

STEP-BY-STEP GUIDE FOR eCite TRADE LICENSE SELF SERVICE

1.* Login Guide*

- Type/ input www.kcca.go.ug in the url address.
- Select eCite Online Payment.



c. Select Login to input COIN and PIN, then select Login to Submit.

The screenshot shows the 'CITY OPERATOR LOGIN' page. On the left is a sidebar with a menu where 'Login' is highlighted. Below the menu is a calendar for October 2019 and a 'Downloads' section. The main content area has a security notice, a 'SIGN IN' section with input fields for 'Username (COIN)' (containing '0000000777') and 'Password (PIN)' (containing dots), and a 'Login' button. A red key icon is also present. Annotations with arrows point to the 'Login' menu item, the input fields, and the 'Login' button.

Select "Login"

Input "COIN & PIN"

Select "Login" to submit

CITY OPERATOR LOGIN

Please note that for security reasons the eCltie 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)
0000000777

Password (PIN)
.....

Login

October 2019

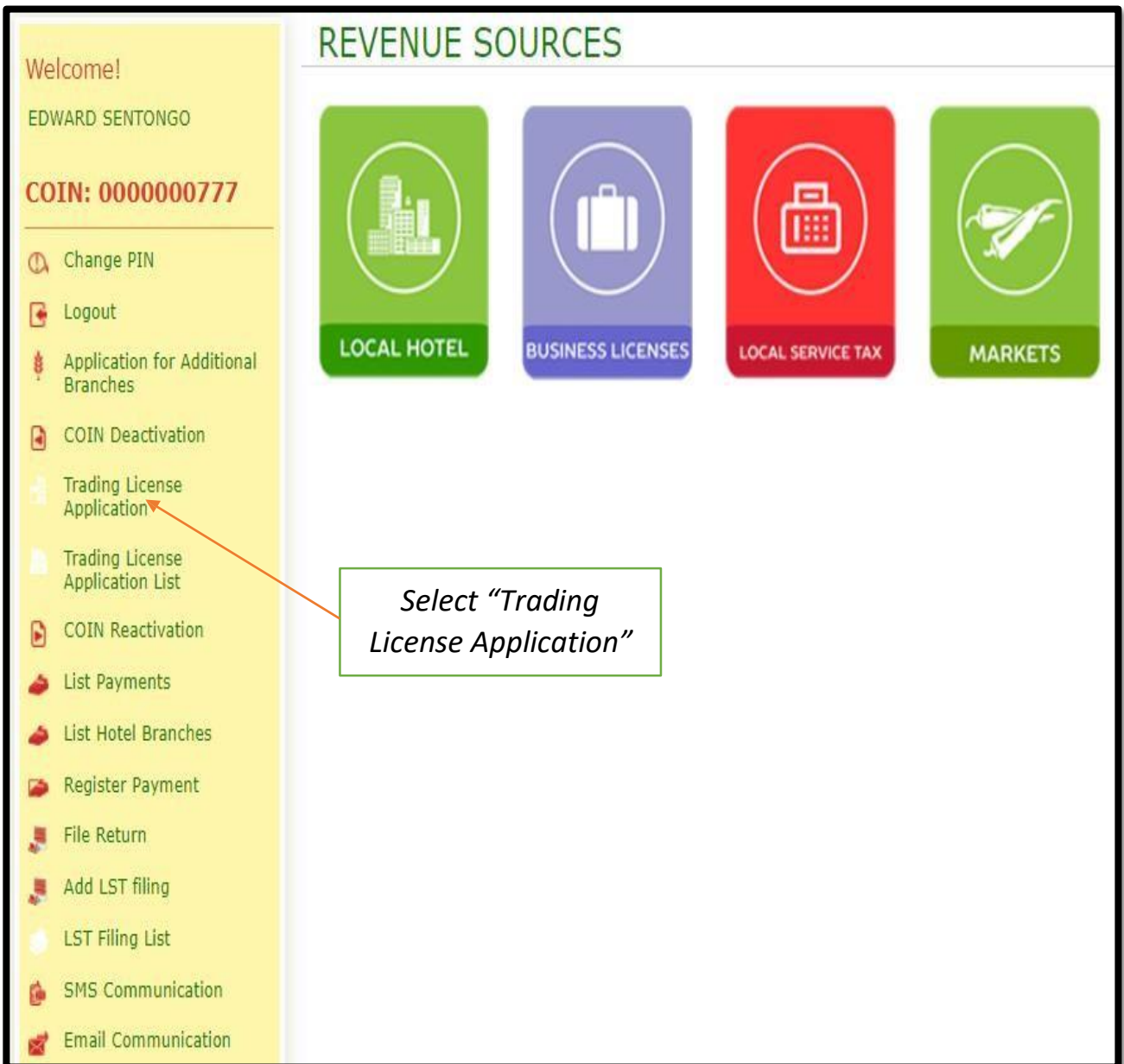
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Downloads

Trading License
FAQs.pdf

2.* Trade License Application Guide*

a. Upon successful login, select Trading License Application to apply for renewal of Trade License.



b. Select Save & Go Next.

