

Registration: Individual TIN

User Manual



**FIJI REVENUE AND
CUSTOMS SERVICE**



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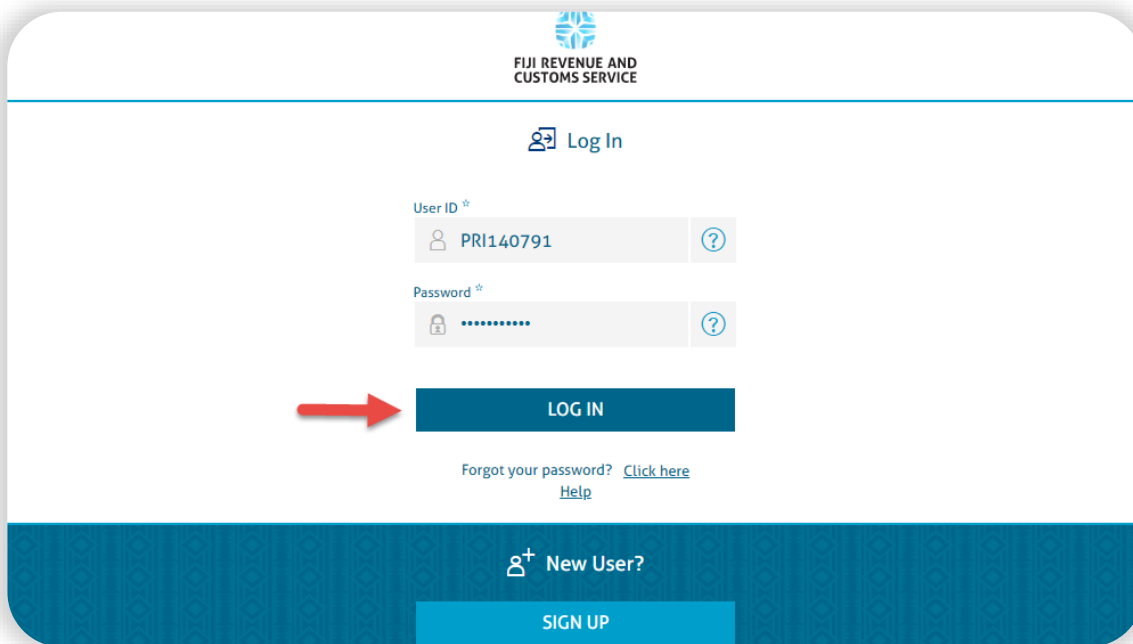
Basic Information

The taxpayer identification number (TIN) is important when requesting different services in Fiji. For instance, opening a Bank account, applying/renewing a Motor Vehicle License, requesting a Tertiary Education Loan by students, etc. This applies to every individual whether they are earning an income from employment/business or not.

Registering for an individual TIN is now a service that is available online through our Taxpayer Online Service (TPOS) portal. This document is a step-by-step guide to register for a TIN online.

