



## TAX GROUP SUMMARY USER GUIDE (REGISTRATION, AMENDMENTS 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

- On the dashboard, against your Tax Group registration, click **'De-Register'**.
- Enter the reason for de-registration and specify the date from which you require to de-register. Provide other relevant information to support your application for deregistration where applicable, and click on the **'Submit'** button.
- De-registration applications require the FTA's approval – FTA will notify you of the result of your application.