

 <b>URA</b> Uganda Revenue Authority <small>DEVELOPING UGANDA TOGETHER</small>	<h2 style="margin: 0;">Application for Taxpayer Identification Number for All Individuals</h2> <p style="font-size: small; margin: 5px 0;">(This Form may be used by all individuals who are applying for a TIN. Individuals who are ONLY employed, registering/ transferring a Motor Vehicle or carrying out a land transfer, are not required to complete Section D and Schedule 3 of this form.)</p> <p style="font-size: x-small; margin: 0;">Please answer in CAPITAL letters where applicable and sign the declaration. If you have any query regarding any of the questions consult the nearest URA tax office.</p>	<b>Official Use Only</b>  <b>Form DT-1001</b>  <b>Toll Free Number 0800117000</b>

### Section A – Name and Address

1) Title (Optional)	2) Surname/Maiden Name	3) First Name	4) Middle Name
5) Acquired Name (If Different from Surname)		6) Family/Father's Surname (If Different from Surname)	
7) Mother's Maiden Name			
8) Marital Status of applicant <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Separated <input type="checkbox"/> Divorced			
9) Have you previously applied for or been issued a TIN? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "YES" provide details below</i>			
a) Enter existing number		b) Approximate Date of Previous Application	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		<input type="checkbox"/> c) If your previous TIN was obtained under a different name, tick box and complete Schedule 4 on Page 3.	
10) Postal address where notices and correspondence should be sent		b) District/City where Box is Located	
a) Post Office Box Number/Private Bag			
11) Home Address in Uganda (This must be a permanent physical address. Complete all boxes a through h that apply)			
a) Plot Number	b) Street Name		c) Building Name
d) Trading Center		e) District/City	f) County/Municipality
g) Sub-County/Town Council/Division		h) Village/Local Council/Zone	
12) Mobile Phone Number		13) Landline Number	14) Email Address

### Section B – Birth and Citizenship and Purpose of Registration

1) Country of Birth	2) Place of Birth ((As Appropriate))	a) State/District/City	b) District/City	c) County/Municipality	d) Sub-County/Town Council/Division
3) Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		4) Date of Birth (Day/Month/Year)		5) If you are <b>NOT</b> a Citizen of Uganda, enter country where you are a citizen	
<input type="checkbox"/> 6) If minor, tick the box on the left and complete Schedule 1 on Page 3.		<input type="checkbox"/> 7) If you have been known by another name, other than the Maiden name listed in Section A above, tick the box on the left and complete Schedule 2 on Page 3.			
8) Why do you need a TIN? (Tick all that apply) <b>NOTE:</b> For VAT, LED and GPBT, you must attach another form. See instructions starting on page 3 for more information.					
<input type="checkbox"/> a) Income Tax		<input type="checkbox"/> b) VAT (Complete Form DT-1011)		<input type="checkbox"/> c) Stamp Duty	
<input type="checkbox"/> d) Imports/Exports		<input type="checkbox"/> e) Local Excise (Complete Form DT-1012)		<input type="checkbox"/> g) Motor Vehicle Registration/Transfer	
<input type="checkbox"/> f) Gaming and Pool Betting Registration (Complete Form DT-1013)					

### Section C – Identification Documents

<b>Enter the reference number of the form of identification you have. You MUST attach to this application a copy of two documents one of which MUST be from the first five listed below (National ID, NSSF Card, Passport, Employee's ID or Voter's Card)</b>		
1) National ID Number	2) NSSF Number	3) Passport Number
4) Employee's ID Number	5) Voter's Card Number	6) Driving Permit Number
7) Work Permit Number	8) Village Identity Card	9) Current Bank Statement (Past 90 days)
10) VISA Number	11) Diplomatic Foreign Affairs Number	

### Section D – Partnership, Corporate and Trusts Information

Tick the boxes on the left below that apply and indicate your additional business interests or investments in any Partnerships, Companies or Trusts.			
<b>a) Entity Type</b>	<b>b) Business Name of Partnership, Corporation or Trust</b>	<b>c) Registration Number</b>	<b>d) TIN</b>
<input type="checkbox"/> 1) Partnerships			
<input type="checkbox"/> 2) Corporate Ownership			
<input type="checkbox"/> 3) Trusts			

### Section E – Sources of Income and Type of Business Activity

**Application for Taxpayer Identification Number Expanded Version****Form DT-1001**Full Name of Applicant (*Surname/Maiden Name, First Name, Middle Name*)

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Tick boxes on the left to indicate all income sources that apply. If the business address required in item 4 is the same as the home address provided in Section A, Item 11, tick the box in 4c below.