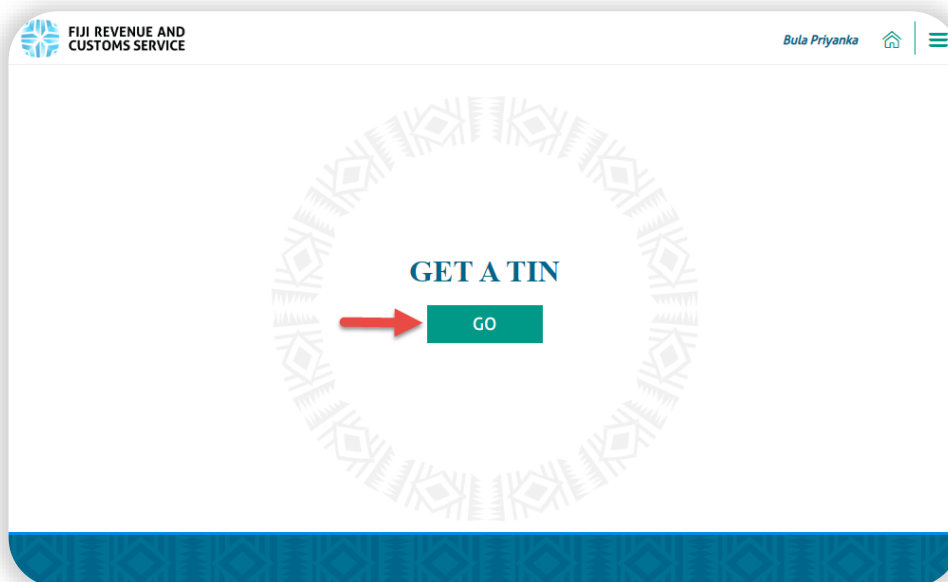
Log-In

- Taxpayers need to access the FRCS portal from our website or use this link: <https://tpos.frcs.org.fj/taxpayerportal>. By accessing the link, taxpayers will be navigated to the login page on the FRCS portal. The first step is Sign-Up which is covered in a separate user manual. In this example, we assume you have completed the Sign-Up and received your access credentials.
- Enter your correct credentials (User ID & Password) and select 'Log In'.



Obtain a TIN

- The first screen that will be shown is 'Get a Tin'. Select 'Go'.



- This will take you to the Instructions Page which provides some important information. Click the checkbox to confirm you have read and understood the instructions. Select 'Continue to Next Step'.



- The Personal Details section includes pre-populated information that was entered during the Sign-up process i.e. your name, mobile number and email address. You can only make changes to the prepopulated name fields.

FIJI REVENUE AND CUSTOMS SERVICE FRCS Individual TIN Registration - 100000023474 Bula Priyanka

13%

INSTRUCTIONS PERSONAL DETAILS ID DETAILS OCCUPATION DETAILS REFERENCES

Please specify your gender*

☐ Male ☐ Female

First Name* Priyanka Middle Name Middle Name Last Name Minocha

Email Address priyanka.minocha@inveni... Mobile Number +679 2343543

Do you reside in Fiji?*

☐ Yes ☐ No

PREVIOUS STEP ADD NOTES SAVE

- Fields that are marked with an asterix (*) are mandatory to update. To complete the 'Personal Details' section, update all relevant fields. Depending on how you respond to a question, this opens up other questions. For example, if you answered 'No' to the question 'Do you reside in Fiji?', three additional questions will be posed.

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INSTRUCTIONS PERSONAL DETAILS ID DETAILS OCCUPATION DETAILS REFERENCES

Do you reside in Fiji?*

☐ Yes ☒ No

Do you have a domicile/ permanent place of abode in Fiji?*

☐ Yes ☒ No

Have you been in Fiji more than 183 days in a 12 month period?*

☐ Yes ☒ No

Are you a Govt. official/employee posted overseas/aboard for official duties for Fiji?*

☒ Yes ☐ No

Were you born in Fiji?*

☒ Yes ☐ No

Residential address* Region* Province* Island / City / Town / Tikina*

Residential address ? Region ? Province ? Island / City / T... ?

Village / Suburb*

PREVIOUS STEP ADD NOTES SAVE

- Once the residency questions are answered, the next question focuses on whether an individual was born in Fiji. Some individuals who are not born in Fiji become naturalized citizens. They may not have a birth certificate or passport. Because this is a mandatory requirement, we have created



a process that allows a person in this situation to apply for a FRCS ID. To continue with the registration process, you will need to obtain a FRCS ID first. You can save your online registration application and continue the process once you have received your FRCS ID.

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13%

INSTRUCTIONS PERSONAL DETAILS ID DETAILS OCCUPATION DETAILS REFERENCES

Do you reside in Fiji?^o
☐ Yes
☒ No

Do you have a domicile/ permanent place of abode in Fiji?^o
☐ Yes
☒ No

Have you been in Fiji more than 183 days in a 12 month period?^o
☐ Yes
☒ No

Are you a Govt. official/employee posted overseas/aboard for official duties for Fiji?^o
☒ Yes
☐ No

Were you born in Fiji?^o
☐ Yes
☒ No

Do you live in Fiji without a Fiji birth certificate and a valid passport?^o
☒ Yes
☐ No

Do you have an FRCS issued identity number?^o
☒ Yes
☐ No

Residential address*
Residential address ?

Region*
Region ?

Province*
Province ?

Island / City / Town / Tikina*
Island / City / T... ?

