



USER MANUAL

VERSION 2.0 09/02/2023

**USER MANUAL FOR REGISRTATION OF
NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER**

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1.0 INTRODUCTION

Tanzania Revenue Authority (TRA) recognize that there is a need to create a level playing field between electronic service providers/suppliers having a physical presence and those rendering services virtually. To accomplish this a simplified online registration regime provided for under Regulation 4(2) and Regulation 6(1) of the Income tax (registration of non-resident electronic service providers) Regulations, 2022 respectively, has been prepared.

According, this User Manual (UM) provides is a guideline for registration of a Non-Resident through the taxpayer portal. The registration process will enable the taxpayer to obtain a Taxpayer Identification Number (TIN) and a Value Added Tax Registration Number (VRN) essential in fulfilling filing and tax payment obligations.

2.0 OVERVIEW

The Digital Tax Registration feature shall enable a Non-resident Electronic Service Provider to register as a taxpayer in the United Republic of Tanzania as required by the law.

Key features or major functions performed by the system

- Individual Registration
- Entity Registration

User access

- Non-resident user will access the portal for registration of Taxpayer Identification Number (TIN) and Value Added Tax Registration Number (VRN).
- Non-resident users will be provided by reference number to check application status after applying for TIN. Credentials will be sent to official/corporate email address provided after registration approvals.
- The portal will be online and can be accessed in different browsers such as Opera, Chrome, Mozilla etc.
- Applicant must have access to his/her corporate email address.

3.0 GETTING STARTED

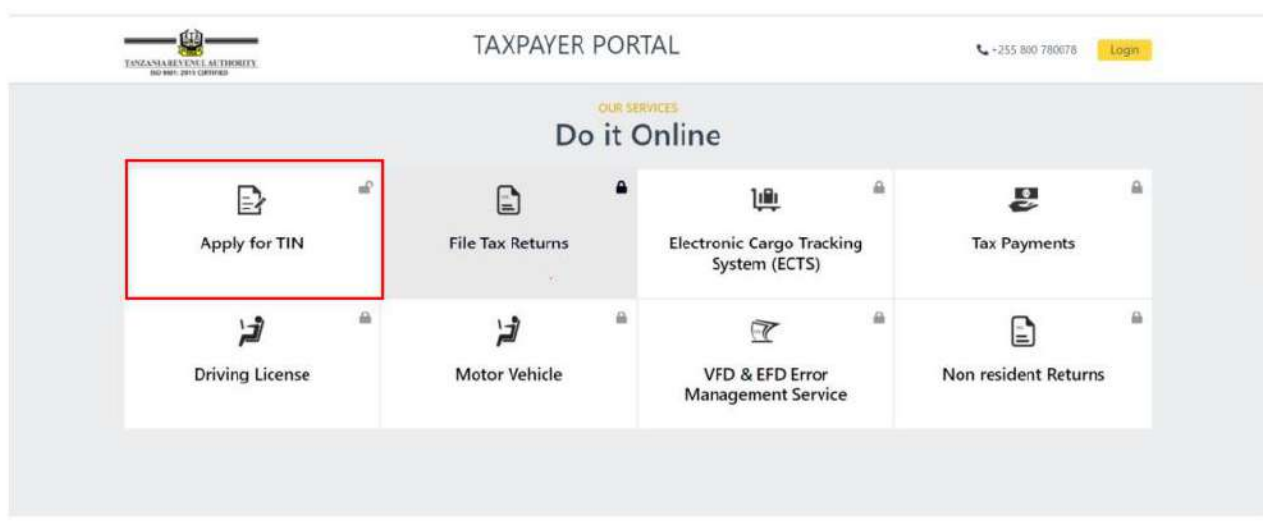
3.1 Individual Registration

URL: <https://taxpayerportal.tra.go.tz>

Open the above URL and click services



Click Apply TIN



REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Click “Non-Resident Registration”

The screenshot shows the 'TAXPAYER PORTAL' interface. On the left, a sidebar contains 'Taxpayer Registration' with sub-links for 'TIN Application' and 'Check Registration Status'. The main content area is titled 'TIN Application'. At the top right of this area, a link for 'Non-Resident Registration' is highlighted with a red rectangle. Below this, there are two tabs: 'Individual Registration' (selected) and 'Entity Registration'. A text box on the left explains that users must enter their National Identification Number (NIN) with a phone number, and that security questions will be required if the phone number was not used for registration. To the right, there are three radio buttons: 'Using National Identification Number(NIN)' (selected), 'Without National Identification Number(NIN)', and 'With Existing TIN Registered without NIN'. Below these are input fields for 'NIDA *' and 'Phone Number *', followed by a 'Submit' button. The footer includes 'Tanzania Revenue Authority © 2021 - 2022 All rights reserved.' and 'Taxpayer Registration'.