<input type="checkbox"/> 1) Employment	a) Principal Employer's Name	b) Employer's TIN
<input type="checkbox"/> 2) Property Income ( <i>Royalties, interest dividends annuity, gifts and any other income other than from business, rental or employment</i> )	<input type="checkbox"/> 3) Rental Income	
<input type="checkbox"/> 4) Business Income from a Sole Proprietorship or Family Run Business	Date Business Started ( <i>Day/Month/Year</i> ) □□/□□/□□□□	
a) Business Name		b) Business Registration Certificate Number
<input type="checkbox"/> c) If business address is the same as your home address, tick the box on the left and leave boxes "d" through "k" blank	d) Plot Number	e) Street Name
f) Building Name	g) Trading Center	h) District/City
i) County/Municipality	j) Sub-County/Town Council/Division	k) Village/Local Council/Zone
5) Describe your Major Business Activity		6) Business Activity Code ( <i>Enter appropriate code from Table 1 on Page 3</i> )
		Official Use Only
<input type="checkbox"/> 7) If you have additional places of business, tick the box on the left and complete Form DT-1014 (Application for Additional Places of Business) and attach copy.		
<input type="checkbox"/> 8) If you qualify to withhold tax from employees or suppliers, tick the box on the left and complete Schedule 3 on Page 3 to register for Withholding Tax. You will thereafter be required to submit monthly schedules of tax withheld.		

**Section F – Alternate Contact**

If we should contact someone other than you to discuss the issuance of this TIN, Enter information about that person below.

1) Surname/Maiden Name	2) First Name	3) Middle Name	4) If You Have An Existing TIN, Enter Number □□□□□□□□□□
5) Acquired Name ( <i>If Different from Surname</i> )	6) Family/Father's Surname		7) Designation/Relationship
8) Mobile Phone Number	9) Land Line Number	10) Email	

**Section G – Referee**

This application must be referenced by a taxpayer whose TIN is active. Fill in the details below.

1) Surname/Maiden Name	2) First Name	3) Middle Name	4) Enter Referee's TIN Number Here □□□□□□□□□□
5) Acquired Name ( <i>If Different from Surname</i> )	6) Family/Father's Surname		7) Designation/ Relationship
8) Mobile Phone Number	9) Land Line Number	10) Email	11) Signature of Referee

**Section H – Tax Agent**

If you have a tax agent to conduct your tax affairs, fill in their details below.

1) Agent's Legal Name	2) Enter Agent's TIN Number Here □□□□□□□□□□		
3) Mobile Phone Number	4) Land Line Number	5) Email	

**Section I – Declaration and Certification**I declare that the information given on this application is true and correct and that failure to provide correct information may result in delayed processing or rejection of this application (*If this form is signed by a person other than the applicant, formal powers of attorney will be required.*)

Name	Signature
Date ( <i>Day/Month/Year</i> ) □□/□□/□□□□	

	Received By	Authorized By
Office		
Name		
Signature		
Date		

**Application for Taxpayer Identification Number Expanded Version****Form DT-1001**

Full Name of Applicant (Surname/Maiden Name, First Name, Middle Name)

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You DO NOT need to file this sheet with your registration unless you have completed one of the four schedules below.

