



**FIJI REVENUE AND
CUSTOMS SERVICE**

Taxpayer Online Service (TPOS) User Guide



Student Loan

**Permanent Release from
Restricted Travel List**

Version: 1

Date: 30-05-2022



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Basic Information

When a student is awarded a loan or scholarship, the student is placed on the Immigration Department's restricted travel list (i.e., Controversial List on NTIS) to prevent them from leaving Fiji without FRCS's express permission. The student will not be able to leave Fiji until FRCS informs Immigration Department to allow the student to travel abroad.

If the student wishes to be permanently released from the restricted travel list either due to completion of bond period or due to migration abroad, they must request FRCS via the online portal for the "Request for Permanent Release from Restricted Travel List". The request for the permanent release can be submitted from TPOS either by the student or Tax Agent.

In case of non-completion of bond, the student will be required to pay a penalty before release is granted from the restricted travel list permanently. The amount due will be calculated and posted to the student's account.

Upon approval, the Immigration department will be notified via email and both the Guarantors list and Controversial list will be updated.

This document describes the detailed steps required to file a request for Permanent Release from Restricted Travel List.



Request Submission via TPOS

Log-In

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

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Log In

User ID *
MPATHAK85

Password *
.....

LOG IN

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

New User?
SIGN UP

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

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

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If you need any information about Taxation, please visit the FRCS website clicking here

Bula MANAS

Manas Pathak
+6798377202
MPATHAK85@GMAIL.COM

TIN: 0000000000
Issue Date: 11/11/2020

Personal Details
ID Details
Occupation Details
Relationships
Mailing Address
Bank Details

