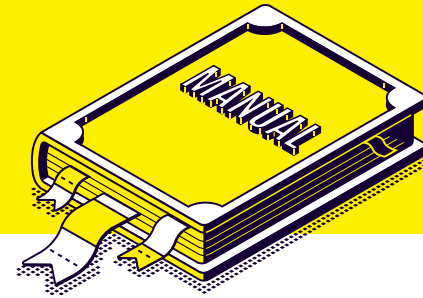




INTEGRATED DOMESTIC REVENUE ADMINISTRATION SYSTEM **USER MANUAL**



- Registration

1 TIN Application (For Individual)

Screen for users to apply for TIN in the External Portal.

1.1 Digital (Electronic Service Provider) TIN Application

MANUAL

1.5 Digital (Electronic Service Provider) TIN Application #1



The screenshot shows the IDRAS (Tanzania Revenue Authority) TIN Application interface. It features a navigation menu with 'LOGIN' and 'TIN REGISTER' buttons. A search bar is also present. The main content area is titled 'TIN Application' and includes a 'Welcome to Tanzania Revenue Authority' message. Below this, there is an 'Application Type' section with four options: 'TIN Application without NIN', 'TIN Application with TIN', 'Entity TIN Application', and 'Non-Resident (Foreign Principal) TIN Application'. The 'Digital (Electronic Service Provider) TIN Application' option is highlighted with a red box and a '2' callout. Below the application type selection, there is a form for registration with fields for 'Email', 'Mobile Number', and 'Enter OTP'. A 'Proceed' button is located at the bottom right of the form. A '3' callout points to the form fields, and a '4' callout points to the 'Proceed' button. An 'OTP Verification' modal window is also visible, showing fields for 'Mobile Number', 'Email', and 'Enter OTP', with a 'Verify OTP' button. A '5' callout points to the 'Enter OTP' field, and a '6' callout points to the 'Verify OTP' button. A '1' callout points to the 'TIN REGISTER' button in the top left corner.

Description

◆ Digital (Electronic Service Provider) TIN Application

1. Click the [TIN REGISTER] button to move to TIN application screen.
2. Click the [Digital (Electronic Service Provider) TIN Application] icon.
3. Enter email and mobile number and select Individual.
4. Click the [Proceed] button.
5. Input the OTP received via email.
6. Click the [Verify OTP] button.

1.5 Digital (Electronic Service Provider) TIN Application #2



Digital(Electronic Service Provider) TIN Application - Individual

Personal Information 1

* First Name Middle Name * Last Name
 * Date of Birth * Gender 2 Male Female * Nationality
 * Passport Number * Passport Attachment

Service Provider Particulars 3

* Business Name * Annual Turnover Amount(USD)
 * Business Certificate Attachment

Business Activity 4

* Sector
 * Activity
 Sub Activity

* Business Activity Added 5 6

<input type="checkbox"/>	Sector	Activity	Sub Activity	Main Activity YN
<input type="checkbox"/>				

Physical Address 7

* Country of Residence * State
 * Street

Contact Details 8

* Contact Type * Contact
 * Contact Added 9 10

<input type="checkbox"/>	Contact Type	Contact	Main Number
<input type="checkbox"/>	Mobile	+82 0000000000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E-Mail	00000.pkr@gmail.com	

Description

◆ Digital (Electronic Service Provider) TIN Application (Individual)

Overview : Screen for Electronic Service Provider – Individual application.

- Only PDF is allowed for attachment.
- 1. Fill in the Personal Information section.
- 2. Input the Passport Number and click the [Verify] button to verify.
- 3. Fill in the Service Provider information in the Service Provider Particulars section.
- 4. Fill in the Business Activity section up to the Activity level.
- 5. Click the [Add] button in the Business Activity section to add the selected activity.
- 6. Check the box in the grid and click the [Delete] button to delete the added activities.
- 7. Enter address.
- 8. Select the Contact Type in the Contact Details section and fill in the contact information.
- 9. Click the [Add] button to add the input contact to grid.
- 10. Check the box in the grid and click the [Delete] button to delete the added activities.

1.5 Digital (Electronic Service Provider) TIN Application #3



Service Provider Contact 11

* Website * Landline

Service provider media account(s) 12

* Social Media Name * User Name

Social Media URL 13 14

* Social Media Added

<input type="checkbox"/>	Social Media Name	Social Media Account	Social Media URL
<input type="checkbox"/>			

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. 18

15 16 19 17

Description

◆ Digital (Electronic Service Provider) TIN Application (Individual)

Overview : Screen for Electronic Service Provider – Individual application.

11. Fill in the Service Provider Contact.
12. Enter the Social information in the Service Provider Media Account section.
13. Click the [Add] button to add the input Social information to the grid.
14. Check the box in the grid and click the [Delete] button to delete the added activities.
15. Click the [Save] button to temporarily save the application.
16. Click the [Modify] button to modify the application.
17. Click the [Delete] button to delete the filled application.
18. Check the Declaration box.
19. Click the [Submit] button to submit the application.