Click Individual Registration

This screenshot shows the 'TIN Application' page after selecting 'Individual Registration', which is highlighted with a red rectangle. The page title is 'TIN Application'. A text box on the left instructs users to enter their email and a valid mobile phone number, noting that an OTP will be sent for verification. To the right, under the heading '* Non-Resident Individual Registration', there are input fields for 'Email', a 'Phone Code' dropdown menu, and a 'Mobile Phone Number' field. A 'Continue' button is located at the bottom right of the form. The footer displays '© 2022 Tanzania Revenue Authority. All rights reserved.'

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Capture business e-mail address, select Phone country code, complete phone number (9 digits) and click proceed.

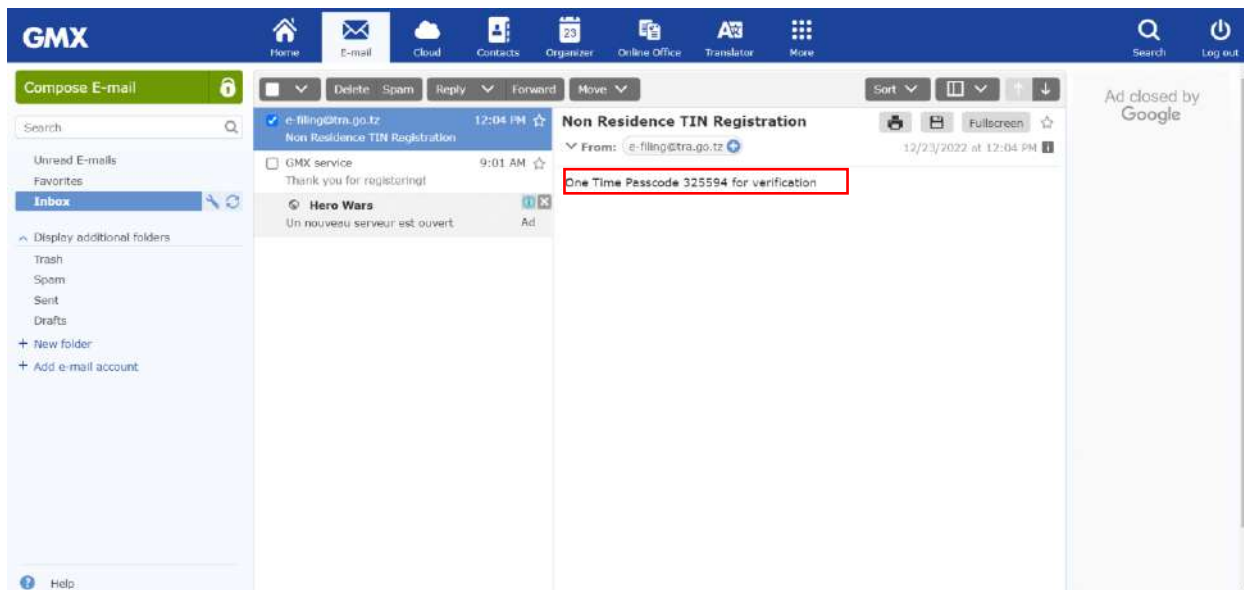
The screenshot shows the 'TAXPAYER PORTAL' header with a navigation bar containing 'Home', 'Self Service', and 'Non Resident Taxpayer Identity Number Registration'. The left sidebar has 'Taxpayer Registration' and 'TIN Application' (highlighted). The main content area is titled 'TIN Application' and has two tabs: 'Individual Registration' (active) and 'Entity Registration'. A message box states: 'Enter the Email and valid mobile phone number. OTP will be sent to your email address for verification so as to proceed with the Application.' The form fields are: 'Email' (max551@gmx.us), 'Phone Code' (United Kingdom +44), and 'Mobile Phone Number' (874875209). A 'Proceed' button is at the bottom right.

One Time Passcode (OTP) will be sent to your email.

The screenshot shows the 'TIN Application' page with the 'Individual Registration' tab active. A message box states: 'Enter OTP that has been sent to your email Address, for Validation so as to proceed with the TIN Registration.' The form has a single field 'Enter the Given OTP' and a 'Submit' button. A green success message box at the bottom right says: 'SUCCESS OTP has been sent to your email'.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Login your email address to retrieve the One Time Passcode (OTP)



Capture One Time Passcode (OTP) and click submit

A screenshot of the 'TAXPAYER PORTAL' TIN Application page. The page has a dark header with the portal name and navigation links: Home, Self Service, and Non-Resident Taxpayer Identity Number Registration. The left sidebar contains links for Taxpayer Registration, TIN Application, and Check Registration Status. The main content area is titled 'TIN Application' and features two tabs: 'Individual Registration' (selected) and 'Entity Registration'. Below the tabs, there is a section for 'Non-Resident Individual Registration' with a text input field labeled 'Enter the Given OTP' containing the value '325594'. This field is highlighted with a red rectangular box. Below the input field is a blue 'Submit' button, also highlighted with a red circle. A light blue box on the left provides instructions: 'Enter OTP that has been sent to your email Address, for Validation so as to proceed with the TIN Registration.'

