda (+256)

Second Mobile Number: Uganda (+256)

Landline Number:

*Email Address:

COIN REGISTRATION REASON

*Why do you need a COIN?:

Save & Go Next Skip & Go Next

Revenue Sources: Local Hotel, Business Licenses, Local Service Tax, Markets, Rent and Rates, Property Rates

February 2015: S M T W T F S, 25 26 27 28 29 30 31, 1 2 3 4 5 6 7, 8 9 10 11 12 13 14, 15 16 17 18 19 20 21, 22 23 24 25 26 27 28, 1 2 3 4 5 6 7

Downloads: Local Service Tax FAQs.pdf, Local Hotel Tax FAQs.pdf, Trade Licence FAQs.pdf, Trading Licence.pdf

Reason for COIN Application

3. If the city operator has a COIN, they will be required to click on the Log in Icon and then provide the COIN.

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CITY OPERATOR LOGIN

Please note that for security reasons the eCite system has been implemented with a timed session expiry mechanism. If you do not use the system for a prolonged period of time, you will receive a "Session Expired" notice and you will automatically be logged out. This time period has been set for 30 minutes. If you expect to be away from your desk, it is advisable that you please ensure that you save your current work. You should, however, once you have logged in, should not leave this system unattended for your own safety.

SIGN IN

Username (COIN):

Password (PIN):

Login

Revenue Sources: Local Hotel, Business Licenses, Local Service Tax, Markets, Rent and Rates, Property Rates

February 2015: S M T W T F S, 25 26 27 28 29 30 31, 1 2 3 4 5 6 7, 8 9 10 11 12 13 14, 15 16 17 18 19 20 21, 22 23 24 25 26 27 28, 1 2 3 4 5 6 7

Downloads: Local Service Tax FAQs.pdf, Local Hotel Tax FAQs.pdf, Trade Licence FAQs.pdf, Trading Licence.pdf

Log in Here

In put COIN here

4. The city operator will then click on the registration menu to access the form for **Application for Additional Branches**. He will then fill in the details for the details for the business branch they are registering for, **Save and Go Next**.

5. After the city operator applying for a COIN has clicked Save and Go Next, they will click the **Add a Business tab** and the form will be displayed as shown below for the city operator to fill all the mandatory fields and click **Next** to go to the **Confirmation** page and **submit**.

The screenshot displays a web application interface for managing business branches. On the left, a sidebar contains navigation options: 'Apply: COIN for non-individual', 'Track Application', 'Register Payment', 'ONTR Payments', and 'Track Payment'. Below these is a calendar for February 2015 and a 'Downloads' section with links to various tax and license FAQs. The main content area is titled 'BUSINESS BRANCH' and features a 'Trading Licence' section with 'Back' and 'Next' buttons. A blue callout box labeled 'Add a Business' points to the 'Add A Business' tab, which is currently selected. The main content area shows 'No business branch record(s)'. On the right, a vertical menu lists categories: 'Local Hotel', 'Business Licenses', 'Local Service Tax', 'Markets', 'Rent and Rates', and 'Property Rates'.

ADD A BUSINESS

***Business Name:**

***Business Type:**

- Business Type -

Business Registration Number:

TIN:

***Division:**

- Division -

***Parish:**

- Parish -

***Village:**

- Village -

***Grade:**

***Business Category:**

- Business Category -

***Nature of Business:**

- Nature of Business -

***Amount:**

Building Name:

Street Name:

***Business Records kept:**

- Business Records kept -

Back **Add A Business**

Registration / COIN Application for individual / ADD A BUSINESS

6. Fill all form fields for each section as shown below, click on **save and go next**,

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Kampala City Council
For a Better City

eCite

COIN APPLICATION FOR INDIVIDUAL

About Individual | Business Branch | Contact, Reference & Agent | **Confirmation**

*Do you have revenue agent?: Yes No
 *Do you have alternate contact?: Yes No

REFERENCE DETAILS

*Surname:
 *Firstname:
 Middle Name:
 Acquired Name:
 COIN:
 Relationship / Designation:
 *Mobile Number: Uganda (+256)
 Landline Number:
 *Email Address:

Back | **Save & Go Next** | Skip & Go Next

Save and go next

7. Agree to the terms and conditions in the **confirmation** section.

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For a Better City

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COIN APPLICATION FOR INDIVIDUAL

About Individual | Business Branch | Contact, Reference & Agent | **Confirmation**

✓ **About Individual**

All fields have been validated and all the required fields have been completed as expected.