KCCA
KAMPALA CAPITAL CITY AUTHORITY
For a better City

COIN (CITY OPERATOR IDENTIFICATION NUMBER)

* COIN: 0000000777

Save & Go Next Skip & Go Next

Select "Save & Go Next"

c. Select Add Business Applications so as to apply for Trade License for a particular year.

The screenshot displays a web form titled "TRADING LICENSE APPLICATION". The top section contains personal information fields: COIN (0000000777), Title (Mr), Firstname (EDWARD), SurName (SENTONGO), TIN (1002013779), Mobile Number (2567723), Email Address (with a dropdown arrow and "sent" text), Sex (Male), Date of Birth (1957-07), and Mother's Maiden Name (NANTEZA). Below this, there are two tabs: "Branches" and "Confirmation", with "Confirmation" being the active tab. The main heading for the current section is "ADD TRADING LICENSE APPLICATION". On the left, there is a sidebar with "Trading License Application" and two buttons: "Back" and "Next". The main content area features a green button labeled "Add Business Applications". To the right of this button, it says "No Business Branches added". Below the button, there is a text entry field containing "No business branch record(s)". An orange arrow points from a text box to the "Add Business Applications" button. The text box contains the instruction: "Select 'Add Business Applications'".

TRADING LICENSE APPLICATION

COIN: 0000000777
Title: Mr
Firstname: EDWARD
SurName: SENTONGO
TIN: 1002013779
Mobile Number: 2567723
Email Address: sent
Sex: Male
Date of Birth: 1957-07
Mother's Maiden Name: NANTEZA

Branches **Confirmation**

ADD TRADING LICENSE APPLICATION

Trading License Application

Back **Next**

Add Business Applications No Business Branches added

No business branch record(s)

Select "Add Business Applications"

d. Fill Form to completion, then select Add A Business to submit.

ADD TRADING LICENSE APPLICATION	
* Business Name:	Trade License Updates ▼
* Business type:	sole ▼
Business Registration Number:	
* Division:	Nakawa Division ▼
* Parish:	MUTUNGO ▼
* Grade:	2
* Business Category:	GENERAL ▼
* Nature of Business:	Retailers ▼
* Business grade amount:	78750.00
* Trading License year:	2020
* Montly Turn-Over:	Exceeding 5,000,000/= but not exceeding 8,000,000/= ▼
* Local Service Tax:	100000.00
Registered Date:	
2019-10-29	
Back	Add A Business

Select "Add A Business"

e. Repeat procedures c and d if there are other branches on the same COIN for which you intend to apply for Trade License renewal.

f. Select Next upon filling details of the business branch(es) of choice.

The screenshot displays a web form titled "TRADING LICENSE APPLICATION". The top section contains personal information fields: COIN (0000000777), Title (Mr), Firstname (EDWARD), SurName (SENTONGO), TIN (1002013779), Mobile Number (25677), Email Address, Sex (Male), Date of Birth (1957-), and Mother's Maiden Name (NANT). Below this is a navigation bar with "Branches" and "Confirmation" tabs, where "Confirmation" is highlighted in red. The main content area is titled "ADD TRADING LICENSE APPLICATION" and is divided into three columns. The left column, "Trading License Application", has "Back" and "Next" buttons; an orange arrow points to the "Next" button with a callout box saying "Select 'Next'". The middle column, "Add Business Applications", has a sub-header "Trade License Updates" with a red 'X' icon. The right column, "Trade License Updates", lists business details: Business Name (Trade Li), Business type (Sole Pro), Division (Nakawa), Parish (MUTUN), Grade (2), Business Category (GENERA), Nature of Business (Retailer), and Business grade (78750.0).

TRADING LICENSE APPLICATION		
COIN: 0000000777		Mobile Number: 25677
Title: Mr		Email Address: [icon] 9
Firstname: EDWARD		Sex: Male
SurName: SENTONGO		Date of Birth: 1957-
TIN: 1002013779		Mother's Maiden Name: NANT
Branches Confirmation		
ADD TRADING LICENSE APPLICATION		
Trading License Application	Add Business Applications	Trade License Updates
Back Next	Trade License Updates X	Business Name: Trade Li
Select "Next"		Business type: Sole Pro
		Division: Nakawa
		Parish: MUTUN
		Grade: 2
		Business Category: GENERA
		Nature of Business: Retailer
		Business grade 78750.0

g. Select Submit Application to complete the application process.

