



**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 carefully the attached notes at the end of the form /Kabla ya kujaza fom u hii, tafadhali soma kwa makini maelekezo mwisho wa fom u 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**

<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 style="text-align: center;">TIN</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																																																		
<p>2.] *Name of Applicant/Jina la Mwombaji: Mr/ Bwana <input type="checkbox"/> Mrs / Bibi <input type="checkbox"/> Ms/ Bi <input type="checkbox"/></p> <p>First Name/ Jina la Kwanza <input style="width: 150px;" type="text"/> Middle Name/ Jina la Pili <input style="width: 150px;" type="text"/> Surname/ Jina la Ukoo <input style="width: 150px;" type="text"/></p> <p>* Date of Birth/ Tarehe ya Kuzaliwa (DDMMYYYY) ____/____/____</p>																																																			
<p>3.] *Please provide one of the following ID/ Tafadhali ambatisha kitambulisho mojawapo kati ya hivi:</p> <p><input type="checkbox"/> National ID/Kitambulisho cha Utaifa or/au Zanzibar ID/Kitambulisho cha Mzanzibari</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table> <p><input type="checkbox"/> Passport No /Namba ya hati ya kusafiria _____ Country of issue/Nchi kilipotolewa _____</p> <p>Place of issue/Mahali kilipotolewa _____ Date of issue/Tarehe ya kutolewa(DD/MM/YYYY)____/____/____</p> <p>Date of Expiry/Tarehe ya mwisho(DD/MM/YYYY)____/____/____</p> <p><input type="checkbox"/> Letter of LGA/Barua ya Serikali za Mitaa</p> <p><input type="checkbox"/> Voters' Card/ Kadi ya Kupigia kura <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table></p> <p><input type="checkbox"/> Driving license/ Leseni ya Udevea <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table></p>																																																			
<p>4.] *Nationality/ Uraia: <input type="checkbox"/> Tanzanian/Mtanzania <input type="checkbox"/> Others, Specify/Nyingine (Eleza) _____</p> <p>If others, Provide working Permit No./Kama nyingine eleza namba ya kibali cha kazi <input style="width: 150px;" type="text"/></p> <p>Permit Expiry Date/Tarehe ya mwisho wa kibali cha kazi (DD/MM/YYYY)____/____/____</p>																																																			
<p>5.] * Reason for Registration/Sababu ya kujisajili:</p> <p><input type="checkbox"/> Business/Biashara <input type="checkbox"/> Non-Business /Isiyo ya Biashara (e.g. Driving License, Motor Vehicle, Sale of Land, Property rate, Importation of Personal effects)</p> <p><input type="checkbox"/> Others(Specify)/Nyingine (Taja)</p>																																																			

6. Spouse Informations / Taarifa za Mwenza

Is Spouse doing business ? / Je Mume au Mke anafanya biashara ? Yes/ Ndiyo  No /Hapana   
 If Yes, fill in the Taxpayer's Spouse Information / Kama Ndiyo, Jaza Taarifa za Mume au Mke

Full Name/Majina Kamili	TIN	National ID/Namba ya kitambulisho cha utaiifa

7. Business/ Residential Location / Eneo la Biashara/Makazi

Is the Business/ Residence located in a surveyed area? / Je, Biashara/ Makazi yapo kwenye eneo lililopimwa? Yes/ Ndiyo  No /Hapana

Plot number/ Namba ya Kiwanja  Block Number/ Namba ya Kitalu

\*Lane/ Plaza/ House/ Floor/ Village/ Eneo Maarufu/Jengo/Kijiji

\* Street or Location/ Jina la mtaa au Eneo

\* Local Government Name/ Jina la Serikali ya Mtaa

\*District or Town/ Wilaya au Mji  \*Region or City / Mkoa au Jiji

Postcode

8. Postal Address/ Anuani ya Posta

P. O. Box / S.L.P.  Postal City / Jina la Mji

9. Contact Numbers/ Namba za mawasiliano

Landline/ Namba ya Simu ya Mezani  \*First Mobile Phone/ Simu ya Kwanza ya Mkononi

Second Landline/ Simu ya pili ya Mezani  Second Mobile Phone/Simu ya Pili ya Mkononi

Fax number/ Nukushi  Third Mobile Phone/ Simu ya Tatu ya Mkononi

E-mail address/Anwani ya barua pepe

10. \* Employment Status/ Hali ya Ajira:  Employee/Mwajiriwa  Self-employed/Umejiajiri  Foreign Mission employee

Other (Specify)/Nyingine (Eleza) \_\_\_\_\_

11. Employer Details/Taarifa za Mwajiri: Name of employer/Jina la Mwajiri

P. O. Box / S.L.P.  Postal City / Jina la Mji

Provide TIN of Employer/Taja TIN ya mwajiri

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

13. Have you registered your Business name with BRELA? /Je, umesajili jina lako la biashara BRELA?

Yes/Ndiyo  No/Hapana

If Yes, State your Business Name/ Kama ndio, Taja Jina la biashara

Registration Number/Namba ya Usajili

14. 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 Kampuni

Provide copy of lease Agreement, if the premises is rented/ Toa nakala ya mkataba, kama eneo umekodisha.