FILING OBLIGATIONS 5

FORMS IN PROGRESS 2

FORMS SUBMITTED

PAYMENT OBLIGATIONS 20

CORRESPONDENCE 13

REQUESTS

CHANGE OF CIRCUMSTANCES

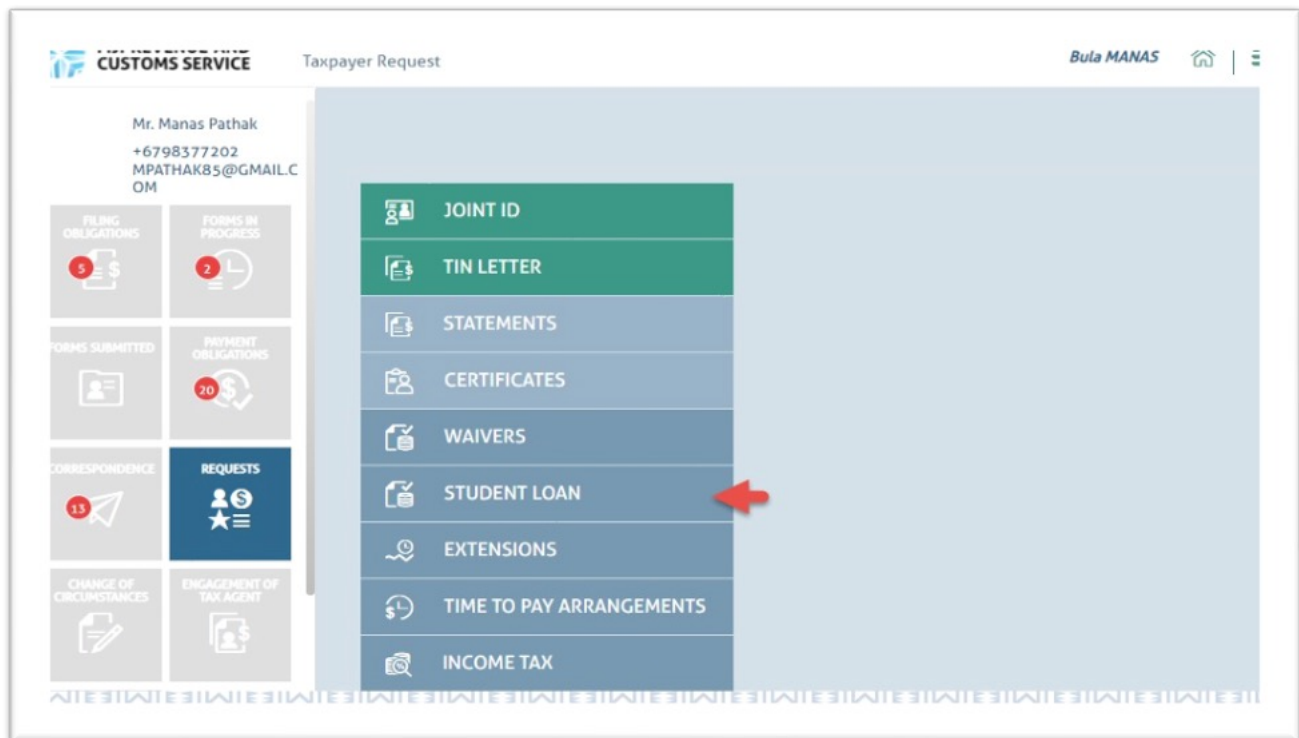
ENGAGEMENT OF TAX AGENT

DEREGISTER

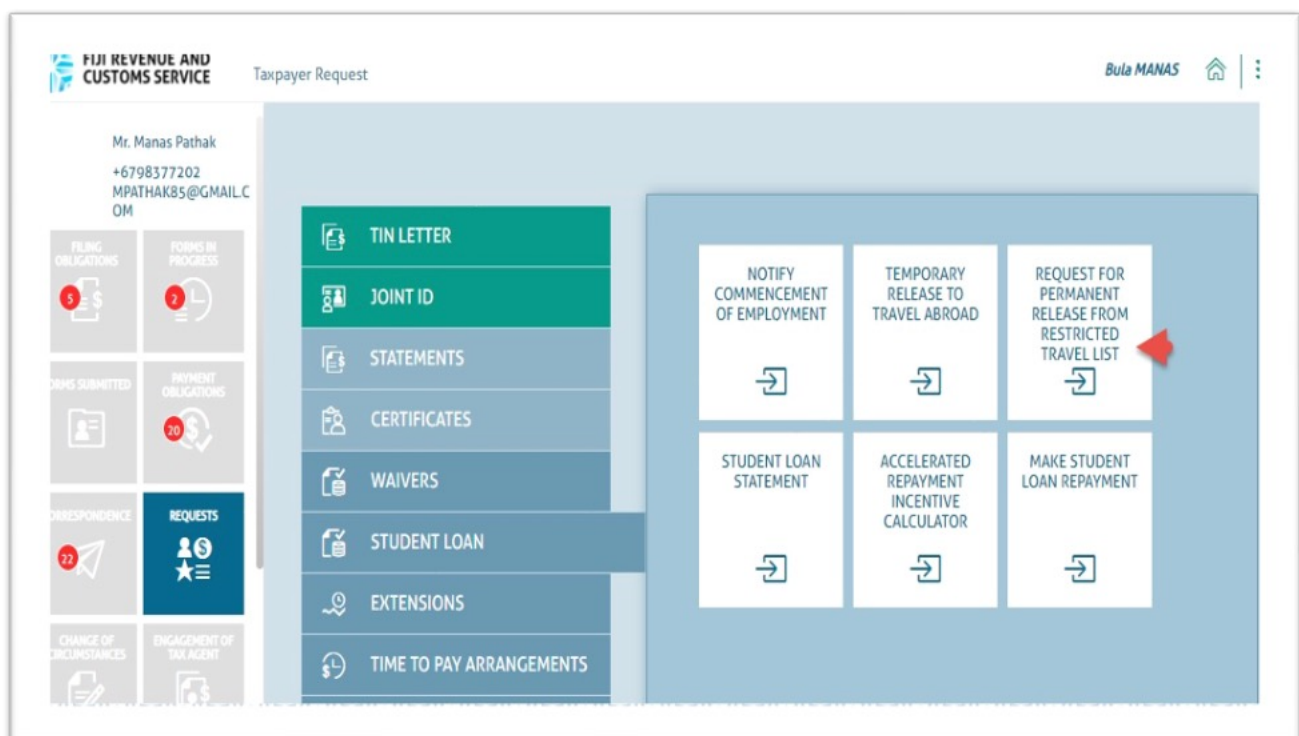
Activate Panel



- After clicking on **"Requests"** tile, you will be displayed with list of Taxpayer Requests applications.
- You need to click on the **'Student Loan'** tab which will display more tiles.



