Zambia Revenue Authority



TaxOnline Project

User Manual e-Registration Web Portal

September, 2013

Version 1.0

Contents

1.	Introduc	ction	7
2.	Introduc	ction to e-Registration	8
3.	Navigat	tion of e-Registration	9
3	3.1 Ge	tting Started	9
	3.1.1	Starting with e-Registration	9
	3.1.2	Downloading Necessary Template	
	3.1.3	Filling the Detail for Template	13
	3.1.4	Upload and Submit the Form	17
	3.1.5	Continue with the Process Registration	23
3	3.2 Ad	ditional Place of Business Annexure Form Submission	
3		YE Annexure Form Submission	
	3.3.1	Acknowledgement Receipt	
	3.3.2	Upload Document	
3	3.4 Ap	proval of e-Registration	
	3.4.1	Opening Task of Approval	
	3.4.2	Approval of the Application	
3	••••	tice/Certificate Printing	
	3.5.1	Approval Notice	
	5.5.		

List of Figures

Eiguro 1. I		0
	Home Page Fax Payer Registration Form	
	Faxpayer Registration Form	
	Downloading Tax Payer Registration Template	
	Save/Open Downloaded Tax Payer Registration Template	
Figure 0. 3	Saving Template for Registration Femplate for Tax Payer Registration Sheet	12
	Filling the Details for Tax Payer Registration	
	/alidate Tax Payer Registration	
	Upload File Upload File Confirmation	
	Confirmation for Register of OTP	
	OTP Details	
	Filling the OTP Details	
	Confirmation of OTP Submission	
	Uploading Registration Page	
	Uploading File for Registration	
	Confirmation of Uploading File	
Figure 19:	Transaction ID Generating	22
	Continue With the Process Registration Screen	
Figure 21:	Confirmation of Continue Process	23
	Upload Sheet Validated Confirmation for Additional Place of Business	
	Validation Confirmation for Save File	
Figure 24:	Uploading File for Additional Place of Business	25
Figure 25:	Confirmation for Uploading File	25
	Summary of Uploading File	
	Downloading PAYE Annexure	
	Filling the PAYE Application Sheet	
	Validation for PAYE	
	Upload PAYE File	
	Summary of Upload	
Figure 32:	Acknowledgment Receipt for Tax Payer Registration	29
Figure 33:	Upload Document Screen	30
	Uploading the Documents for Attachments	
	Browsing the Attachment Document Screen	
	Document Uploaded Screen	
	Confirmation of Uploading Documents	
	Submission Confirmation of Upload Documents	
	After Submitting Documents Uploaded Screen	
	Path to Open Approval e-Registration	
	List of Approval Task for e-Registration	
	e-Registration Approval Page 1	
	e-Registration Approval Page 2	
	e-Registration Approval Page 3	
	e-Registration Approval Page 4	
	Additional Place of Business Page	
	Filling the Approval Details	
Figure 48:	View Uploading Attachments	39

Figure 49: Confirmation of Submission	39
Figure 50: TPIN Generating Page	40
Figure 51: Path to Open Notice for Approval	
Figure 52: Approval Notice Pending Task List	
Figure 53: Approval Notice for TPIN	

List of Tables

Table 1: Description of Buttons	16
Table 2: Description of Labels Boxes	16
Table 3: Description of Button	
Table 4: Description of Label Boxes	18
Table 5: Description of Buttons	19
Table 6: Description of Label Boxes	21

List of Abbreviations

Abbreviation	Expansion
FAQ	Frequently Asked Question
TPIN	Tax Payer Identification Number
UM	User Manual
URL	Uniform Resource Locator
VAT	Value Added Tax
WHT	Withholding Tax
ZRA	Zambia Revenue Authority

1.Introduction

The Zambia Revenue Authority (ZRA) has launched a web portal with Uniform Resource Locator (URL): <u>http://www.zra.org.zm.</u> This web portal offers different kind of information on domestic taxes in Zambia.

The portal offers the following major functionalities:

- 1. e-Services namely e-Registration, e-Returns, e-Amendment, e-Communication, e-Payment and also other e-Services for Motor Vehicle Registration, Driving Permit, Stamp Duty and so on.
- 2. News, updates, circulars and notifications
- 3. 'Search' functionality
- 4. Tracking the status of various applications on-line
- 5. Virtual keyboard for entering password
- 6. FAQs, Query posting and replying
- 7. Subscribe/view the RSS feeds introduction

2.Introduction to e-Registration

e-Registration is designed to enable the dealers to get them registered online. They need not go to the Excise and Taxation Department for registration.

This functionality's architecture can be described as following two units:

- 1. **e-Registration**: This module is designed to enable dealers to get them registered. An acknowledgement receipt is generated on successfully filing of all the required forms.
- 2. **Track Your Status**: This module is designed to enable dealers to view their request form and also track the status of registration request made by them through the portal. By entering the acknowledgement number. And the search code provided in the acknowledgement receipt, the dealer can re-print the acknowledgement receipt and registration form uploaded by them on portal.

3.Navigation of e-Registration

e-Registration shall allow the tax payer to apply online for registration in domestic taxes.

3.1 Getting Started

The web portal visitors provide with an e-Registration link under e-Services on the web portal. On selection of the link portal prompts the user to select a New Registration or To Continue with a Previous Registration.

The section of New Registration, allows the Tax Payer to file a New Registration Application while selection of Continue with Previous Registration allows the Tax Payer to continue ahead with a previously incomplete Registration Application.

3.1.1 Starting with e-Registration

To start the application:

- 1. Click the Internet Explore icon. The Browser appears. Type the URL: <u>http://www.zra.org.zm.</u>in the address bar. The website at this URL will be replaced with new website developed whose screen shots are attached from development/ staging servers.
- 2. Once the website is connected ZRA home page will appears as shown in Figure 1.
- 3. Click the e-Registration link which appears on the left hand corner of the home page.



Figure 1: Home Page

		8
Home About Us Notifications	TaxInformation Feedback Help	
Site Search	You are here >> Home >> TAX PAYER REGISTRATION	
.	TAX PAYER REGISTRATION	
Login to e-Services		
e-Services	Instructions	
e-Registration	A) To register online as a Tax Payer, please select New Form from the box below.	
e-Payment	B) To continue with uploading annexures at a later point in time to complete the registration, please select Continue with a Previous Registration.	
e-Refunds		
e-Objections	Select	
Payment Registration		
Downloads		
Other e-Services		
Help Docs		
Confirm Demographics	1	
Tag Cloud	1	

After clicking the **e-Registration** link, the following screen appears.



4. Select the form type from the Tax Payer Registration drop-down list.

N. 1998		A-Z
e-Registration	C-Returns C-Payment	
Home About Us Notifications	Tax Information Peedback Help	
Site Search 📀	You are here >> Home >> TAX PAYER REGISTRATION	
Login to e-Services	TAX PAYER REGISTRATION	
Login to e-Services		_
e-Services	Instructions	
e-Registration	A) To register online as a Tax Payer, please select New Form from the box below.	
e-Payment	B) To continue with uploading annexures at a later point in time to complete the registration, please select Continue with a Previous Registration.	
e-Refunds		
e-Objections	New Form	
Payment Registration		
Downloads		
Other e-Services		
Help Docs	Download template for Tax Payer Registration	
Confirm Demographics		
Tag Cloud	Tax Payer Registration (Last Updated Date (20%)2013 Size 4.0 MB) PAYE (Last Updated Date: 020%)2013 Size 2.35 MB)	
	Value Added Tax (Last Updated Date:02/09/2013 Size:888 KB) Excise (Last Updated Date:02/09/2013 Size:1.23 MB)	
	Additional Place Of Business (Last Updated Date: 02/09/2013 Size; 953 KB) Withholding Tax (Last Updated Date: 09/09/2013 Size; 2.14 MB)	
	Mineral Royality Tax (Last Updated Date: 02/09/2013 Size:199 KB) Base Tax (Last Updated Date: 02/09/2013 Size:1.08 MB)	
	Presumptive Tax (Last Updated Date: 02:09:2013 Size:4.4 MB)	
	Plase provide below details for One Time Password(OTP) registration. A random number will be sent on specified email address and mobile number. The OTP has to be provided for verification and to proo- further for registration.	eed
	Applicant Name* :	
	Apploant Email Address* :	
	Applicant Mobile Number* .+/260 -	
	Please enter result for expression." : 87+9? \$	
	Register for OTP	

Figure 3: Taxpayer Registration Form

After selecting the form type from the drop-down list, the new TAX PAYER REGISTRATION form appears (as shown in Figure 3). This screen display the details that dealer should be complete while applying for the new registration.

