

# Promoter Registration

## *User Manual*



**FIJI REVENUE AND  
CUSTOMS SERVICE**



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## Basic Information

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Any person (Promoter for local and overseas performers/artists) who wishes to organise an event in Fiji must register each such event in advance with FRCS.

This registration will happen via 'Requests' functionality and each such application will go through an approval process.

Promoters generate revenue via sales of the event tickets to the public. If the Gross turnover exceeds FJD3m, they become liable for ECAL-Prescribed Service and filing the return.

If on the registration form, the taxpayer has declared turnover in excess of FJD3m, the system will automatically register them for ECAL and create a one-off return filing obligation for ECAL.

Return filing will follow the normal filing rules as it is applicable for filing the ECAL return in general.

Note: Please note that this user manual has been updated considering the 2020 Budget changes.

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# Promoters Registration by Taxpayer

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## Log In

You need to access the FRCS Portal via public link <https://tpos.frccs.org.fj/taxpayerportal#/Logon>.

You need to enter their valid credentials and click on the 'Log In' button.

 **FIJI REVENUE AND  
CUSTOMS SERVICE**

 Log In

User ID <sup>\*</sup>

 BLANE2019 

Password <sup>\*</sup>

 ..... 

 **LOG IN**

Forgot your Password? [Click here](#)  
[Help](#)



After a successful login, you will be navigated to the dashboard where they will click on the “Requests” tile to request for “Promoters Registration”.



You need to follow the below-depicted path to submit a “Promoters Registration”.





## Instructions

When you click on the "Promoters Registration" tile, you will be navigated to the application form. You will be required to tick the declaration checkbox before moving on to the next step.

The screenshot shows the 'Promoters Registration' application form in the TPOS system. The header includes the Fiji Revenue and Customs Service logo, the text 'Promoters Registration', and the user 'Bula DRAKE ASSOCIATION'. A progress bar indicates 20% completion. The navigation menu has five items: INSTRUCTIONS (selected), EVENT DETAILS, SPONSOR DETAILS, UPLOAD DOCUMENTS, and DECLARATION. The main content area contains a list of instructions for the registration process. Below the instructions is a declaration checkbox, which is checked. At the bottom, there is a green button labeled 'CONTINUE TO NEXT STEP: "EVENT DETAILS"' with a red arrow pointing to it. The footer has two buttons: 'ADD NOTES' and 'SAVE'.

**FIJI REVENUE AND  
CUSTOMS SERVICE** Promoters Registration *Bula DRAKE ASSOCIATION*

20%

INSTRUCTIONS EVENT DETAILS SPONSOR DETAILS UPLOAD DOCUMENTS DECLARATION

- Please enter all the mandatory information in each section of the registration form.
- Ensure to provide accurate information with your application.
- Upload all the relevant supporting documents.
- Once your application is submitted, you will receive an email confirmation.
- We will notify you if we require more information.
- The information you provide in this application will be kept strictly confidential.
- It is an offence to provide false and misleading information to FRCS.
- In case the event is cancelled or deferred, you will be required to file a NIL return to fulfill your obligation.

☒ I declare that I have read and understood the instructions above.

CONTINUE TO NEXT STEP: "EVENT DETAILS"

ADD NOTES SAVE



## Event Details

You need to enter the following details in this step before proceeding to the sponsor details step of the form.

**Show start date :** You must enter the start date of the period for the event. (Period: Current date or future date up to 11 months)



Form field for 'Show start date\*'. The input contains '01/06/2020' and a calendar icon is visible on the right.



Form field for 'Show end date\*'. The input contains '30/06/2020' and a calendar icon is visible on the right.

**Show end date :** You must enter the end date of the period for the event. (Period: Max. 30 days from the show start date).

**Expected gross proceeds:** You must enter the expected gross proceeds from the event. If the amount is greater than 3M FJD threshold than filing obligation of one off ECAL – PS will be created. -



Form field for 'Expected gross proceeds (FJD)\*'. The input contains '32,000,000,000.00'.

**Trading Name:** You must select the trading name from the available drop-down list.



Form field for 'Trading Name\*'. The dropdown menu is open, showing 'COMMUNICATION TV ...' with a checkmark icon on the right.



**Event details:** You have to click on the “ADD NEW” button to enter the event details.

Show start date\*

30/08/2020

Show end date\*

15/09/2020

Expected gross proceeds (FJD)\*

63,000,000,000.00

Trading Name\*

COMMUNICATION TV ...

| DATE    | CITY | EVENT VENUE |
|---------|------|-------------|
| No data |      |             |

ADD NEW

+

CONTINUE TO NEXT STEP: "SPONSOR DETAILS"

You will enter the event details like the date of the event, city can be selected from the drop-down, and the event venue where the event would take place.

