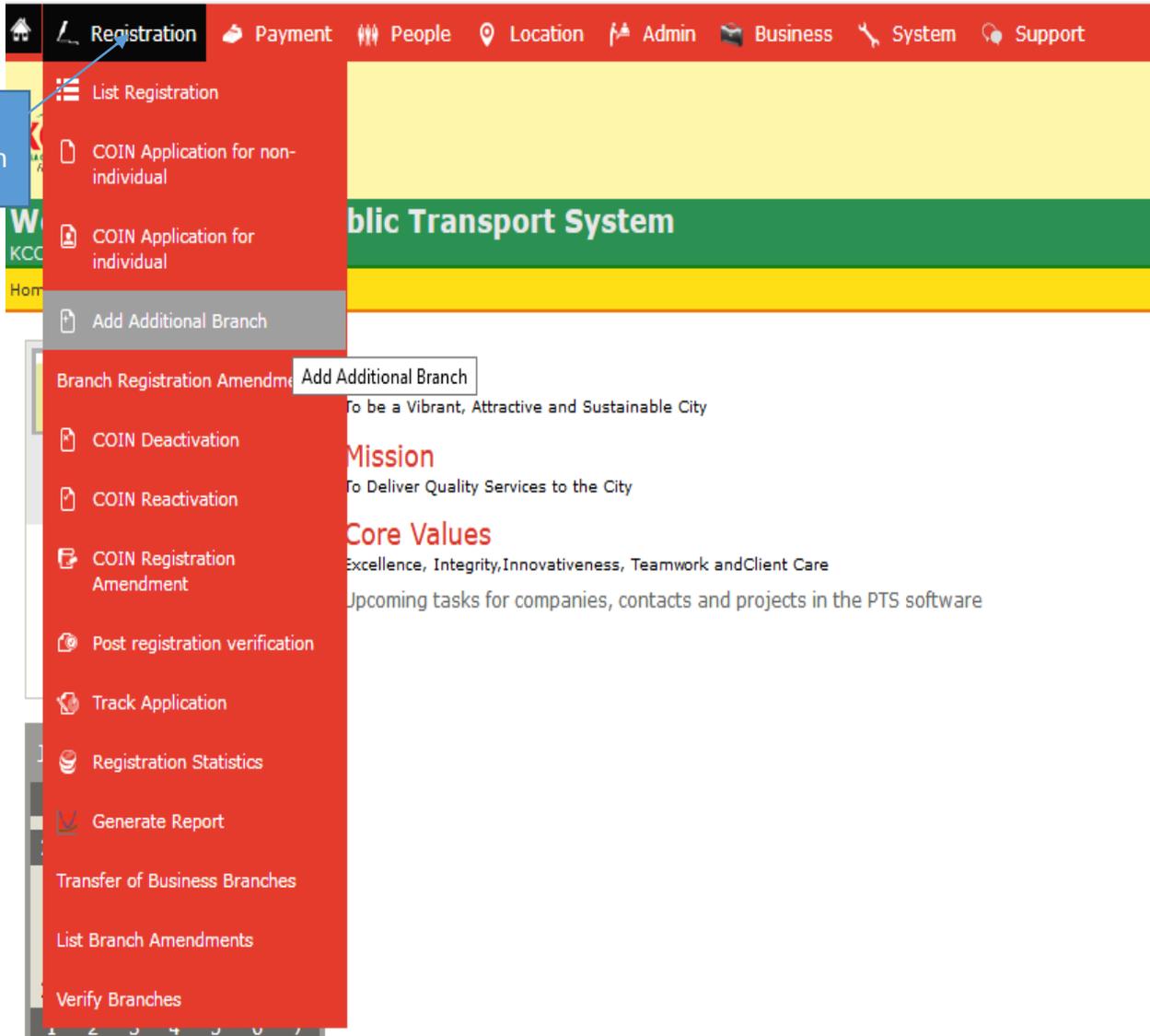
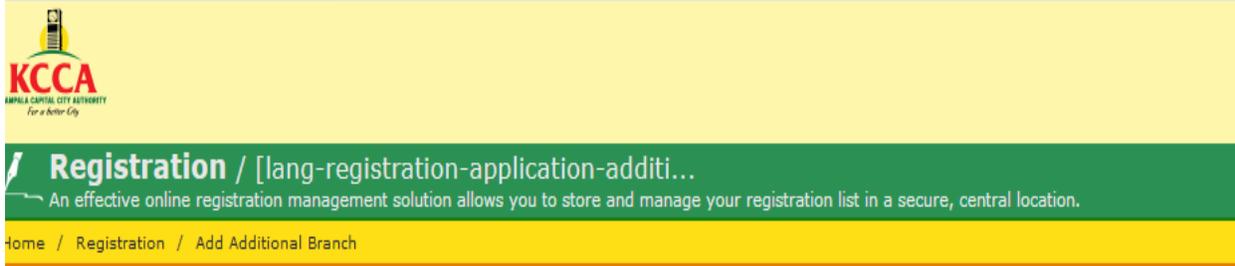


LOCAL HOTEL TAX ECITIE REGISTRATION PROCESS

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



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**.