3.1.2 Downloading Necessary Template

To apply for registration dealer has to download the template from the website. It is advisable to always download the latest template for application. The user should have Microsoft Office Excel (version may be 97, 2000, 2003 or 2007) installed in the computer for this purpose.

To download the necessary templates:

- 1. Click the **Tax Payer Registration** on NEW TAX PAYER REGISTRATION form.
- 2. Download template for the respective tax payer registration.

Home About Us Notifications	Tax Information Feedback Help
Site Search 🕢	You are here >> Home >> TAX PAYER REGISTRATION
Login to e-Services	TAX PAYER REGISTRATION
Login to e-Services	
e-Services	Instructions
e-Registration	A) To register online as a Tax Payer, please select New Form from the box below. B) To continue with uploading annexures at a later point in time to complete the registration, please select Continue with a Previous Registration.
e-Payment	b) to continue with uploading annexures at a later point in time to complete the registration, please select Continue with a revious neglistration.
e-Refunds	
e-Objections	New Form
Payment Registration	
Downloads	
Other e-Services	
Help Docs	Download template for Tax Payer Registration
Confirm Demographics	Tax Payer Registration (Last Updated Date 02/09/2013 Size 4.0 MB) PAYE (Last Updated Date: 02/09/2013 Size 2.35 MB)
Tag Cloud	Take regist registration (cash optimized and control of the registration of the registration (cash optimized balan optimized and control of the registration (cash optimized balan
	Additional Flace Of Business (Last Updated Date:02/09/2013 Size:983 KB) Withholding Tax (Last Updated Date: 09/09/2013 Size:2.14 MB)
	Mneral Royality Tax (Last Updated Date: 02/09/2013 Size:799 KB) Base Tax (Last Updated Date: 02/09/2013 Size:1.08 MB)
	Presumptive Tax (Last Updated Date: 02/09/2013 Star 4.4 MB)
	Please provide below details for One Time Password(OTP) registration. A random number will be sent on specified email address and mobile number. The OTP has to be provided for verification and to proceed further for registration.
	Applicant Name" :
	Applicant Email Address* :
	Applicant Mobile Number* :- 1260 -
	Please enter result for expression." 87+97
	Register for OTP

Figure 4: Downloading Tax Payer Registration Template

3. Click the **Save** button to save template in the system.



Figure 5: Save/Open Downloaded Tax Payer Registration Template

4. Open the saved template for the tax payer registration.

ZAMBIA Working to serv			ORITY			å ⊠ ☆ ⊘ ▲ ∧	a A a-z 🕮 🕄
			0% of download.htm fr	om 10.140.2.11 Completed			
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Site Search 🕢	You are here >> H	lome >> TAX PAYER	V	► REG_P	Portal	✓ 4 Search REG_	Portal 🔎
÷			download.htm from 1	Organize 🔻 New fo	older		8== 👻 🔞
Login to e-Services			Estimated time left:	☆ Favorites	A Name	Date modified	Туре
e-Services		Instructions	Download to:	🥅 Desktop	Annexure_Add_Place_of_Busin	ess.xls 9/16/2013 5:35 PM	Microsoft Excel 97
Downloads		A) To register or	Transfer rate:	鷆 Downloads	Annexure_Add_Place_of_Busin	ess_UPLO 9/16/2013 5:34 PM	Microsoft Excel 97
Other e-Services		B) To continue v	Close this dialog box	📃 Recent Places	Annexure_Add_Place_of_Busin	ess020920 9/16/2013 5:32 PM	Microsoft Excel 97
Help Docs					Registration.xls	9/16/2013 5:20 PM	Microsoft Excel 97
· · ·				📜 Libraries	Registration_upload.xls	9/16/2013 5:29 PM	Microsoft Excel 97
Confirm Demographics		New F		Documents	Registration02092013121724.xls	s 9/16/2013 5:01 PM	Microsoft Excel 97
Tag Cloud				J Music			
				Pictures Videos			
				Videos			
		Download template fo	or Tax Payer Registration	🖳 Computer	•	III	•
		Tax Payer R	egistration (Last Updated I	File <u>n</u> ame: Re	egistration16092013174104.xls		-
			d Tax (Last Updated Date:	Save as type: Mi	icrosoft Excel 97-2003 Worksheet		•
		Additional Pla	ace Of Business (Last Upd	Hide Folders		Save	Cancel
		Mineral Roya	ality Tax (Last Updated Da				

Figure 6: Saving Template for Registration

5. Fill the respective tax payer registration details in the template for name, physical address, tax type, business details.

ZAMBIA REVENUE AUTHORITY							
APPLICATION FOR TAX REGISTRASTION							
(Complete this form in block letters)							
PART A-TAX TYPE REGISTRATION							
1 a) PURPOSE *	INITIAL REGISTRATION						
1 b) WHAT ARE YOU REGISTERING FOR ? * (Please con							
under VAT, Excise, Mineral Royalty, PAYE, Witholding Tax,	, Presumptive Tax and Base Tax	()					
TPIN *							
тот							
WHT							
PAYE							
РТТ							
PRESUMPTIVE TAX							
INCOME TAX							
MINERAL ROYALTY							
MEDICAL LEVY							
VAT							
EXCISE							
BASE TAX							
PART B-TPIN REGISTRATION							
2) TYPE OF TAXPAYER *		· · · · · · · · · · · · · · · · · · ·					
If Other, Please Specify		Please select					
3) WHY DO YOU NEED A TPIN? *		from drop-					
IMPORT/EXPORT		down list					
MOTOR VEHICLE REGISTRATION/TRANSFER							
DIPLOMAT							
COMMERCIAL EXPORTER							
BUSINESS							
EMPLOYMENT							
► M Help DartAB SectionAB SectionC DartC From	re / 🖓 🗌						

Figure 7: Template for Tax Payer Registration Sheet

3.1.3 Filling the Detail for Template

After downloading the requisite template, data can be entered in the template.

To enter the data in the template:

- 1. Fill the template with appropriate data.
- 2. Enter the data as per the colour shown in the background and as per the mentioned comments. The colour scheme used for templates are as follows:
 - a. Salmon \rightarrow Only Alphanumeric values are to be entered in the cell.
 - b. Blue \rightarrow Only Numeric/Decimal values are to be entered in the cell.
 - c. Yellow \rightarrow Only Alphabets are to be entered in the cell.
 - d. Gary \rightarrow Select the data from the displayed drop-down list only.
 - e. Pale Yellow \rightarrow Only Date is allowed to be entered in the cell.

Following figure depicts the sample template for tax payer registration.