Show start date\*

30/08/2020

Show end date\*

15/09/2020

Expected gross proceeds (FJD)\*

63,000,000,000.00

Trading Name\*

COMMUNICATION TV ...

| DATE       | CITY | EVENT VENUE   |   |   |
|------------|------|---------------|---|---|
| 31/08/2020 | Bau  | Votua road 12 | ✓ | ✕ |

ADD NEW

+

CONTINUE TO NEXT STEP: "SPONSOR DETAILS"



Click on the “check button” to confirm the entries.

Form fields:

- Show start date\*: 30/08/2020
- Show end date\*: 15/09/2020
- Expected gross proceeds (FJD)\*: 63,000,000,000.00
- Trading Name\*: COMMUNICATION TV ...

| DATE       | CITY | EVENT VENUE   |   |   |
|------------|------|---------------|---|---|
| 31/08/2020 | Bau  | Votua road 12 | ✓ | ✕ |

ADD NEW +

CONTINUE TO NEXT STEP: "SPONSOR DETAILS"

After confirming the entries, you will click on to the next step button to go to “Sponsor details” section.

Form fields:

- Show start date\*: 30/08/2020
- Show end date\*: 15/09/2020
- Expected gross proceeds (FJD)\*: 63,000,000,000.00
- Trading Name\*: COMMUNICATION TV ...

| DATE       | CITY | EVENT VENUE   |  |  |
|------------|------|---------------|--|--|
| 31/08/2020 | Bau  | Votua road 12 |  |  |

ADD NEW +

CONTINUE TO NEXT STEP: "SPONSOR DETAILS"



## Sponsor Details

On the Sponsor detail page, you will click on the “ADD NEW” button to add the sponsor details.

SPONSORSHIP DETAILS

| RESIDENCY | TIN | SPONSOR NAME | MONETARY VALUE (FJD) |
|-----------|-----|--------------|----------------------|
| No data   |     |              |                      |

 **ADD NEW** 

You will select the Residency dropdown

 **RESIDENCY**

Select 

Foreign

Local

SPONSORSHIP DETAILS



| TIN        | SPONSOR NAME  |
|------------|---------------|
| 2900045453 | GAYATRI SINGH |

Based on the selection of Residency, if it is selected as "Local" then you have to provide the TIN of sponsor and Name will be auto-populated after entering the TIN.



If Residency is selected as "Foreign" then you have to enter the name of the sponsor.

| RESIDENCY | TIN | SPONSOR NAME |
|-----------|-----|--------------|
| Foreign   |     | John Matt    |

You will enter the monetary value in FJD.

SPONSORSHIP DETAILS

| RESIDENCY | TIN | SPONSOR NAME | MONETARY VALUE (FJD) |   |   |
|-----------|-----|--------------|----------------------|---|---|
| Foreign   |     | John Matt    | 100,000.00           | ✓ | ✕ |

ADD NEW +

After entering the Sponsor details, you will proceed to enter Performer details and the gross amount payable to each performer.

GROSS AMOUNT PAYABLE TO EACH PERFORMER

| RESIDENCY | PERFORMER TIN | PERFORMER DETAILS | TOTAL PAYABLE (FJD) | AMOUNT PAID TILL DATE (FJD) |
|-----------|---------------|-------------------|---------------------|-----------------------------|
| No data   |               |                   |                     |                             |

ADD NEW +

You will select the Residency from the available dropdown .

RESIDENCY

Select

Foreign

Local



Based on the selection of Residency, if it is selected as "Local" then you have to provide the TIN of individual taxpayer as performer and name will be auto populated after entering the TIN.

GROSS AMOUNT PAYABLE TO EACH PERFORMER

| RESIDENCY | PERFORMER TIN | PERFORMER DETAILS | TOTAL PAYABLE (FJD) | AMOUNT PAID TILL DATE (FJD) |  |  |  |  |
|-----------|---------------|-------------------|---------------------|-----------------------------|--|--|--|--|
| Local     | ▼             | 2900048276        | MISHTI CHAUHAN      |                             |  |  |  |  |

If residency is selected as "Foreign" then you have to enter the name of the Performer. and the total payable amount and amount paid till date.