**Schedule 1 – Guardian for Minor**

If this application for a TIN is on behalf of a minor, please provide the following information about the parent or guardian

1) Surname/Maiden Name	2) First Name	3) Middle Name	4) If You Have An Existing TIN, Enter Here
5) Acquired Name (If Different from Surname)	6) Family/Father's Surname (If Different from Surname)	7) Mother's Maiden Name	

**Schedule 2 – Other Names Used**

If you have ever been known by another name, please provide the following information

1) Surname/Maiden Name	2) First Name	3) Middle Name	b) Dates Used
			□□/□□/□□□□
4) Acquired Name (If Different from Surname)	5) Family/Father's Surname (If Different from Surname)		

**Schedule 3 – Registration for Pay As You Earn and Withholding of Tax**

You will need to register for Pay As You Earn (PAYE) / Withholding Tax if you withhold amounts from payments made to payees such as the following: (Tick appropriate boxes)

<input type="checkbox"/> 1) Employees for Salary and Wages	<input type="checkbox"/> 2) Contractor or Sub-contractor under Agreement (Goods and Services)	<input type="checkbox"/> 3) Suppliers
<input type="checkbox"/> 4) Foreign Payments	5) What date will withholding Commence?	□□/□□/20□□

**Schedule 4 - Name Used on Prior TIN Registration Applications**

(Complete only if you ticked the box in Section A, Item 9c above)

1) Title (Optional)	2) Surname/Maiden Name	3) First Name	4) Middle Name
5) Acquired Name (If Different from Surname)		6) Family/ Father's Surname (If Different from Surname)	7) Mother's Maiden Name

**Table 1 - Activity Codes**

Main Business Activity	Activity Code	Main Business Activity	Activity Code	Main Business Activity	Activity Code
Agriculture, Hunting, Forestry	A	Wholesale and Retail, Repair of Motor vehicles, Personal & Household goods	G	Education	M
Fishing	B	Hotels, Camping sites, and other provision of short-stay accommodation	H	Health and Social Work	N
Mining and Quarrying	C	Transport, Storage and Communication	I	Other Community, Social and Personal service activities	O
Manufacturing	D	Financial Intermediation	J	Activities of private households such as employers of domestic staff	P
Electricity, Gas, Water Supply	E	Real Estate, Renting and Business Activities	K	Extra Territorial Organizations and bodies	Q
Construction	F	Public Administration and Defense	L		

**Application for TIN for Individuals – Instructions**

**Conflicting Information** - The following instructions are provided to assist you in completing the TIN Registration form. If there is any disagreement between the information below and the Guidelines and Procedures for Registration and De-Registration in Domestic Taxes Department or the appropriate Law, the latter law and the regulations will prevail.

**Who is required to obtain a TIN?** – A TIN is issued by the URA to every taxpayer in accordance with section 135(1) of the ITA and section 50(1) of the VAT Act. Everyone who is employed or involved in any type of

income producing activity where income tax, VAT or other taxes are due must have a TIN. You will also need a TIN if you are involved in the registration/transfer of a motor vehicle or transfer of land. Every form, notice, return or other document either from a taxpayer or from the Commissioner General shall bear a TIN as per section 135(2) of the ITA and section 50(2) of VAT Act. If you need the TIN for ONLY reporting income received from employment or the registration/ transfer of a motor vehicle or land transfer, you are not required to complete section D and Schedule 3 of the form.

**I already have an active TIN. Why do I need to apply for a NEW one?** – The URA is implementing a major modernization project in order to be able to serve all taxpayers more effectively. The existing alphanumeric number is being replaced by an all numeric number. When the new system is fully implemented you will be able to access your account information anytime electronically.

cally and URA will be able to respond to your questions more effectively and timely.

**Where do I file?** - This form should be filed with your local Uganda Revenue Authority office. For directions to the office closest to you, contact the URA toll free at **0800117000**.

**How long will the process take?** - The process can take between 3 and 30 days depending on what part of the country you live in. When you submit your application the URA representative will tell you when it should be ready.

**If in the future any of my contact or business information changes, must I apply for a new TIN?** - A new TIN is NOT needed but you should file form DT-1002 to amend or update the information provided in this form.

#### **Instructions for Section A Name and Address**

*(The numbers refer to the line numbers or boxes in Section A)*

**1) Title** - You may enter your formal title. If the box is left blank we will assume "Mr." for males and "Ms." for females.

**2-8) Name** - Enter the required names

**9)** Each taxpayer should have only a single TIN number for use in connection with all tax related transactions, including a sole trader who owns a number of business entities or a company with several branches, an individual who is a shareholder / director in more than one company. If you previously had a number or you applied for one but it was never issued, please complete this section to help us find your prior file. If you know your TIN, enter the number on Line 9a and the approximate date when you obtained it on Line 9b. This is required in order for the URA to link your old and new accounts and assure that you get uninterrupted service including any credits you are entitled to. If you previously got one based on your maiden name or some other name, tick the box on Line 9c and enter the prior information in Schedule 4 on page 3. Completing this information will help the URA locate the prior number for you.