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Application fields will be displayed to select/capture application details.

TAXPAYER PORTAL

Home / Self Service / Non Resident Taxpayer Identity Number Registration

Taxpayer Registration

TIN Application

Check Registration Status

TIN Application

Service Provider Particulars

Business Sector * Business Activity *

Business Name

Physical Address

Country of Residence City / Region Street

Contact Person Particulars

© 2022

✓ SUCCESS
OTP Validated Successful

Select business sector and business activity and click Add

For more than one activity, repeat the same process to add another activity

NB: Select a sub-business activity for a business activity with sub-business activities.

TAXPAYER PORTAL

Home / Self Service / Non Resident Taxpayer Identity Number Registration

Taxpayer Registration

TIN Application

Check Registration Status

TIN Application

Service Provider Particulars

Business Sector * Business Activity *

Business Name

Physical Address

Country of Residence City / Region Street

Contact Person Particulars

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REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Click Delete to delete business sector, business activity and sub business activity if any.

The screenshot shows the 'TAXPAYER PORTAL' interface. On the left is a sidebar with 'Taxpayer Registration' and 'TIN Application' (selected). The main area is titled 'TIN Application' and contains a 'Service Provider Particulars' table. The table has four columns: 'Business Sector', 'Business Activity', 'Sub Business Activity', and 'Action'. The first row contains 'Software and Updating', 'System software', and an empty 'Sub Business Activity' field. The 'Action' column has a red 'Delete' button circled in red. Below the table are two dropdown menus for 'Business Sector *' and 'Business Activity *', followed by a blue 'Add' button. A red-bordered box for 'Business Name' is empty. Below it is a 'Physical Address' field. The footer says '© 2022 Tanzania Revenue Authority. All rights reserved.'

Business Sector	Business Activity	Sub Business Activity	Action
Software and Updating	System software		Delete

Capture business name

This screenshot is identical to the previous one, but the 'Business Name' field is now filled with the text 'AFRO STREAMING'. The 'Delete' button in the table remains circled in red. The rest of the interface, including the sidebar and footer, is the same.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Under Physical Address;

Select country of residence, city/region and capture street.

Under Contact Person Particulars;

Capture Full name, select phone country code, capture phone number and Passport No.

Under service provider contact;

Capture Landline and valid website link.

The screenshot shows the 'TAXPAYER PORTAL' registration form. The left sidebar contains 'Taxpayer Registration', 'TIN Application', and 'Check Registration Status'. The main form is divided into four sections, each highlighted with a red border:

- Physical Address:** Includes 'Country of Residence' (Ireland), 'City / Region' (Dublin), and 'Street' (Moore).
- Contact Person Particulars:** Includes 'Full Name' (Michael Keane), 'Phone Code' (Ireland +353), 'Mobile Phone Number' (143709699), and 'Passport No' (D23146291).
- Service Provider Contact:** Includes 'Landline' (+353143709699) and 'Website Link' (general.com).
- Service Provider Social Media Account(s):** Includes 'Social Media Name' (Facebook) and 'Facebook username'.

A green success message at the bottom right states: 'success Valid website URL was given'. The footer includes '© 2022'.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Select social media name i.e., Facebook, YouTube, Twitter, Instagram, capture the username and click Add.

Click Delete to delete Social Media Account.

TAXPAYER PORTAL

Service Provider Social Media Account(s)

Social Media Account Name	Social Media Account	Action
Facebook	https://www.facebook.com/fifty11	Delete
YouTube	https://www.youtube.com/sixty12	Delete
Twitter	https://www.twitter.com/seventy44	Delete
Instagram	https://www.instagram.com/thirty10	Delete

Social Media Name: Instagram username:

Add

Attachment(s) | Please attach the business certificate(s) and Certificate of Incorporation for Entities

Individual Attachment Type: Business Certificate

Choose Files | No file chosen

Declaration

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Choose file to attach a Business certificate.

NB: Business certificate attached should be in PDF format.

The file size should not exceed 10 MBs.

TAXPAYER PORTAL

Service Provider Social Media Account(s)

Social Media Account Name	Social Media Account	Action
Facebook	https://www.facebook.com/fifty11	Delete
YouTube	https://www.youtube.com/sixty12	Delete
Twitter	https://www.twitter.com/seventy44	Delete
Instagram	https://www.instagram.com/thirty10	Delete

Social Media Name: Instagram username:

Add

Attachment(s) | Please attach the business certificate(s) and Certificate of Incorporation for Entities

Individual Attachment Type: Business Certificate

Choose Files | BUSINESS ...IFICATE.pdf

File size: 0.41MB

Declaration

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REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Check the declaration checkbox and click submit.

