

TCC- Blanket Tax Clearance Application

User Manual



**FIJI REVENUE AND
CUSTOMS SERVICE**



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Basic Information

Introduction – Tax Clearance Certificate

As a requirement of Reserve Bank of Fiji (RBF), all individuals and non-individuals need a Tax Clearance Certificate to remit funds out of Fiji. Individuals need a certificate when migrating or for other purposes, while non-individuals need to remit in the normal course of their business.

General Process Description

The taxpayer (applicant) will be able to lodge the request through the online portal. If the applicant is unable to submit an online application, they can visit any FRCS office and use the kiosks for the application.

Blanket Tax Clearance (BTC) facility is provided to only a few taxpayers with proven records of tax compliance, reputation and goodwill. This includes applications from entities having business activities for sending overseas remittances. A blanket tax clearance is generally issued for a period of one year. When applying for a BTC, taxpayer will have to indicate an estimated monthly and annual amount of expected remittance on the prescribed BTC application form.

If there is any non-compliance when submitting an application, a warning message will be displayed to the applicant, with the details of the non-compliance. The taxpayer will still be able to submit the application. Upon successful submission, there is an internal review process.

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Blanket Tax Clearance Certificate

Log-In

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

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

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Log In

User ID ^{*}

PUBLICATIONS123 ?

Password ^{*}

..... ?

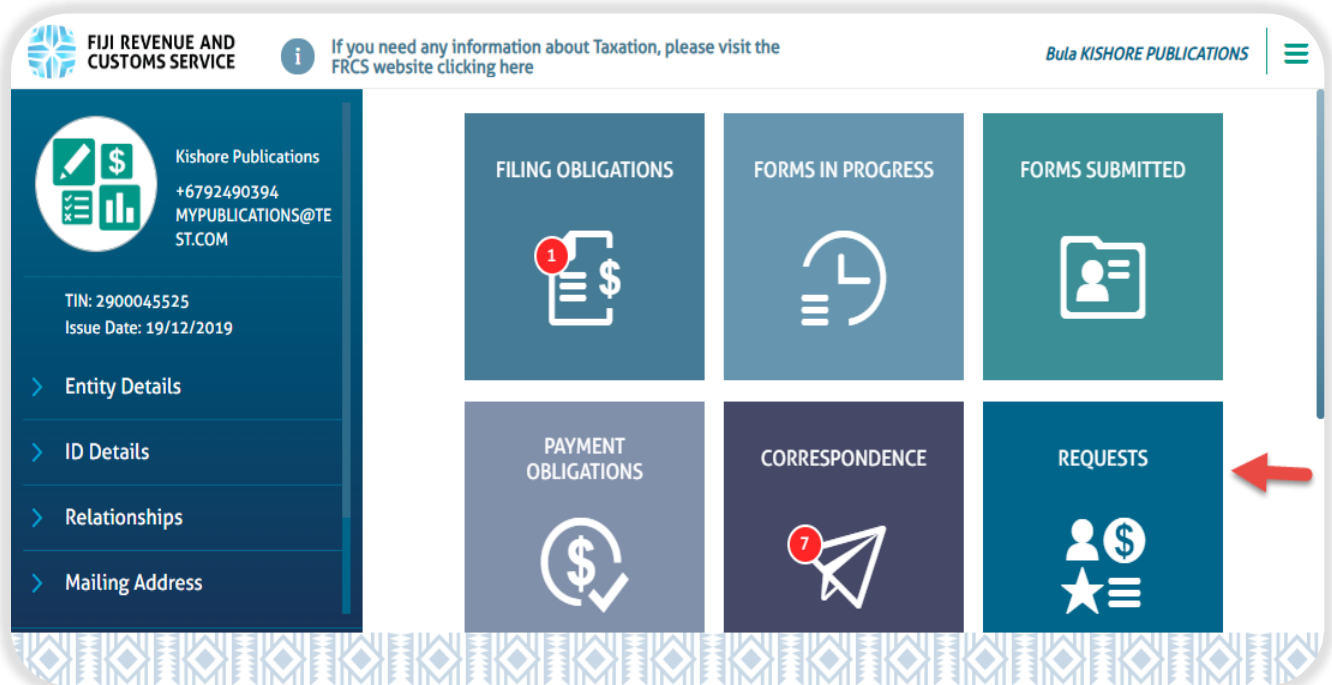
LOG IN

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

New User?