**10)** If you have an established post office box where you regularly received and pick up mail, please list it. Important notices about your tax filing will be sent to you at that box number.

**11)** Provide information adequate to accurately describe the location of your home. If some of the categories do not apply, just leave them blank. You must complete this information even if you have listed a post office box number in item 9.

**12, 13 and 14)** List the required information.

#### **Instructions for Section B Birth and Citizenship**

*(The numbers refer to the line numbers or boxes in Section B)*

**1 through 4)** Enter the requested information

**5)** If you are a citizen of Uganda, leave this line blank. If you are a citizen of a country

other than Uganda, provide the required information.

**6)** Normally minors under the age of 18 are not issued a TIN. In exceptional cases if one is needed, tick the box and then provided the requested information in Schedule A.

**7)** If you have ever been known by any name other than your current name or the maiden name listed in Section A, box 4, you must tick the box and complete Schedule 2 on page 2.

**8)** Tick the relevant boxes to indicate your reason(s) for applying for a TIN. If you tick VAT, Local Excise or Gaming and Pool Betting Registration, you MUST complete an additional registration form and attach a copy.

- VAT Registration – DT-1011
- Local Excise Duty – DT-1012
- Gaming and Pool Betting – DT-1013

#### **Instructions for Section C Identification Documents**

Enter the number of each form of identification you have and follow the instructions as stated. Any proof of identity document that has expired or is due to expire in 1 month period from the date of application shall not be accepted.

#### **Instructions for Section D Identification Documents**

If you have business interests or investments in any Partnership, corporation or Trust, tick the appropriate box and complete the required information.

#### **Instructions for Section E Sources of Income and Type of Business Activity**

The URA needs to know your various sources of income in order to properly establish your account.

**1 -2)** If you have Employment and/or property income, check one of these boxes.

**3)** If you have income from a business activity, tick this box and complete a through k. Note that if your business address is the same as the address you entered in Section A of this form, you can tick the box in 3c and skip d through k.

**4)** If your business is operated out of any other locations, you must tick this box and complete Form DT-1014. If you operate out of multiple locations, you may need to attach more than one copy of Form DT-1014.

**8)** If your business is authorized to withhold tax from employees, suppliers or interest, you may be required to register for Withholding Tax. If so, tick the box on line 8 and complete Schedule C3 on page 3.

**9)** The URA needs to determine the type of business activity you perform. Describe it in the detail you feel necessary. The URA representative will then assign the appropriate code.

#### **Instructions for Section F Alternate Contact**

If you handle all of your tax related activities yourself leave this field blank. If there is another individual whom we may contact in your behalf, please indicate that person's name and contact information here. This could be a tax advisor or a trusted associate. These individuals will not be able to sign in your behalf unless you have executed a legal Power of Attorney.

#### **Instructions for Section G Reference for Registration**

For purposes of authenticating applications for registration, you are required to indicate a referee for this registration. This may be your supplier, client or other taxpayer known to you and has an active account with URA.

#### **Instructions for Section H Declaration and Certification**

Your signature in this section certifies that all of the information is correct. Under section 142 of the Income Tax Act cap 340, any person who makes a statement to an officer of the URA that is false or misleading in a material particular or omits from a statement made to an officer of the URA any matter or thing without which the statement is misleading in a material particular, commits an offence and is liable on conviction to:

- a) Where the statement or omission was made knowingly or recklessly, a fine of not exceeding Shs.500,000 or to imprisonment for a term not exceeding two years or both; or
- b) In any other case, a fine of not exceeding Shs.300, 000 or to imprisonment for a term not exceeding six months or both.

Additional penalties for providing false information are provided under other sections of the law. For additional information consult the Registration and De-registration guidelines.

#### **General Questions and Additional Information**

Complete instructions regarding the registration for the payment of various types of taxes can be found in the Registration and De-registration Guidelines. Specific questions can also be directed to URA representatives by calling the toll free number **0800117000**.