The screenshot displays a web form titled "TRADING LICENSE APPLICATION". At the top, there are input fields for personal and identification details: COIN (00000000777), Title (Mr), Firstname (EDWARD), SurName (SENTONGO), TIN (1002013779), Mobile Number, Email Address, Sex, Date of Birth, and Mother's Maiden Name. Below these fields are two tabs: "Branches" (highlighted in red) and "Confirmation". The "Confirmation" tab is active, showing two sections with green checkmarks. The first section is titled "COIN" and the second is "Trading license applications - UGX 178750". Both sections contain the text: "All fields have been validated and all the required fields have been completed." and "Please note that all forms go through final validation, logical checks and approval for the purpose of data integrity." Each section has a button labeled "View form details of this section". At the bottom of the form, there are two buttons: "Back" and "Submit Application" (highlighted in green). An orange arrow points from the "Submit Application" button to a text box below the form.

TRADING LICENSE APPLICATION

COIN: 00000000777
Title: Mr
Firstname: EDWARD
SurName: SENTONGO
TIN: 1002013779

Mobile Number
Email Address
Sex
Date of Birth
Mother's Maiden Name

Branches **Confirmation**

✓ **COIN**

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

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

View form details of this section

✓ **Trading license applications - UGX 178750**

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

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

View form details of this section

Back **Submit Application**

Select "Submit Application"

3.*Generation of Payment Advise Form Guide*

a. Upon successful login, select Register Payment to obtain Payment Registration Slip.



b. Input COIN, then select Save & Go Next to proceed.

The screenshot shows a web form titled "REGISTER PAYMENT" in green. Below the title, there is instructional text: "Please have your City Operator Identification Number(COIN) ready. When you have completed this payment registration, you will be able to make a payment. Please cross check with the Payment Registration Slip for correct particulars before making the registration. Be aware that the Payment Registration Slip that will be generated for this payment will be the registration." Below this text is another green heading: "CHOOSE COIN FOR PAYMENT REGISTRATION". Underneath, there is a label "*COIN:" followed by a text input field containing the value "0000000777". At the bottom left of the form is a blue button labeled "Save & Go Next". Two orange arrows with green-bordered callout boxes point to these elements: one from the input field to a box containing "Input 'COIN'", and another from the button to a box containing "Select 'Save & Go Next'".

REGISTER PAYMENT

Please have your **City Operator Identification Number(COIN)** ready.
When you have completed this payment registration, you will be able to make a payment.
Please cross check with the Payment Registration Slip for correct particulars before making the registration.
Be aware that the Payment Registration Slip that will be generated for this payment will be the registration.

CHOOSE COIN FOR PAYMENT REGISTRATION

*COIN: 0000000777

Save & Go Next

Input "COIN"

Select "Save & Go Next"

c. Select/ Tick the Check-Box for the Trade License branch of choice, then select Save & Go Next to proceed.

REGISTER PAYMENT

COIN: 0000000777	Trading Center: GANJU
Title: Mr	District: WAKISO
Firstname: EDWARD	County: KYADONDO COUNTY SOUTH 161
SurName: SENTONGO	Sub County: MAKINDYE
TIN: 1002013779	Parish: BUSABALA 02
Sex: Male	Village: ZIRANUMBU
Date of Birth: 1957-07-12 12:00:00	
Mother's Maiden Name: NANTEZA	
Mobile Number: 256772386883	
Email Address: sentongoedward523@yahoo.com	

Revenue Source(s)	Collecting Agent	Confirmation
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List Of Businesses (1)

#	Item / Description	Location/District	Subscriptions	Balance	Arrears	Amount
<input checked="" type="checkbox"/>	TL53209246 - Boutique	Central Division	On-Demand (UGX 210000.00)	UGX 310000.00	UGX 0.00	UGX 310000.00

Select/ Tick Check-Box

PAYMENT ADVICE FORM

TOTAL: UGX 0.00

Select "Save & Go Next"

d. Select OK to continue to submit registration for Payment Registration Slip.

Downloads

UAJ436R - Taxis

List Of Businesses

Item / Description
<input checked="" type="checkbox"/> TLS3209246 - Boutique

ecitie2.kcca.go.ug says

Do you want to continue with selecting Revenue Source(s)?

OK **Cancel**

Select "OK" to continue

e. Input the Collecting Agent Details, then select Save & Go Next.