ZAMBIA REV	ENUE AUTHORITY					
APPLICATION FOR TAX REGISTRASTION						
(Complete this form in block letters)						
PART A-TAX TYPE REGISTRATION	form in block letters)					
1 a) PURPOSE *	INITIAL REGISTRATION			-		
1 b) WHAT ARE YOU REGISTERING FOR ? * (Please con		edistration	details required			
under VAT,Excise, Mineral Royalty, PAYE, Witholding Tax,			Jecans required			
· · · · ·		()		-		
TPIN *	YES			-		
тот WHT				-		
PAYE				-		
PATE				-		
PRESUMPTIVE TAX				-		
INCOME TAX	YES			-		
MINERAL ROYALTY	165			-		
MEDICAL LEVY				-		
VAT				1		
EXCISE				1		
BASE TAX				1		
PART B-TPIN REGISTRATION	1					
2) TYPE OF TAXPAYER *	Individual (Other)			1		
If Other, Please Specify				8		
3) WHY DO YOU NEED A TPIN? *				2		
IMPORT/EXPORT	YES] -		
MOTOR VEHICLE REGISTRATION/TRANSFER		Colort]	Ĩ		
DIPLOMAT		Select YES/NO		1		
COMMERCIAL EXPORTER		from list.		1		
BUSINESS]	1		
EMPLOYMENT				1		
Help PartAB SectionAB SectionC PartC Fro	s / *2 /			-		

Figure 8: Filling the Details for Tax Payer Registration

3. Click the **Validate** button to validate the data and to generate the validated sheet which you need to upload. After uploading the data template size will be increased to 20 kb. The **Registration** dialog box with the message 'Your sheet is validated successfully, Do you want to generate upload sheet'.

	A		В		С		
1	PART C - TAX AGENT DETAILS (Attach Authorization	Letter)				
	25) IF YOU HAVE A TAX AGENT T	O CONDUCT YOUR TAX	X AFFAIRS	FILL IN THEIR			
2	DETAILS BELOW						
3	TPIN	1000005607					
4		-		1			
5			Registratio	n			23
6		and the second second					
7	PREVIOUS	VALIDATE		Your sheet is validated	successfully.Do you want to	generate upload	
8				sheet?	,,	3	
					Yes	No	
					16	140	
H.	Help PartAB SectionAB	SectionC PartC Erro	rs 🖉 🔁 🖊				

Figure 9: Validate Tax Payer Registration

- 4. After entering the form details will be validate by the system and if they are found correct, system will give no error message box will appear otherwise list of error messages will be displayed.
- 5. Click the **Yes** button. The **Save As** pop-up window appears.

🔀 Save As		—
🖉 🖓 🗸 Us	ers 🕨 363047 🕨 Desktop 🕨 reg 🔍 👻 🐓 Sea	arch reg 🔎
Organize 🔻 Ne	w folder	:= - 🔞
 Microsoft Excel Favorites Desktop Downloads Recent Places Libraries 	Name Registration_upload.xls	Date modified Type 9/16/2013 4:23 PM Microsoft
Documents Music	▼	•
File <u>n</u> ame:	Registration_upload.xls	
	Excel Files (*.xls) Litty Mathew Tags: Add a tag	_
) Hide Folders	Too <u>l</u> s ▼	Save Cancel

Figure 10: Upload File

Following tables explains the data to be filled in fields for uploading registration.

Table 1: Description of Buttons

Sr. No.	Button	Description
1.	Save	Save the Template at the desired location.
2.	Cancel	Cancel the process.

Table 2: Description of Labels Boxes

Sr. No.	Labels	Description
1.	File Name	Enter the Name of the file.
2.	Save as type	Select Excel files from the Dropdown (default).

6. Type relevant name in file name and click to **save** button. You will get following dialog box (as shown in Figure 11).

EMPLOYMENT	
TOURIST	
PUBLIC BENEFIT ORGANISATION	
DIRECTOR	
PARTNER	
DIPLOMATIC MISSIONS	
OTHER	
If Other, Please Specify	
	Microsoft Excel
NEXT	No Error Found, Upload file is saved : "C:\Users\363047\Desktop\reg\Registration_upload.xls", OK

Figure 11: Upload File Confirmation

7. On upload file is generate which has to be uploaded for the registration process.

Following table explains the data to be filled in fields for upload confirmation.

Table 3: Description of Button

Sr. No.	Button	Description
1.	Ok	Confirm with the process.

3.1.4 Upload and Submit the Form

- 1. After downloading the templates please fill the templates as per the comments mentioned. For uploading the filled template Tax Payer Registration page again.
- 2. Click the **Register for OTP**, an alert will pop up for confirmation message as shown in Figure 12.

ZAMBIA Making Compli		IUE A	UTHORITY				å, ⊠, †, ∾, ©, ∧ ∧ ∧ , ∧-z, [0], (
Home About Us Notifications	Tax Information	Feedback	Help				
Site Search 🛷	You are here >	> Home >> T	AX PAYER REGISTRATION				
Login to e-Services					TAX PAYER REGIST	TRATION	
_			Instructions				
e-Services			A) To register online as a Tax Payer, please	select New Form from the	box below.		
e-Registration			B) To continue with uploading annexures at a			Continue wi	ith a Previous Registration.
e-Payment e-Refunds							
e-Objections							
Payment Registration			New Form				
Downloads			(M ()		×	
Other e-Services				Message from webp	age 🗾	<u> </u>	
Help Docs							
Confirm Demographics		Dov	wnload template for Tax Payer Registration	🕐 Do you w	ant to Register for OTP?		
Tag Cloud			Tax Payer Registration (Last Updated	-			PAYE (Last Updated Date: 02/09/2013 Size:2.35 MB)
	1		Value Added Tax (Last Updated Date:			_	Excise (Last Updated Date:02/09/2013 Size:1.23 MB)
			Additional Place Of Business (Last Up		OK Cancel		Withholding Tax (Last Updated Date: 09/09/2013 Size:2.14 MB)
			Mineral Royality Tax (Last Updated D				Base Tax (Last Updated Date: 02/09/2013 Size:1.08 MB)
			Presumptive Tax (Last Updated Date:	02/09/2013 Size:4.4 MB)			
			se provide below details for One Time Passw er for registration.	ord(OTP) registration. A ran	dom number will be sent on specifi	lied email a	address and mobile number. The OTP has to be provided for verification and to proceed
		App	olicant Name*		Banupriya		
		App	olicant Email Address*		banu@zra.com		
		App	olicant Mobile Number*	:+	260 - 9876543210		
		Ple	ase enter result for expression.*		94-5? \$ 89		
					Register for OT	TP	

Figure 12: Confirmation for Register of OTP

3. Click on **OK** from confirmation message, an alert will pop up with OTP details as shown in Figure 13.



Figure 13: OTP Details

Following table explains the data to be filled in fields for OTP registration.

Sr. No.	Label Type	Data Type	Action to be performed
1.	Applicant Name	Characters	Name of the Applicant.
2.	Email Id	Characters	Enter a valid email Id.
3.	Mobile Number	Numeric	Enter Mobile number.

Table 4: Description of Label Boxes

Sr. No.	Button	Description
1.	Ok	Confirm with the process.
2.	Cancel	Cancel the process.
3.	Register for OTP	Register with the process.
4.	Re-Generate OTP	Re-Generate OTP details.
5.	Verify OTP	Verify OTP details.

Table 5: Description of Buttons

Fill the OTP details for following screen.

