

**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 /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 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

<p>1.] *Apply for: <input type="checkbox"/> First Application/Usajili wa Mara ya Kwanza</p> <p><input type="checkbox"/> Amendment Application, Please indicate your TIN/ Kwa maombi ya mabadiliko, Tafadhali jaza TIN</p>	<p>TIN</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>										
<p>2.] *Taxpayer Category/ Aina ya Mlipakodi</p> <p><input type="checkbox"/> Government Agency/Wakala wa Serikali <input type="checkbox"/> Club/ Klabu <input type="checkbox"/> Cooperative Society or Association/ Ushirika <input type="checkbox"/> Partnership/ Ubia</p> <p><input type="checkbox"/> Limited Company/Kampuni yenye dhima ya kikomo <input type="checkbox"/> Parastatal/Shirika la Umma <input type="checkbox"/> Any Others, specify/Nyinginezo _____</p>											
<p>3.] *Taxpayer Name/ Jina la Mlipakodi _____</p> <p>Incorporation / Registration Certificate Number / Namba ya Hati ya Usajili _____ Registered by/Msajili _____</p> <p>Incorporation / Registration Certificate Date/ Tarehe ya Usajili (DD/MM/YYYY) _/ _/ _ _ _ _</p> <p>Number of Directors / Partners /Idadi ya Wakurugenzi / Wabia _____</p>											
<p>4.] *Residence Status/Hadhi ya ukazi: <input type="checkbox"/> Resident /Mkazi <input type="checkbox"/> Non-Resident/Asiye Mkazi, State Country of Residence _____</p>											
<p>5.] Physical Address/ Anuani ya Sehemu ya Biashara:</p> <p>Is the business located in a surveyed area?/ Je, biashara ipo kwenye eneo lililopimwa? Yes/ Ndiyo <input type="checkbox"/> No /Hapana <input type="checkbox"/></p> <p>Plot number/ Office/Shop/Flat/ Namba ya kiwanja _____ Block number/ Namba ya Kitalu _____</p> <p>*Lane/ Plaza/ House/ Floor/ Village/ Eneo Maarufu/Jengo/Kijiji _____</p> <p>* Street or Location/ Jina la mtaa au Eneo _____</p> <p>* Local Government Name/ Jina la Serikali ya Mtaa _____</p> <p>*District or Town/ Wilaya au Mji _____ *Region or City / Mkoa au Jiji _____</p> <p>Postcode _____</p>											
<p>6.] * Postal Address/ Anuani ya Posta</p> <p>P. O. Box/ S.L.P. _____ Postal City /Jina la Mji _____</p>											
<p>7.] Contact Numbers/ Namba za mawasiliano</p> <p>Landline/ Namba ya Simu ya Mezani _____</p> <p>Second Landline / Simu ya Pili ya Mezani _____</p> <p>Fax number/ Nukushi _____</p> <p>*E-mail address/Anwani ya barua pepe _____</p>	<p>(Include Country codes, e.g. +255 for TZ)</p> <p>* First Mobile Phone/Simu ya kwanza ya Mkononi _____</p> <p>Second Mobile Phone/Simu ya Pili ya Mkononi _____</p> <p>Third Mobile Phone/ Simu ya Tatu ya Mkononi _____</p>										

8. Have you registered your Business name with BRELA? /Je, umesajili jina la biashara yako, BRELA? Yes/Ndiyo No/Hapana
 If Yes, State your Business Name/ Kama ndiyo, Taja Jina la biashara
 Registration Number/ Namba ya Usajili

9. For subsidiary Company(ies) state Parent Company Name/ Kwa Kampuni tanzu taja Jina la Kampuni Mama
 Company TIN/ TIN ya Kampuni Mama

10. If the business is a succession of an already existing Business, Please state Previous TIN/
 Kama biashara inaendeleza biashara nyingine iliyopo tayari, Tafadhali Taja TIN ya zamani

11. Particular of Business Premises /Taarifa ya Sehemu ya Biashara
 For Taxpayer Landlord/ Mwenye Nyumba: Is Business's premises rented ? /Je sehemu ya biashara imekodishwa ? Yes/ Ndiyo No/ Hapana
 TIN of the Landlord, if any/TIN ya Mwenye Nyumba kama ipo
 Name if Individual/ Jaza Jina kama ni Mtu binafsi: Title: Mr/ Bwana Mrs / Bibi Ms/ Bi
 First Name/ Jina la Kwanza Middle Name/ Jina la Pili Surname/ Jina la Ukoo
 National ID No. if any/ Namba ya Kitambulisho cha Taifa kama kipo
 Name if Non-Individual/ Jaza jina kama ni la Kampuni
 Provide copy of lease Agreement, if the premises is rented/ Toa nakala ya mkataba, kama eneo umekodisha.

12. Taxpayer Representative/Mwakilishi wa Mlipakodi

	TIN	FULL NAME /JINA KAMILI
Managing Director		
Tax Consultant		
Company Secretary		
Advocate/Lawyer		
Auditor / Accountant		
Agent		

13. *Business Commencement Date / Tarehe ya kuanza biashara(DD/MM/YYYY) ____/____/_____
 *No of employees/ Idadi ya wafanyakazi *Estimated Annual Turnover (TZS)/Makadirio ya mauzo Ghafi kwa mwaka

14. * List your economic activity (ies) / Orodhesha shughuli zako za kiuchumi.
 a) Main Economic activity with higher turnover/ Shughuli kuu ya kiuchumi yenye mauzo makubwa.....
 Code:
 b) Others Economic activities/ Shughuli nyingine za Kiuchumi

	Business Code
i.	
ii.	
iii.	
iv.	
v.	

