



**FIJI REVENUE AND
CUSTOMS SERVICE**

Taxpayer Online Service (TPOS) User Guide



Student Loan

Notify Commencement of Employment

Version: 1

Date: 30-05-2022



Table of Contents

Basic Information.....	3
Request submission via TPOS.....	3
Log-In	3
Instructions	6
Employment Details.....	7
Declaration	12
Request submission by Tax Agent	13



Basic Information

Fiji citizens who meet criteria under the Tertiary Scholarship and Loans Act 2014 (TSLA), are eligible to obtain scholarships and loans from the Tertiary Scholarship and Loans Service (TSLs). Once a student has graduated, the student is expected to inform FRCS on the commencement of them being self-employed or employed by an employer. This tile will be visible to students who have a loan in "Graduated" or "Terminated" status.

Request submission via TPOS

Log-In

You need to access the FRCS Portal via public link

<https://tpos.frcs.org.fj/taxpayerportal#/Logon>.

FIJI REVENUE AND
CUSTOMS SERVICE

Log In

User ID *

AMANDASEY123

Password *

LOG IN

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

New User?

SIGN UP

After entering this URL, Taxpayer Portal will be displayed where you need to **click on login button** after **entering valid user credentials**.



After a successful login to the dashboard, the following tiles will be available, from which you are required to select the **"Requests"** tile.



- After clicking on **"Requests"** tile, you will be displayed with list of various Taxpayer Requests applications.
- You need to click on the **'Student Loan'** tab which will display more tiles.
- You will click on the **"Notify Commencement of Employment"** tile.
- The tile would be visible to those who have loans in **"Graduated"** or **"Terminated"** status.



The screenshot shows the 'Taxpayer Request' portal for Ms. Amanda Seyfried. The left sidebar contains various service categories like FILING OBLIGATIONS, FORMS IN PROGRESS, FORMS SUBMITTED, PAYMENT OBLIGATIONS, CORRESPONDENCE, REQUESTS, CHANGE OF CIRCUMSTANCES, and ENGAGEMENT OF TAX AGENT. The main content area has a vertical list of service tiles: TIN LETTER, JOINT ID, STATEMENTS, CERTIFICATES, WAIVERS, STUDENT LOAN (highlighted with a red arrow), EXTENSIONS, and TIME TO PAY ARRANGEMENTS. To the right of this list is a grid of four tiles: NOTIFY COMMENCEMENT OF EMPLOYMENT (with a red arrow pointing to it), TEMPORARY RELEASE TO TRAVEL ABROAD, REQUEST FOR PERMANENT RELEASE FROM RESTRICTED TRAVEL LIST, and STUDENT LOAN STATEMENT.

On clicking the tile, a new blank form for **'Notify Commencement of Employment'** will be displayed.

The screenshot shows the 'Notify Commencement of Employment' form. At the top, there are three tabs: INSTRUCTIONS (selected), EMPLOYMENT DETAILS, and DECLARATION. Below the tabs, the text reads: 'PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING:'. This is followed by a bulleted list of instructions: 'Submit this application to notify FRCS that you are now employed or self-employed.', 'Upon employment, you are required to start repaying your student loan to FRCS. If you are doing part-time studies while employed, you may start repayment after graduation or make voluntary repayments prior to graduation.', and 'Your employers are required to deduct 20% from your normal pay and pay it to FRCS as repayment of your student loan.' Below the list is a declaration checkbox with the text 'I declare that I have read and understood the above instructions.' At the bottom, there is a green button labeled 'CONTINUE TO NEXT STEP : "EMPLOYMENT DETAILS"'. The footer contains 'ADD NOTES' and 'SAVE' buttons.



Instructions

You will be navigated to 'Instructions' section where you need to declare that you have read and understood the instructions by clicking on the checkbox. System will not allow you to proceed further until you tick the 'Instructions' checkbox.

 **FIJI REVENUE AND
CUSTOMS SERVICE**

Notify Commencement of Employment

Bula AMANDA  

3%

 INSTRUCTIONS

 EMPLOYMENT DETAILS

 DECLARATION

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING:

- Submit this application to notify FRCS that you are now employed or self-employed.
- Upon employment, you are required to start repaying your student loan to FRCS. If you are doing part-time studies while employed, you may start repayment after graduation or make voluntary repayments prior to graduation.
- Your employers are required to deduct 20% from your normal pay and pay it to FRCS as repayment of your student loan.