ZAMBIA Making Compli			ắ,≋;†;®;®;∧z		
Home About Us Notifications	Tax Information Feedback Help				
Site Search 🛷	You are here >> Home >> TAX PAYER REGISTRATION				
Login to e-Services		TAX PAYER REGISTRATION			
e-Services					
e-Registration	Download template for Tax Payer Registration				
e-Payment	Tax Payer Registration (Last Updated Date:02	/09/2013 Size:4.0 MB)	PAYE (Last Updated Date: 02/09/2013 Size:2.35 MB)		
e-Refunds	Value Added Tax (Last Updated Date:02/09/20	13 Size:886 KB)	Excise (Last Updated Date:02/09/2013 Size:1.23 MB)		
e-Objections	Additional Place Of Business (Last Updated D	ate:02/09/2013 Size:963 KB)	Withholding Tax (Last Updated Date: 09/09/2013 Size:2.14 MB)		
Payment Registration	Mineral Royality Tax (Last Updated Date: 02/	09/2013 Size:799 KB)	Base Tax (Last Updated Date: 02/09/2013 Size:1.08 MB)		
Downloads	Presumptive Tax (Last Updated Date: 02/09/2	Presumptive Tax (Last Updated Date: 02/09/2013 Size:4.4 MB)			
Other e-Services					
Help Docs	Please provide below details for One Time Password(OTP) registration. A random number will be sent on specified email address and	mobile number. The OTP has to be provided for verification and to proceed		
Confirm Demographics	further for registration.				
Tag Cloud					
	Applicant Name*	: Banupriya			
	Applicant Email Address*	: banu@zra.com			
	Applicant Mobile Number*	+ 260 - 9876543210			
		Register for OTP			
	Provide OTP received on Email*	: 927SIX			
	Provide OTP received on Mobile*	: G012T0			
		Verify OTP Re-Generate OTP			

Figure 14: Filling the OTP Details

4. On clicking **Verify OTP** Button, will pop up confirmation message for whether asking "Want to Continue" or not. Click **ok**, the uploading page will be open as shown in Figure 16.

		REVEN ance <i>e</i> -asier	IUE A	AUTHORITY		≟ ≅ † © ≅ ∧ ∧ ∧ /	A-Z ₪
Home About Us Notific	cations	Tax Information	Feedback	Help			
Site Search	٠	You are here >	> Home >>	TAX PAYER REGISTRATION			
login to e-Services]			TAX PAYER REGISTRAT	TION	
e-Services			_				
e-Registration			D	ownload template for Tax Payer Registration			
e-Payment				Tax Payer Registration (Last Updat	ed Date:02/09/2013 Size:4.0 MB)	PAYE (Last Updated Date: 02/09/2013 Size:2.35 MB)	
e-Refunds				Value Added Tax (Last Updated Da	te:02/09/2013 Size:886 KB)	Excise (Last Updated Date:02/09/2013 Size:1.23 MB)	
e-Objections				Additional Place Of Business (Last	Updated Date:02/09/2013 Size:963 KB)	Withholding Tax (Last Updated Date: 09/09/2013 Size:2.14 MB)	
Payment Registration				Mineral Royality Tax (Last Updated		Base Tax (Last Updated Date: 02/09/2013 Size:1.08 MB)	
Downloads				Presumptive Tax (Last Updated Da	Message from webpage		
Other e-Services							
Help Docs			Ple	ase provide below details for One Time Pas		all address and mobile number. The OTP has to be provided for verification and to proceed	
Confirm Demographics				her for registration.	Are you sure you want to continue?		
Tag Cloud							
			A	oplicant Name*			
			A	oplicant Email Address*	OK Cancel		
			A	oplicant Mobile Number*	+ 260 - 9876543210		
					Register for OTP		
					Register for OIP		
			Pr	ovide OTP received on Email*	: 927SIX		
			Pr	ovide OTP received on Mobile*	: G012T0		
					Verify OTP Re-Generate	IE OTP	

Figure 15: Confirmation of OTP Submission

Site Search 📀	You are here >> Home >> TAX PAYER REGISTRATION
Login to e-Services	TAX PAYER REGISTRATION
e-Services	Download template for Tax Payer Registration
e-Registration	
e-Payment	Tax Payer Registration (Last Updated Date:02/09/2013 Size:4.0 MB) PAYE (Last Updated Date: 02/09/2013 Size:2.35 MB)
e-Refunds	Value Added Tax (Last Updated Date:02/09/2013 Size:886 KB) Excise (Last Updated Date:02/09/2013 Size:1.2.3 MB)
e-Objections	Additional Place Of Business (Last Updated Date: 02/09/2013 Size: 983 KB) Withholding Tax (Last Updated Date: 09/09/2013 Size: 914 MB)
Payment Registration	Mineral Royality Tax (Last Updated Date: 02/09/2013 Size:1:09 MB) Base Tax (Last Updated Date: 02/09/2013 Size:1:08 MB)
Downloads	Presumptive Tax (Last Updated Date: 02/09/2013 Size:4.4 MB)
Other e-Services	
Help Docs	Please provide below details for One Time Password(OTP) registration. A random number will be sent on specified email address and mobile number. The OTP has to be provided for verification and to proceed
Confirm Demographics	further for registration.
Tag Cloud	
	Applicant Name* : Banupriya
	Applicant Email Address" : banu@zra.com
	Applicant Mobile Number* +260 - 9876543210
	Register for OTP
	register for OF
	Select Preferred Location* ADVICE CENTRE- LUSAKA 💌
	Upload File* Browse File which can be uploaded.
	Kindly upload file with extension .x/s
	Terms and Conditions*
	1. DISCLAIMER NOTICE
	The information provided by ZAMBIA REVENUE
	AUTHORITY (ZRA) on the web portal relating to products and services (or third party
	information, products and services) is provided
	as is without any representation or endorsement made and without warranty of any kind whether
	express or implied, including but not limited to
	Fields marked with * are mandatory Bat
	Upload Back

Figure 16: Uploading Registration Page 5. Check all the detail and tick on "**I Agree to terms and conditions**". On clicking **Upload**, an alert will pop up for confirmation message as shown in Figure 18.

Following table explains the data to be filled in fields for upload document.

Sr. No.	Label Type	Data Type	Action to be performed		
1.	Upload	File	Select the downloaded filled template for Tax Payer Registration form. The dealer can upload filled template in .xls format or upload file generated by validating the filled template.		
2.	Back	Button	Back from current page.		

Table 6: Description of Label Boxes

- 6. After filling up the details as mentioned above click on the **Browse** button to select the generated upload file. Clicking the **Submit** button will upload the file. After uploading the form details will be verified by the system and if they are found correct, system will give no error message otherwise list of error messages will be displayed. Dealer needs to correct the data and upload the template again.
- 7. On uploading the template, it will show you status of the process running on the portal.



Figure 17: Uploading File for Registration

8. Following are the screen layouts showing that the template is getting uploaded status. If there are no errors in the uploaded template you will find a submit button on the summary page.

Â	TAX PAYER REGISTRATION		
Login to e-Services			
e-Services			
e-Registration	Download template for Tax Payer Registration		
e-Payment	Tax Payer Registration (Last Updated Date: 02/09/2013 Size: 2.35 MB) PAYE (Last Updated Date: 02/09/2013 Size: 2.35 MB)		
e-Refunds	Value Added Tax (Last Updated Date-02/09/2013 Size:888 KB) Excise (Last Updated Date-02/09/2013 Size:1.23 MB)		
e-Objections	Additional Place Of Business (Last Updated Date: 09/09/2013 Size: 953 KB) Withholding Tax (Last Updated Date: 09/09/2013 Size: 2.14 MB)		
Payment Registration	Mineral Royality Tax (Last Updated Date: 02/09/2013 Size:799 KB) Base Tax (Last Updated Date: 02/09/2013 Size:1.08 MB)		
Downloads	Presumptive Tax (Last Updated Date: 02/09/2013 Size-4.4 MB)		
Other e-Services			
Help Docs	Please provide below details for One Time Password(OTP) registration. A random number will be sent on specified email address and mobile number. The OTP has to be provided for verification and to proceed		
Confirm Demographics	further for registration.		
Tag Cloud			
	Applicant Name* Message from webpage Applicant Email Address* Applicant Email Address* Applicant Mobile Number* Image: Construct Preferred Location* Select Preferred Location* OK Upload File* Image: Construct Preferred Location* Terms and Conditions* Image: Construct Preferred Location* Image: Image: Conditions* Image: Conditions Terms and Conditions* Image: Conditions Image: Image: Conditions Image: Conditions Terms and Conditions* Image: Conditions Image: Image: Conditions Image: Conditions Image: Conditions* Image: Conditions		
	products and services (or third party information, products and services) is provided as is without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to Fields marked with "are mandatory Upload Back		

Figure 18: Confirmation of Uploading File

- 9. After uploading, an alert will pop up for **Transaction Id** as shown in Figure 19.
- 10. This transaction id has been displayed randomly. This code will be used continues with previous registration. Click **ok** button, directly it's going to next process.
- 11. On click the Submit button to Save the Tax Payer Registration data.