GROSS AMOUNT PAYABLE TO EACH PERFORMER

| RESIDENCY | PERFORMER TIN | PERFORMER DETAILS | TOTAL PAYABLE (FJD) | AMOUNT PAID TILL DATE (FJD) |  |  |  |  |
|-----------|---------------|-------------------|---------------------|-----------------------------|--|--|--|--|
| Foreign   | ▼             |                   | Sandy Sen           |                             |  |  |  |  |

GROSS AMOUNT PAYABLE TO EACH PERFORMER

| RESIDENCY | PERFORMER TIN | PERFORMER DETAILS | TOTAL PAYABLE (FJD) | AMOUNT PAID TILL DATE (FJD) |       |  |  |  |
|-----------|---------------|-------------------|---------------------|-----------------------------|-------|--|--|--|
| Local     | ▼             | 2900048276        | MISHTI CHAUHAN      | 1,000.00                    | 50.00 |  |  |  |

ADD NEW +



After entering the values, you have to save the form and provide the mandatory attachment of the Artist Contract by clicking on the attachment icon.

GROSS AMOUNT PAYABLE TO EACH PERFORMER

| RESIDENCY | PERFORMER TIN | PERFORMER DETAILS | TOTAL PAYABLE (FJD) | AMOUNT PAID TILL DATE (FJD) |  |  |  |
|-----------|---------------|-------------------|---------------------|-----------------------------|--|--|--|
| Local     | 2900048276    | MISHTI CHAUHAN    | 1,000.00            | 50.00                       |  |  |  |

**ADD NEW** **+**

Upload the desired document and close the pop-up screen to continue.

Attachments

Attachments (1)

O\_Confirmation - 2020-08-21T155102.909.pdf

**CLOSE**

After confirming the entries on the table, you will click on the next step button to proceed to the next step.

GROSS AMOUNT PAYABLE TO EACH PERFORMER

| RESIDENCY | PERFORMER TIN | PERFORMER DETAILS | TOTAL PAYABLE (FJD) | AMOUNT PAID TILL DATE (FJD) |  |  |  |
|-----------|---------------|-------------------|---------------------|-----------------------------|--|--|--|
| Local     | 2900048276    | MISHTI CHAUHAN    | 1,000.00            | 50.00                       |  |  |  |

**ADD NEW** **+**

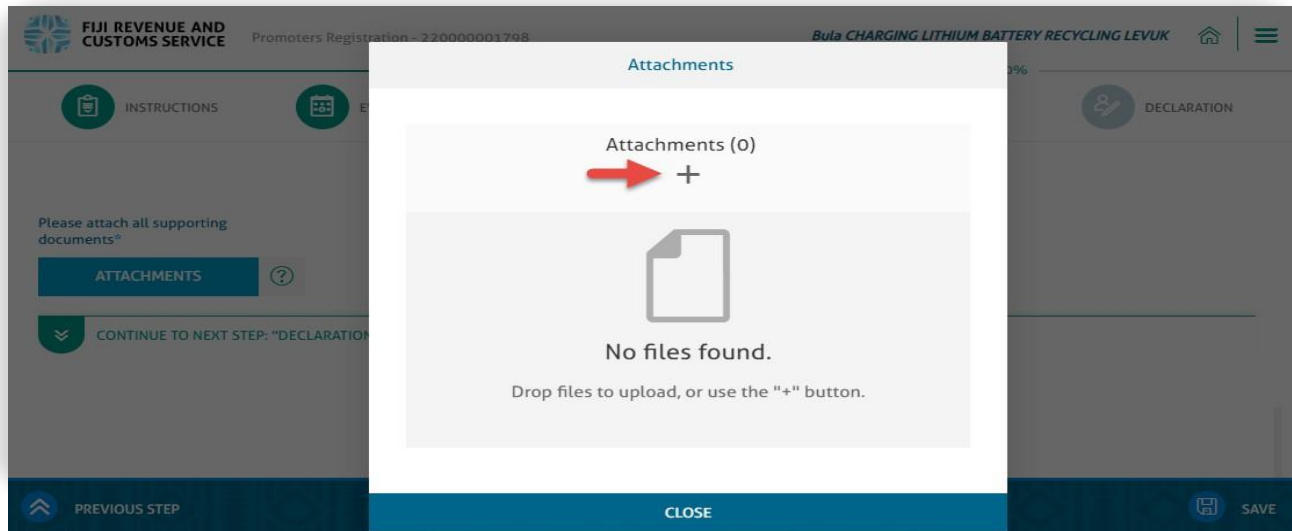
**CONTINUE TO NEXT STEP: "UPLOAD DOCUMENTS"**



Here you have to attach at least one supporting document.



You will click on the add button icon to attach the desired document in the allowed extension type.



You will then click on “Continue to Next Step” to proceed.