REGISTER PAYMENT

COIN: 0000000777

Title: Mr

Firstname: EDWARD

SurName: SENTONGO

TIN: 1002013779

Sex: Male

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

Mother's Maiden Name: NANTEZA

Mobile Number: 256772386883

Email Address: ☒ sentongoedward523@yahoo.com

Trading Center: GANGU

District: WAKISO

County: KYADONDO COUNTY SOUTH 161

Sub County: MAKINDYE

Parish: BUSABALA 02

Village: ZIRANUMBU

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

COLLECTING AGENT DETAILS

*Payment Type: Bank

Collection Agent: DFCU Bank

*Payment Mode: Cash

FOR EFT, RTGS, SWIFT TRANSFER AND DEMAND DRAFT ONLY

Customer Bank Name:

Customer Bank Account Name:

Customer Bank Account Number:

Save & Go Next **Skip & Go Next**

Input
"Collecting
Agent Details"

Select "Save &
Go Next"

Input other details here if
payment is by EFT, RTGS, Swift
Transfer, and Demand Draft

f. Select OK to continue/ proceed to submit.

The screenshot shows a web application interface. At the top left, there is a 'Downloads' section with a blue arrow icon. Below it, a form displays personal information: COIN: 0000000, Title: Mr, Firstname: EDWARD, SurName: SENTON, TIN: 1002013, Sex: Male, Date of Birth: 1957-07-12 12:00:00, Mother's Maiden Name: NANTEZA, Mobile Number: 256772386883, and Email Address: sentongoedward523@yahoo.com. A confirmation dialog box is overlaid on the right side of the form, with the text 'ecitie2.kcca.go.ug says' and 'Do you want to continue with selecting collecting agent?'. The dialog has two buttons: 'OK' (blue) and 'Cancel' (white). An orange arrow points from the 'OK' button to a green box containing the text 'Select "OK" to continue'. Below the dialog, the form has three tabs: 'Revenue Source(s)', 'Collecting Agent', and 'Confirmation'. The 'Collecting Agent' tab is active. Under this tab, there are two sections. The first section, 'COLLECTING AGENT DETAILS', has three dropdown menus: '*Payment Type:' (Bank), 'Collection Agent:' (DFCU Bank), and '*Payment Mode:' (Cash). The second section, 'FOR EFT,RTGS,SWIFT TRANSFER DEMAND DRAFT ONLY', has four input fields: 'Customer Bank Name:', 'Customer Bank Account Name:', 'Customer Bank', and 'Account Number:'. At the bottom of the form, there are two buttons: 'Save & Go Next' and 'Skip & Go Next'.

ecitie2.kcca.go.ug says
Do you want to continue with selecting collecting agent?

OK Cancel

Village: ZIRANUMBU

Select "OK" to continue

Revenue Source(s) Collecting Agent Confirmation

COLLECTING AGENT DETAILS

*Payment Type: Bank
Collection Agent: DFCU Bank
*Payment Mode: Cash

FOR EFT,RTGS,SWIFT TRANSFER DEMAND DRAFT ONLY

Customer Bank Name:
Customer Bank Account Name:
Customer Bank
Account Number:

Save & Go Next Skip & Go Next

g. Select Register Payment to submit registration.

REGISTER PAYMENT	
COIN: 0000000777	Trading Center: GANGU
Title: Mr	District: WAKISO
Firstname: EDWARD	County: KYADONDO COUNTY SOUTH 161
SurName: SENTONGO	Sub County: MAKINDYE
TIN: 1002013779	Parish: BUSABALA 02
Sex: Male	Village: ZIRANUMBU
Date of Birth: 1957-07-12 12:00:00	
Mother's Maiden Name: NANTEZA	
Mobile Number: 256772386883	
Email Address: <input checked="" type="checkbox"/> sentongoedward523@yahoo.com	

Revenue Source(s)	Collecting Agent	Confirmation
<p>✓ Choose COIN</p> <p>All fields have been validated and all the required fields have been completed as expected.</p> <p>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.</p> <p>View form details of this section</p>		
<p>✓ Revenue Source(s) - UGX 310000.00</p> <p>All fields have been validated and all the required fields have been completed as expected.</p> <p>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.</p> <p>View form details of this section</p>		
<p>✓ Collecting Agent</p> <p>All fields have been validated and all the required fields have been completed as expected.</p> <p>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.</p> <p>View form details of this section</p>		
<p>Back Register Payment</p>		

Select "Register Payment" to submit

Select "OK" to
continue

h. Select OK to continue to submit.

ecitie2.kcca.go.ug says

Are you sure you want to continue to register this payment?

OK Cancel

Choose COI

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 the purpose of data integrity.

