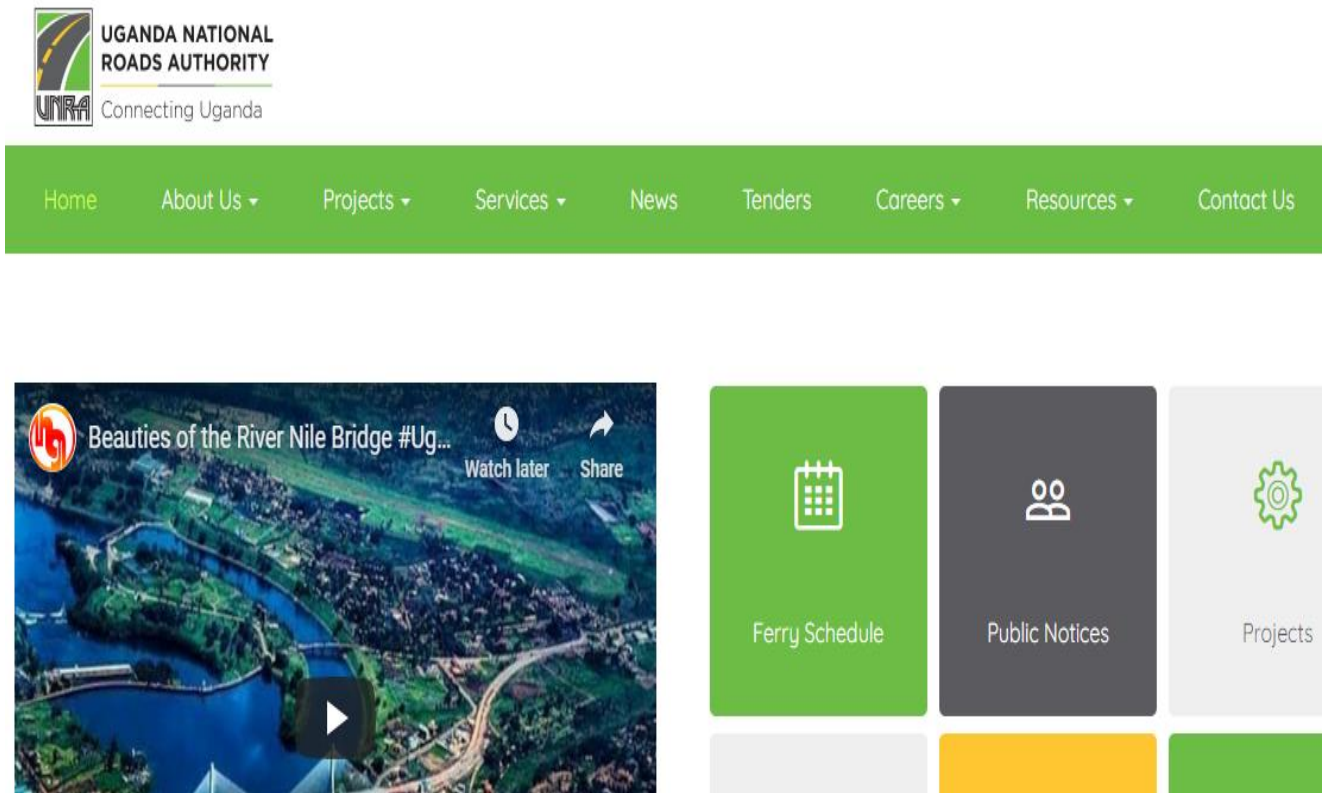


HOW TO APPLY FOR A SPECIAL LOAD PERMIT

Go to Google Home Page.