- After successful log-in, you will click on “Requests” tile.



- Now you need to click on "Certificates" option.
- After clicking on certificates option, you need to click on "Application for Tax Clearance" tile.

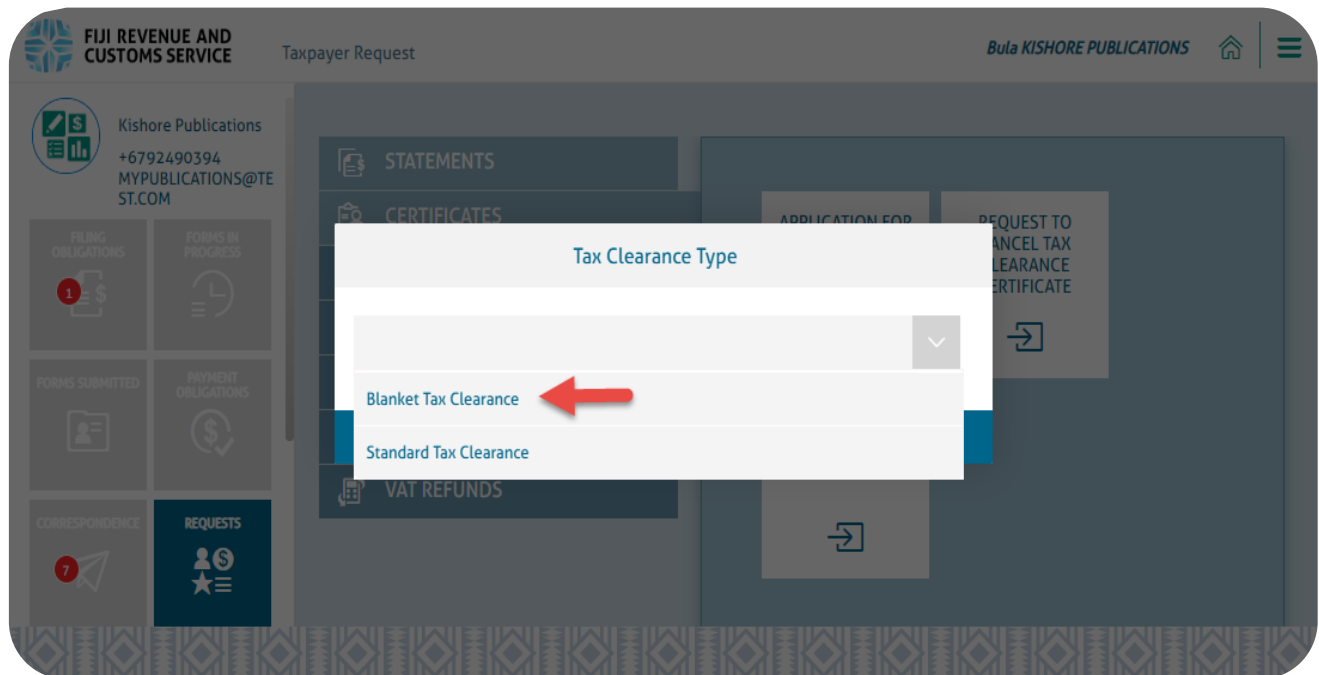




- After clicking on "Application for Tax Clearance" tile, a pop-up window of Tax clearance types will be open.
- In the drop-down three options of Tax clearance type will be displayed:
 - Standard Tax Clearance
 - **Blanket Tax Clearance**
 - Migration Tax Clearance

(These options displayed depends upon the taxpayer type)

- You need to select the "**Blanket Tax Clearance**" option and click on 'OK' button to open the Blanket Tax clearance application form.
- Note: Blanket Tax Clearance is only applicable for taxpayers with a business activity (e.g. Company/Sole trader).