View form details of this section

Revenue Source(s) - UGX 310000.00

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 the purpose of data integrity.


View form details of this section

Collecting Agent

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

- i. System generates a printable Payment Registration Slip/ Payment Reference Number (PRN)


PRINT PAF / EDWARD SENTONGO (0000000777) - 2200002372164



LRA
Licence Revenue Authority
REGULATING BUSINESS - PROTECTING TAXPAYER

Payment Registration Slip

19/11/2019



KCCA
KAMPALA CAPITAL CITY AUTHORITY
For a better City

City Operator Information

Customer / Tax Payer	EDWARD SENTONGO
COIN	0000000777
Contact Number	256772386883

TOTAL	310000.00 UGX
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For General Questions
Call our General Line
+256 (0)20 4660000/+256
0800990000
Or log onto www.kcca.go.ug

Payment Reference Number



2200002372164

Collecting Agent Details

Collecting Agent Name:	DFCU Bank
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Payment Registration Details

Tax Head: KAMPALA CAPITAL CITY AUTHORITY:BUSINESS LICENSE -> GENERAL -> BOUTIQUE				
SR	Description / Category	Revenue Source	Location/District	Amount
1	TLS3209246:GENERAL	Boutique	Central Division	310,000.00 UGX
			TOTAL	310,000.00 UGX

CHEQUE ONLY

2019-11-19 03:19:43 PM

4. *Generation of Trade License Certificate Guide*

a. Upon making payment, and the successful login, select Trading License Application List so as to obtain/ print the Trade License Certificate.



b. Select the Trade License Certificate of choice and print.

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Additional

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TRADING LICENSE APPLICATION LIST

Viewing 3 Payment(s).

Enter TL Code :
Search

#	Name	Trading license number	Payment Totals	Business Name	Trading License year	Grade	Total Amount	Registration Date	Application Status
Actions / Options									
1	KAYOMTHO ISAAC COIN: 0011192831	2018690792	<div style="font-size: 0.8em;"> Amount: UGX 63000.00 Local Service Tax: UGX 50000.00 </div>	COMFORT ALUMINIUM WORKS TLS11150248	2018	Grade II	113000	2018-10-02 14:13:43	Active
									<div style="display: flex; justify-content: space-between; align-items: center;"> Print Acknowledge Duplicate Certificate-8 </div>
2	KAYOMTHO ISAAC COIN: 0011192831	2017470867	<div style="font-size: 0.8em;"> Amount: UGX 112500.00 Local Service Tax: UGX 50000.00 </div>	TRANSFORMER SPORTS BAR TLS12369829	2017	Grade II	162500	2017-04-28 09:59:53	Active
									<div style="display: flex; justify-content: space-between; align-items: center;"> Print Acknowledge Duplicate Certificate-7 </div>
3	KAYOMTHO ISAAC COIN: 0011192831	2017383479	<div style="font-size: 0.8em;"> Amount: UGX 63000.00 Local Service Tax: UGX 50000.00 </div>	COMFORT ALUMINIUM WORKS TLS11150248	2017	Grade II	113000	2017-02-21 12:15:12	Active
									<div style="display: flex; justify-content: space-between; align-items: center;"> Print Acknowledge Duplicate Certificate-9 </div>

Select "Trade License Certificate"

c. Sample Trade License Certificate.



For General Questions
Call our General Line
+256 (0)20 4660000/+256 0800990000
Or log onto www.kcca.go.ug
eservices@kcca.go.ug



TLC: 2018690792

TRADE LICENCE CERTIFICATE

05/12/2019

Business Name COMFORT ALUMINIUM WORKS **City operator** ISAAC KAYOMTHO
COIN 0011192831 **Telephone number** 256772972627
PRN 2190001129127

Section A. Payment registration details

Nature of Business:	Metal Workshop	Trade License Payment Date:	2018-10-04 12:00:00
Amount (Ugx):	63000.00	TLC Code:	TL511150248
Amount in words:	Sixty-Three Thousand Ugx only.		

Section B. Location Details

Building Name:		Division:	Makindye Division
Shop Number:		Parish:	WABIGALO
Zone/Village:	WABIGALO LOWER	Grade:	2

Section C. Official KCCA Representative

Designation of the Authorized Signatory	Director Revenue Collection	Authorized Signature	
Issued By	ISAAC KAYOMTHO		

This Certificate has been issued on behalf of the Executive Director

The above COIN must appear on all your correspondences with Kampala Capital City Authority (KCCA).
Please note that this certificate shall remain valid for 12 Months from the date of payment unless revoked.
License Expiry Date: 2019-10-04 12:00:00