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

 CONTINUE TO NEXT STEP : "EMPLOYMENT DETAILS"

 ADD NOTES  SAVE



After selecting the 'Instructions' checkbox, you need to click on **"Continue to Next step: Employment Details"** button to move on to the next section.

Employment Details

- On clicking the next button, you will be navigated to **'Employment Details'** section, where you need to select whether you are self-employed or not by selecting the **'Yes/No'** radio button.



- If you select '**Yes**' to the above question, then you are required to enter the '**Business Commencement Date**' and need to attach a '**Business Registration Certificate**'.
- The 'Business commencement date' must be a past or a current application date.

FIJI REVENUE AND CUSTOMS SERVICE Notify Commencement of Employment Bula AMANDA

33%

INSTRUCTIONS EMPLOYMENT DETAILS DECLARATION

Are you self-employed?^o

☒ Yes ☐ No

Business Commencement Date^o

04/05/2021

General Attachment Business Registration Certificate^o

UPLOAD DOCUMENT ? ?

CONTINUE TO NEXT STEP : "DECLARATION"

PREVIOUS STEP ADD NOTES SAVE

- If you select '**No**' to the above question, then you are required to provide employment details.

FIJI REVENUE AND CUSTOMS SERVICE Notify Commencement of Employment Bula AMANDA

33%

INSTRUCTIONS EMPLOYMENT DETAILS DECLARATION

Are you self-employed?^o

☐ Yes ☒ No

EMPLOYMENT DETAILS

EMPLOYER TIN	EMPLOYER NAME	DATE OF EMPLOYMENT	GROSS ANNUAL PAY(FJD)
No data			

ADD NEW

General Attachment

UPLOAD DOCUMENT ?

PREVIOUS STEP ADD NOTES SAVE



- To add the Employment Details, you need to click on **'Add New'** button. Upon clicking, the rows can be edited in the **'Employment Details'** table.

FIJI REVENUE AND CUSTOMS SERVICE Notify Commencement of Employment Bula AMANDA

33%

INSTRUCTIONS EMPLOYMENT DETAILS DECLARATION

Are you self-employed?²

☐ Yes

☒ No

EMPLOYMENT DETAILS

EMPLOYER TIN	EMPLOYER NAME	DATE OF EMPLOYMENT	GROSS ANNUAL PAY(FJD)
TIN		DD/MM/YYYY	

ADD NEW

General Attachment

UPLOAD DOCUMENT ?

PREVIOUS STEP ADD NOTES SAVE

- You need to provide the following information:
 - **Employer TIN:** This will be the TIN of the employer and can be an individual or non-individual TIN.
 - **Employer Name:** This will be auto populated based on the Employer TIN entered.
 - **Date of Employment:** This will be the employment date which should be before or on the current application date.
 - **Gross Annual Pay (FJD):** This will be the gross annual pay of the student from the employment.

FIJI REVENUE AND CUSTOMS SERVICE Notify Commencement of Employment Bula AMANDA

33%

INSTRUCTIONS EMPLOYMENT DETAILS DECLARATION

Are you self-employed?²

☐ Yes

☒ No

EMPLOYMENT DETAILS

EMPLOYER TIN	EMPLOYER NAME	DATE OF EMPLOYMENT	GROSS ANNUAL PAY(FJD)
0000000000	DLF IND.	12/11/2018	350,000.00
0000000000	ZOE KRAVITZ	01/01/2021	200,000.00

ADD NEW

PREVIOUS STEP ADD NOTES SAVE



- You can delete the entered details as well by clicking on the **'Delete'** icon in the Summary Table.

FIJI REVENUE AND CUSTOMS SERVICE Notify Commencement of Employment Bula AMANDA

33%

INSTRUCTIONS EMPLOYMENT DETAILS DECLARATION

Are you self-employed?⁹

☐ Yes

☒ No

EMPLOYMENT DETAILS

EMPLOYER TIN	EMPLOYER NAME	DATE OF EMPLOYMENT	GROSS ANNUAL PAY(FJD)	
0000000000	DLF IND.	12/11/2018	350,000.00	
0000000000	ZOË KRAVITZ	01/01/2021	200,000.00	

ADD NEW

PREVIOUS STEP ADD NOTES SAVE

- You need to attach relevant supporting evidence for each **'Employment Details'**.