Please note that all forms go through final validation, logical checks and duplicate check prior to submitting for approval for the purpose of data integrity.

View form details of this section

✓ **Business Branch**

All fields have been validated and all the required fields have been completed as expected.

Please note that all forms go through final validation, logical checks and duplicate check prior to submitting for approval for the purpose of data integrity.

View form details of this section

✓ **Contact, Reference & Agent**

All fields have been validated and all the required fields have been completed as expected.

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View form details of this section

*Terms and conditions: I agree to the terms and conditions. click to view terms and conditions.

Back | **Submit Application**

Tick the check box to agree to T&Cs

Click here to submit

8. If all is successful, click **Submit** to submit your application as shown above.

9. If the form fails online validation (Confirmation Section), correct the specified errors in the fields and sections displayed then click, **save and go next** and re-submit the corrected form.

- An **e-Acknowledgement** receipt will be generated with a **Reference Number** and will be sent to the email address and phone number you provided during application respectively. This is how it looks

Reference Number



Kampala Capital City Authority
Plot 1-3 Apollo Kagame Road
Uganda
Tel: +256 254660049



150034878

Section A. Acknowledgement Information

Form No.	DR-1158 Acknowledgment Receipt	Reference Number	102034878
Status	Active	Acknowledgement Date	02/02/2016
Acknowledgement Issue	Mtaji/Kwasa Eng'ara	Printed Date	02/02/2016

Section B. City Operator Information

Name	ALICE KAVIIBISI	Mobile Number	256791622138
Date of Birth	02/08/1983	Email Address	kavibisira@yaho.com

Section C. Physical Address

District	MADAKA	County	MADAKA MUNICIPALITY 121
Block/County	WYENDU/ISENYANGE	Parish	ISENYANGE 06
Village	ISENYANGE ADA		

Trade License Application(s)

Business name	Year	Nature of business	Grade	Amount
MAXIMA	2015	Beauty Salon	Grade 1	20000
MPEMPE SALON				

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- Submit the printed application form, signed Terms and Conditions and attachments to the nearest KCCA office within 10 days.
- The COIN application will be approved by the KCCA Approving Officer and a COIN shall be system generated. A message/email will be sent to the Client's mobile phone/email baring the Client's COIN and PIN numbers. A Registration Certificate, shown below, baring the COIN number will also printed and issued to the respective Client.

For General Questions
Call our General Line
+256 (0)20 4660049
Or log onto www.kcca.go.ug

Certificate of Registration
03/02/2015

Section A. City Operator Information

COIN	0001536481
Name	MARY ODOONGO

Section B. Physical Address

District	BUSHENYI	County	IGARA COUNTY EAST
Sub County	RUJUMURO	Parish	NYEIBINGO 14
Village	IHANDA		

Registration Details

Sr. No.	Revenue source registered for	Effective Date of Registration	Effective Date of Cancellation
1	Retailers	03/02/2015	-

acknowledgement-registration-explanation

Section C. Official KCCA Representative

Authorized Signature		Designation of Signatory	Data Officer
Printed Name of Signatory	Newlife Nabimanya	Contact Number	+256 (0)20 4660049

This Certificate has been issued on behalf of the Director Revenue/Executive Director

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COIN Number

- To track the status of your application, you can use the “**Track Payment**” function, provided on the Home Page of the e-Citie Web Portal. The same **Reference Number** referred to in the above step will be required at this point.

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KAMPALA CAPITAL CITY AUTHORITY
For a Better City

eCite
e-REGISTRATION

TRACK APPLICATION

Please have your application's **Acknowledgement Reference Number** ready.
Enter your Acknowledgement Reference Number in the textbox below and click on Continue button to check you application status.