- After clicking on **'Student Loan'**, you need to click on 'Request for Permanent Release from Restricted Travel List' tile.





Instructions

- Once the **'Instructions'** checkbox is checked, you can proceed to the next section by clicking on **"Continue to Next Step: 'Employment Details'".**

The screenshot shows the 'Instructions' step of a web application. At the top, there's a header with the 'CUSTOMS SERVICE' logo, the title 'Permanent Release from Restricted Travel List', and a user profile 'Bula MANAS'. Below the header is a progress bar with four steps: 'INSTRUCTIONS' (active), 'EMPLOYMENT DETAILS', 'SUMMARY', and 'DECLARATION'. The main content area is titled 'PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING:' and contains three bullet points: 1. Submit this application to request for permanent release from the restricted travel list either due to completion of bond period or due to migration abroad. 2. Before submitting a request, applicants should: - obtain employment history or evidence of employment; - check that information is relevant and correct; - ensure that supporting documents to be uploaded are clear and legible. 3. In case of non-completion of bond, you may be required to pay a penalty before release is granted. You will be advised of the amount to pay. Below the instructions is a checkbox labeled 'I declare that I have read and understood the above instructions.' which is checked. At the bottom, there is a green button labeled 'CONTINUE TO NEXT STEP: "EMPLOYMENT DETAILS"' with a red arrow pointing to it.

Employment Details

- In the Employment Details section, after selecting the valid **'Reason for Request'** you will enter the valid passport details and will upload the necessary documents. Also, it will be mandatory for you to provide the history of the Employment by clicking on **"Add New"** button.

The screenshot shows the 'Employment Details' step of the web application. The header is the same as the previous section. The progress bar shows '25%' completion, with 'EMPLOYMENT DETAILS' as the active step. The main content area is titled 'Reason for Request' and has two radio button options: 'Completion of Bond Period' and 'Migrating Abroad'. Below this are three input fields: 'Passport Number' (with a placeholder 'Passport Number'), 'Passport Expiry Date' (with a placeholder 'DD/MM/YYYY' and a calendar icon), and 'Passport Biodata Page' (with an 'UPLOAD DOCUMENT' button and a help icon). Below these fields is a table titled 'EMPLOYMENT DETAIL' with columns: 'EMPLOYER TIN', 'EMPLOYER NAME', 'EMPLOYMENT START DATE', 'EMPLOYMENT END DATE', and 'DURATION(DAYS)'. The table currently shows 'No data'. At the bottom right, there is a blue button labeled 'ADD NEW'.



- After providing the Passport details, you will proceed to upload the mandatory document **"Passport Biodata Page"**, where a pop-up appears to confirm either the form is saved or not.

The screenshot shows the 'Permanent Release from Restricted Travel List' form. The progress bar is at 33%. The 'EMPLOYMENT DETAILS' tab is active. A pop-up window titled 'Error' is displayed in the center, asking 'Have you saved the form?' with a 'CLOSE' button. The background form shows 'Reason for Request' with 'Completion of Bond Period' selected, 'Passport Number' as 'THLN678', and 'EMPLOYMENT DETAIL' table with 'No data'.

- After saving the form in draft mode, you will be able to upload the documents with valid format and size.

The screenshot shows the same form, but the pop-up window is titled 'Passport Biodata Page'. It displays 'Attachments (1)' with a plus sign and a file named 'Confirmation (14).pdf' with a red 'X' icon. The background form is the same as the previous screenshot.



- You will enter the valid **Employer TIN** along with the **Employment Start Date** and **End date** in the Employment table.
- You will be able to edit or delete the employment details as required.

FIJI REVENUE AND CUSTOMS SERVICE Permanent Release from Restricted Travel List - Form Number 230000012268 Bula MANAS

33%

INSTRUCTIONS EMPLOYMENT DETAILS SUMMARY DECLARATION

Passport Number* THLN678
Passport Expiry Date * 31/12/2021
Passport Biodata Page* UPLOAD DOCUMENT ?

