# Re-Registration for Individual Bangladeshi and Minor

# Selection

#### Taxpayer's Status

a): This option allows you to select your status. There are five options for Status Selection.



- Individual -> Bangladeshi Resident: The taxpayer of Bangladeshi whose main source of income is personal business, salary, profession, house rent etc. he/she will select the status *Individual -> Bangladeshi.Resident*
- b) This option allows you to select another status **Major** or **Minor**. The Taxpayer must select minor whose age is below 18 and the Taxpayer must select Major whose age is above 18.



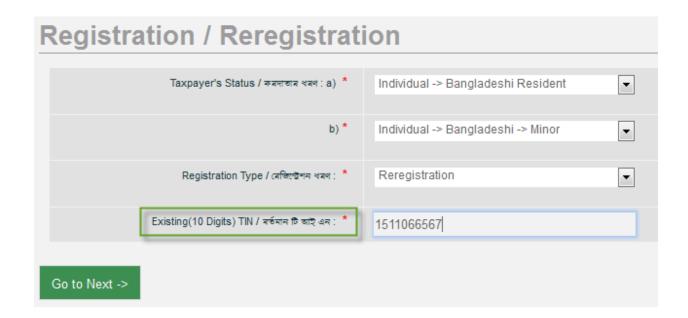
**Individual** -> **Bangladeshi** -> **Minor**: After Status selection you also need to select *Individual* -> *Bangladeshi* -> *Minor* from **Status of the Taxpayer b**)

**Registration Type:** This option allows you to select your Registration Type. After *Status* selection the taxpayer will select Registration Type. There are two types of registration will appear *New Registration* and *Re-Registration*.



- **Re-Registration**: Re registration is the process to update the TIN number from 10-digits to 12-digits and also update the information of Taxpayer.
- **New Registration**: New Registration is the process to take new TIN number.
- Please select New Registration to take a new TIN number.

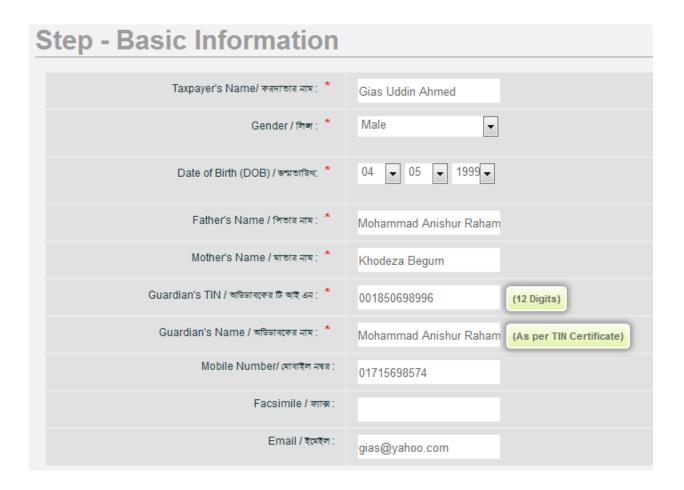
Existing (10 Digits) TIN: This option allows you to provide you OLD TIN for Re-Registration



• Please provide your Old TIN for Re- Registration.

#### **Basic Information**

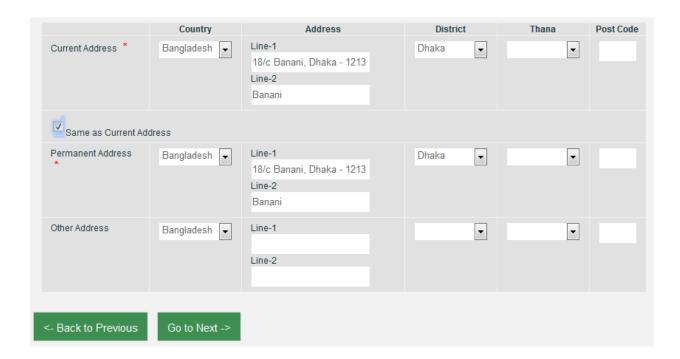
This option allows you to provide Taxpayer's Basic Information such as Taxpayer's name, Date of Birth, Guardian's name, Guardian's TIN etc.



- Please provide Basic Information of Taxpayer's such as Taxpayer's name, Date of Birth and Guardian's information.
- To complete the registration you need to provide guardian's 12 digit TIN numbers and name (As per TIN Certificate).

### **Address Information**

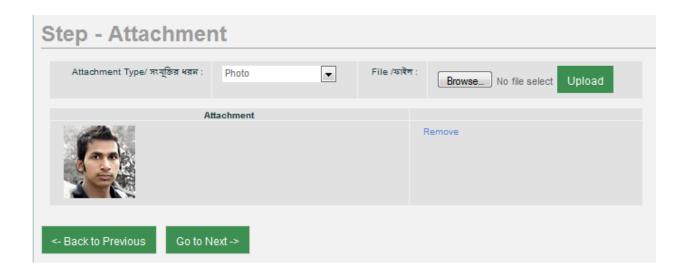
This option allows you to provide your address Information such as your current address, permanent address and others address.



- After providing general information the Taxpayer will provide his or her Address Information. Address information separated into three steps Current Address, Permanent Address and Others Address. If Current Address and Permanent Address are same then after providing your Current Address just
  - click on the check box Same as Current Address. If you want to give another address such as your official address, Business address you can provide on others information field.
- Click on the **"Go to Next** "button to continue your process.

## Attachment

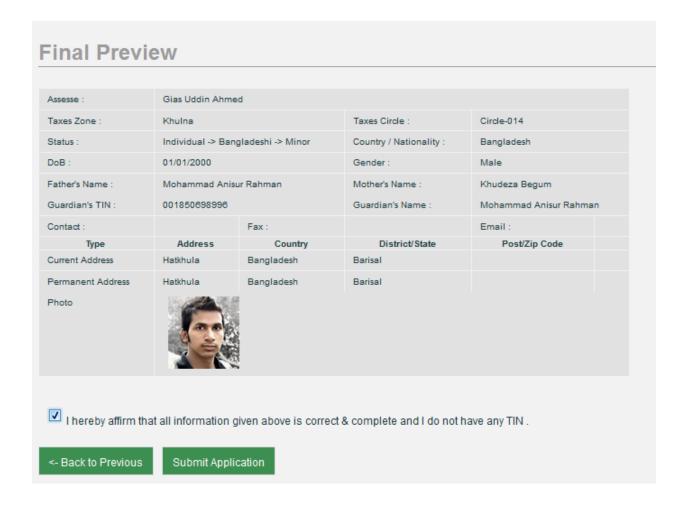
This option allows you to provide your photo.



- To attach your photo please click on the "**Browse**" button and select your photo. After uploading photo if you think this isn't your desired photo, you can remove it too by clicking "Remove" and try again to upload accurate photo.
- Click on "Go to Next" button to continue your process. Final preview will appear on the screen.

#### **Final Preview**

This Option will allow you the facility to check all the Information before submitting the application finally. If you found any mistake or wrong information you can edit the information once again before submitting.



- Click on the check box of
  - I hereby affirm that all information given above is correct & complete if all the information is correct and actual.
- To submit your forms finally please click on the "Submit Application" button.

# **View Details**



• To view the Ticket click on "View Ticket" Your Ticket will appear on the screen.

## **Ticket Information**

This Option allow you to view Ticket.



- This is your Ticket Please remember or collect your Ticket number
- To get your TIN number and certificate contact with relevant circle officer's and follow the following instruction of the Ticket.
- To print the Ticket please clicks on the **"print Ticket"** button so a printing option will appear.
- Now select your printer and click on the "Ok" button.