TAXPAYER PORTAL

Instagram | <https://www.instagram.com/thirty10> | [Delete](#)

Social Media Name | Instagram username

[Add](#)

Attachment(s) | Please attach the business certificate(s) and Certificate of Incorporation for Entities

Individual Attachment Type: Business Certificate | [Choose Files](#) | BUSINESSIFICATE.pdf | File size: 0.41MB

Declaration

☒ I, the undersigned, do hereby declare that the particulars given above are correct and complete to best of my knowledge and that any change of details shall be made through the TIN amendment module in TRA website (www.tra.go.tz) within thirty days from the date of change.

[Submit](#)

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A Reference Number for the application will be provided

TAXPAYER PORTAL

Home / Self Service / Non Resident Taxpayer Identity Number Registration

TIN Application

Individual Registration | Entity Registration

* Non-Resident Individual Registration

Your Application has been processed Successful
Your Application Reference Number is: **100549221**
take a copy for Tracking your Application.

Enter the Email and valid mobile phone number.
OTP will be sent to your email address for verification so as to proceed with the Application.

Email | Phone Code | Mobile Phone Number | [Proceed](#)

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REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Click Check Registration Status, capture the reference number and click submit.

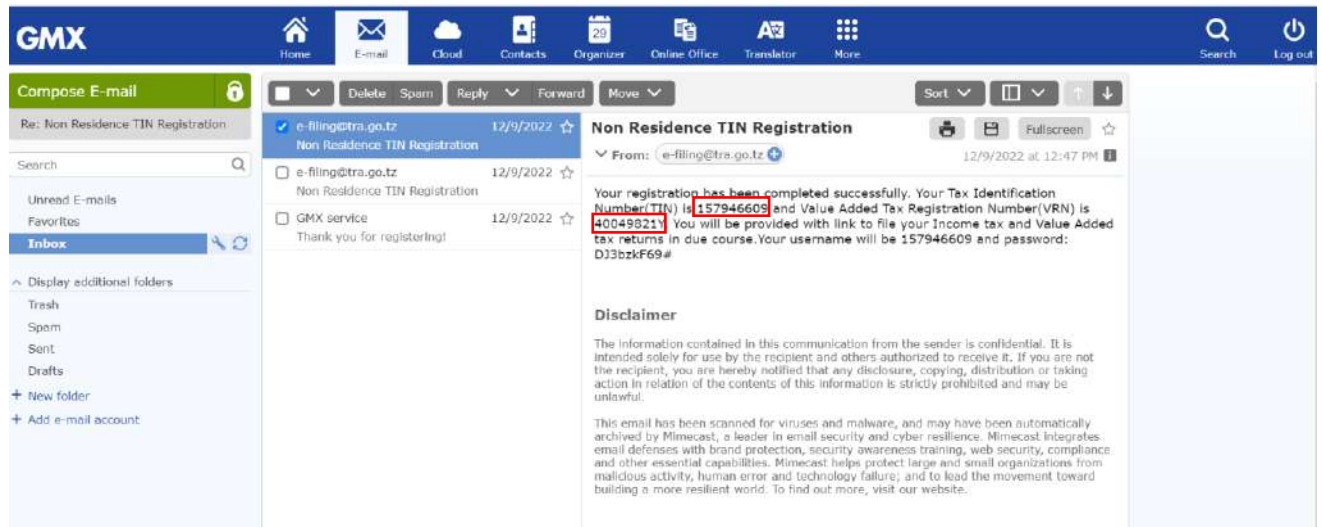
The screenshot shows the Taxpayer Portal interface. On the left, the 'Taxpayer Registration' sidebar has 'Check Registration Status' highlighted. The main content area is titled 'Check Taxpayer Registration Status'. It features a text input field labeled 'Application Reference Number' containing the value '100549224'. Below the input field is a blue 'Submit' button. The top navigation bar includes 'Home / Self Service / Check Registration Status'. The footer contains the copyright notice '© 2022 Tanzania Revenue Authority. All rights reserved.'

The registration status of the application will be displayed.

The screenshot shows the Taxpayer Portal interface after submission. The 'Check Registration Status' option remains highlighted in the sidebar. The main content area, titled 'Check Taxpayer Registration Status', now displays the 'Application Status: APPROVED (RM)' in a light blue box. Below this, the 'Application Reference Number' field shows the value '101839014'. A blue 'Submit' button is located at the bottom of the form. The top navigation bar and footer are identical to the previous screenshot.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

A notification message with Taxpayer Identification Number (TIN) and Value Added Tax Registration Number (VRN) will be sent to your email.



