

REQUIREMENTS AND PROCEDURE FOR **EBM INSTALLATION**

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STEP ONE: FILLING THE ONLINE FORM ▶

STEPS FOR THE INSTALLATION OF EBM TO VAT REGISTERED TAXPAYERS

Please use the following link to request for EBM software:

<https://myrra.rra.gov.rw>: click sign up, fill the form and submit.

The guidance on how to fill the above form is described through the link below: <https://ebm2.rra.gov.rw/api/guidelines>

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STEP TWO: AVAIL THE REQUIRED TOOLS AND DOCUMENTS ▶

Please find below a list of tools and documents required for the installation of EBM software:

1. Required tools

The EBM software is installed in a computing device (Desktop, Laptop, Tablet or POS) with windows operating system from 8 and above or Android operating system. Once you have a computing device, please prepare and submit the documents listed in point (2) below:

2. Required documents

The below listed documents have to be scanned and sent to ebm2.installation@rra.gov.rw

- A letter requesting the installation of EBM software. This letter has to be stamped and signed by the Managing Director or one of the company shareholders or the business owner in case the business is not registered in the Rwanda Development Board (RDB). It has to be addressed to the head of EBM Division, Rwanda Revenue Authority
- A copy of RDB Full Registration Certificate or copy of Notice of Taxpayer Identification Number (TIN) registration in case the business is not registered in RDB.
- A copy of Value Added Tax (VAT) Certificate
- A copy of Identification Number or Passport of the person who signed the letter requesting the installation of EBM software
- Fill, stamp and sign the acknowledgement and commitment Form¹ that can be downloaded from this link: <https://ebm2.rra.gov.rw/api/ConfirmForm>. This form must be signed by the person who signed the letter requesting the installation of EBM software.

1 This form has to be signed after physical installation or before remote installation

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STEP THREE: ONLINE INSTALLATION PROCESS

In order to get remote facilitation from RRA during the installation process of EBM software, please download anydesk from <https://anydesk.com/>.

Depending on the type of computing device and operating system, please download an appropriate EBM software from the following links:

- a. Windows: <https://ebm2.rra.gov.rw/api/windows>
- b. Tablet, Android: <https://ebm2.rra.gov.rw/api/tablet>
- c. PDA, Android: <https://ebm2.rra.gov.rw/api/pda>

N.B: Training Arrangements will be discussed with an RRA Staff providing the assistance during EBM Software installation process.

B. STEPS FOR THE INSTALLATION OF EBM TO NON VAT REGISTERED TAXPAYERS

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STEP ONE: FILLING THE ONLINE FORM FILLING THE ONLINE FORM

Please use the following link address to request the EBM software: <https://ebm2.rra.gov.rw/>: click **sign up**, fill the form and **submit**.

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STEP TWO: AVAIL THE REQUIRED TOOLS AND DOCUMENTS

Please find below a list of tools and documents required for the installation of EBM software:

1. **Required tools:** The EBM software is installed in a computing device (Desktop, Laptop, Tablet or POS) with windows operating system from 8 and above or Android operating system. Once you have a computing device, please prepare and submit the documents listed in point (2) below:
2. **Required documents:** The below listed documents have to be scanned and sent to ebm2.installation@rra.gov.rw
 - A letter requesting the installation of EBM software. This letter has to be stamped and signed by the Managing Director or one of the company shareholders or the business owner in case the business is not registered in the Rwanda Development Board (RDB). It has to be addressed to the head of EBM Division, Rwanda Revenue Authority
 - A copy of RDB Full Registration Certificate or copy of Notice of Taxpayer Identification Number (TIN) registration in case the business is not registered in RDB.

3 STEP THREE: ONLINE INSTALLATION PROCESS

- A copy of Identification Number or Passport of the person who signed the letter requesting the installation of EBM software
- Fill, stamp and sign the acknowledgement and commitment Form² that can be downloaded from this link: <https://ebm2.rra.gov.rw/api/ConfirmForm>. This form must be signed by the person who signed the letter requesting the installation of EBM software.

In order to get remote facilitation from RRA during the installation process of EBM software, please download anydesk from <https://anydesk.com/> and proceed with the download of the two EBM software components from the following links:

1. <https://ebm2.rra.gov.rw/api/update01>
2. <https://ebm2.rra.gov.rw/api/update02>

N.B: Training Arrangements will be discussed with an RRA Staff providing the assistance during EBM Software installation process.

NOTE: FOR MORE INFORMATION, PLEASE CONTACT THE FOLLOWING RRA STAFF

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2 This form has to be signed after physical installation or before remote installation