1.5 Digital (Electronic Service Provider) TIN Application #4



The screenshot displays the IDRAS (Tanzania Revenue Authority) TIN Application interface. The main heading is "TIN Application" with a sub-heading "Welcome to Tanzania Revenue Authority". Below this, it says "Please select TIN Application type to use".

The interface is divided into two main sections:

- Application Type Selection:** A grid of four application types is shown:
 - TIN Application without NIN
 - TIN Application with TIN (highlighted with a red box and number 2)
 - Entity TIN Application
 - Non-Resident (Foreign Principal) TIN Application
- OTP Verification Form:** A modal window titled "OTP Verification" is open, showing an "OTP Authentication" form. It includes fields for "Mobile Number" and "Email". Below these are "Enter OTP" and "Verify OTP" buttons, with a "Resend OTP (04:56)" button. A red box and number 5 highlights the "Enter OTP" field, and a red box and number 6 highlights the "Verify OTP" button.

At the bottom of the application type selection, there is a "Proceed" button (highlighted with a red box and number 4) and a "Proceed" button (highlighted with a red box and number 4).

Below the application type selection, there is a note: "This is a special window for Registration of a Non-resident Individuals and Entities Electronic service providers/suppliers. You will be required to enter a valid domain email and a foreigner phone Number to continue with Application process." and instructions: "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".

At the bottom of the note, there is a form with fields for "Email" and "Mobile Number", and radio buttons for "Individual" and "Entity" (highlighted with a red box and number 3).

Description

◆ Digital (Electronic Service Provider) TIN Application (Entity)

1. Click the [TIN REGISTER] button to move to TIN application screen.
2. Click the [Digital (Electronic Service Provider) TIN Application] icon.
3. Enter email and mobile number and select Entity.
4. Click the [Proceed] button.
5. Input the OTP received via email.
6. Click the [Verify OTP] button.

1.5 Digital (Electronic Service Provider) TIN Application #5



Digital(Electronic Service Provider) TIN Application - Entity

Entity TIN Particulars 1

* Entity Type	Select		
* Entity Name / Business Name	<input type="text"/>	Verify	* Annual Turnover Amount(USD) <input type="text" value="0"/>
* Business Certificate Attachment	<input type="button" value="Browse"/>	<input type="button" value="Delete"/>	

Contact Person Particulars 2

* First Name	<input type="text"/>	Middle Name	<input type="text"/>	* Last Name	<input type="text"/>
* Date of Birth	<input type="text" value="dd/MM/yyyy"/>	* Gender	<input type="radio"/> Male <input type="radio"/> Female	* Nationality	<input type="text"/>
* Passport Number	<input type="text"/>	* Passport Attachment	<input type="button" value="Browse"/>	<input type="button" value="Delete"/>	

Business Activity 3

* Sector	Select		
* Activity	Select		
Sub Activity	Select		

* Business Activity Added

<input type="checkbox"/>	Sector	Activity	Sub Activity	Main Activity YN
<input type="checkbox"/>				

Physical Address 6

* Country of Residence	<input type="text"/>	* State	<input type="text"/>
* Street	<input type="text"/>		

Description

◆ Digital (Electronic Service Provider) TIN Application (Entity)

Overview : Screen for Entity Electronic Service Provider application..

- Only PDF is allowed for attachment.

1. Enter the Entity information in the Entity TIN Particulars and upload Certificate.
2. Enter the Contact Person information in the Contact Person Particulars section.
3. Fill in the Business Activity section up to the Activity level.
4. Click the [Add] button in the Business Activity section to add the selected activity.
5. Check the box in the grid and click the [Delete] button to delete the added activities.
6. Enter address.

1.5 Digital (Electronic Service Provider) TIN Application #6



Contact Details 7

* Contact Type * Contact 8 9

* Contact Added Add Delete

<input type="checkbox"/>	Contact Type	Contact	Main Number
<input type="checkbox"/>	Mobile	+82 0000000000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E-Mail	0000000000@0000000000.com	

Service Provider Contact 10

* Website * Landline

Service provider media account(s) 11

* Social Media Name * User Name

Social Media URL

* Social Media Added Add Delete 12 13

<input type="checkbox"/>	Social Media Name	Social Media Account	Social Media URL
<input type="checkbox"/>			

Declaration 17

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.

Save 14
Modify 15
Submit 18
Delete 16

Description

◆ Digital (Electronic Service Provider) TIN Application (Entity)

Overview : Screen for Entity Electronic Service Provider application..

7. Select the Contact Type in the Contact Details section and fill in the contact information.
8. Click the [Add] button to add the input contact to grid.
9. Check the box in the grid and click the [Delete] button to delete the added activities.
10. Fill in the Service Provider Contact.
11. Enter the Social information in the Service Provider Media Account section.
12. Click the [Add] button to add the input Social information to the grid.
13. Check the box in the grid and click the [Delete] button to delete the added activities.
14. Click the [Save] button to temporarily save the application.
15. Click the [Modify] button to modify the application.
16. Click the [Delete] button to delete the filled application.
17. Check the Declaration box.
18. Click the [Submit] button to submit the application.