## Declaration

Non-individual taxpayer needs to enter the following details on the declaration step to complete the form:

**TIN:** You will enter the TIN and select the designation from the dropdown.

**Designation:** Designation of the person who is registering for Promoters Registration.

For individual taxpayer, the TIN will be auto-populated.

If required, you can add general notes at any step by clicking on the “Add Notes” icon displayed at the footer.

You will select the declaration checkbox to enable the “**Submit**” button and will click to submit the Promoters Registration application.

The screenshot shows the 'Declaration' step of the Promoters Registration process. The header includes the Fiji Revenue and Customs Service logo, the text 'Promoters Registration - 220000002871', and the user 'Bula COMMUNICATION TV PLACE LTD.'. A progress bar indicates 80% completion. The navigation menu includes: INSTRUCTIONS, EVENT DETAILS, SPONSOR DETAILS, UPLOAD DOCUMENTS, and DECLARATION (active). The form contains the following fields and elements:

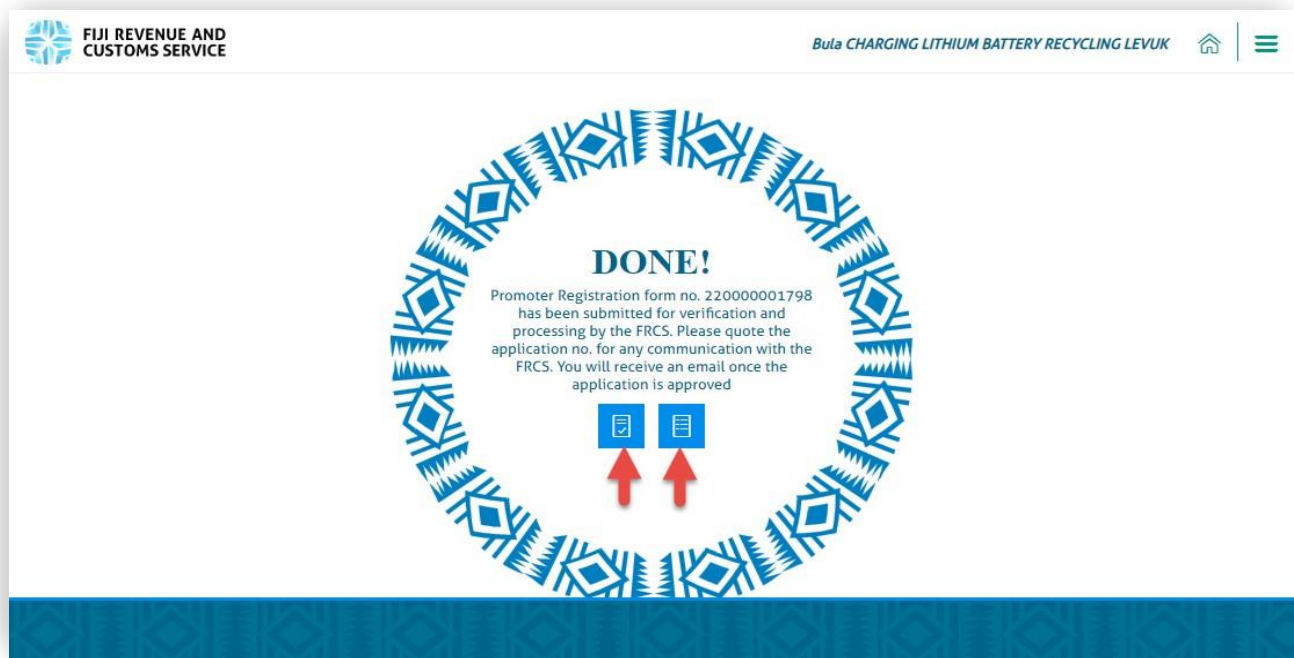
- TIN\***: A text input field containing '2900048276'.
- Designation\***: A dropdown menu with 'Director' selected.
- Full Name**: MISHTI CHAUHAN
- Lodgement Date**: 24/08/2020
- Declaration**: A checkbox with a checkmark and the text 'I declare that the information in this application is true and correct in every detail.'
- Disclaimer**: IT IS A SERIOUS OFFENCE TO PROVIDE FALSE INFORMATION TO THE CHIEF EXECUTIVE OFFICER.
- Footer**: A blue bar containing a 'SUBMIT' button, an 'ADD NOTES' icon, and a 'SAVE' icon.



## Acknowledgment

Upon clicking “**Submit**”, an “Acknowledgement” screen will appear with the Reference Number for the application. You can download the acknowledgment letter by clicking on the “Download” icon.

When the form is submitted, it will go through an internal approval process.



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