EMPLOYMENT DETAIL

EMPLOYER TIN	EMPLOYER NAME	EMPLOYMENT START DATE	EMPLOYMENT END DATE	DURATION(DAYS)
000000000	DREAM WORLD PVT LTD	01/01/2020	31/12/2021	730

ADD NEW

CONTINUE TO NEXT STEP : "SUMMARY"

PREVIOUS STEP ADD NOTES SAVE

- On providing the Employment Details, it will be mandatory for you to upload the evidence of each employment details added in the table.

FIJI REVENUE AND CUSTOMS SERVICE Permanent Release from Restricted Travel List - Form Number 230000012268 Bula MANAS

33%

INSTRUCTIONS EMPLOYMENT DETAILS SUMMARY DECLARATION

Passport Number* THLN678
Passport Expiry Date * 31/12/2021
Passport Biodata Page* UPLOAD DOCUMENT ?

EMPLOYMENT DETAIL

EMPLOYER TIN	EMPLOYER NAME	EMPLOYMENT START DATE	EMPLOYMENT END DATE	DURATION(DAYS)
2900035768	DREAM WORLD PVT LTD	01/01/2020	31/12/2021	730

ADD NEW

EMPLOYMENT DETAIL

Attachments (1)

+

1_1_Confirmation (1).pdf

CLOSE

- After entering the employment details, you can proceed further to the next section **"Summary"**.



FIJI REVENUE AND CUSTOMS SERVICE Permanent Release from Restricted Travel List - Form Number 230000012268 Bula MANAS

33%

INSTRUCTIONS EMPLOYMENT DETAILS SUMMARY DECLARATION

Passport Number* THLN678 Passport Expiry Date* 31/12/2021 Passport Biodata Page* UPLOAD DOCUMENT ?

EMPLOYMENT DETAIL

EMPLOYER TIN	EMPLOYER NAME	EMPLOYMENT START DATE	EMPLOYMENT END DATE	DURATION(DAYS)
0000000000	DREAM WORLD PVT LTD	01/01/2020	31/12/2021	730

ADD NEW

CONTINUE TO NEXT STEP : "SUMMARY"

PREVIOUS STEP ADD NOTES SAVE

Summary

- In the **'Summary'** section, the bond period and the details of the amount payable will be calculated & displayed.

FIJI REVENUE AND CUSTOMS SERVICE Permanent Release from Restricted Travel List - Form Number 230000012268 Bula MANAS

50%

INSTRUCTIONS EMPLOYMENT DETAILS SUMMARY DECLARATION

SCHOLARSHIPS

SCHEME	SCHOLARSHIP ID	STUDY YEARS	BOND TO SERVE IN DAYS
MES	LOAN0000000000000020210421000001	3	16425

DESCRIPTION	AMOUNT(FJD)
Total Bond Amount	150000.23
Bond To Serve In Days	16425
Bond Served In Days	730
Ons Yet To Be Served In Days	9125
Total Amount Due(FJD)	83333.46
Add 10% Intrest(In Case Of Default)	8333.35
Total Payable(FJD)	91666.81

- You can proceed further to the Declaration section by clicking on next step icon.



Declaration and Submission

- In the '**Declaration**' section, your full name and lodgment date (defaulted to the current system date) will be auto populated.

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Permanent Release from Restricted Travel List - Form Number
230000012268

Bula MANAS

75%

INSTRUCTIONS EMPLOYMENT DETAILS SUMMARY DECLARATION

Full Name: MANAS PATHAK
Lodgement Date: 29/06/2021

☐ 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

- After confirming the '**Declaration**' checkbox, you will click on '**Submit**' button to submit the application.

