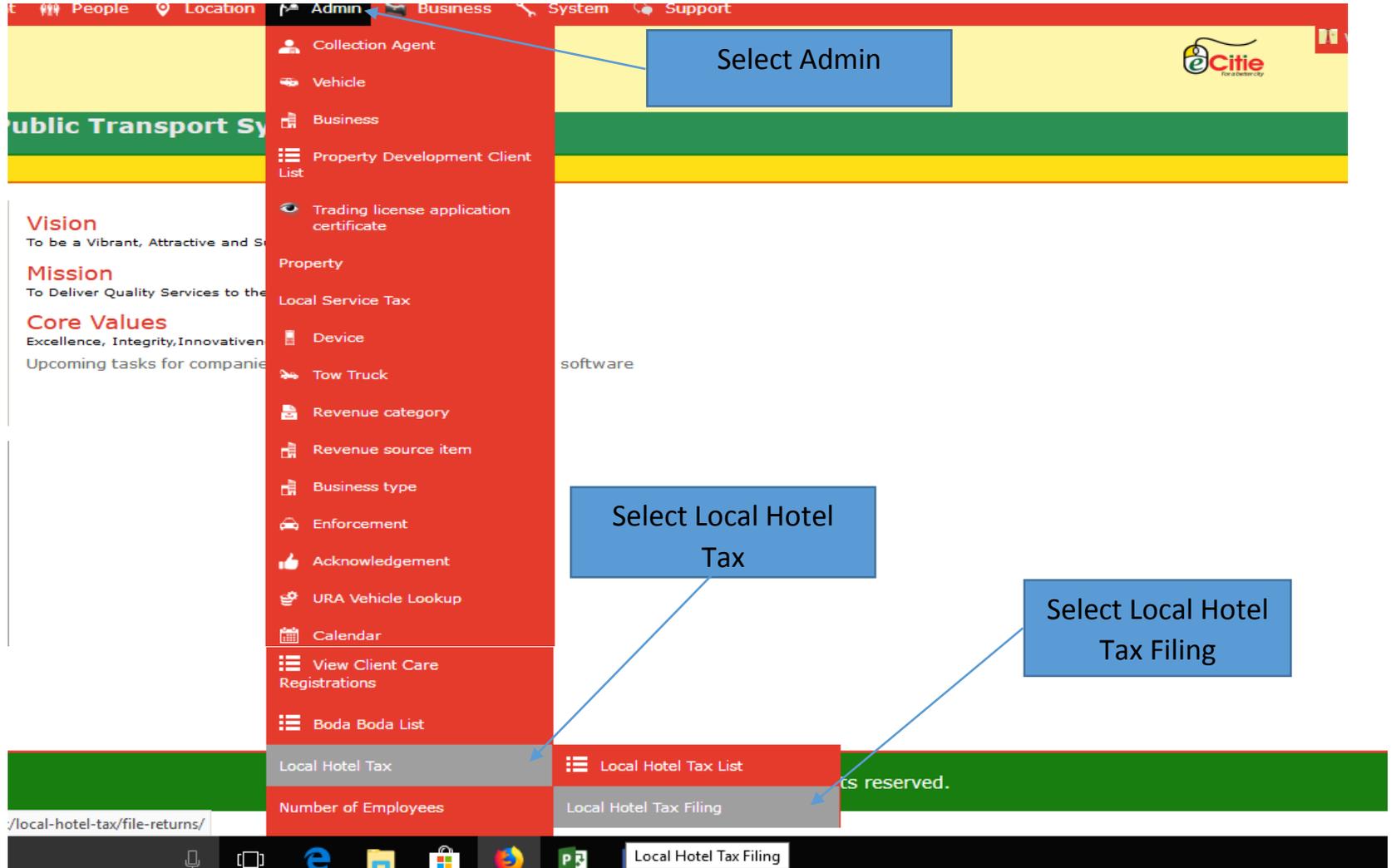


STEP-BY-STEP GUIDE FOR LOCAL HOTEL TAX FILING PROCESS

1. Logon onto eCite.
2. Select Admin>>Local Hotel Tax>>Local Hotel Tax Filing



3. Input COIN, and select Local Hotel Tax as the reason for filing

KCCA HOME - Home X Humphrey Opar - Outlook Web X (eCite) Local Hotel Tax / Local X +

https://ecitietest.kcca.go.ug/ecitie/intranet/local-hotel-tax/file-returns/

KCCA
KAMPALA CAPITAL CITY AUTHORITY
For a better City

Local Hotel Tax / Local Hotel Tax Filing
Local Hotel Tax List Registrations

Home / Local Hotel Tax / Local Hotel Tax Filing

COIN AND REASON FOR FILING

*COIN: 0000036608

*Register: - Register -
- Register -
LocalHotelTax

Save & Go Next Skip & Go Next

4. Select Add New Customer

Payment People Location Admin Business System Support

eCitie
for business

/ Local Hotel Tax Filing

Local Hotel Tax Filing

Coin Selected and Source Selected

LOCAL HOTEL TAX FILING

COIN: 0000036608 Mobile Number: 0794660701

Entity Legal Name: ZOO Customer Business Type: 1

Date of Incorporation: 2018-06-03

Customer Application Type: 1

Client Details Confirmation

CLIENT FILING

Local Hotel Tax

Add New Customer No Business Branches added

No business branch record(s)