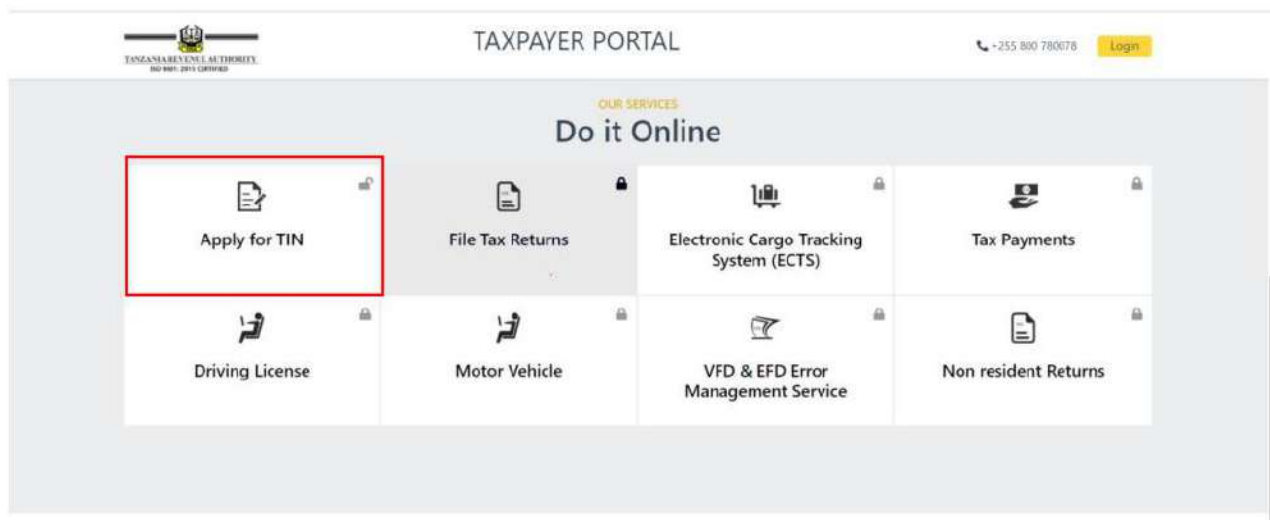
3.2 Entity Registration

URL: <https://taxpayerportal.tra.go.tz>

Open the above URL and click services



Click Apply for TIN



REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Click Non-Resident Registration

The screenshot shows the 'TAXPAYER PORTAL' interface. On the left, a sidebar contains 'Taxpayer Registration' with links for 'TIN Application' and 'Check Registration Status'. The main content area is titled 'TIN Application'. In the top right corner, a red box highlights the 'Non-Resident Registration' link. Below the title, there are two tabs: 'Individual Registration' (selected) and 'Entity Registration'. A text box on the left instructs the user to enter their National Identification Number (NIN) with a phone number. To the right, there are three radio button options: 'Using National Identification Number(NIN)' (selected), 'Without National Identification Number(NIN)', and 'With Existing TIN Registered without NIN'. Below these are input fields for 'NIDA *' and 'Phone Number *', followed by a 'Submit' button. The footer includes 'Tanzania Revenue Authority © 2021 - 2022 All rights reserved' and 'Taxpayer Registration'.

Click Entity Registration

The screenshot shows the 'TAXPAYER PORTAL' interface. On the left, a sidebar contains 'Taxpayer Registration' with links for 'TIN Application' and 'Check Registration Status'. The main content area is titled 'TIN Application'. In the top right corner, the breadcrumb trail reads 'Home / Self Service / Non Resident Taxpayer Identity Number Registration'. Below the title, there are two tabs: 'Individual Registration' and 'Entity Registration' (highlighted with a red box). A text box on the left instructs the user to enter their Email and valid mobile phone number, noting that a OTP will be sent for verification. To the right, there are input fields for 'Email', 'Phone Code' (with a dropdown arrow), and 'Mobile Phone Number', followed by a 'Proceed' button. The footer includes '© 2022 Tanzania Revenue Authority. All rights reserved'.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Capture business e-mail address, select Phone country code, complete phone number (9 digits) and click proceed.