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Permanent Release from Restricted Travel List - Form Number
230000012268

Bula MANAS

75%

INSTRUCTIONS EMPLOYMENT DETAILS SUMMARY DECLARATION

Full Name: MANAS PATHAK
Lodgement Date: 29/06/2021

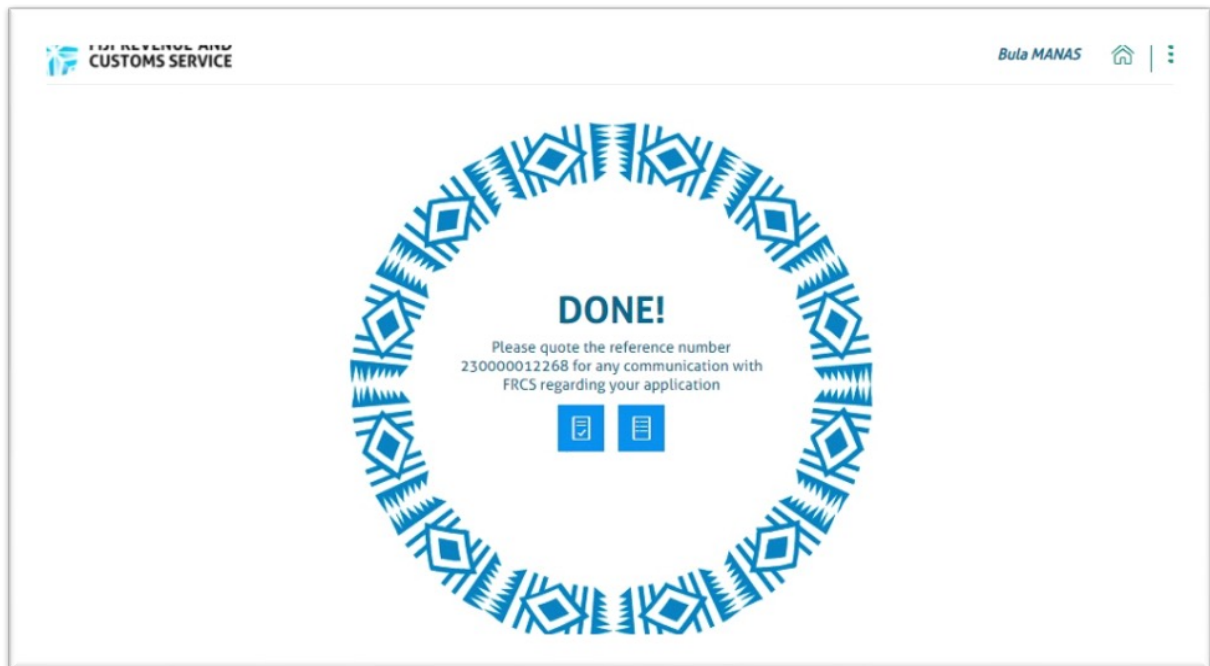
☒ I declare that the information in this application is true and correct in every detail.

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

PREVIOUS STEP SUBMIT ADD NOTES SAVE



- The **'Request for Permanent Release from Restricted Travel List'** application is successfully submitted, and an acknowledgement screen is displayed from where you can either download the acknowledgement letter or simply navigate back to the **'Taxpayer Request'** page to file another request.