Instructions

- Upon clicking on “Blanket Tax Clearance” will navigate you to the ‘Instructions’ page where you will read all the instructions carefully and confirm.

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Request for Tax Clearance

Bula KISHORE PUBLICATIONS

20%

INSTRUCTIONS

TAX CLEARANCE TYPE

REQUEST DETAILS

TAXES PAYABLE

DECLARATION

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING:

- The request shall be granted upon satisfaction that all taxes including withholding tax and VAT Reverse Charges have been paid.
- You are required to upload any documents supporting your claim. The documents must not be illegible.
- The amount of taxes to pay are Withholding Tax and VAT Reverse Charges, (if applicable), and will be calculated automatically.
- The acknowledgement receipt generated with the submission of request cannot be considered as request being granted. Taxpayer will be communicated on the approval or request for missing information separately.
- Once a Blanket Tax Clearance Certificate is granted, you will be required to submit the summaries and pay the applicable taxes on monthly basis upto the validity of the certificate.

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

ADD NOTES

SAVE



Application For Tax Clearance

- After confirming the 'Instructions', you will click on "Continue to Next Step: Tax Clearance Type" where Blanket Tax clearance type is displayed.

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CUSTOMS SERVICE** Request for Tax Clearance - Form Number 320000000165 *Bula KISHORE PUBLICATIONS*

40%

INSTRUCTIONS TAX CLEARANCE TYPE REQUEST DETAILS TAXES PAYABLE DECLARATION

APPLICATION FOR TAX CLEARANCE

Tax Clearance Type*

Blanket Tax Clearance

CONTINUE TO NEXT STEP: "REQUEST DETAILS"

Form: 320000000165
saved successfully

PREVIOUS STEP ADD NOTES SAVE



Request Details

Details of Funds to be Transferred

- Upon clicking on "Continue to Next Step: Request Details" you need to enter the below information:
 - Period From.
 - Period To.
 - Estimate of amount to be transferred out of Fiji annually (FJD).
 - Maximum amount that can be transferred out of Fiji monthly (FJD).
 - Requirements of Blanket Tax Clearance.

FIJI REVENUE AND CUSTOMS SERVICE Request for Tax Clearance - Form Number 320000000165 Bula KISHORE PUBLICATIONS

60%

INSTRUCTIONS TAX CLEARANCE TYPE REQUEST DETAILS TAXES PAYABLE DECLARATION

Period from* December 2019 ✓

Period to* June 2020 ✓

Estimate of amount to be transferred out of Fiji annually (FJD)* 1,000.00

Maximum amount that can be transferred out of Fiji monthly (FJD)* 80.00

Explain the requirements of Blanket Tax Clearance*

To be transferred to beneficiary

PREVIOUS STEP ADD NOTES SAVE



- If the amount to be transferred annually is more than the monthly transferred amount, the system will display an error message.