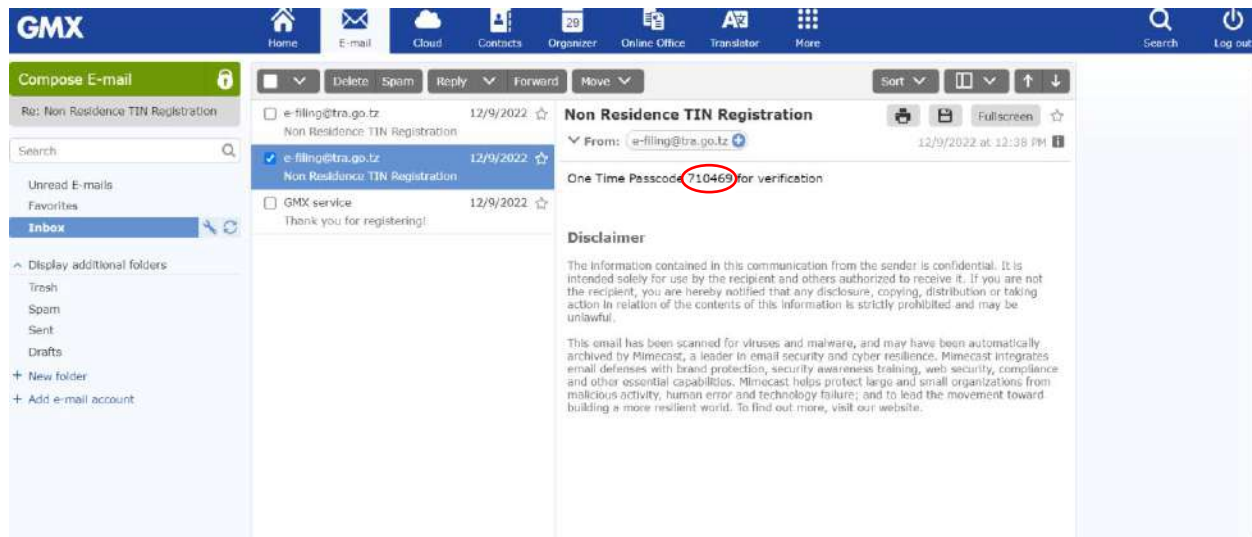
The screenshot shows the 'TIN Application' page on the 'TAXPAYER PORTAL'. The left sidebar contains 'Taxpayer Registration', 'TIN Application', and 'Check Registration Status'. The main content area has tabs for 'Individual Registration' and 'Entity Registration', with the latter selected. A message box states: 'Enter the Email and valid mobile phone number. OTP will be sent to your email address for verification so as to proceed with the Application.' The form fields are: 'Email' (with value 'aristotle1@gmail.com'), 'Phone Code' (with a dropdown showing 'United Kingdom: +44'), and 'Mobile Phone Number' (with value '024557430'). A 'Proceed' button is at the bottom right. The footer includes '© 2022 Tanzania Revenue Authority. All rights reserved.'

One Time Passcode (OTP) will be sent to your email.

This screenshot shows the same 'TIN Application' page, but now for OTP verification. The message box says: 'Enter OTP that has been sent to your email Address, for Validation so as to proceed with the TIN Registration.' There is an input field for 'Enter the Given OTP' and a 'Submit' button. A green success message box at the bottom right states: 'success OTP has been sent to your email'. The footer shows '© 2022'.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Login your email address to retrieve the One Time Passcode (OTP)



Capture One Time Passcode (OTP) and click submit

A screenshot of the 'TAXPAYER PORTAL' website. The left sidebar shows 'Taxpayer Registration' and 'TIN Application'. The main area is titled 'TIN Application' and has tabs for 'Individual Registration' and 'Entity Registration'. The 'Entity Registration' tab is selected. Below the tabs, there is a text box stating 'Enter OTP that has been sent to your email Address, for Validation so as to proceed with the TIN Registration'. To the right of this text box is a red-bordered input field containing the OTP '927866'. Below the input field is a blue 'Submit' button, which is circled in red. The footer of the page reads '© 2022 Tanzania Revenue Authority. All rights reserved.'

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Application fields will be displayed to select/capture application details.

The screenshot shows the 'TAXPAYER PORTAL' interface. The left sidebar contains 'Taxpayer Registration' with sub-links for 'TIN Application' and 'Check Registration Status'. The main content area is titled 'TIN Application'. Under 'Service Provider Particulars', there are dropdown menus for 'Entity Type *', 'Business Sector *', and 'Business Activity *', followed by a 'Business Name' text field and a 'CLAIM' button. The 'Physical Address' section includes dropdowns for 'Country of Residence', 'City / Region', and a 'Street' text field. A green success message at the bottom right states 'SUCCESS OTP Validated Successful' with a checkmark icon. The footer indicates '© 2022'.

Select an Entity type as Partnership, Corporation, State Owned Enterprise, State Affiliated Enterprise and Joint Venture.