*Is forced registration?: Yes No

Input COIN

COIN & REASON FOR APPLICATION

*COIN: 0000030161

*Register:

LocalHotelTax

- Register -

BodaBoda

LocalHotelTax

LocalServiceTax

Markets

outdoor

Property

PropertyDevelopment

Tradinglicense

Transport

Select Local Hotel Tax

Save & Go Next

Skip & Go Next

Save & Go Next

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

The screenshot shows a web application interface for eCitie for business. At the top, there is a navigation bar with icons and labels for 'People', 'Location', 'Admin', 'Business', 'System', and 'Support'. Below this is a header area with the eCitie logo and the text 'registration-application-additi...' and 'ement solution allows you to store and manage your registration list in a secure, central location.' A green notification box at the top of the main content area states: 'COIN & Reason for Application has been entered/selected.'

The main content area is titled 'ADD ADDITIONAL BRANCH' and contains a form with the following fields:

- COIN: 000030161
- Mobile Number: 435435345345
- Firstname: Henry
- Email: kyazzemusa@gmail.com
- Surname: Saako
- Sex: Male
- Date of Birth: 2017-05-26 12:00:00
- Mother's Maiden Name: sophie

Below the form, there are two tabs: 'Branches' and 'Confirmation'. The 'Confirmation' tab is active. Underneath, the section is titled 'BUSINESS BRANCH' and contains a table with the following structure:

Local Hotel Tax	Add Local Hotel Tax Branch	No Business Branches added
<input type="button" value="Back"/> <input type="button" value="Next"/>	No business branch record(s)	

A blue callout box with the text 'Add Local Hotel Tax Branch' has an arrow pointing to the 'Add Local Hotel Tax Branch' button in the table.

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

Hotel Location Details

*Hotel Name:

*Division:

- Division -

*Parish:

- Parish -

*Village:

- Village -

*Street:

- Street -

Plot number:

House No.:

//ecietest.kcca.go.ug/ecitie/intranet/registration/application-additional-branch/coin-reason#business-branch

Hotel Rooms charged below 10,000:

*Total:

*Hotel Size:

Swimming pool:

Yes No

Restaurant:

Yes No

Games:

Yes No

Gymnasium:

Yes No

Social Function Services:

Yes No

Conference Facilities:

Yes No

Add New LHT Branch

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

COIN & Reason for Application has been entered/selected.

ADD ADDITIONAL BRANCH

COIN: 000000777 Mobile Number: 256775470002

Title: Mr Email: sentongoedward523@yahoo.com

Firstname: EDWARD Sex: Male

Surname: SENTONGO Date of Birth: 1957-07-12 12:00:00

TIN: 1002361192 Mother's Maiden Name: NANTEZA

Branches 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](#)

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

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

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

 kyazzemusa@gmail.com, Surname: Saako, Sex: Male, Date of Birth: 2017-05-26 12:00:00, and Mother's Maiden Name: sophie. Below the form are 'Branches' and 'Confirmation' tabs. The 'Confirmation' tab is active and contains a green callout box with a success message: 'Congratulations!!! Your Application for Additional branches has been submitted for approval. The Acknowledgement Reference number is 190042667. - Please print acknowledgement receipt'. A blue callout box at the bottom right says 'Reference Number' with an arrow pointing to the reference number in the message."/>

People Location Admin Business System Support

eCite

ration-application-additi...
ion allows you to store and manage your registration list in a secure, central location.

COIN & Reason for Application has been entered/selected.