1. Type www.unra.go.ug Website.



2. Click on "**Resources**".

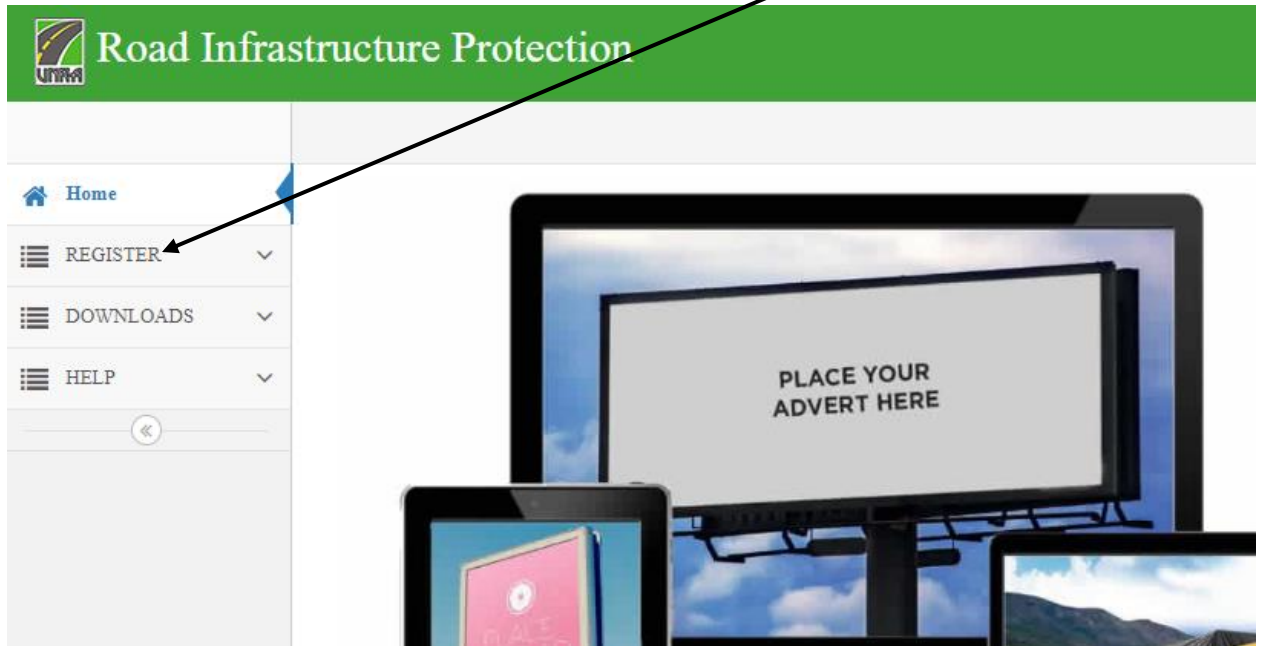


3. Click on "**Online forms**".

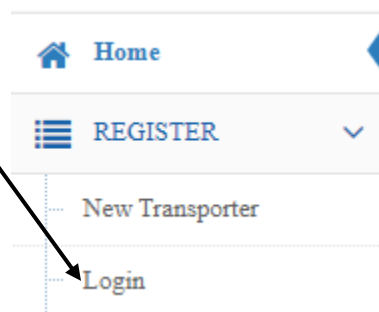
4. Click on **Special Load Permit**.





5. Under Home Icon on the left corner of the platform look for **Register**





6. Click on **Login**.





7. Fill in your **Login details** using the email address you registered in the system and the newly created password to access your account.


 Login 








 Login

 [Forgot Password](#)

8. Click on "**Login**" to achieve the page as shown below.


[← Back](#) > [Home](#) Transporter Home » [Dashboard](#) » Welcome **ELISHA**. Your role is **USER**


TRANSPORTER NUMBER	UNRA/TRS/202003106
TRANSPORTER NAME	ELISHA (Company)
TRANSPORTER'S PHYSICAL ADDRESS	nakawa, Uganda
CONTACT PERSON	<div style="background-color: #4a7ebb; height: 15px; width: 100%;"></div>
CONTACT EMAIL ADDRESS	<div style="background-color: #4a7ebb; height: 15px; width: 100%;"></div>
STATUS	APPROVED

 Applications Made (0)

APPLN DATE	APPLN NO	PRNs	STATUS
NO RECORDS			

9. In case you don't remember your password, Click "**Forgot password**".

 Login

 [Forgot Password](#)

- I. Input your email address you used to registered in the system then click "**Proceed**"

 **Forgot Password?**

Enter your email address and proceed

Enter Your Email Address 

PROCEED

- II. In your email inbox, open the UNRA password reset email sent to you from eservices@unra.go.ug to reset your password.

UNRA Password Reset Inbox x



eservices@unra.go.ug

to me ▾

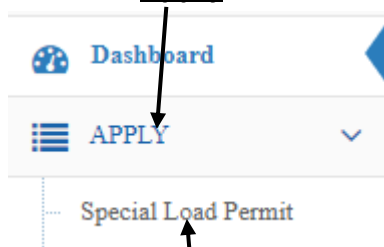
Your request to reset password has been received

Follow the link bellow to reset your password

[RESET PASSWORD](#)

- III. Click on "**Reset Password**"
- IV. Repeat Procedures 5 to 8 to proceed with your application.

10. Click on "**Apply**"



11. Click on "**Special Load Permit**"

12. Fill in the mandatory information on the platform on fields that contain this (*). Follows

a) Select the type of permit you are applying for from the select option.

