



**For Engineering Excellence**  
**ENGINEERS REGISTRATION BOARD**

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## STEPS ON HOW TO FILE STAMP DUTY PAYMENT BY PROFESSIONALS

Process to follow; step by step

### BATCH 1

1. Go to google.com
2. Search for the URA web portal at <https://www.ura.go.ug>; to declare the instrument
3. Click on e-services
4. Go to Stamp Duty and click on Declaration of Instrument - once clicked a new window with section a & b will pop up
5. Enter your personal TIN details and click in space - all details of your TIN will show in section a
6. Section B - Select the type of instrument you are declaring from the drop down list i.e professional licence or certificate
7. Click Next - it will take you Section D - Name and address of the other party in Uganda (this section requires ERB TIN - 1009359452)
8. Type the ERB TIN No. (1009359452) - TIN of Tax payer and click in space to bring all the details
9. Click ADD to save the details of ERB
10. On the part of calculation of Tax Stamp Duty - go to date of execution - select the date - click in space-
11. Look out for Stamp Duty on Primary Instrument, it should be UGX. 100,000
12. No. Of Copies (Per Copy is Ugx.15000) - type zero (0) unless you need more than the original copy
13. Details Of Accompanying Instruments Necessary To Complete Transaction(if necessary) - you only fill it if your number of copies were more than 0
14. Click next to take you to the payment details:  
Always choose - Other Payment Options (choose option you are most comfortable with)
15. Submit
16. Print off the Auto Generated receipt - go to the bank and pay or use any given payment method you are most comfortable with.
17. Present your receipt to URA after payment
18. URA will give you a barcode that you will use to print off your Stamp duty certificate that you will present to ERB.

### BATCH 2:

1. After URA hands you a barcode - go back to the URA portal <https://www.ura.go.ug>;
2. Click e-services - Stamp Duty - Stamp Certificate Issuance
3. Put acknowledgement number and Barcode Number
4. Show details and print off the certificate.
5. Present this certificate to ERB for validation before a practicing licence is handed to you.

**HOW ERB WILL VALIDATE THE STAMP CERTIFICATES.**

1. Log into the URA portal
2. Under Tax tools
3. Select Document Authentication
4. Select Document type from the drop down list - Stamp Certificate
5. Insert Authentication number appearing on the stamp certificate and select show details

**Document Authentication will help us track and identify fake certificates**