ADD ADDITIONAL BRANCH

COIN: 0000030161 Mobile Number: 435435345345

Firstname: Henry Email: kyazzemusa@gmail.com

Surname: Saako Sex: Male

Date of Birth: 2017-05-26 12:00:00

Mother's Maiden Name: sophie

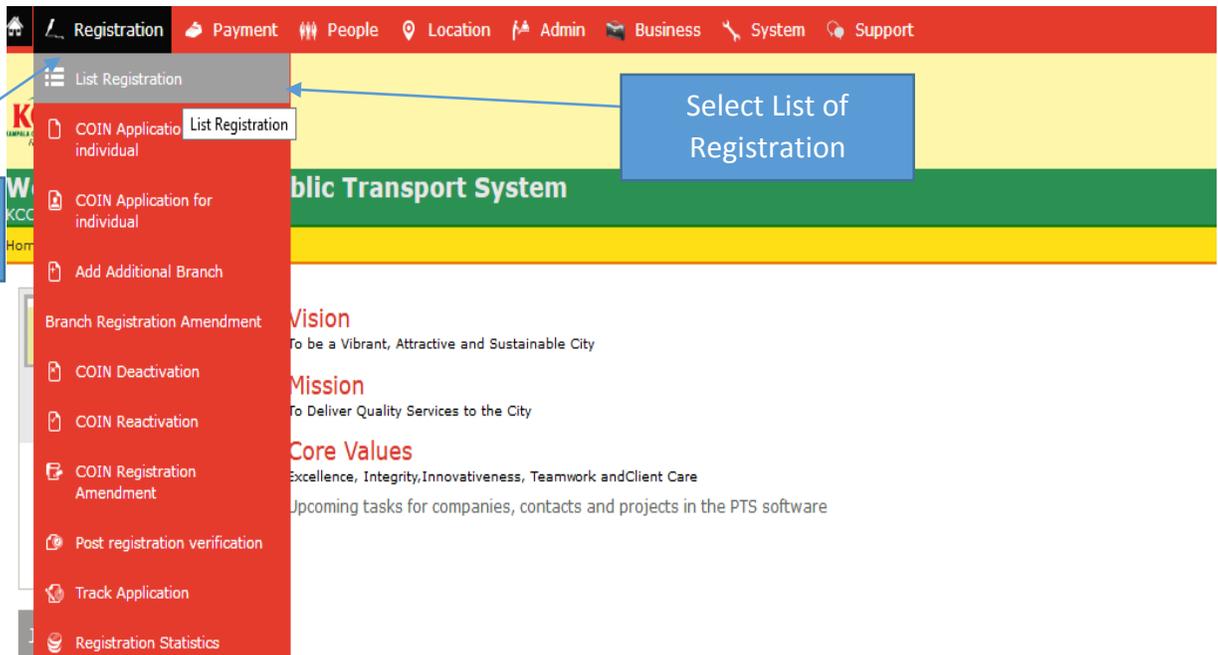
Branches Confirmation

Congratulations!!! Your Application for Additional branches has been submitted for approval. The Acknowledgement Reference number is **190042667**.
- Please print acknowledgement receipt