Type of Permit*

--SELECT--

Special Load Permit
Special Purpose Vehicle

b) Select the Number of trips you have paid for.

Transporter Number*

UNRA/TRS/202003106

Number of Trips*

--SELECT--

Single Trip (10 days, 10\$)
Multiple Trip (30 days, 20\$)

Choose File No file chosen

c) Fill in the URA Payment Registration Number (PRN) e.g. 2200004503423

URA Payment Registration Number*

d) Fill in the amount of money paid by in Uganda Shillings and then Attach the image of the bank payment receipt or any other proof of payment.

Amount Paid Ugx*

0

Attach receipt ...

Choose File No file chosen

e) Select your expected Journey date.

Journey Dates / Payment Validity*

Expected Journey Start Date

Select Date: mm/dd/yyyy

f) State your Journey Starting Point and End Destinations. E.g. (from Point A to B or from Point A to Various Places in the Country.)

Journey Start and End Destinations

Journey Starts At:*

From

Journey Ends At:*

To

- g) State the route you intend to use to transport your cargo. E.g. (Point A to Point B then Point C.)

Route Description*

Route Description

- h) Under the type of truck to be used in transit either select;

- I. Truck Only. Fill in the mandatory Information in the fields indicated with (*)

Select Truck Details*

Truck Reg No*

e.g UBB729F

Number of Axles*

Number of Tires*

Axle Configuration* ?

e.g. 2:4:4

- II. Truck & Trailer. Fill in the mandatory Information in the fields indicated with (*)

Truck Head Details Only

Select Truck Details*

Truck Reg No*

e.g UBB729F

Number of Axles*

Number of Tires*

Axle Configuration* ?

e.g. 2:4:4

Trailer Details Only

Select Trailer Details*

Trailer Reg No*

e.g UBB729F

Number of Axles*

Number of Tires*

Axle Configuration*

e.g. 2:4:4

- III. Truck & Semi Trailer. Fill in the mandatory Information in the fields indicated with (*)

Truck Head Details Only

Select Truck Details*

Truck Reg No*

e.g UBB729F

Number of Axles*

Number of Tires*

Axle Configuration* ?

e.g. 2:4:4

Semi-Trailer Details only

Select Semi Trailer Details*

Semi Trailer Reg No*

e.g UBB729F

Number of Axles*

Number of Tires*

Axle Configuration*

e.g. 2:4:4

13. Attach **Vehicle Image**.

Truck Type* ?

Truck Only:

Truck & Trailer:

Truck & Semi Trailer:

Attach vehicle image...

Choose File No file chosen

14. Fill in the Gross dimensions of Vehicle and the Load.

Gross (Vehicle and Cargo) Measurements		Gross Weight (Tons)*	Gross Length (Metres)*
		Enter Gross Weight	Enter Gross Length
Gross Width (Meters)*	Gross Height (Metres)*		
Enter Gross Width	Enter Gross Height		

15. State a brief Description of the Cargo in Transit.

Cargo Description*
Enter Cargo Description

16. Click "**save**" after confirming the information you have filled on the platform is correct.

Gross Width (Meters)*
Enter Gross Width

Gross Height (Metres)*
Enter Gross Height

Cargo Description*
Enter Cargo Description



SAVE

17. To edit the information before clicking Final Save, Click "**The pencil and book icon**"



PRN NO 1	
PERMIT NUMBER	AWAITING FINAL SAVE  

18. To delete your application, Click "**X in red**"

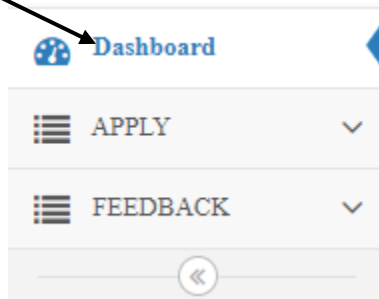
19. To add another Vehicle on the Same permit, click "**Add Another Vehicle**"

ADD ANOTHER VEHICLE 	ADD ANOTHER PRN 
<i>If this form is complete, click Final Save button. Your application will be sent to UNRA</i>	FINAL SAVE

20. To add another PRN to a Vehicle on the Same permit, click "**Add Another PRN**"

ADD ANOTHER VEHICLE 	ADD ANOTHER PRN 
<p><i>If this form is complete, click Final Save button. Your application will be sent to UNRA</i></p>	
	<p>FINAL SAVE</p>

21. Verify your information then click **“Final Save”** to submit your Application to UNRA for Verification.
22. Click the **“Dashboard”** of your account to track the **status** of your application.



APPLN DATE	APPLN NO	PRNs	STATUS	
24/03/2020	202003164	1	SUBMITTED	 View