FIJI REVENUE AND CUSTOMS SERVICE Notify Commencement of Employment - Form Number 230000011892 Bula AMANDA

33%

INSTRUCTIONS EMPLOYMENT DETAILS DECLARATION

Are you self-employed?⁹

☒ Yes

☐ No

EMPLOYMENT DETAILS

EMPLOYER TIN

0000000000

0000000000

Employment Contract

Attachments (1)

+

1_1_Scanned attachment.jpg

CLOSE

AD Upload successful

PREVIOUS STEP ADD NOTES SAVE



- **'General Attachment'** is optional and the system will allow you to proceed without uploading it.

- Once all the mandatory details are entered, you need to click on **"Continue to Next Step: Declaration"** button to move on to the next section.



Declaration

- Your full name and lodgment date (defaulted to the current system date), will be auto populated.

FIJI REVENUE AND CUSTOMS SERVICE

Notify Commencement of Employment - Form Number 230000011892

Bula AMANDA

67%

INSTRUCTIONS EMPLOYMENT DETAILS DECLARATION

Full Name: AMANDA SEYFRIED
Lodgement Date: 07/05/2021

☐ I declare that the information in this application is true and correct in every detail.

IT IS A SERIOUS OFFENCE TO PROVIDE FALSE INFORMATION TO THE CHIEF EXECUTIVE OFFICER.

PREVIOUS STEP ADD NOTES SAVE

- You need to select the '**Declaration**' checkbox to enable the '**Submit**' button.

FIJI REVENUE AND CUSTOMS SERVICE

Notify Commencement of Employment - Form Number 230000011892

Bula AMANDA

67%

INSTRUCTIONS EMPLOYMENT DETAILS DECLARATION

Full Name: AMANDA SEYFRIED
Lodgement Date: 07/05/2021

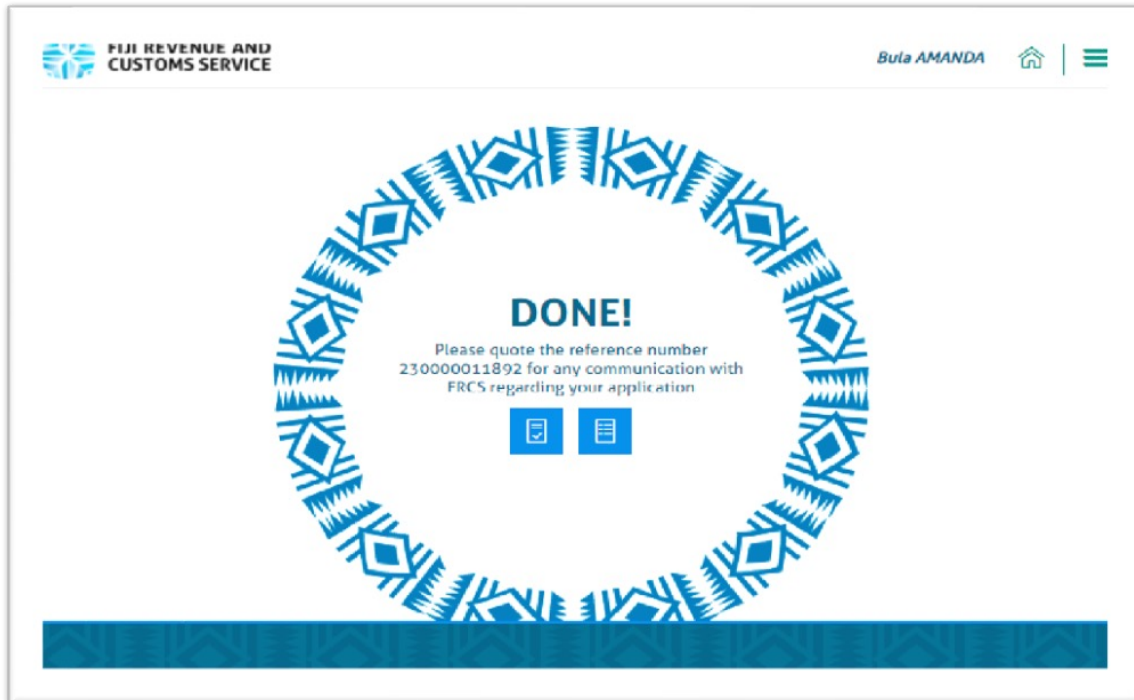
☒ I declare that the information in this application is true and correct in every detail.