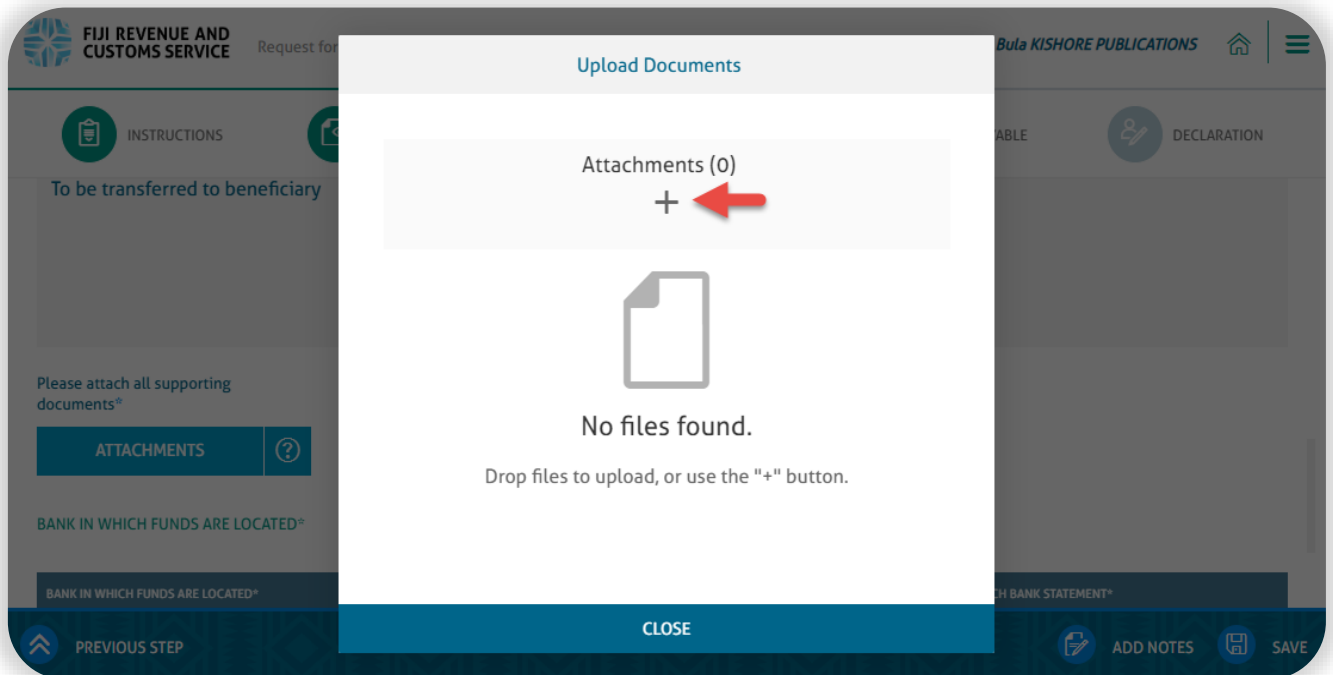
The screenshot shows the 'Request for Tax Clearance' form (Form Number 320000000165) for user Bula KISHORE PUBLICATIONS. The progress bar is at 60%. The form has five tabs: INSTRUCTIONS, TAX CLEARANCE TYPE, REQUEST DETAILS, TAXES PAYABLE, and DECLARATION. The 'REQUEST DETAILS' tab is active. It contains fields for 'Period from*' (December 2019), 'Period to*' (June 2020), 'Estimate of amount to be transferred out of Fiji annually (FJD)*' (100.00), and 'Maximum amount that can be transferred out of Fiji monthly (FJD)*' (400.00). A red arrow points to the monthly amount field, which has a red error message: 'Maximum amount to be transferred shall be less than or equal estimate of amount'. Below these fields is a text area labeled 'To be transferred to beneficiary' with the placeholder text 'To be transferred to beneficiary'. At the bottom, there is a prompt 'Please attach all supporting' and buttons for 'PREVIOUS STEP', 'ADD NOTES', and 'SAVE'.

- After entering the requirements, you will upload the supporting documents by clicking on the 'Attachments' button.