15. \* Business Commencement Date / Tarehe ya kuanza biashara(DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_\_\*No of employees/ Idadi ya wafanyakazi

\* Estimated Annual Turnover tick one /Makadirio ya mauzo ghafi kwa mwaka ,chagua moja wapo

Shs 0 to 4,000,000       T.shs 4,000,000 7,500,000       T.shs 7,500,000 to 11,500,000

T.shs11,500,000 to 16,000,000       T.shs 16,000,000 to 20,000,000       Above T.shs 20,000,000

16. \*List your economic activity (ies) / Orodhesha shughuli zako za kiuchumi.

a) Main Economic activity with higher turnover/ Shughuli kuu ya kiuchumi yenye mauzo ghafi makubwa: .....

b) Others Economic activities/ Shughuli nyingine za Kiuchumi

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

17. Bank Account Information/ Taarifa ya Akaunti ya Benki

Bank Name/Jina la Benki	Branch Name/ Jina la Tawi	Account Number/ Akaunti ya Benki	Account Name/Jina la Akaunti	Local/Forex Currency

18. Taxpayer Representative/Wawakilishi wa Mlipakodi

	TIN	FULL NAME
Tax Consultant		
Advocate/Lawyer		
Auditor /Accountant		
Agent		

**2: Applicant's Declaration/ Uthibitisho wa Mwombaji**

19. 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

          

Signature of the Applicant/ Saini ya Mwombaji..... Date/Tarehe(DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

**For official use only/ Kwamatumiziya Ofisi tu**

Type of Tax

Activity Code	Type of Taxes	Tick the appropriate box	Tax Start Date DD/MM/YYYY
1	PIT		
2	VAT		
3	PAYE		
4	CUSTOMS		
5	MOTOR VEHICLE		
6	EXCISE DUTY		

Business Activity Code

**\* 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

**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 INDIVIDUALS**  
**MAELEZO JINSI YA KUJAZA FOMU ZA MAOMBI YA USAJILI WA TIN KWA WATU BINAFSI**

1. Tick appropriate box. Provide TIN number in case of amended applications.  
*Weka tiki kwenye kisanduku kinachohusika. Jaza TIN kama taarifa zako zimebadilika*
2. Provide your full name and date of birth [**Mandatory**]  
*Andika jina kamili na tarehe yako ya kuzaliwa [**Lazima**]*
3. Provide one Copy of your Identity Card. [**Mandatory**]  
*Ambatanisha nakala ya Kitambulisho chako [**Lazima**]*
4. Indicate your nationality [**Mandatory**]  
*Taja uraia wako [**Lazima**]*
5. State reason for applying for TIN by checking appropriate Box [**Mandatory**]  
*Elezea sababu za kuomba TIN kwa kutiki kisanduku kinachohusika [**Lazima**]*
6. Indicate your spouse information, if available  
*Kama una mume/mke andika taarifa zake*
7. Please provide your physical address [**Mandatory**]  
*Andika anuani ya eneo la biashara la mlipakodi [**Lazima**]*
8. Please provide your postal address  
*Andika anuani ya posta*
9. Please provide your contact numbers. [**Mobile number is mandatory**]  
*Andika namba za simu pamoja na simu ya mkononi [**Simu ya mkononi ni lazima**]*
10. Please indicate your employment status [**Mandatory**]  
*Weka tiki kwenye kisanduku sahihi [**Lazima**]*
11. For employed individuals, please provide employer details  
*Kama umeajiriwa, jaza taarifa za mwajiri*
12. Indicate previous TIN if the new business is a succession of existing business/ enterprise  
*Onyesha TIN ya zamani kama biashara inaendeleza biashara nyingine*
13. If the business has a registered trading or business name, please provide details.  
*Kama jina la biashara limesajiliwa, tafadhali onyesha*
14. If the business is operating in rented premises, please provide details of your landlord.  
*Kama biashara iko kwenye eneo lililopangishwa, toa taarifa za mmiliki wa eneo la biashara*
15. 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**]*
16. List down / describe all of your economic/business activities [**Mandatory**]  
*Orodhesha/elezea shughuli zako za kiuchumi/kibiashara [**Lazima**]*
17. Provide bank account information  
*Toa taarifa za akaunti za benki*
18. Provide details of all persons / entities related to your business  
*Taja watu wote wanaohusiana na biashara yako*
19. Complete the declaration by filling and signing in the given space provided [**Mandatory**]  
*Kamilisha kwa kujaza na kusaini katika eneo husika [**Lazima**]*