

ONLINE TAXPAYER REGISTRATION

USER GUIDE

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Individual Registration

Application for taxpayer registration or change of registered particulars (individual)

[Apply For TIN »](#)

Company Registration

Application for taxpayer registration or change of registered particulars (entity).

[Apply For TIN »](#)

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1. Individual Registration

1.1. STEP 1

[Click here](#) for Individual taxpayer registration or change of registered particulars

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1.2. STEP 2

Fill in all the required fields of '**ITX101.01.B**' Form as seen below

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ITX101.01.B


TANZANIA REVENUE AUTHORITY

INDIVIDUAL/MTU BINAFSI
APPLICATION FOR TAXPAYER REGISTRATION OR CHANGE OF REGISTERED PARTICULARS
MAOMBI YA USAJILI WA MLIPA KODI AU KUBADILI TAARIFA ZA USAJILI

Note: Furnishing false or misleading information is punishable by law/Kumbuka:Kutoa taarifa ya uongo au isiyo sahihi ni kosa kisheria.

Before filling the form, please read the attached notes at the end of the form carefully./Kabla ya kujaza fomu hii, tafadhali soma kwa makini maelekezo mwisho wa fomu hii.

- Where registered details have changed, the applicant must only fill the taxpayer TIN and detail that have changed/Pale taarifa zinapokuwa zimebadilika, unatakiwa kujaza TIN na taarifa zilizobadilika tu.
- Use capital letter and where applicable, mark with (✓)Tumia Herufi Kubwa, weka alama (✓) inapohitajika
- Item marked with asterisk (*) are Mandatory/ Sehemu iliyowekewa alama ya nyota (*) ni lazima.

1:General Information / Taarifa ya Ujumla

1. * Apply for <input type="checkbox"/> First Application/Usajili wa mara ya Kwanza <input type="checkbox"/> Amendment Application (Please indicate your TIN)/ TIN Kwa maombi ya mabadiliko(Tafadhali jaza TIN)	TIN <input type="text"/>
--	------------------------------------

2. * Name of Applicant/Jina la Mwombaji: MR. MRS. Ms.

First Name/ Jina la Kwanza <input type="text"/>	Middle Name/ Jina la Pili <input type="text"/>	Surname/ Jina la Ukoo <input type="text"/>
---	--	--

*** Date of Birth/ Tarehe ya Kuzaliwa (DD/MM/YYYY)**

*** Please provide one of following ID/ Tafadhaliambaticha kitambulicho cha umma katika hii:**

1.3. STEP 3

Once you have filled in all the required fields, [Click the Submit](#) button below

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Professional/Category						
Advocate/Lawyer						
Auditor / Accountant						
Agent						
19. * Required attachment tick appropriate/Viaombatisho muhimu, chagua kinachohusika						
a. National ID/Kitambulisho cha Utaifa						
b. Letter from Local Government Authority/Barua kutoka Serikali za Mitaa						
c. Voters' Card/Kadi ya kupiga kura						
d. Passport / Hati ya kusafiria						
e. Birth Certificates/ Cheti cha kuzaliwa						
2:Applicant's Declaration/ Uthibitisho wa Mwombaji						
20. I, the undersigned, do hereby declare that the particulars given above are correct and complete to the best of my knowledge/ Nathibitisha kwamba taarifa zilizopo hapo juu ni kamili na sahihi kwa kadri ya ufahamu wangu.						
<i>Note: Any changes of details of Taxpayer Identification Number Certificate shall be communicated to Commissioner in writing within thirty days from the date of change. / Zingatia: Mabadiliko yeyote ya taarifa ulizotoa lazima yafikishwe kwa Kamishna katika kipindi kisichozidi siku thelathini kuanzia mabadiliko yalipo tokea.</i>						
Title: <input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS.						
First Name/ Jina la Kwanza		Middle Name/ Jina la Pili		Surname/ Jina la Ukoo		
<input type="text"/>		<input type="text"/>		<input type="text"/>		
Position/ Cheo		<input type="text"/>		Signature of the Applicant/ Saini ya Mwombaji.....		
				<input type="text"/>		
Date/ Tarehe(DD/MM/YYYY) 30/01/2017						
<input type="checkbox"/> I am satisfied, All the information is complete						
<input type="button" value="Submit"/>						