*Reference Number:

Continue Back

Revenue Sources

- Local Hotel
- Business Licenses
- Local Service Tax
- Markets
- Rent and Rates
- Property Rates

January 2015

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18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Downloads

Local Service Tax

Click here to track application

NB: The fields with a red star (*) icon are mandatory in all the sections, and registration/application cannot be completed unless they are filled.

HOW TO APPLY FOR TRADING LICENSE ONLINE

1. Go to **e-Citie** home page, go on the Left Menu, under the **KCCA Logo**.
2. Click on **login**, the window prompting for COIN will pop-up.

KCCA Logo

Click Login here

3. Punch in the COIN then **save and go next**.

Punch your coin here

Save & Go next

4. After in putting your COIN, the trading licence application form with the **Add Business Application** tab will be displayed.
5. Click the **Add Business Application** tab, the form below will be displayed with the different fields.

ADD A BUSINESS

*Business Name:

*Business Type:

- Business Type -

Business Registration Number:

TIN:

*Division:

- Division -

*Parish:

- Parish -

*Village:

- Village -

*Grade:

*Business Category:

- Business Category -

*Nature of Business:

- Nature of Business -

*Amount:

Building Name:

Street Name:

*Business Records kept:

- Business Records kept -

Back Add A Business

Registration / COIN Application for individual / ADD A BUSINESS

6. After all the fields have been filled, click **Add a Business** and all the information filled will be displayed in a report form. Click **Next** and the confirmation page will be displayed.

Newlife Nabimanya
DDE Authority

Change Password / PIN
Profile Update
Logout

COIN: 0000914905

Title: Mr

Firstname: Mathias

SurName: kaddu

Mobile Number: +256 (0) 776400402

Email Address: nnabimanya@kcca.go.ug

Sex: Male

Date of Birth: 24/01/1967

Mother's Maiden Name: kyampire

Trading license applications Confirmation

ADD TRADING LICENSE APPLICATION

Trading License Application Add Business Applications nabingo school Edit Business Application

Back Next

nabingo school

Business Name: nabingo school

Business Type: Sole Proprietorship

Division: Kawempe Division

Parish: KIKAYA

Village: KANISA ZONE 'A'

Grade: 2

Business Category: Agency and Representative Business

Nature of Business: Agencies

Business grade amount: 150000.00

Trading License year: 2015

Information in report form

Next

- On the **Confirmation** page you are advised to check if there are any errors with the Application and correct them before proceeding to submit the Application. If all the fields of **COIN** and **Trading Licence Applications** have passed the logical checks and validations then click on the. **Submit Application**

COIN: 0000914905 Mobile Number: +256 (0) 776400402

Title: Mr Email Address: ntabimanya@kcca.go.ug

Firstname: Mathias Sex: Male

Surname: Iaddu Date of Birth: 24/01/1967

Mother's Maiden Name: kyampire

Trading license applications **Confirmation**

✓ COIN

All fields have been validated and all the required fields have been completed as expected.

Please note that all forms go through final validation, logical checks and duplicate check prior to submitting for approval for the purpose of data integrity.

[View form details of this section](#)

✓ Trading license applications

All fields have been validated and all the required fields have been completed as expected.

Please note that all forms go through final validation, logical checks and duplicate check prior to submitting for approval for the purpose of data integrity.

[View form details of this section](#)

[Back](#) [Submit Application](#)

Submit Application

- An e-**Acknowledgement Form** will be generated and a copy sent to your email address. Print the e-**Acknowledgement Form** on A4 size paper. This receipt contains a **Reference Number** which you will use to track the application.

Reference Number

KCCA
Kampala Capital City Authority

Plot 1-3 Agona Nagga Road
Uganda
T: +256 204602049


150034878

Section A. Acknowledgement Information

Form No.	DR-1158 Acknowledgment Receipt	Reference Number	150034878
Status	Active	Acknowledgement Date	03/03/2016
Acknowledgement Issuer	Mrs/Arne Sagusa	Printed Date	03/03/2016

Section B. City Operator Information

Name	ALICE KANEESI	Mobile Number	256751602338
Date of Birth	02/08/1983	Email Address	kanees@kcca@yahoo.com

Section C. Physical Address

District	MADAYA	County	MADAYA MUNICIPALITY 121
Sub County	NYENDO-SENYANGE	Parish	SENYANGE 06
Village	SENYANGE ADA		

Trade License Application(s)

Business name	Year	Nature of business	Grade	Amount
BARBARA	2016	Beauty Salon	Grade 1	250000
MIRIAM SALON				

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HOW TO REGISTER A PAYMENT ONLINE

- Go to **e-Citie** home page, go on the Left Menu, under the **KCCA logo**,
- Click on Register Payment, the window prompting for COIN will pop-up
- Punch in the COIN then save and go next.

