



TAX GROUP SUMMARY USER GUIDE (REGISTRATION, AMENDMENT AND DE-REGISTRATION)

This guide is to help you understand the key steps required for the Tax group registration, amendment and de-registration processes.

Creating and using your e-Services account

- Sign up by creating a username/password
- Verify your email address within 24 hours
- Log in to your e-Services account

Registering a Tax Group

1. Registration of the Representative Member

- Click on the [Register for VAT](#) and select the “Yes” button for the field “Are you also applying to create or join a Tax group?”
- Complete the VAT registration form and submit it. You will receive a Tax Identification Number (TIN). As the representative member, you will now be able to apply to form a Tax group on behalf of the other prospective members.

2. Tax group registration by the Representative Member

- Click on [Register for Tax group](#).
- Complete the Tax group registration form and select the “Yes” button for the field “Are you intending to apply as the Representative Member of the Tax Group?”.
- Your TRN/TIN and legal name will be auto-populated.
- Proceed to add members of the Tax group in the next section of registration form.
- Verify your member by clicking [Verify](#) button
- Proceed to complete all the other fields and submit your application

Amending an approved Tax group

Only the representative member of a registered Tax group can apply to amend the Tax group. The following amendments can be done using the Tax group amendment button:

- Addition of a new member to the Tax group;
- Removal of an existing member from the Tax group;
- Amendment of the Tax group details;
- Amendment of Tax Group representative, click on ‘Change Representative’ Button and then [“submit change representative request to FTA”](#).

Amendments submitted will be transferred to FTA for approval and you will get a message of the same.

De-registering a Tax group

A Tax Group will be allowed to de-register from VAT from Feb 1st, 2018. The guide will be updated with the de-registration process.