This screenshot shows the same 'TIN Application' form, but with the 'Entity Type *' dropdown menu open. A red rectangle highlights the dropdown list, which contains the following options: 'Partnership', 'Corporation', 'State Owned Enterprise', 'State Affiliated Enterprise', and 'Joint Venture'. The rest of the form, including the 'Business Name' field and the 'Physical Address' section, remains visible below the dropdown.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Select business sector and business activity and click Add

For more than one activity, repeat the same process to add another activity

NB: Select a sub-business activity for a business activity with sub-business activities

The screenshot shows the 'TIN Application' form in the 'Taxpayer Portal'. The 'Service Provider Particulars' section includes a dropdown for 'Entity Type' (set to 'Corporation'), a dropdown for 'Business Sector' (set to 'Music films and games including gaming activities'), and a dropdown for 'Business Activity' (set to 'Streaming services'). The 'Add' button is highlighted with a red circle. Below these fields are input fields for 'Business Name' and 'Physical Address' (Country of Residence, City / Region, Street).

Click Delete to delete business sector, business activity and sub business activity if any.

The screenshot shows the 'TIN Application' form in the 'Taxpayer Portal'. The 'Service Provider Particulars' section includes a dropdown for 'Entity Type' (set to 'Corporation'). Below this is a table with the following columns: 'Business Sector', 'Business Activity', 'Sub Business Activity', and 'Action'. The first row shows 'Music films and games including gaming activities' for the Business Sector and 'Streaming services' for the Business Activity. The 'Delete' button in the 'Action' column is highlighted with a red circle. Below the table are dropdowns for 'Business Sector *' and 'Business Activity *', and an 'Add' button. At the bottom is a 'Business Name' input field.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Capture business name.

The screenshot shows the 'TIN Application' form in the 'Taxpayer Registration' section of the 'TAXPAYER PORTAL'. The 'Service Provider Particulars' section is active. It includes a dropdown for 'Entity Type' set to 'Corporation', a table for business details, and a text field for 'Business name' containing 'Bawandy International Services'. The table has columns for 'Business Sector', 'Business Activity', 'Sub Business Activity', and 'Action'. The current row shows 'Music, films and games including gaming activities' for the sector and 'Streaming services' for the activity, with a 'Delete' button. Below the table are dropdowns for 'Business Sector' and 'Business Activity'. A 'Save' button is at the bottom right of the section. The 'Physical Address' section is partially visible below.

Business Sector	Business Activity	Sub Business Activity	Action
Music, films and games including gaming activities	Streaming services		Delete

Under Physical Address;

Select country of residence, city/region and capture street.

Under Contact Person Particulars;

Capture Full name, select phone country code, capture phone number and Passport No.

Under service provider contact;

Capture Landline and valid website link.

This screenshot shows the 'Physical Address' and 'Contact Person Particulars' sections of the TIN Application form. The 'Physical Address' section has dropdowns for 'Country of Residence' (United Kingdom), 'City/Region' (Manchester), and a text field for 'Street' (Cheetham Deargate Hill). The 'Contact Person Particulars' section includes text fields for 'Full Name' (Remo Freuler), 'Passport No.' (GBF536790), a dropdown for 'Phone Code' (United Kingdom +44), and a text field for 'Mobile Phone Number' (744567380). Below this is the 'Service Provider Contact' section with text fields for 'Landline' (+44054278380) and 'Website Link' (bawandy.com). The 'Service Provider Social Media Account(s)' section is partially visible at the bottom. A green success message at the bottom right states 'Success Valid website URL was given'.

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Select social media name i.e., Facebook, YouTube, Twitter, Instagram, capture the username and click Add.

TAXPAYER PORTAL

Service Provider Social Media Account(s)

Social Media Name: YouTube

YouTube username: bwandy

Add

Attachment(s) | Please attach the business certificate(s) and Certificate of Incorporation for Entities

Individual Attachment Type: Business Certificate

Entity Attachment Type: Certificate of Incorporation

Declaration

☐ I, the undersigned, do hereby declare that the particulars given above are correct and complete to best of my knowledge and that any change of details shall be made through the TIN amendment module in TRA website (www.tra.go.tz) within thirty days from the date of change.

Submit

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Click Delete to delete Social Media Account.

TAXPAYER PORTAL

Service Provider Social Media Account(s)

Social Media Account Name	Social Media Account	Action
YouTube	https://www.youtube.com/bwandy	Delete
Twitter	https://www.twitter.com/bwandy	Delete
Facebook	https://www.facebook.com/bwandy	Delete
Instagram	https://www.instagram.com/bwandy	Delete

Social Media Name: Instagram username:

Add

Attachment(s) | Please attach the business certificate(s) and Certificate of Incorporation for Entities

Individual Attachment Type: Business Certificate

Entity Attachment Type: Certificate of Incorporation

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REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

Choose file to attach a Business certificate and a Certificate of Incorporation.

NB: Business certificate and Certificate of Incorporation attached should be in PDF format.

The file size should not exceed 10 MBs.

