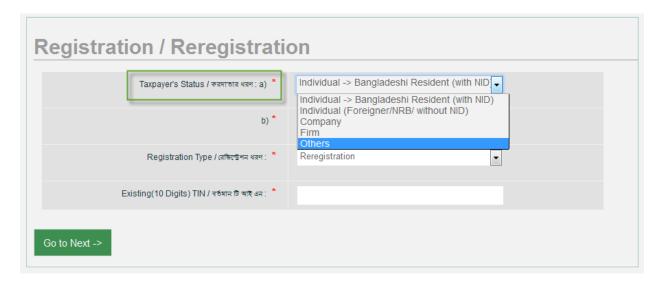
Re-registration for Association of Persons

Selection

Taxpayer's Status:

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



- Others: The taxpayers who are different from Individual Bangladeshi Resident, Individual Foreigner, Company, and Firm will select Others.
- b): This option allows you to select another status for others category such as Association of persons, Hindu Undivided Family, Local Authority, Artificial Juridical Person.



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 number.
- The Taxpayer will select **Re-registration** to take a 12 digits TIN number who has already 10 digits TIN number.

Existing (10 Digits) TIN: This option allows you to provide you OLD TIN for Reregistration.



• 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, Authorized Persons Name and TIN.



- Please provide Taxpayer's name.
- Provide Authorized Person's information and the information must be providing as per TIN Certificate of Authorized Person's.

Address Information

This option allows you to provide taxpayer's address Information such as 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.

Related Persons Information

This option allows you to provide related persons information.

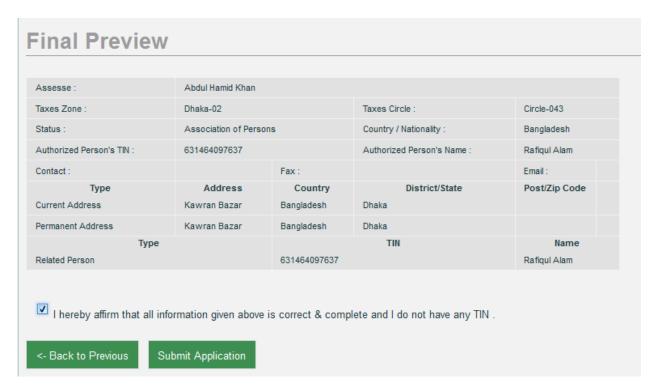


To provide related persons information

- Provide related person's TIN.
- Related person's name will be picked up automatically from Database.
- To add the information click on the "Add" button.
- After adding all persons information click on the "Go to Next" button to complete the step.

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 the "**View Ticket**" button so ticket information will appear on the screen.

Ticket Information

This Option allows you to view and print the ticket.

Ticket Information 00000176 Ticket Number: Date: 24/06/2013 Purpose: TIN Registration Abdul Hamid Khan Name: Status: Association of Persons Nationality: Bangladesh Zone: Dhaka-02 Circle: Circle-043 Please contact with the following Authority within 15(fifteen) days: Deputy Commissioner of Taxes Circle-043 Taxes Zone Dhaka-02 HBFC Bhaban, 22 Purana Paltan, Dhaka Address: Contact: 9515656 Please bring the following documents at the time of visit: 1. Documents relating to the Constitution of the Association of Persons; and 2. Authorization Letter to represent the Association of Persons as per Section 174 of the Income Tax Ordinance, 1984. Print 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 click on the **"print Ticket"** button so a printing option will appear.
- Now select your printer and click on the "Ok" button.