Village / Suburb*
Village / Suburb* ?

PREVIOUS STEP ADD NOTES SAVE

- The next set of fields to be updated are the address fields. Depending on your residency status, you need to enter either a local or overseas address. For a resident, the local address structure has 5 main categories. You can use the drop down menus to assist with selecting the right region, province, etc. Local address updates also require a confirmation if the property is rented or not. If it is rented you will need to enter the TIN of your landlord.

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INSTRUCTIONS PERSONAL DETAILS ID DETAILS OCCUPATION DETAILS REFERENCES

Residential address*
234, Gold Street ?

Region*
Northern ?

Province*
Cakaudrove ?

Island / City / Town / Tikina*
Natewa ?

Village / Suburb*
Dawa ?

Do you rent this location?^o
☒ Yes
☐ No

Landlord's TIN*
2900013177

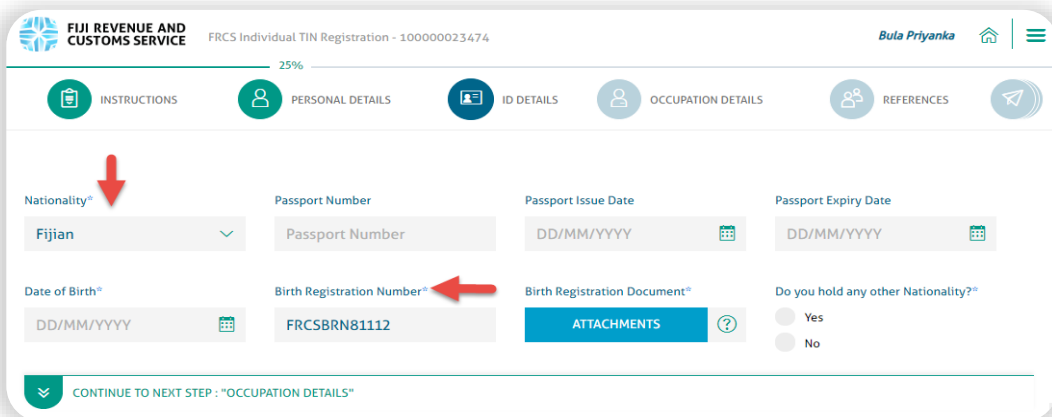
CONTINUE TO NEXT STEP : "ID DETAILS"

PREVIOUS STEP ADD NOTES SAVE

- For a non-resident, the address structure is categorized differently.



- Once all mandatory fields are updated, select 'Continue to Next Step'. This will take you to the ID Details screen. There are two main identity validations i.e. the passport number or birth certificate number. The birth certificate number is mandatory for Fijians whereas passport details are optional.



- If you have selected a nationality other than Fijian or hold another nationality, passport details become mandatory.

- Whichever option is chosen you will be required to upload supporting documentation to validate your identity. You can continue to upload more documents by selecting '+' sign.

- Once all updates are done, select 'Continue to Next Step: Occupation Details'. There are two main questions in this screen. If you are employed in Fiji, you need to update your occupation according to the Fiji Standard Classification of Occupation (FISCO). Use the dropdown option to select the relevant category.



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38%

PERSONAL DETAILS ID DETAILS OCCUPATION DETAILS REFERENCES MAILING OPTIONS

Are you employed in Fiji?*

☒ Yes ☐ No

Do you have other source of income apart from employment income?*

☐ Yes ☐ No

CONTINUE TO NEXT STEP : "REFERENCES"

PREVIOUS STEP ADD NOTES SAVE

Occupation in Fiji (Main Category)* Specialist Managers

Occupation in Fiji (Sub Category)* Managers In Manufacturing

Production And Operations Department Managers In Agriculture, Fishery

Production And Operations Department Managers In Manufacturing

Production And Operations Department Managers In Construction

Production And Operations Department Managers In Wholesale And Retail

Production And Operations Department Managers In Hotels And Restaurant

Production And Operations Department Managers In Transport, Storage A

- If you are not employed in Fiji and selected 'No', the field 'Current Status' will need to be updated. Select a suitable choice from the dropdown list.

