

TAX AGENT AUTHORISATION

This form must be authorised by a registered/approved Tax Agent if the application is for an employee of a Tax Agent. The Tax Agent shall authorise an employee from his/her practice for an username and password to access the Tax Agent Portal. Refer to the list of registered/approved Tax Agents which is available from the FRCA website – www.frca.org.fj

Name of Authorising Tax Agent	
Tax Agent No.	

I, a registered/approved Tax Agent, hereby declare that the person described in the Applicants section is an employee of my practice. I also authorise the creation of an username and password for this employee to access the Tax Agent Portal.

Signature		Date	
Company Seal/ Business Rubber Stamp		Stamp Here	

What to do with the completed forms?

Upon completion of the form, please forward the form to:

*The Secretary
Tax Agent Registration Board
Fiji Islands Revenue & Customs Authority
Private Mail Bag
Suva*

Completed forms can also be submitted at any of the FRCA Customer Service Centres in Suva, Lautoka & Labasa.

OFFICE USE ONLY

Name of Approving Officer			
Signature		Date	

New Username			
Password created?	YES		NO
Username/Password sent to user?	YES		NO
Name of IT Helpdesk Staff			
Signature		Date	