ZAMBIA TaxOnline	REVENUE AUTHORITY		🏦 i 🕷 i 🎓 i 🖲 i A A A i A-z i 🔟 i 🚳
Home About Us Notifications Ta	ix Information Feedback Help		
Site Search 🛷	ZRA - Zambia Revenue Authority - Microsoft In	Summary of Upload	
e-Services e-Registration e-Payment	This is your transaction Id ' R2Y9ZR5 ' Please remember the code for future transaction. This has been sent you through mail.	Submit Cancel	
e-Refunds e-Objections	ок		
Payment Registration Downloads Other e-Services	Kale Cocal intranet Protected Mode: Off 4 4 5 € 95% ▼		
Help Docs Confirm Demographics			
Tag Cloud			



Note: The system will not allow submission/upload of registration sheet till the errors are corrected.

3.1.5 Continue with the Process Registration

The section of New Registration, allows the Tax Payer to file a New Registration Application while selection of Continue with Previous Registration allows the Tax Payer to continue ahead with a previously incomplete Registration Application.

Entering the Transactional Id and click **Submit** button, will pop up confirmation message asking whether "want to continue" or not. Click **ok**, directly going to summary of upload page.

ZAMBIA TaxOnline	
Home About Us Notifications	Tax Information Feedback Help
Site Search 📀	You are here >> Home >> TAX PAYER REGISTRATION
<u>^</u>	TAX PAYER REGISTRATION
Login to e-Services	
e-Services	Instructions
e-Registration	A) To register online as a Tax Payer, please select New Form from the box below.
e-Payment	B) To continue with uploading annexures at a later point in time to complete the registation, please select Continue with a Previous Registration.
e-Refunds	
e-Objections	Continue with a Previous Registration
Payment Registration	
Downloads	Please provide the Transaction Code requested below in order to continue with the upload of the applicable templates. (The Transaction Code has been sent to the email address provided in your application.)
Other e-Services	
Help Docs	Enter Transaction Code
Confirm Demographics	R2Y9ZR5
Tag Cloud	Please enter result for expression.* 110+5? \$ 115
	Submit Back

Figure 20: Continue With the Process Registration Screen

	REVENUE AUTHORITY	» 🚨 a a A a-z 🔟 🔀
Home About Us Notifications	Tax Information Feedback Help	
Site Search 🛷	You are here >> Home >> TAX PAYER REGISTRATION	
A	TAX PAYER REGISTRATION	
Login to e-Services	Message from webpage	
e-Services e-Registration e-Payment e-Refunds e-Objections Payment Registration Downloads Other e-Services	Instructions A) To register online as a Tax Pe B) To continue with uploading ar Continue with a Prev OK Cancel Please provide the Transaction Code requested below in order to continue with the upload of the applicable templates. (The Transaction Code ha address provide in your application.)	s been sent to the email
Help Docs Confirm Demographics Tag Cloud	Enter Transaction Code R2Y9ZR5 Please enter result for expression.* :110+5? Submit Back	

Figure 21: Confirmation of Continue Process

3.2 Additional Place of Business Annexure Form Submission

1. To apply for registration dealer has to download the template from the website. It is advisable to always download the latest template for application. The user should have Microsoft Office Excel (version may be 97, 2000, 2003 or 2007) installed in the computer for this purpose.

- 2. Click on the download link next to the form name to download the template for the respective Additional Place of Business Annexure.
- 3. Have to fill respective details in application for Additional Place of Business Annexure.
- 4. Once you have completed filling of the sheet, press **Validate** button to validate the data and to generate validated sheets which you need to upload.

AUTHORITY						
APPLICATION FOR ADDITIONAL PLACE OF BUSINESS (Complete this form in block letters)						
IN DIOCK TELLERS)						
ESS						
Additional place of business	83	1				
Your sheet is validated successfully. Do you want to generate up	pload	SE NO	STREET	AREA	P.O.BOX NO.	COUNTRY
sheet?						
	1		Berea Road	Athens	123456	ZAMBIA
Yes	No					
ADD(S) DELETE(S)						
VALIDATE						
/ ii	AL PLACE OF BUSINESS h block letters) ITTAL REGISTRAION SS idditional place of business Vour sheet is validated successfully.Do you want to generate u Yes ADD(6) DELETE(6)	AL PLACE OF BUSINESS h block letters) ITTAL REGISTRATON SS idditional place of business Yes No ADD(S) DELETE(5)	AL PLACE OF BUSINESS h block letters) ITTAL REGISTRAION SS idditional place of business Vour sheet is validated successfully.Do you want to generate upload SE NO Yes No ADD(6) DELETE(6)	AL PLACE OF BUSINESS h block letters) ITTAL REGISTRAION SS Idditional place of business Vour sheet is validated successfully.Do you want to generate upload Section Street Ves No Berea Road	AL PLACE OF BUSINESS h block letters) ITTAL REGISTRAION SS Idditional place of business Vour sheet is validated successfully.Do you want to generate upload Section Street Berea Road Athens Yes No Berea Road Athens Delette(6) Delette(6)	AL PLACE OF BUSINESS h block letters) ITTAL REGISTRAION SS Udditional place of business S Your sheet is validated successfully.Do you want to generate upload SE NO STREET AREA P.O.BOX NO. Berea Road Athens 123456 Berea Road Athens 123456 ADD(6) DELETE(5)

Figure 22: Upload Sheet Validated Confirmation for Additional Place of Business

Microsoft Excel	—
No Error Found,Upload file is saved : "C:\Users\363047\Desktop\REG_Portal\Annexure_Add_Place_of_Bus D.xls".	iness_UPLOA
	ОК

Figure 23: Validation Confirmation for Save File

- 5. After filling up the details as mentioned above click on the **Browse** button to select the generated upload file. Clicking the **submit** button will upload the file. After uploading the form details will be verified by the system and if they are found correct, system will give no error message otherwise list of error messages will be displayed.
- 6. After validation if there is any error in data, then the error list showing the error message with the row number and sheet details will be displayed. Dealer needs to correct the data and upload the template again.

ZAMBIA TaxOnline		A-Z 🛄 🕄
Home About Us Notifications	TaxInformation Feedback Help	
Site Search 📀	You are here >> Home >> Business/Branch e-Registration	
The services	Please Submit Annexure-IV	
e-Services		
Downloads	Download Template Additional Place Of Business (Last Updated Date 02/09/2013 Size 983 KB)	
Other e-Services		
Help Docs	Upload File* C:\Users\363047\Desktop Browse	
Confirm Demographics	Fields marked with * are mandatory	
Tag Cloud	Upload Back	

Figure 24: Uploading File for Additional Place of Business

7. Click on **Submit** button, will pop up confirmation message asking whether "Want to Continue" or not. Click **Ok**, will displaying submission confirmation for summary of upload.