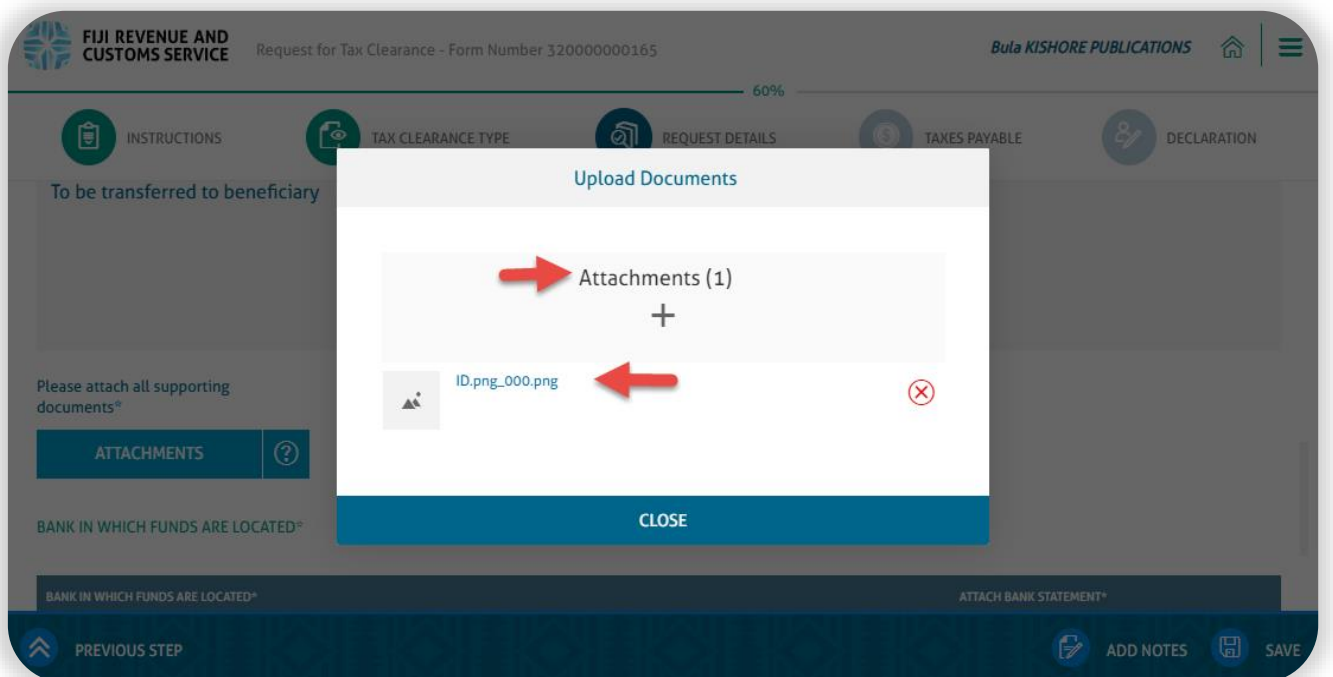
The screenshot shows the same 'Request for Tax Clearance' form, but now the 'To be transferred to beneficiary' text area is empty. Below it, the prompt 'Please attach all supporting documents*' is visible. A red arrow points to the 'ATTACHMENTS' button, which has a question mark icon next to it. Below the button is a field labeled 'BANK IN WHICH FUNDS ARE LOCATED*' with a placeholder 'BANK IN WHICH FUNDS ARE LOCATED*'. To the right of this field is a button labeled 'ATTACH BANK STATEMENT*'. At the bottom, there are buttons for 'PREVIOUS STEP', 'ADD NOTES', and 'SAVE'.



- You will click on the + button to upload the attachment.



- To upload the file, you need to click on the 'Attachment' button. After that you will click on 'Upload Documents' button and select the file which needs to be uploaded.





Bank Details

- You will be required to add the bank in which funds are located.
- You will click on 'Add Another Bank' button.

The screenshot shows the 'Request for Tax Clearance' form with the following details:

- Header:** FIJI REVENUE AND CUSTOMS SERVICE, Request for Tax Clearance - Form Number 320000000165, Bula KISHORE PUBLICATIONS
- Progress Bar:** 60%
- Navigation Tabs:** INSTRUCTIONS, TAX CLEARANCE TYPE, REQUEST DETAILS, TAXES PAYABLE, DECLARATION
- Attachments:** Please attach all supporting documents* (ATTACHMENTS button with a question mark icon)
- Bank Section:** BANK IN WHICH FUNDS ARE LOCATED*
 - Table with 2 columns: BANK IN WHICH FUNDS ARE LOCATED*, ATTACH BANK STATEMENT*
 - Row 1: No data
- Buttons:** ADD ANOTHER BANK (+), CONTINUE TO NEXT STEP: "DECLARATION"
- Footer:** PREVIOUS STEP, ADD NOTES, SAVE

A red arrow points to the 'ADD ANOTHER BANK' button.

