

THE ELECTORAL COMMISSION

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Notice of Guidance on Payment of Nomination Fee for Parliamentary Elections

The Electoral Commission informs all persons intending to be nominated as candidates for the forthcoming Parliamentary Elections that each nomination paper must be accompanied by proof of payment of a nomination fee of Uganda Shillings Three Million (UGX 3,000,000/-), payable to the Uganda Administration through any bank authorized to collect Non-Tax Revenue (NTR).

To ensure a smooth payment process, aspirants are required to follow the steps outlined below:

1. Visit the Uganda Revenue Authority (URA) website: www.ura.go.ug.
2. On the homepage, scroll to the bottom left corner and click on the “Make a Payment” icon.
3. Select “Generate Payment Slip” which is the default option, and confirm the payment type that is automatically set as DT.
4. Under Payment Category, select “Other NTR”, and proceed to fill in the taxpayer details.
5. If you have a Tax Identification Number (TIN), enter it and your details will populate automatically.
6. If you do not have a TIN, enter your name in the “Taxpayer Name” field and complete all mandatory fields (marked with an asterisk), *including: District/City, County/Municipality*, Sub-county/Town Council/Division*, Parish*, and Village**.
7. From the Ministry/Department/Agency drop-down list, select **Electoral Commission**. Ensure this selection is made correctly so that your payment is properly reflected on the Commission’s account.
8. Under Sub-category, choose Nomination Fees, and under Tax Head, select **Parliamentary Candidate**.
9. The amount of **UGX 3,000,000** will appear automatically. Verify the details and complete the registration by entering the text shown in the image (case sensitive).
10. A Payment Registration Number (PRN) will be generated. Print or note it down and present it at any bank authorized to collect NTR. The bank will process your payment and issue a receipt confirming payment.
11. Present the bank-issued receipt at the Electoral Commission Headquarters (Cashier’s Office) to obtain your General Receipt.
12. Aspirants unable to collect the receipt in person may present the Bank Payment Slip (bearing the PRN) to the District Election Administrator, who will verify the payment with EC Headquarters and facilitate the issuance of the General Receipt.

Aspirants are advised not to make any payments to District or City Administration accounts. They are further reminded to strictly follow the prescribed payment procedure to ensure a smooth nomination process and avoid any inconveniences.



Kamugisha Ricahrd Baabo
Ag. Secretary/Electoral Commission