ZAMBIA REVE Working to serve you efficiency	NUE AUTHORITY ciently	å, \$ ¢ ¢ ≊ ∧ A A A-Z ₩ \$
Home About Us Notifications Tax Information	on Feedback Help	
Site Search 📀 You are here	e >> Home >> Business/Branch e-Registration	
Description to e-Services	Please Submit Annexure-IV	
e-Services		
Downloads	Download Template Additional Place Of Business (Last Updated Date:02/09/2013 Size:983 KB)	
Other e-Services		
Help Docs	Upload File* C:\Users\363047\Desktop Browse	
Confirm Demographics	Fields marked with * are mandatr Message from webpage	
Tag Cloud		
	Are you sure you want to continue?	
	OK	

Figure 25: Confirmation for Uploading File

8. On clicking Submit button, will displaying acknowledgement receipt for e-Registration.

ZAMBIA Making Compl	REVENUE AUTHORITY	å j⊠ ጵ j ♥ @ a a A a-z 🕮 ♥
Home About Us Notifications	Tax Information Feedback Help	
Site Search		
~	Summary of Up	load
Login to e-Services	No errors found in the upl	loaded form
e-Services		
e-Registration	Submit Cano	
e-Payment		
e-Refunds		
e-Objections		
Payment Registration		
Downloads		
Other e-Services		
Help Docs		
Confirm Demographics		
Tag Cloud		



3.3 PAYE Annexure Form Submission

- 1. To apply for registration dealer has to download the template from the website. It is advisable to always download the latest template for application. The user should have Microsoft Office Excel (version may be 97, 2000, 2003 or 2007) installed in the computer for this purpose.
- 2. Click on the download link next to the form name to download the template for the respective **PAYE** type.
- 3. Click Have to fill the respective details in application for Pay as Your Earn (PAYE).
- 4. Once you have completed filling of the sheet, press **Validate** button to validate the data and to generate validated sheets which you need to upload.

ZAMBIA Working to serv				A a-z 🛄 🕄
Home About Us Notifications	Tax Information F	Feedback Help		
Site Search	You are here >> H	Home >> PAYE Regi	istration	
Login to e-Services			Please Submit PAYE Annexure	
e-Services				
Downloads		Download Template	e PAYE (Last Updated Date: 16/09/2013 Size:2.35 MB)	
Other e-Services				
Help Docs		Upload File*	Browse	
Confirm Demographics		Fields marked wit	ith * are mandatory	
Tag Cloud			Upload Back	
Tax Calendar ZRA Events FAQ Motor				
Vehicle Tax Calculator PAYE				
Publications Tenders Vacancies				
Make My Homepage e-				
Registration Speeches				

Figure 27: Downloading PAYE Annexure

ZAMBIA REVENUE AUTHORITY				
APPLICATION FOR PAY AS YOU EARN(PAYE) REGISTRATION/AMENDMENT (Complete this form in block letters)				
PART A-TPIN INFORMATION				
1) STAGE OF ADDITION *	INITIAL REGISTRATION	J		
PART B- PAYE DETAILS				
4) NUMBER OF EMPLOYEES *	1000			
5) INDICATE AVERAGE RANGE OF YOUR EMPLOYEES' EARNINGS	*			
MINIMUM(K)		10	0,000.00	
MAXIMUM(K)		1,00	0,000.00	
6) WHEN ARE PAYMENTS MODE? *	MONTHLY			
7) HAVE YOU PREVIOUSLY OPERATED PAYE FOR YOUR EMPLOYEES? *	NO		•	
8) IF YES, GIVE DETAILS OF YOUR PREVIOUS BUSINESS'S PAYE		List Select Ves or	CEASED *	
PAYE ACCOUNT NAME	DATE ON WHICH PAYE		EASED	
		Dropdown list		
	400000000000000000000000000000000000000			
ADD(S) DELETE(S)				
	1			
Help PAYE Frors				

Figure 28: Filling the PAYE Application Sheet

Following are the steps to save a XLS file:

- i. Fill the template according to the comments and the background colour used.
- ii. Click on validate button.
- iii. After entering the form details will be validate by the system and if they are found correct, system will give no error message box will appear otherwise list of error messages will be displayed.
- iv. Click on Yes and you will get following dialogue box as shown in Figure 30.
- v. An Upload file is generated which has to be uploaded for PAYE process

A	В	С
9) IS THIS APPLICATION FOR A DIRECT PAYEMENT CASE? *	NO	
IF YES, PROVIDE DETAILS OF EMPLOYER		
TPIN *		
TITLE *		
OTHERS(SPECIFY)		
FORENAME *	PAYE	ß
MIDDLENAME		
LASTNAME *		
PLOT/HOUSE NO.	Your sheet is validated successfully.Do you sheet?	want to generate upload
STREET		
AREA *		
P.O.BOX NO.		Yes No
COUNTRY *		
PROVINCE *		
OTHER(IF ZAMBIA is not selected in COUNTRY)		
TOWN *		
OTHER(IF ZAMBIA is not selected in COUNTRY)		
LANDLINE NUMBER		
MOBILE NUMBER * +		
E-MAIL		
VALIE	DATE	

Figure 29: Validation for PAYE

Choose File to Upload				🍰 🖾 🏞 🕐 🚨 A. A. A-Z 🖭
COC - 📕 🕨 REG_Porta	al 👻	Search REG_P	ortal 🔎	
Organize 👻 New folde	r		i≡ • 🔲 🔞	
☆ Favorites	Name	Date modified	Туре	
Mesktop	Annexure_Add_Place_of_Business.xls	9/16/2013 5:35 PM	Microsoft Excel 97	
🐌 Downloads	Annexure_Add_Place_of_Business_UPLO	9/16/2013 5:34 PM	Microsoft Excel 97	ase Submit PAYE Annexure
💹 Recent Places	Annexure_Add_Place_of_Business020920	9/16/2013 5:32 PM	Microsoft Excel 97	
	Annexure_PAYE_upload.xls	9/17/2013 2:10 PM	Microsoft Excel 97	
🥃 Libraries 🛛 🗉	Annexure_PAYE16092013174300(1).xls	9/17/2013 2:10 PM	Microsoft Excel 97	B)
Documents	🗐 Registration.xls	9/16/2013 5:20 PM	Microsoft Excel 97	
J Music	Registration_upload.xls	9/16/2013 5:29 PM	Microsoft Excel 97	
Pictures	🕮 Registration02092013121724.xls	9/17/2013 1:56 PM	Microsoft Excel 97	Browse
🚼 Videos				
🖳 Computer				Upload Back
🚢 C (C:)				
👝 D (D:) 👻	•		Þ	
	me: Annexure_PAYE_upload.xls	 ✓ All Files (*.*) Open 	Cancel	

Figure 30: Upload PAYE File

- 5. After filling up the details as mentioned above click on the **Browse** button to select the generated upload file. Clicking the **submit** button will upload the file. After uploading the form details will be verified by the system and if they are found correct, system will give no error message otherwise list of error messages will be displayed.
- 6. After validation if there is any error in data, then the error list showing the error message with the row number and sheet details will be displayed. Dealer needs to correct the data and upload the template again.
- 7. Click on **Submit** button, directly going to next process.

