# New Registration for Registered Firm

### Selection

#### Taxpayer's Status

- a): This option allows you to select your Status. There are five options for Status Selection
  - Select Firm from dropdown list.

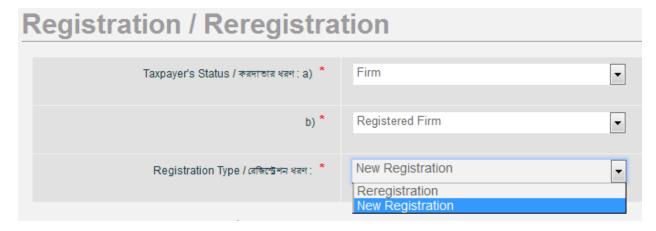


b): This option allows you to select another status **Registered Firm** or **Unregistered Firm**.

- The firm registered from RJSC is known as registered firm and the firm is not registered from RJSC is known as unregistered firm.
- Select Registered Firm from dropdown list.



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

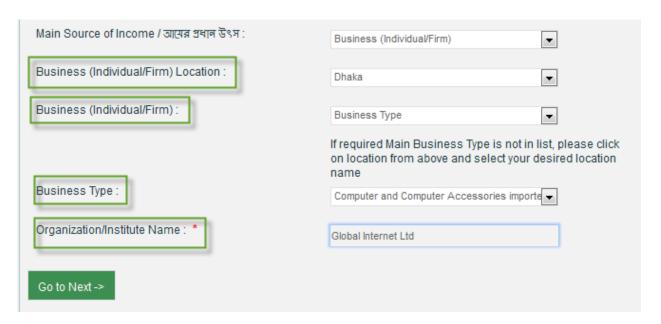


- **Re-Registration**: Re registration is the process to update the TIN number from 10-digits to 12-digits and also update the information of Taxpayer.
- New Registration: New Registration is the process to take new TIN Certificate.
- Please select **New Registration** to take a new Certificate.

#### Main Source of Income: This option allows you to select your *Main Source of Income*.



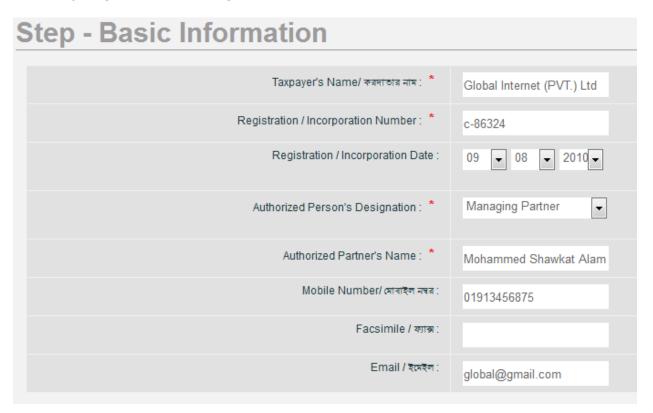
- **Business** (Individual/Firm): The Taxpayer whose main source of income is business he/she will select *Business* (Individual/Firm).
- Please select your *Main Source of Income* such as Business (Individual/Firm) from the list.



- **Business (Individual/Firm) Location**: This option allows you to select your *Location* such as District name from dropdown list.
- Business (Individual/Firm): This option allows you to select Business Type or Location from dropdown list.
- **Business Type**: This option allows you to select your specific Business type from dropdown list.
- Organization/Institute Name: You have to provide your organization or farm name here.
- Click on "Go to Next" to continue your process.

# **Basic Information**

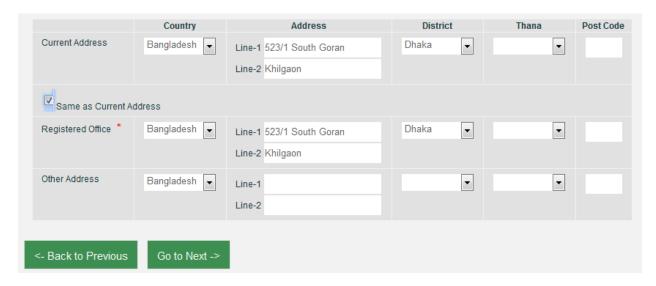
This option allows you to provide company Basic Information such as Company name, Company Registration No, Registration date etc.