Back Next

Select Add New Customer

F	S
1	2
8	9
15	16
22	23
29	30
6	7

5. Select the branch to which you want to submit return

LOCAL HOTEL TAX FILING FORM

Section A - Branch Filing Details

***Branch Code:**

Select Branch Code

- Branch Code -

- Branch Code -

H278180002

H278180003

H278180006

H279180002

H280180001

***Date of Filing:**

***Are you Filing Zero Returns?:**

Yes No

Section B - Four to Five Star Filing

Room Category:

6. If you are filing zero (0) return, select Yes, then Add LHT filing.

The screenshot displays a web application interface with a top navigation bar containing 'People', 'Location', 'Admin', 'Business', 'System', and 'Support'. A modal window titled 'LOCAL HOTEL TAX FILING FORM' is open, showing 'Section A - Branch Filing Details'. The form includes the following fields and options:

- *Branch Code:** A dropdown menu with the value 'H280180001'.
- *Hotel Name:** A text input field containing 'THEIR GUEST HOUSE'.
- Hotel Classification:** A text input field containing '2 star'.
- *Date of Filing:** A date picker showing '2018-06-03'.
- *Are you Filing Zero Returns?:** Radio buttons for 'Yes' (selected) and 'No'.

At the bottom of the form are two buttons: a red 'Back' button and a green 'Add LHT Filing' button. Annotations include a blue box labeled 'Select Yes' with an arrow pointing to the 'Yes' radio button, and another blue box labeled 'Select Add LHT Filing' with an arrow pointing to the 'Add LHT Filing' button. The background shows a blurred view of the application's main content area, including a 'Coin Selected and Source' checkbox and various form fields.

- 7. If you are not filing zero return, select No, fill the LHT return form by capturing the number rooms occupied per day per category and select Add LHT filing.

Section B – Four to Five Star Filing

Room Category:
- Room Category -

Dollar Rate:

Room Charge Per Night:

Number of Rooms Occupied:

Amount Payable:

Section C - Not Rated to Three Star Filing

Hotel Rooms charged above 50,000/=:

Hotel Rooms charging 10,000 up to 50,000/=:

Hotel Rooms charged below 10,000:

Amount Payable:

Section D – Amount Payable

***Amount:**

[Back](#) [Add LHT Filing](#)



8. Details of the daily returns are added to session cart.

People Location Admin Business System Support

William Sentamu Logout

eCittie For a better city

Hotel Tax Filing

Tax Filing

Coin Selected and Source Selected

LOCAL HOTEL TAX FILING

COIN: 0000036608 Mobile Number: 0794660701

Entity Legal Name: ZOO Business Type: 1

Date of Incorporation: 2018-06-03

Customer Application Type: 1

The returns are added to session cart

Client Details Confirmation

CLIENT FILING

Local Hotel Tax

Back Next

Add New Customer

H280180001 X

Hotel Name: THEIR GUEST HOUSE

Hotel Classification: 2 star

Date of Filing: 2018-06-03 12:00:00

Section B – Four to Five Star Filing

Section C - Not Rated to Three Star Filing

Hotel Rooms charged above 50,000/=: 3

Hotel Rooms charging 10,000 up to 50,000/=: 2

Hotel Rooms charged below 10,000: 7

Amount Payable: 11500

Section D – Amount Payable

Amount: 11500

9. After capturing the daily totals, select Submit Application to submit return filing.

People Location Admin Business System Support

William Sentamu Logout

eCitie

Hotel Tax Filing

Tax Filing

Coin Selected and Source Selected

LOCAL HOTEL TAX FILING

COIN: 0000036608

Mobile Number: 0794660701

Entity Legal Name: ZOO

Customer Business Type: 1

Date of Incorporation: 2018-06-03

Customer Application Type: 1

Client Details Confirmation

COIN & Reason

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

Submit Application

Back Submit Application

10. To execute other actions like view till sheet, view account statement, file inspection report et cetera, Go under Admin>>Local Hotel Tax>>Local Hotel Tax List.

The screenshot displays the KCCA eCitie intranet interface. The browser address bar shows the URL <https://ecitietest.kcca.go.ug/ecitie/intranet/>. The navigation menu includes Registration, Payment, People, Location, Admin, Business, System, and Support. The Admin menu is expanded, showing options like Collection Agent, Vehicle, Business, Property Development Client List, Trading license application certificate, Property, Local Service Tax, Device, Tow Truck, Revenue category, Revenue source item, Business type, Enforcement, Acknowledgement, URA Vehicle Lookup, Calendar, View Client Care Registrations, and Boda Boda List. The Local Hotel Tax option is highlighted, and the Local Hotel Tax List option is also highlighted. A blue box labeled "Select Admin" points to the Admin menu. Another blue box labeled "Select Local Hotel Tax" points to the Local Hotel Tax option. A third blue box labeled "Select Local Hotel Tax Tax Filing" points to the Local Hotel Tax List option. The interface also shows a user profile for William Sentamu (Root/Master Account) with options for Change Password / PIN, Profile Update, and Logout. A calendar for June 2018 is visible, with the 11th highlighted. The footer shows the URL <https://ecitietest.kcca.go.ug/ecitie/intranet/local-hotel-tax/list/> and the system time 3:09 PM on 6/11/2018.