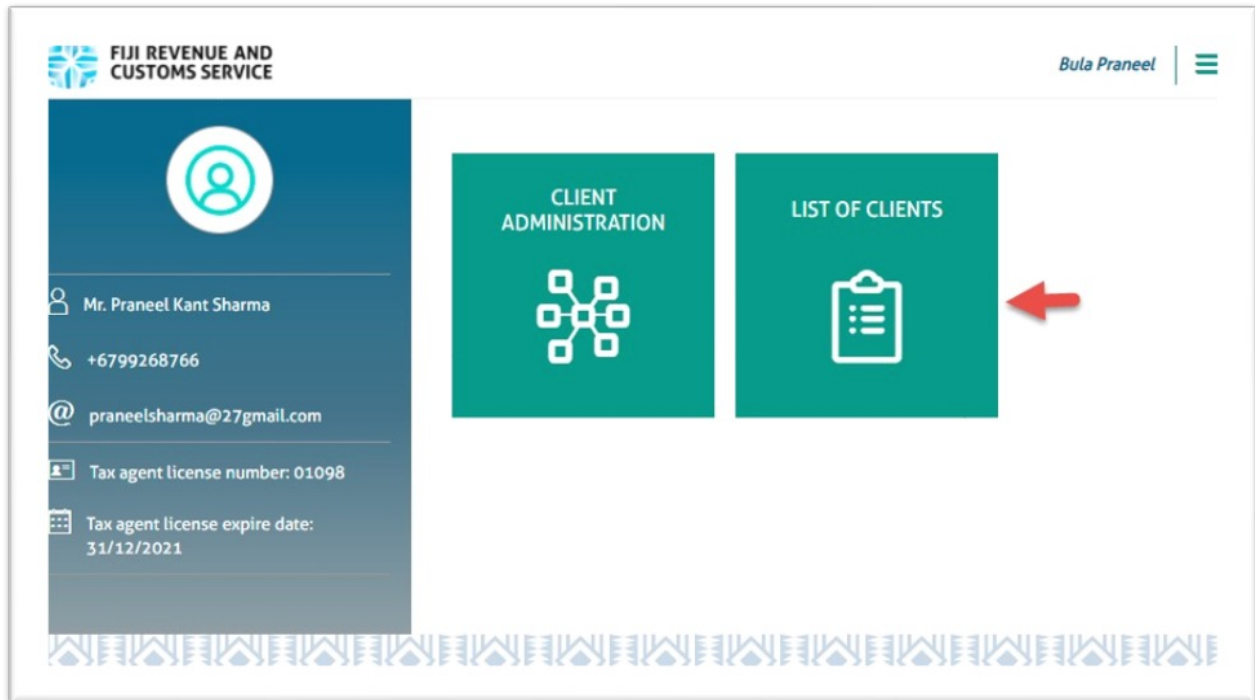


The application will go through an internal review process.

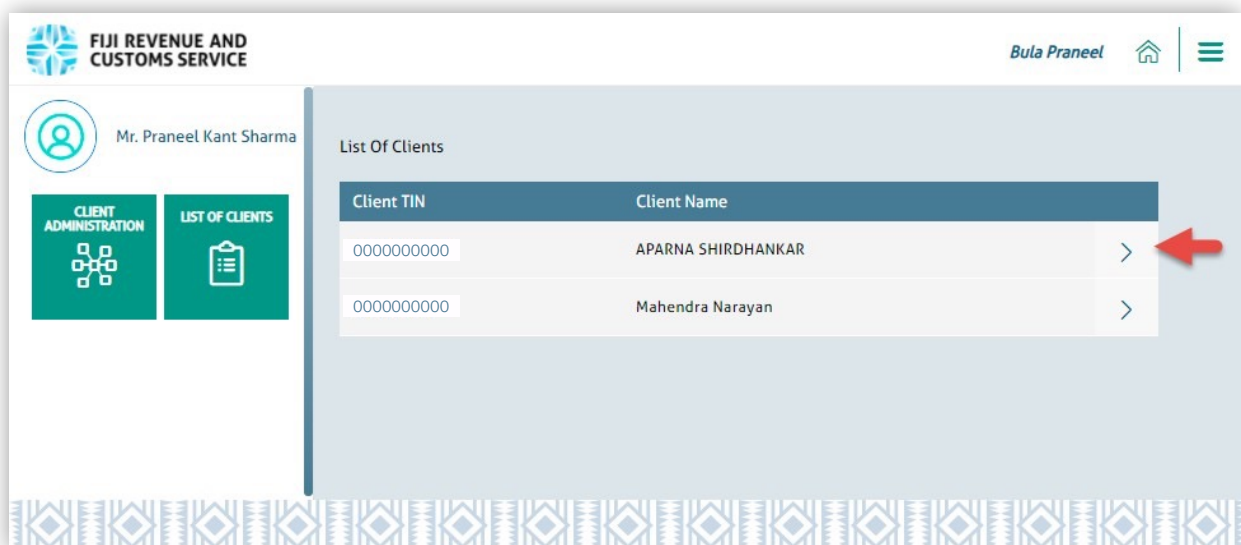


Request Submission by Tax Agent

- Request for Permanent Release from Restricted Travel list can also be submitted by you given 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.



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