The screenshot shows the 'REGISTER PAYMENT' page on the KCCA e-Citie website. The left sidebar contains a navigation menu with 'Register Payment' highlighted. The main content area has a 'REGISTER PAYMENT' heading and instructions. Below the instructions is a 'CHOOSE COIN FOR PAYMENT REGISTRATION' section with an input field for the COIN number (0000208454) and a 'Punch in COIN here' callout. At the bottom of this section is a 'save & go next' callout pointing to the 'Save & Go Next' button.

- After in putting your COIN the above form will be displayed with the different fields, check the check box for the business you would wish to clear it's outstanding and input the amount as shown on the balance and then click **save and go next** to the **Collecting Agent** field.

The screenshot shows the 'Revenue Source(s)' form on the KCCA e-Citie website. The form displays a table of revenue sources with columns for 'Item / Description', 'Location/District', 'Subscriptions', 'Balance', 'Arrears', and 'Amount to Pay'. A 'Check box' callout points to the checkbox in the first row. At the bottom of the table is a 'PAYMENT ADVICE FORM' section with a 'TOTAL: UGX 0.00' and a 'Save & go next' callout pointing to the 'Save & Go Next' button.

#	Item / Description	Location/District	Subscriptions	Balance	Arrears	Amount to Pay
<input type="checkbox"/>	UAH291V - Taxis	Central Division	Monthly (UGX 120000.00)	UGX -240000.00	UGX -120000.00	UGX 120000.00
<input type="checkbox"/>	UAP186F - Taxis	Central Division	Monthly (UGX 120000.00)	UGX -120000.00	UGX 0.00	UGX 0.00
<input type="checkbox"/>	UAJ089H - Taxis	Central Division	Monthly (UGX 120000.00)	UGX -120000.00	UGX 0.00	UGX 0.00
<input type="checkbox"/>	UAV531F - Taxis	Central Division	Monthly (UGX 120000.00)	UGX -120000.00	UGX 0.00	UGX 0.00
<input type="checkbox"/>	UAV810W - Taxis	Central Division	Monthly (UGX 120000.00)	UGX -120000.00	UGX 0.00	UGX 0.00

- Choose the **Collecting Agent** you would wish to use to pay the amount of revenue outstanding either Bank or Telecom together, click **save and go next** to the **Confirmation** field.

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KCCA KAMPALA CITY COUNCIL

Citye

Login
 Apply: COIN for individual
 Apply: COIN for non-individual
 Track Application
 Register Payment
 ONTR Payments
 Track Payment

REGISTER PAYMENT
 COIN: 000000777
 Title: Mr
 Firstnames: EDWARD
 SurName: SENTONGO
 TIN: 1002361192
 Mobile Number: +256 (0) 772386883
 Email Address: sentongedward523@yahoo.com

Trading Center: GANGU
 District: WAKISO
 County: KYADONDO COUNTY SOUTH 161
 Sub County:
 Parish: BUSABALA 02
 Village: ZIRANUMBU

Revenue Source(s) **Collecting Agent** **Confirmation**

COLLECTING AGENT DETAILS
 *Payment Type: - Payment Type -
 *Collection Agent: - Collection Agent -
 *Payment Mode: - Payment Mode -
 Customer Bank Name:

Revenue Sources
 Local Hotel
 Business Licenses
 Local Service Tax
 Markets
 Rent and Rates
 Property Rates

January 2015
 S M T W T F S
 28 29 30 31 1 2 3
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 31
 1 2 3 4 5 6 7

Downloads
 Local Service Tax

14. On the **Confirmation** page you are advised to check if there are any errors with the Payment Registration and correct them before proceeding to submit the registration.