ZAMBIA Making Complia	REVENUE AUTHORITY ance e-asier	å ⊠ ≉ ® ≅ ∧ ∧ A ∧-z ⊠ ⊕
Home About Us Notifications	Tax Information Feedback Help	
Site Search 📀	Summary of Upload	
Login to e-Services		
e-Services	No errors found in the uploaded form	
e-Registration	Submit Cancel	
e-Payment		
e-Refunds		
e-Objections		
Payment Registration		
Downloads		
Other e-Services		
Help Docs		
Confirm Demographics		

Figure 31: Summary of Upload

Note: The system will not allow submission/upload of registration sheet till the errors are corrected.

3.3.1 Acknowledgement Receipt

After completing all individual/Non Individual applications, you will have screen which shows list of registration made in group registration. User requires to generate acknowledgment receipt by clicking on submit for each application.

Home	About Us	Notifications	Tax Information	Feedback	Help		
Site Searc	:h]				
🐵 Logii	n to e-Servio	ces				All all	
e-Service	s						7
e-Registra	tion					ZAMBIA Worki REVENUE To Ser	rve You
e-Payment						AUTHORITY Efficie	ntly
e-Refunds e-Objection						Acknowledgement Receipt o	f e-Registration
-	Registration						
Download	s					Christin	
Other e-S			-			Athens Road, Athens Road, Eastern Province, Zambia 1: BRIJU@ZRA.COM	Registration Date: 16/09/2013
Help Docs			-			act No: 260 123456789 ,	Reference Number: 0000130245322
Tag Cloud	emographic	s	-			260 122344	Search Code: 7780975865555
			J		Note:	ed for: TPIN, Income Tax This acknowledgement has been generated through web portal. S portal using the Reference Number and Search Code mentioned a	
					I	Oomestic Taxes Division,ZRA Tax Office, Royal street, Lusaka-32 Call Center: +260 211 380000, +260 211 38	

Figure 32: Acknowledgment Receipt for Tax Payer Registration

3.3.2 Upload Document

1. Click Continue to Online Document Upload, Upload Document screen will displaying with

acknowledgement number with search code. Click **Search**, new screen will open as shown as Figure 34.

ZAMBIA Working to ser	å,⊠ ≄ ® ≊ a a A a-z Щ ®			
Home About Us Notifications	Tax Information Feedback	Help		
Site Search 📀	You are here >> Home >> U	pload Document		
Login to e-Services			Upload Document	
e-Services			0000100015000	
e-Registration		Acknowledgment Number* Search Code*	0000130245322	
e-Payment		Search Code	Search	
e-Refunds			Search	
e-Objections				
Payment Registration				
Downloads				
Other e-Services				
Help Docs				
Confirm Demographics				
Tag Cloud				



ZAMBIA REVENUE AUTHORITY Working to serve you efficiently								
Home About Us Notifications	Tax Information Feedback	Help						
Site Search 🤣	You are here >> Home >> U	pload Document						
Login to e-Services			Upload Document					
e-Services								
e-Registration		Acknowledgment Number*	0000130245322					
e-Payment		Search Code*	7780975865555					
e-Refunds		Document Type*	Articles of Association					
e-Objections		Document*	Browse					
Payment Registration			Kindly upload file with extension rtf / pdf / jpg / jpeg / bmp / gif / tif / tiff.					
Downloads			Upload Back					
Other e-Services			upioau Back					
Help Docs								
Confirm Demographics								
Tag Cloud								



2. Select document for mandatory attachments for Tax Payer Document Type from drop down list and **Browse** the respective documents. Click **Upload** button, document details have added by row (as shown as Figure 36).

ZAMBIA TaxOnline		UTHORITY	≜ ® ≉ ® ⊾/	A A A-Z Щ ⊗
Home About Us Notifications	Tax Information Feedback	Help		
Site Search 🤣	You are here >> Home >> U	pload Document		
Login to e-Services			Upload Document	
e-Services				
e-Registration		Acknowledgment Number*	0000130245322	
e-Payment		Search Code*	7780975865555	
e-Refunds		Document Type*	Sketch Map of Physical Address	
e-Objections		Document*	C:\Users\363047\Desktop\Capture.JPG Browse	
Payment Registration			Kindly upload file with extension rtf / pdf / jpg / jpeg / bmp / gif / tif / tiff.	
Downloads			Upload Back	
Other e-Services			upload back	
Help Docs				
Confirm Demographics				
Tag Cloud				



ZAMBIA REVENUE AUTHORITY Image: A contract of the second							
Home About Us Notifications	Tax Information Feedba	ick Help					
Site Search 🤣	You are here >> Home >>	Upload Document					
Login to e-Services			Upload Document				
e-Services							
e-Registration		Acknowledgment Number*	0000130245322				
e-Payment		Search Code*	7780975865555				
e-Refunds		Document Type*	Sketch Map of Physical Address				
e-Objections		Document*		Browse			
Payment Registration			Kindly upload file with extension rtf / pdf / jp	g / jpeg / bmp / gif / tif / tiff.			
Downloads			Upload Back				
Other e-Services			opioad back				
Help Docs	Total Records : 1				Current Page : 1 / 1		
Confirm Demographics	Sr. No.	Docume	nt Type	Document Name	Action		
Tag Cloud	1	Sketch Map of P	hysical Address	-	<u>Delete</u>		
			Submit				

Figure 36: Document Uploaded Screen

3. On clicking **Submit** button, will pop up confirmation message asking whether "Final Submission of Documents" or not.

ZAMBIA Making Compli	REVENUE AUTHORITY						
Home About Us Notifications	Tax Information Feedback	Help					
Site Search 📀	You are here >> Home >> U	pload Document					
Login to e-Services			Upload Document				
e-Services							
e-Registration		Acknowledgment Number*	0000130245322				
e-Payment		Search Code*	7780975865555				
e-Refunds		Document Type*	Sketch Map of Physical Address				
e-Objections		Document*		Browse			
Payment Registration		Message from webpage		/ jpeg / bmp / gif / tif / tiff.			
Downloads							
Other e-Services		This is final submit of documents an any further modifications in the doc			Current Page : 1 / 1		
Help Docs	Total Records : 1	al Records : 1 want to proceed?					
Confirm Demographics	Sr. No.			Document Name	Action		
Tag Cloud	1		OK Cancel	-	Delete		

Figure 37: Confirmation of Uploading Documents

9. Click Ok, will pop up confirmation message for "Successfully Submitted".

ZAMBIA	å ⊠ ¢ ⊄	' 🗖 a a A a-z 🗐 🕏				
Home About Us Notifications	Tax Information Feedb	ack Help				
Site Search	1 I I					
Login to e-Services			Upload I	Document		
e-Services			pront Number* 0000130246			
Downloads		Acknowledg Search Cod	Manage from when an	55		
Other e-Services		Search Cou				
Help Docs			Submitted Sucessfully.	rch		
Confirm Demographics	Total Records : 2		· · ·			6 (D 4)4
Tag Cloud						Current Page : 1 / 1
	Sr. No.		ОК		Document Name	Action
	1				-	-
	2	5	Sketch Map of Physical Address		-	-
				- to 14		

Figure 38: Submission Confirmation of Upload Documents

	REVENUE A	UTHORITY	å,∎'¢,°, ©, ∧ ∧ ∧ ,∧-z, 1⊡, ®		
Home About Us Notifications	Tax Information Feedback	k Heip			
Site Search 📀	You are here >> Home >> U	Jpload Document			
Login to e-Services			Upload Document		
e-Services					
e-Registration		Acknowledgment Number*	0000130245322		
e-Payment		Search Code*	7780975865555		
e-Refunds		Document Type*	Passport		
e-Objections		Document*		Browse	
Payment Registration			Kindly upload file with extension rtf / pdf / jpg	g / jpeg / bmp / gif / tif / tiff.	
Downloads			Upload Back		
Other e-Services	T (10 1 2		oproud anti-		C (D 4)
Help Docs	Total Records : 2				Current Page : 1 / 1
Confirm Demographics	Sr. No.	Document ⁻	Туре	Document Name	Action
Tag Cloud	1	Passpo	t	-	-
,	2	Sketch Map of Phys	sical Address	-	

Figure 39: After Submitting Documents Uploaded Screen

3.4 Approval of e-Registration

This section describes the process for approval, which includes the following:

- a) Opening of task of Approval
- b) Initiation of Interview/Inspection
- c) Approval of Application

3.4.1 Opening Task of Approval

You can do so by traversing through Tasks \rightarrow Approve \rightarrow Registration \rightarrow First Time e-Registration \rightarrow TPIN e-Registration on the home page. A list of acknowledgement numbers will be displayed.