- Select the bank and click on 'Attach Bank Statement' button to attach the statement.

The screenshot shows the 'Request for Tax Clearance' form with the following details:

- Header:** FIJI REVENUE AND CUSTOMS SERVICE, Request for Tax Clearance - Form Number 320000000165, Bula KISHORE PUBLICATIONS
- Progress Bar:** 60%
- Navigation Tabs:** INSTRUCTIONS, TAX CLEARANCE TYPE, REQUEST DETAILS, TAXES PAYABLE, DECLARATION
- Attachments:** Please attach all supporting documents* (ATTACHMENTS button with a question mark icon)
- Bank Section:** BANK IN WHICH FUNDS ARE LOCATED*
 - Table with 2 columns: BANK IN WHICH FUNDS ARE LOCATED*, ATTACH BANK STATEMENT*
 - Row 1: Select bank (dropdown menu), ATTACH BANK STATEMENT* (button with a red arrow pointing to it)
 - Dropdown menu options: Colonial National Bank (highlighted with a red arrow)
- Buttons:** CONTINUE TO NEXT STEP: "DECLARATION"
- Footer:** PREVIOUS STEP, ADD NOTES, SAVE

Red arrows point to the 'Select bank' dropdown and the 'ATTACH BANK STATEMENT*' button.



- You will attach the bank statement and proceed to the next step.

The screenshot shows the 'Upload Documents' modal window. At the top, it says 'Upload Documents'. Below that, there is a section titled 'Attachments (1)' with a plus sign. A red arrow points to this section. Below the plus sign, there is a file named '0_2.png_000.png' with a red arrow pointing to it. To the right of the file name is a red 'X' icon. At the bottom of the modal is a blue button labeled 'CLOSE'. The background shows the 'ATTACHMENTS' tab selected in the 'REQUEST DETAILS' section. The progress bar is at 60%.

- You will click on to the "Continue to Next Step: Declaration" to move to the 'Declaration' page.

The screenshot shows the 'REQUEST DETAILS' page. The 'ATTACHMENTS' tab is selected. Below the tab, there is a section titled 'BANK IN WHICH FUNDS ARE LOCATED*'. It contains a dropdown menu with 'Colonial National Bank' selected. To the right of the dropdown is a blue button labeled 'ADD ANOTHER BANK' with a plus sign. Below this is a green button labeled 'CONTINUE TO NEXT STEP: "DECLARATION"' with a red arrow pointing to it. The progress bar is at 60%.



Declaration

- You will enter a valid individual TIN and select the designation.

FIJI REVENUE AND CUSTOMS SERVICE Request for Tax Clearance - Form Number 320000000165 Bula KISHORE PUBLICATIONS

80%

INSTRUCTIONS TAX CLEARANCE TYPE REQUEST DETAILS TAXES PAYABLE DECLARATION

TIN* Designation*

TIN Designation

☐ 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.

Form: 320000000165 saved successfully

PREVIOUS STEP ADD NOTES SAVE

- The name of the individual whose TIN is entered will be auto-populated.

FIJI REVENUE AND CUSTOMS SERVICE Request for Tax Clearance - Form Number 320000000165 Bula KISHORE PUBLICATIONS

80%

INSTRUCTIONS TAX CLEARANCE TYPE REQUEST DETAILS TAXES PAYABLE DECLARATION

TIN* Designation*

160000311 Company Secretary

Full Name: ekta patil
Lodgement Date: 19/12/2019

☐ 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



- If you have pending/overdue Filing Obligations and/or Payment Obligations, then warning messages will be displayed indicating that your application may get rejected by FRCS due to non-compliance.
- You can close the warning message by clicking on the 'Close' button.

The screenshot shows the TPOS interface with a 'View Messages' modal open. The modal contains two warning messages:

- You have overdue payment obligations. Your application may be rejected unless these are cleared.
- You have overdue filing obligations. Your application may be rejected unless these are cleared.