15. If all the fields of **Revenue Sources** and **Collecting Agent** have passed the logical checks and validations then click on the **“Register payment”** to submit.

Track Payment

Revenue Source(s) **Collecting Agent** **Confirmation**

Choose COIN
 All fields have been validated and all the required fields have been completed as expected.
 Please note that all forms go through final validation, logical checks and duplicate check prior to submitting for approval for the purpose of data integrity.

Revenue Source(s) - UGX 240000.00
 All fields have been validated and all the required fields have been completed as expected.
 Please note that all forms go through final validation, logical checks and duplicate check prior to submitting for approval for the purpose of data integrity.

Collecting Agent
 All fields have been validated and all the required fields have been completed as expected.
 Please note that all forms go through final validation, logical checks and duplicate check prior to submitting for approval for the purpose of data integrity.

Rent and Rates
 Property Rates

January 2015
 S M T W T F S
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 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 31
 1 2 3 4 5 6 7

Downloads
 Local Service Tax
 FAQs.pdf
 Local Hotel Tax
 FAQs.pdf
 Trade Licence
 FAQs.pdf
 Trading Licence.pdf
 more>>>

16. An **e-Payment Advice Form** (copy shown below) will be generated and a copy sent to your email address. Print the **Payment Advice Form** on A4 size paper. This receipt contains a **Payment Reference Number** (PRN) which you will use for making payment to the Collecting Agents (Banks and Telecoms), to validate your registration.

PRINT PAF / EDWARD SENTONGO (000000777) - P15000043995

Login

- Apply: COIN for individual
- Apply: COIN for non-individual
- Track Application
- Register Payment
- ONTR Payments
- Track Payment

January 2015

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Downloads

- Local Service Tax FAQs.pdf
- Local Hotel Tax FAQs.pdf
- Trade Licence FAQs.pdf
- Trading Licence.pdf



Payment Advise Form

08/01/2015

For General Questions
Call our General Line
+256 (0)20 4660000
Or log onto www.kcca.go.ug

City Operator Information

Customer / Tax Payer	EDWARD SENTONGO
COIN	000000777
Contact Number	256772386883

TOTAL 240000.00 UGX

Payment Reference Number



P15000043995

Collecting Agent Details

Collecting Agent Name: Centenary Bank

Payment Registration Details

SR	Description / Category	Revenue Source	Location/District	Amount
1	UAH291V	Taxis	Central Division	120000.00 UGX
2	UAP186F	Taxis	Central Division	120000.00 UGX
TOTAL				240000.00 UGX

Revenue Sources

- Local Hotel
- Business Licenses
- Local Service Tax
- Markets
- Rent and Rates
- Property Rates

- Go ahead and make the payment with the Collecting Agent chosen during the Payment Registration.
- To track your payment status, go to **e-Citie** home page, go on the Left Menu, under the **KCCA logo** and click on **“Track payment.”**
- In put the **Payment Reference Number**, Click **Continue** and all the information about your payment registration will be displayed.

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Track payment

- Apply: COIN for individual
- Apply: COIN for non-individual
- Track Application
- Register Payment
- ONTR Payments
- Track Payment

January 2015

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25	26	27	28	29	30	31
1	2	3	4	5	6	7

Downloads

TRACK PAYMENT

Please have your **Payment Reference Number (PRN)** ready.
Enter your PRN in the textbox below and click on Continue button to check you payment status.
A few things to note on the payment information that you will see.

There are 2 statuses that you need to be aware of, there is registration, transaction:
 Registration status can be (Available: meaning the registered payment has not been paid against,
 Transacted: Payment has been made, Cancelled: Payment has been cancelled, and Expired: Payment Advice Form (PAF) has expired).
 Transaction status can be (Credited: meaning the registered payment has been paid, Received: Payment has been received(only in cheque payments),
 Dishonored: Payment has been dishonred - cheque payments).

***Payment Reference:**

Continue **Back**

In put the Payment Reference Number

Revenue Sources

- Local Hotel
- Business Licenses
- Local Service Tax
- Markets
- Rent and Rates
- Property Rates

Continue

NB: The fields with a red star (*) icon are mandatory in all the sections, and registration/application cannot be completed unless they are field.