FIJI REVENUE AND CUSTOMS SERVICE FRCS Individual TIN Registration - 100000023474 Bula Priyanka

38%

PERSONAL DETAILS ID DETAILS OCCUPATION DETAILS REFERENCES MAILING OPTIONS

Are you employed in Fiji?*

☐ Yes ☒ No

Do you have other source of income apart from employment income?*

☐ Yes ☐ No

CONTINUE TO NEXT STEP : "REFERENCES"

PREVIOUS STEP ADD NOTES SAVE

Current Status* Unemployed

Student

Domestic Duties

Child

Unemployed

Retired

Pensioner

- If you selected 'Student' and are a foreign national, then it is mandatory to upload a student offer letter from an educational institute. Once all updates are completed, click on 'Continue to Next Step: References'.
- A maximum of two references are required. If you are below 18 years of age, a parent or guardian is a mandatory reference. If above 18 years, an alternate contact or spouse is acceptable.



FIJI REVENUE AND CUSTOMS SERVICE FRCS Individual TIN Registration - 100000023474 50%

Relationship* **TIN*** **Date of Birth***

Alternate Contact 2900013177 01/09/1999

CONFIRM **CANCEL**

PREVIOUS STEP ADD NOTES SAVE

- After selecting the relationship type, you will need to enter the TIN and date of birth. If it matches, the first and last name of the individual will be populated in the summary table. You can add another reference or select 'Continue to Next Step'.

FIJI REVENUE AND CUSTOMS SERVICE FRCS Individual TIN Registration - 100000023474 50%

Relationship* **TIN*** **Date of Birth*** **First Name** **Last Name** **Marriage Date**

Alternate Contact 2900013177 01/09/1999 Priyanka Minocha

ADD A REFERENCE

CONTINUE TO NEXT STEP: "MAILING OPTIONS"

- This will take you to the 'Mailing Options' screen where you need to update your preferred mailing option. Depending on what you choose, you may be required to enter more details. For example, selecting 'PO Box' will prompt you to enter the box details and location.



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63%

OCCUPATION DETAILS REFERENCES MAILING OPTIONS FRCS OFFICE DECLARATION

Select one of the following mailing options*

- ☐ Mailing address same as Permanent / Residential address
- ☐ Postal Office / Location
- ☐ Private Mail Bag
- ☐ P.O. Box
- ☐ Overseas Address

CONTINUE TO NEXT STEP : "DECLARATION"

- Once you have selected your preferred option, click on 'Continue to Next Step'. You will need to select which FRCS branch or office you prefer to handle your tax affairs. A list is available from the dropdown menu. There is a short note on this page that highlights final set of requirements before registration is complete.

FIJI REVENUE AND CUSTOMS SERVICE FRCS Individual TIN Registration - 100000023474 Bula Priyanka

75%

OCCUPATION DETAILS REFERENCES MAILING OPTIONS FRCS OFFICE DECLARATION

Select your FRCS branch for all dealings of tax affairs*

Nausori

Suva

Nausori

Sigatoka

Nadi

Lautoka

Ba

TIPS FOR THE LAST / NEXT STEP

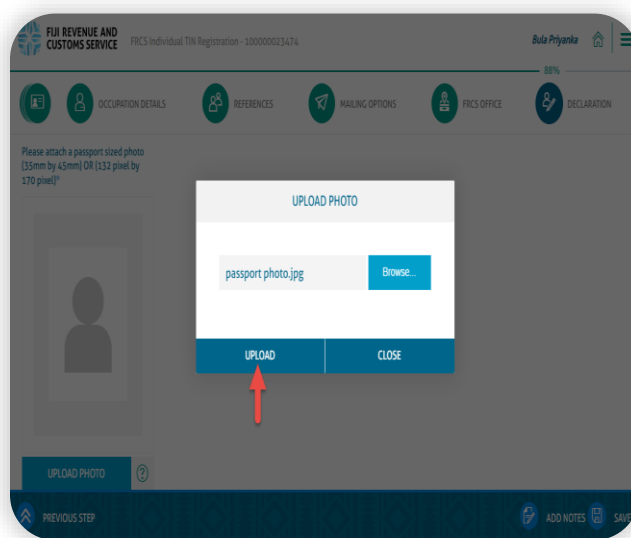
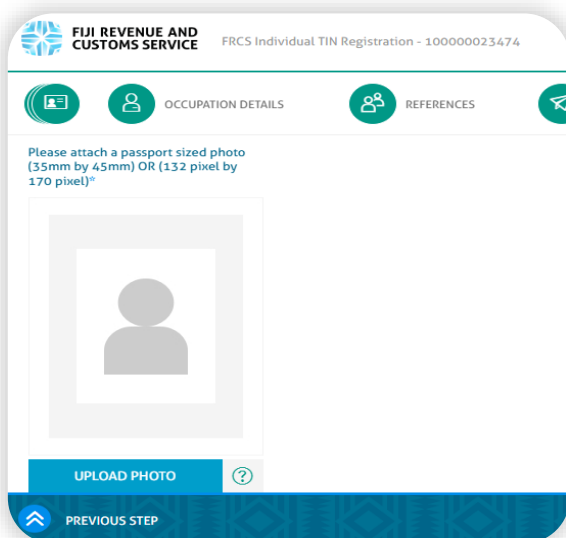
Please note : The next step will be your last step before completing the TIN Registration.