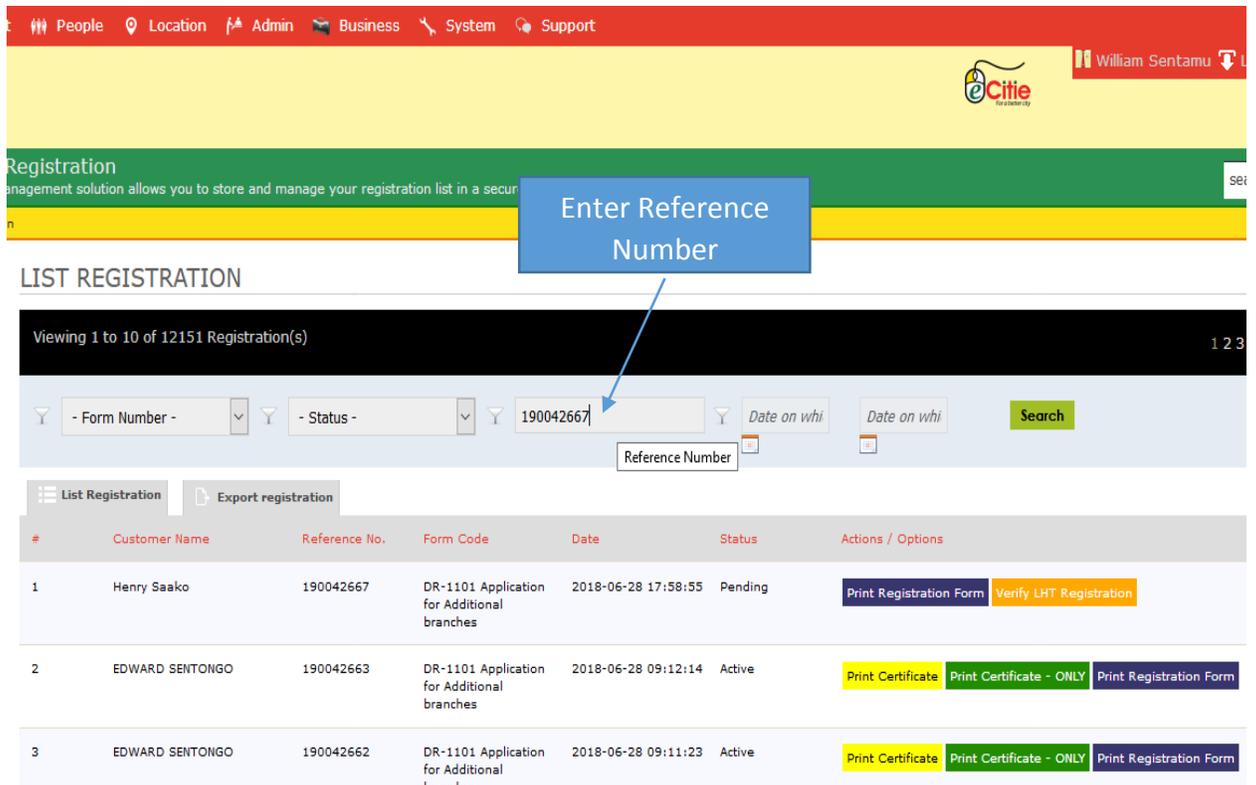
Reference Number

LHT VERIFICATION PROCESS.

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



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



4. Select Verify LHT Registration.

Registration / [lang-acknowledgement-reference-numbe...
 management solution allows you to store and manage your registration list in a secure, central location.

Reference Number: 190042667

LIST REGISTRATION

Viewing 1 Registration(s).

- Form Number - - Status - 190042667 Date on wh

List Registration Export registration

#	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 Registration

Verify LHT Registration

- 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.

Admin Business System Support

William Sentamu

Local hotel tax list verificati...

VERIFICATION BRANCHES

Firstname: Henry
 Surname: Saako
 COIN: 0000030161
 Mobile Number: 435435345345
 Email Address: kyazzemusa@gmail.com
 Sub County: BUGAYA

LIST OF BRANCHES

#	Tax / Reference Number	Description	Location	Status
1	190042630	Sky Lift Hotel	NAKAWA DIVISION	Pending
2	190042667	HOME ALONE HOTEL	RUBAGA DIVISION	Pending

- eCite shall open and display the verification form. Fill in the verification form 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.
- Upon satisfactory entry of the verification information, select **verify** to save and register the verification report.

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

- 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

The screenshot shows the 'LOCAL HOTEL TAX LIST' interface. At the top, there is a navigation bar with 'People', 'Location', 'Admin', 'Business', 'System', and 'Support'. Below this, a search bar contains 'home alone'. The main table has columns for '#', 'Customer', 'LHT Code', 'Balance', 'Classification', 'Hotel Rating', 'Verification Status', and 'Actions / Options'. A dropdown menu is open over the 'Actions / Options' column, listing various actions: '6081', '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', and 'Download Manual Return Form'. Two callout boxes are present: one pointing to the 'View Verification Report' option in the dropdown, and another pointing to the 'Actions / Options' column header.

- Verification Report displaying details availed by the both DDE and Verification Authorities

VERIFICATION REPORT DETAILS

Client Registration	Verification Report
Hotel Name: HOME ALONE HOTEL	X-Coordinate: 852
Hotel Classification: Hotel	Y-Coordinate: 654
Total of Rooms: 30	Hotel Name: HOME ALONE HOTEL
Facility Rating: 3 star	Hotel Classification: Hotel
	Total of Rooms: 30
	Facility Rating: 3 star
	Verifier Comment(s): Change room category
	Verified By: William Sentamu

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.

People Location Admin Business System Support

William Sentamu

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)

- Form Number - - Status - Reference Number Date on w/ Date on w/ Search

List Registration Export registration

#	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	Approve Registration Reject Registration Print Registration Form
2	EDWARD SENTONGO	190042663	DR-1101 Application for Additional branches	2018-06-28 09:12:14	Active	Print Certificate Print Certificate - 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 - ONLY Print Registration Form

Select Approve Registration

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

List of Local Hotel Tax Branches (1)

Tax / Reference #	Description	Location	Status
42667	HOME ALONE HOTEL		Active

Reason:

Approve Registration Edit Before Approval Do it later

Select Approve Registration

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



For General Questions
Call our General Line
+256 (0)20 4860000
Or log onto www.kcca.go.ug

Certificate of Registration

28/06/2018

Section A. City Operator Information

COIN	0000030161
Name	Henry Saako

Section B. Physical Address

District	BUVUMA	County	BUVUMA ISLANDS COUNTY 175
Sub County	BUGAYA	Parish	BUYE 01
Village	BUTALE		

Registration Details

No.	Branch Code	Revenue Source	Effective Date of Registration	Effective Date of Cancellation
1	H278180002	LHT(Hotel)	08/06/2018	-
2		LHT(Hotel)	08/06/2018	-
3	H279180005	LHT(Hotel)	28/06/2018	-

The above COIN must appear on all your correspondences with Kampala Capital City Authority. This certificate shall remain in force unless it is canceled

Section C. Official KCCA Representative

Authorized Signature		Designation of Signatory	Software Developer
Printed Name of Signatory	William Sentamu	Contact Number	+256 (0)20 4860000

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

20 18-06-28 07:28:23 PM