IT IS A SERIOUS OFFENCE TO PROVIDE FALSE INFORMATION TO THE CHIEF EXECUTIVE OFFICER.

PREVIOUS STEP SUBMIT ADD NOTES SAVE

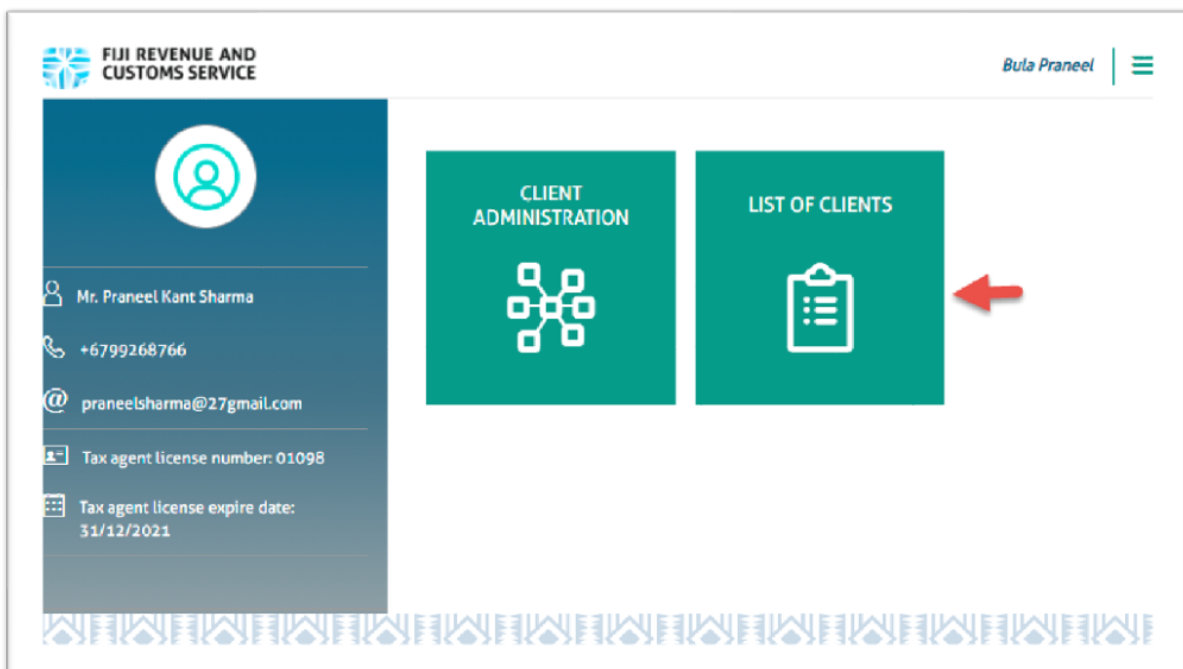


- On clicking the '**Submit**' button, the request is submitted, and you will be navigated to the acknowledgement page to download the acknowledgement letter or simply navigate back to the '**Requests**' page to file another request.
- Acknowledgement is generated and triggered to your '**Correspondence**' tile.
- The application will go through an internal review process.



Request submission by Tax Agent

- Notify Commencement of Employment can also be submitted by you given that you have the authorisation to submit '**Taxpayer Requests**'.
- After successfully login, you will click on the '**List of Clients**' tile from the dashboard.





- On clicking the tile, you will navigate to the client list whom you are engaged with.
- You need to select the client for whom the request is being submitted.

The screenshot displays the 'List Of Clients' page. At the top, the user is identified as Mr. Praneel Kant Sharma. Below the header, there are two main navigation tiles: 'CLIENT ADMINISTRATION' and 'LIST OF CLIENTS'. The 'LIST OF CLIENTS' tile is selected, leading to a table with the following data:

Client TIN	Client Name	
0000000000	APARNA SHIRDHANKAR	>
0000000000	Mahendra Narayan	>

A red arrow points to the right arrow icon next to the first client entry, indicating the selection process.

- Once you navigate to the '**List of Clients**', the remaining steps are the same as performed by a taxpayer.
- The only difference is that in the declaration page the declaration will be automatically defaulted to '**Tax Agent Partner/Tax Agent Employee**' name.