15. Bank Account Information/ Taarifa ya Akaunti ya Benki

Bank Name/Jina la Benki	Branch Name/ Jina la Tawi	Account Number/Namba ya Akaunti	Account Name/Jina la Akaunti	Local/For ex

16. *Directors Information/Taarifa za Wakurugenzi

S/No.	TIN (Non-Residents to write Passport No.)	Nationality	Names as appear in ID or Passport			Residence status (Resident/Non-resident)	Position	Address (For non-resident only)
			First Name	Middle Name	Surname			

17. *Shareholders/Partners Information/ Taarifa za Wana Hisa/ Wabia

S/N	TIN (Non-Residents to write Passport No.)	Nationality	Full name	Percentage of Shares	Place of incorporation	Address (for non-resident only)

18. * Associates Information / Taarifa za Washirika

S/N	TIN	Name of associate	Residency status (Resident/Non-resident)

19. * Required attachment/Viambatisho muhimu

- Memorandum/ Mkataba
- Article of Association.
- Certificate of Registration /Hati ya Usajili
- Letter from Local Government Authority/Barua kutoka Serikali za Mitaa
- 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/ Bwana Mrs/ Bibi Ms/ Bi

First Name/ Jina la Kwanza

Middle Name/ Jina la Pili

Surname/ Jina la Ukoo

Position/Wadhifa

Signature of the Applicant/ Saini ya Mwombaji.....

Date/Tarehe (DD/MM/YYYY) _ _ / _ _ / _ _ _ _

For official use only/ KwamatumiziyaOfisitu

Type of Tax

	Type of Taxes	Tick the appropriate box	Tax Start Date DD/MM/YYYY
1	CIT		
2	PAYE		
3	VAT		
4	CUSTOMS		
5	MOTOR VEHICLE		
6	EXCISE DUTY		
7	WITHHOLDING TAXES		
8	SINGLE INSTALMENT TAX		

Business Activity Code

--	--	--	--	--

TRA Officer

Employee No.

--	--	--	--	--	--	--

Title: Mr

Mrs

Ms

First Name

Middle Name

Surname

Officer Position

TRA Location/Office

Signature

INSTRUCTIONS FOR COMPLETING TIN REGISTRATION FORMS FOR NON INDIVIDUAL ENTITIES
MAELEZO JINSI YA KUJAZA FOMU ZA MAOMBI YA USAJILI WA TIN KWA MAKAMPUNI

1. Tick appropriate box. Provide TIN number in case of amended application.
Weka tiki kwenye kisanduku kinachohusika. Jaza TIN kama unabadilisha taarifa zako.
2. Tick appropriate taxpayer category [**Mandatory**]
*Weka tiki kwenye kisanduku kinachohusika [**Lazima**]*
3. Please fill in Taxpayer Name and all needed information [**Mandatory**]
*Andika jina la mlipa kodi pamoja na taarifa zote zinazohitajika [**Lazima**]*
4. Indicate Residency status.
Taja uraia wako
5. Please provide your postal address [**Mandatory**]
*Andika anuani ya posta [**Lazima**]*
6. Please provide your physical address [**Mandatory**]
*Andika anuani ya sehemu ya biashara [**Lazima**]*
7. Please provide your contact numbers. [**Mobile number is mandatory**]
*Andika namba za simu ya mezani pamoja na simu za mkononi [**Simu ya mkononi ni lazima**]*
8. If the business has a registered business name, please provide details.
Kama jina la biasharalimesajiliwa, tafadhali onyesha
9. If the business is a subsidiary of another company or business, please provide name and TIN of the parent company, if any
Kama biashara ni kampuni tanzu, onyesha jina na TIN ya kampuni mama kama ipo
10. Indicate previous TIN if the new business is a succession of existing business/ enterprise
Onyesha TIN ya zamani kama biashara inaendeleza biashara nyingine iliyo kuwepo
11. If the business is operating in rented premises, please provide details of your landlord.
Kama biashara iko kwenye eneo lililopangishwa, andika taarifa za mmiliki wa jengo lako la biashara
12. Provide details of all persons / entities related to your business
Taja watu wote wanao husiana na biashara yako
13. Indicate your business commencement date, number of employees and annual estimated turnover [**Mandatory**]
*Andika tarehe ya kuanza biashara, namba ya wafanyakazi na makadirio ya mauzo ya mwaka [**Lazima**]*
14. List down / describe all of your intended economic / business activities The first one should be main or principal activity of the business [**Mandatory**]
*Orodhesha shughuli zako za kiuchumi. Shughuli yako kubwa ndio iwe ya kwanza. [**Lazima**]*
15. Provide bank account information [**Mandatory**]
*Andika taarifa za akaunti za benki [**Lazima**]*
16. Provide information about Directors or Partners, Owners and Associates [**Mandatory**]
*Onyesha taarifa za wakurugenzi, wamiliki na washirika [**Lazima**]*
17. Tick appropriate box.
Jaza kisanduku kinachokuhusu
18. Complete the declaration by filling and signing in the given space provided
Kamilisha kwa kujaza na kusaini katika eneo husika