 Please provide Basic Information of the firm such as Name of the firm, Registration No, Registration Date and Contact information.

#### **Address Information**

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



- Provide Address Information of firm. 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 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.

# Partners' Information

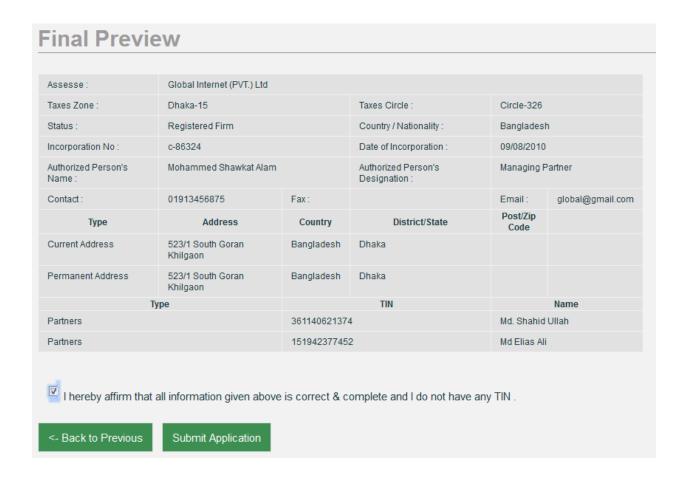
This option allows you to provide Partners Information .



- Provide Partners' type, Partners TIN Number so partner's Name will be pickedup from RJSC database.
- If the provided information is valid then Click on the "Add" button to add partner.
- Then Click on the "Go to Next" button to continue your process.

### **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

Assesse:	Global Internet (PVT.) Ltd					
TIN:	153845717907		Issue Date :	20/06/2013	20/06/2013	
Taxes Zone :	Dhaka-15		Taxes Circle:	Circle-326	Circle-326	
Status :	Registered Firm		Country / Nationality :	Bangladesh	Bangladesh	
Incorporation No :	c-86324		Date of Incorporation :	09/08/2010	09/08/2010	
Authorized Person's Name :	Mohammed Shawkat Alam		Authorized Person's Designation :	Managing P	Managing Partner	
Contact:	01913456875	Fax:		Email:	global@gmail.com	
Туре	Address	Country	District/State	Post/Zip Code		
Current Address	523/1 South Goran Khilgaon	Bangladesh	Dhaka			
Permanent Address	523/1 South Goran Khilgaon	Bangladesh	Dhaka			
Туре		TIN			Name	
Partners		361140621374		Md. Shahid	Md. Shahid Ullah	
Partners		151942377452		Md Elias Ali	Md Elias Ali	
View Certificate						

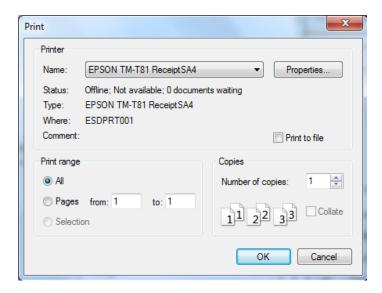
• To view TIN certificate click on "View Certificate" Your TIN certificate will appear.

# **TIN Certificate**

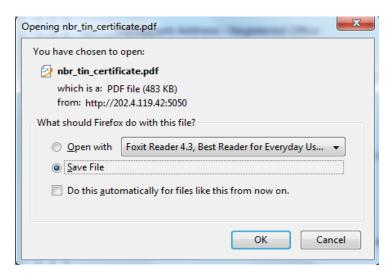


Now you can print the Certificate, save the certificate or email the certificate by clicking the appropriate button.

- To print the certificate please clicks on the **"print Certificate"** button so a printing option will appear.
- Now select your printer and click on the "Ok" button.



- To save the certificate please clicks on the "Save Certificate" button so certificate save option will appear on the screen.
- Select the option "Save File" and click on the "Ok" button.



• To Email the certificate please click on the "Email Certificate" button so certificate email option will appear on the screen.

 $\bullet \quad \hbox{Provide your email address then click on the "\textbf{Submit Query}" button.}$ 