11. Input Local Hotel Tax Branch Code in the search criteria to scan for a branch which a given action is required.

Input Local Hotel Tax Branch Code

LOCAL HOTEL TAX LIST

Viewing 1 to 10 of 90 Local Hotel Tax Registration(s)

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- Verification Status - h280180001 Search

H280180001
h280180001

#	Customer	LHT Code	Balance	Hotel Name	Total Rooms	Classification	Hotel Rating	Verification Status	Actions / Options
1	NSHEMEREIWE PROVIA 0001105801	LHT1140006		Yellow Haven Kikaaya	500	Hotel	2 star	Verified	View ...
2	MUMTAZ KASSAM AND MOSHIN KASSAM 0000030276			XYZ HOTEL LIMITED	20	Hotel	2 star	Verified	View ...
3	XYZ 0000035582	H118000007	0	XYZ HOTEL	6	Guest house	1 Star	Approved	View ...
4	Sophie			World Bank Hotel	13	Hotel	1 Star	Pending	View ...
5	BALIBASSEKA DEVELOPMENT CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED 0000223801			TRANSCO INVESTMENT HOTEL	100	Lodge	4 star	Verified	View ...

June 2018

S	M	T	W	T	F	S
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	29	30
1	2	3	4	5	6	7

12. Select Actions/Options (blue dots) to choose options of interest.

Navigation: People, Location, Admin, Business, System, Support

User: William Sentamu | Logout

Logo: eCitee

Page Title: Hotel Tax List / LHT Code: H280180001

Search for Hotel Branch

Tax List / LHT Code: H280180001

LOCAL HOTEL TAX LIST

Viewing 1 Local Hotel Tax Registration(s).

Filter: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filters: - Verification Status - | H280180001 | Search

Buttons: Local Hotel Tax List | Local Hotel Tax List Export

#	Customer	LHT Code	Balance	Hotel Name	Total Rooms	Classification	Hotel Rating	Verification Status	Actions / Options
1	ZOO 0000036608	H280180001		THEIR GUEST HOUSE	16	Motel	2 star	Approved	View ...

Callout: Select Actions/Options

13. Select appropriate choice.

The screenshot shows a web application interface with a red top navigation bar containing links for People, Location, Admin, Business, System, and Support. A yellow banner below the navigation bar features the eCite logo and a user profile for William Sentamu with a Logout button. A green header bar displays 'Hotel Tax List / LHT Code: H280180001' and a search input field. A yellow bar below the header shows 'Tax List / LHT Code: H280180001'. The main content area is titled 'LOCAL HOTEL TAX LIST' and shows a modal window titled 'Viewing 1 Local Hotel Tax Registration(s)'. This modal contains a table with one row of data. A context menu is open over the first row of the table, listing several actions. A blue box labeled 'Select desired action' with an arrow points to the menu.

6060

- Till Sheet
- Print Statement of Account
- Verify Branch
- View Verification Report
- Download Manual Verification Form
- File Inspection Report
- View Inspection Report
- Download Manual Inspection Form
- Download Manual Return Form

#	Customer	LHT Code	Balance	Registration	Hotel Rating	Verification Status	Actions / Options
1	ZOO 0000036608	H280180001			2 star	Approved	View ...

14. If till sheet is selected;

et

Till sheet details

LHT TILL SHEET

Viewing Local Hotel Tax Registration(s).

#	Date of Filing	Day Filed	Rooms Four/Five Star	Rooms Above 50,000	Rooms Btn 10,000 to 50,000	Rooms Below 10,000	Amount
1	27-06-2018 10:06:30 AM	Sun 3rd of Jun 2018	0	3	2	7	11500

UGX 11500

15. If Print Statement of Account is selected;

Statement of Account details



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

LOCAL HOTEL TAX STATEMENT OF ACCOUNT
27/06/2018

COIN	0000038808	Branch Code	H280180001
Name	ZOO	Division	RUBAGA DIVISION
Chain Name		Parish	NDEEBA 07
Hotel Name	THEIR GUEST HOUSE	Street	2031
Classification	Motel	Village	AGGREY
Rating	2 star	Plot Number	
Telephone Number	0794660701	GPS Co-ordinate Y	99999
Email Address	hopar@kcca.co.ug	GPS Co-ordinate X	888888
House No.		Print By:	William Sentamu

2018-06-27 10:25:13 AM

Date	Item	Description	Period	Adjustment	Debit	Credit	Balance
						Outstanding Balance	0.00

Where part of the Local Hotel Tax remains unpaid at the end of the financial year, there shall be a resultant 40 percent surcharge.

Sec 8 (1) of The Local Governments (Amendment) (No 2) Act, 2008

This Statement has been issued on behalf of the Director Revenue Collection