To do so, you will be required to upload some personal documents as mentioned below:

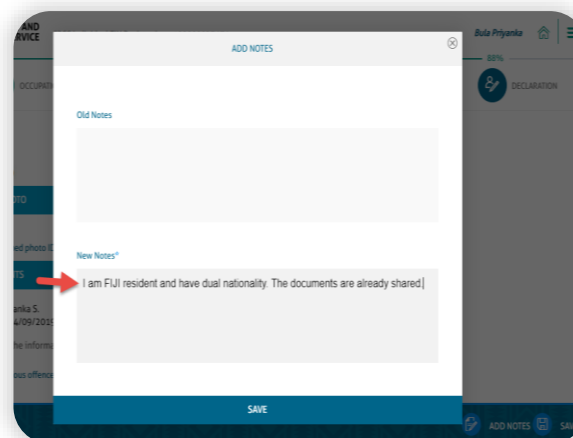
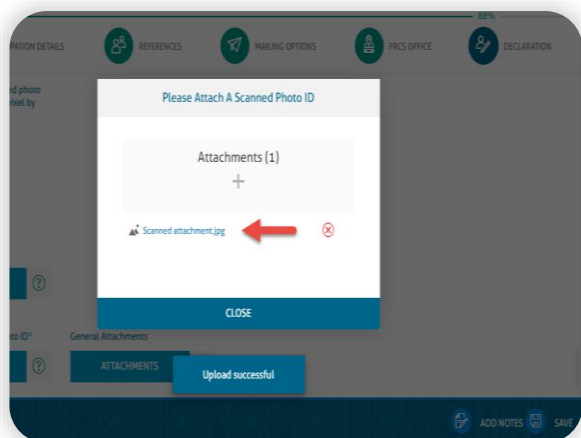
- a scanned photo ID
- a scanned passport sized photo
- your passport size photo must be taken with a WHITE BACKGROUND and must meet the required specification set by FRCS
- head coverings, caps, glasses, hair, head-dress or facial ornaments should not obscure the face
- there must be no other people or object in the photo
- the photo should be ideally printed by professional photo studio with continuous tone:

PREVIOUS STEP ADD NOTES SAVE

- You will need to upload a digital passport photo (with white background). This photo will also be used to process your joint ID card.



- A valid photo ID also needs to be scanned and uploaded. You can attach other documents if you think this will better support your TIN application. There is another feature which you can use to share information with FRCS i.e. the 'Add Notes' functionality (bottom left of screen). If earlier notes were made and saved, they will be shown in the pop-up note screen together with the new note you are creating.



- Once all updates are completed, click on 'Continue to Next Step'. This will open up the final step i.e. the Declaration to confirm the information in your application is correct. Select the checkbox and click 'Submit'.
- An acknowledgment screen will be displayed confirming your application. You will also receive an email response.



**FIJI REVENUE AND
CUSTOMS SERVICE**

Bula Priyanka  



DONE!

TIN Registration form no. 100000023474 has been submitted for verification and processing by the FRCS. Please quote the application no. for any communication with the FRCS. You will receive an email once the application is approved

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DOWNLOAD
ACKNOWLEDGEMENT LETTER