The background interface shows the 'FIJI REVENUE AND CUSTOMS SERVICE' logo, a progress bar at 80%, and a 'DECLARATION' button. The user's TIN is 2900040562, and the company secretary's full name is CHITRA, with a lodgement date of 19/12/2019. A checkbox is checked, indicating the user declares the information is true and correct. A 'SUBMIT' button is visible at the bottom.

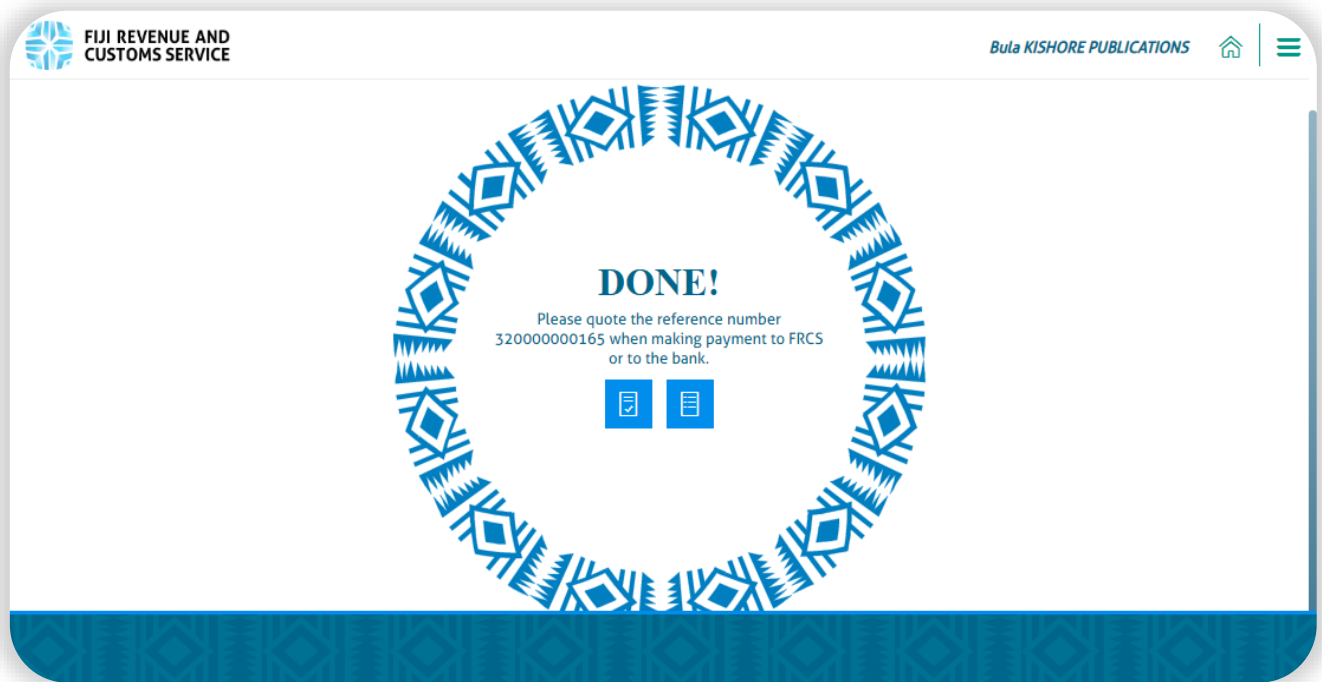
- Upon selecting the 'Declaration' checkbox, the 'Submit' button is displayed.

The screenshot shows the TPOS interface at the 'DECLARATION' step. The user's TIN is 160000311, and the company secretary's designation is 'Company Secretary'. The full name is 'ekta patil', and the lodgement date is 19/12/2019. A checkbox is checked, indicating the user declares the information is true and correct. A 'SUBMIT' button is highlighted at the bottom.



Acknowledgement Page

- After clicking on 'Submit' button the form is successfully submitted.
- You can download acknowledgement letter by clicking on the 'Download' button.



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