2. Company Registration

2.1 STEP 1

[Click here](#) for Company registration or change of registered particulars

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2.2 STEP 2

Fill in all the required fields of 'ITX100.01.B' Form as seen below

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ITX100.01.B


TANZANIA REVENUE AUTHORITY

ENTITY/KAMPUNI
APPLICATION FOR TAXPAYER REGISTRATION OR CHANGE OF REGISTERED PARTICULARS
MAOMBI YA USAJILI WA MLIPAKODI AU KUBADILI TAARIFA ZA USAJILI

Note: Furnishing false or misleading information is punishable by law/Kumbuka: Kutoa taarifa ya uongo au isiyo sahihi ni kosa kisheria.

Before filling the form, please read carefully the attached notes at the end of the form /Kabila ya kujaza fomu hii, tafadhali soma kwa makini maelekezo mwisho wa fomu hii.

- Where registered details have changed, the applicant must only fill the taxpayer TIN and details that have changed/Pale taarifa zinapokuwa zimebadilika, unatakiwa kujaza TIN na taarifa zilizobadilika tu.
- Use capital letter and where applicable, mark with (✓)/Tumia Herufi Kubwa na weka alama (✓) inapohitajika
- Item marked with asterisk (*) are Mandatory/ Sehemu iliyowekewa alama ya nyota(*) ni lazima ijazwe.

1: General Information / Taarifa ya Ujumla

1. * Apply for <input type="checkbox"/> First Application/Usajili wa mara ya Kwanza <input type="checkbox"/> Amendment Application (Please indicate your TIN/ TIN Kwa maombi ya mabadiliko/Tafadhali jaza TIN)	TIN [REDACTED]
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2. * Taxpayer Category/ Aina ya Mlipakodi

<input type="checkbox"/> LIMITED COMPANY	<input type="checkbox"/> PARASTATAL	<input type="checkbox"/> PARTNERSHIP'S	<input type="checkbox"/> COOPERATIVE SOCIETY	<input type="checkbox"/> ASSOCIATION/CLUB	<input type="checkbox"/> GOVERNMENT	<input type="checkbox"/> SOLE PROPRIETOR	<input type="checkbox"/> OTHERS	<input type="checkbox"/> NGO	<input type="checkbox"/> DIPLOMATIC MISSION	<input type="checkbox"/> FOREIGN MISSION	<input type="checkbox"/> HONORARY DIPLOMAT	<input type="checkbox"/> HIGH COMMISSION
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Other(Specify) [REDACTED]

3. * Taxpayer Name/ Jina la Mlipa Kodi [REDACTED]

2.3 STEP 3

Once you have filled in all the required fields, [Click the Submit](#) button below

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Add Shareholder

18. * Associates Information / Taarifa za Washirika

Associate Tin

Add Associate

19. * Required attachment/Viambatisho muhimu

- a. Memorandum/ Mkataba
- b. Article of Association
- c. Certificate of Registration /Hati ya Usejili
- d. Letter from Local Government Authority/Barua kutoka Serikali za Mitaa
- e. Copy of Director ID/ Nakala ya kitambulisho cha Mkurugenzi

2: Applicant's Declaration/ Uthibitisho wa Mwombaji

20. I, the undersigned, do hereby declare that the particulars given above are correct and complete to the best of my knowledge and that any change of details shall be communicated to the Commissioner General in writing within thirty days from the date of change / Nathibitisha kwamba taarifa zilizopo hapo juu ni kamili na sahihi kwa kadri ya ufahamu wangu na kwamba Mabadiliko yoyote ya taarifa nilizotoa lazima yafikishwe kwa Kamishna Mkuu katika kipindi kisichozidi siku thelalithini kuanzia siku ya mabadiliko.

Title: MR MRS MS.

First Name/ Jina la Kwanza <input type="text"/>	Middle Name/ Jina la Pili <input type="text"/>	Surname/ Jina la Ukoo <input type="text"/>
Position/ Cheo <input type="text"/>	Signature of the Applicant/ Saini ya Mwombaji..... <input type="text"/>	

Date/ Tarehe(DD/MM/YYYY)

Submit

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