TAXPAYER PORTAL

Service Provider Social Media Account(s)

Social Media Account Name	Social Media Account	Action
YouTube	https://www.youtube.com/brandy	Delete
Twitter	https://www.twitter.com/brandy	Delete
Facebook	https://www.facebook.com/brandy	Delete
Instagram	https://www.instagram.com/brandy	Delete

Social Media Name: Instagram username:

Attachment(s) | Please attach the business certificate(s) and Certificate of Incorporation for Entities

Individual Attachment Type: Business Certificate BUSINESS...IFICATE.pdf File size: 0.51MB

Entity Attachment Type: Certificate of Incorporation CERTIFICA...ATION.pdf File size: 0.03MB

Declaration

☐ I, the undersigned, do hereby declare that the particulars given above are correct and complete to best of my knowledge and that any change of details shall be made through the TIN amendment module in TRA website (www.tta.go.tz) within thirty days from the date of change.

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Check the declaration checkbox and click submit

TAXPAYER PORTAL

Service Provider Social Media Account(s)

Social Media Account Name	Social Media Account	Action
YouTube	https://www.youtube.com/brandy	Delete
Twitter	https://www.twitter.com/brandy	Delete
Facebook	https://www.facebook.com/brandy	Delete
Instagram	https://www.instagram.com/brandy	Delete

Social Media Name: Instagram username:

Attachment(s) | Please attach the business certificate(s) and Certificate of Incorporation for Entities

Individual Attachment Type: Business Certificate BUSINESS...IFICATE.pdf File size: 0.51MB

Entity Attachment Type: Certificate of Incorporation CERTIFICA...ATION.pdf File size: 0.03MB

Declaration

☒ I, the undersigned, do hereby declare that the particulars given above are correct and complete to best of my knowledge and that any change of details shall be made through the TIN amendment module in TRA website (www.tta.go.tz) within thirty days from the date of change.

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REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

A Reference number for the application will be provided

The screenshot shows the 'TAXPAYER PORTAL' header with a navigation bar containing 'Home / Self Service / Non Resident Taxpayer Identity Number Registration'. The left sidebar has 'Taxpayer Registration' and 'TIN Application' (highlighted). The main content area is titled 'TIN Application' and has two tabs: 'Individual Registration' (active) and 'Entity Registration'. A success message box states: 'Your Application has been processed Successful. Your Application Reference Number is: 100549221. take a copy for Tracking your Application.' Below this, it says 'Enter the Email and valid mobile phone number. OTP will be sent to your email address for verification so as to proceed with the Application.' To the right, there are input fields for 'Email', 'Phone Code' (a dropdown), and 'Mobile Phone Number', followed by a 'Proceed' button. The footer contains the copyright notice: '© 2022 Tanzania Revenue Authority. All rights reserved.'

Click Check Registration Status, capture the reference number and click submit.

The screenshot shows the 'TAXPAYER PORTAL' header with a navigation bar containing 'Home / Self Service / Check Registration Status'. The left sidebar has 'Taxpayer Registration' and 'Check Registration Status' (highlighted). The main content area is titled 'Check Taxpayer Registration Status'. It features a text input field labeled 'Application Reference Number' containing the value '100549221'. Below the input field is a blue 'Submit' button. The footer contains the copyright notice: '© 2022 Tanzania Revenue Authority. All rights reserved.'

REGISTRATION OF NON-RESIDENT ELECTRONIC SERVICE PROVIDER/SUPPLIER

The Registrations status of the application will be displayed.

The screenshot shows the 'TAXPAYER PORTAL' interface. On the left, there is a sidebar with 'Taxpayer Registration' and 'Check Registration Status' highlighted. The main content area is titled 'Check Taxpayer Registration Status'. It features a light blue box with the text 'Application Status: APPROVED (RM)'. Below this, there is a text input field for 'Application Reference Number' containing the value '101839014'. A blue 'Submit' button is located at the bottom right of the form area. The footer of the page states '© 2022 Tanzania Revenue Authority. All rights reserved.'

A notification message with Taxpayer Identification Number (TIN) and Value Added Tax Registration Number (VRN) will be sent to your email.

The screenshot shows a GMX email interface. The left sidebar includes 'Compose E-mail', 'Inbox', and other folders. The main area displays an email from 'e-filing@tra.go.tz' with the subject 'Non Residence TIN Registration'. The email body states: 'Your registration has been completed successfully. Your Tax Identification Number (TIN) is 157946609 and Value Added Tax Registration Number (VRN) is 40049821Y. You will be provided with link to file your Income tax and Value Added tax returns in due course. Your username will be 157946609 and password: D33bzkF69#'. A 'Disclaimer' section follows, stating that the information is confidential and intended solely for the recipient.

4.0 SUPPORT CONTACTS

In case of any enquiries, do not hesitate to contact Tanzania Revenue Authority through the following means;

Phone number: 0800 750075
0800 780078

Email Address: service@tra.go.tz

Social Media pages: Facebook: tratanzania
Twitter: @tratanzania
Instagram: @tratanzania