	ZAMBIA EVENUE HORITY In Surve You Efficiently	Tax O n	ine mpliance e- a	, sier		We	ि Home Icome Detailed data entry Last	authority (Commi		
AUT	HURITYTERICENTY		,				Change Theme	Change Password	Update Profile	Block My Access
	Registration Compliance	Returns Dashboard	Payment BI Reports	Admin	DMS	MIS	Reports	Common	Batch Process	Service Desk
	_					•		_		
	Statistics									
				No Data Fo	and			-	-	
	PENDING	TASKS (7898)								
	TASK PEND	DING FOR LESS THA	N SLA PERIOD (3880	D)						
	TASKS> APPRO	VE> REGISTRATION	> FIRST TIME E-REGIST	RATION						
•	» TPI	I E-REGISTRATION(119)							

Figure 40: Path to Open Approval e-Registration

On clicking **TPIN e-Registration** link, a page with the list of task pending for approval will be displayed as shown in Figure 41. On clicking the Reference number, the form will open for approval.

	TPIN E-REGISTRATION (Total Allowed SLA Days - 15)										
Acknowledgment No	Business Name	Acknowledgement Dab	a Task Created Date	Duplicity Check	a Days Lef						
Ø000130245322	john christin	16/09/2013	16/09/2013	Falled	15						
0000130245282	ted test	16/09/2013	16/09/2013	Falled	15						
> 0000130245281	test test	16/09/2013	16/09/2013	Falled	15						

Figure 41: List of Approval Task for e-Registration

L	Page 2	Page 3	Page 4	Additional Places of Business	Approve Details						
					TPIN REGI	STRATIO	N FORM				
PAR	TA - TAX TYPE REGI	STRATION *									
1 b)	WHAT ARE YOU REGISTE	RING FOR ? *									
I TF	PIN			F PAYE				INCOME TAX			
E v/	ALUE ADDED TAX			TURNOVER TA	x			PROPERTY TRANSP	ER TAX		
Пм	INERAL ROYALTY			EXCISE				WITHHOLDING TAX	ĸ		
F PF	RESUMPTIVE TAX			MEDICAL LEVY				BASE TAX			
PAR	T B - TPIN REGISTRA	TION*									
2 TYPE	E OF TAXPAYER *		Individual (Other	•) 🔻							
If Oth	er, Please Specify*										
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During approval process if any details are found in correct authority can modify the data.

Figure 42: e-Registration Approval Page 1

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Figure 43: e-Registration Approval Page 2

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	17 DO YOU HAVE	ANY ADDITIONA	L PLACE OF BL	JSINESS?*	TILE First Name	Middle Name	Burname Name	10UR	c	
17 DO	17 DO YOU HAVE /	ANY ADDITIONA a separate annexure for DITIONAL PLACE	L PLACE OF BU or additional place	JSINESS?* e of business) SS?*	TILE First Name	Middle Name] Burname Name		c	NO 🖲 YES
17 DO (If yes p	17 DO YOU HAVE / (If yes please complete) YOU HAVE ANY AD please complete separate	ANY ADDITIONAL e separate annexure for DITIONAL PLACE e annexure for addition	L PLACE OF BU or additional place E OF BUSINES	JSINESS?* e of business) SS?* siness)			Burname Name)[80UR	c	NO 🖲 YES
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17 DO (If yes ; 18 LIST IDENTIT TITLE* MIDDLE	17 DO YOU HAVE / (If yes please complete 9 YOU HAVE ANY AD please complete separate FBELOW BUSINESSE TY TYPE* E NAME	ANY ADDITIONAL e separate annexure fo DITIONAL PLACC e annexure for addition S OFFICIALS (D) Select	L PLACE OF BU or additional place E OF BUSINES	JSINESS?* * of business) 55?* siness) ARTNERS)(Compulsory fr	or Companies and Par IDENTITY NUMBER* FORENAME* SURNAME*		Lense tons		c	NO 🖲 YES
17 DO (If yes ; 18 LIST IDENTIT TITLE* MIDDLE PLOT/H	17 DO YOU HAVE A (If yes please complete O YOU HAVE ANY AD please complete separate BELOW BUSINESSE TY TYPE*	ANY ADDITIONAL e separate annexure fo DITIONAL PLACC e annexure for addition S OFFICIALS (D) Select	L PLACE OF BU or additional place E OF BUSINES	JSINESS?* (e of business) (SS?* (anss) ARTNERS)(Compulsory fr	or Companies and Pa IDENTITY NUMBER* FORENAME* SURNAME* STREET		Lorana teng		c	NO 🖲 YES
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17 DO (If yes ; IDENTIT TITLE= MIDDLE PLOT/H AREA* COUNTY ZAMBIA ZAMBIA BUSINE	17 DO YOU HAVE A (If yes please complete YOU HAVE ANY AD please complete separate BELOW BUSINESSE TY TYPE* ENAME HOUSE NO. RY* A PROVINCE A TOWN SS POSITION*	ANY ADDITIONAL separate annexure for DITIONAL PLAC annexure for additiv S OFFICIALS (D) Select	L PLACE OF BU L PLACE OF BU E OF BUSINES E OF BUSINES I OF BUSINES	JSINESS?* is of business) SS?* ARTNERS)(Compulsory for y	or Companies and Pai IDENTITY NUMBER* FORENAME* SURNAME* STREET P.O. BOX* OTHER PROVINCE OTHER TOWN LANDLINE NUMBER EMAIL ID PROFIT/LOSS SHARIN	rtnerships) ————			c	NO 🖲 YES
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17 DO (If yes p 18 LIST IDENTIT TITLE PLOT/H AREA* COUNTY ZAMBIA ZAMBIA BUSINES	17 DO YOU HAVE A (If yes please complete YOU HAVE ANY AD please complete separate BELOW BUSINESSE TY TYPE* NAME IOUSE NO. RY* PROVINCE A TOWN SS POSITION* Deteb Nooty	ANY ADDITIONAL separate annexure for annexure for additi SOFFICIALS (D) Select	L PLACE OF BU C OF BUSINES E OF BUSINES E OF BUSINES C	JSINESS?* is of business) SS?* ARTNERS)(Compulsory for y	or Companies and Pa IDENTITY NUMBER* FORENAME* STREET P.O. BOX* OTHER PROVINCE OTHER PROVINCE OTHER TOWN LANDLINE NUMBER EMAIL ID PROFIT/LOSS SHARIN Add Cl UESSE Name	rtnerships) G RATIO (FOR PAR ¹ Par	TNERS)			NO 6 YES
17 DO (If yes p I8 LIST IDENTIT TITLE* MIDDLE PLOT/H AREA* COUNTR ZAMBIA ZAMBIA MOBILE BUSINE:	17 DO YOU HAVE A (If yes please complete YOU HAVE ANY AD please complete separate BELOW BUSINESSE TY TYPE* NAME IOUSE NO. RY* PROVINCE A TOWN SS POSITION* Deteb Nooty	ANY ADDITIONAL separate annexure for annexure for additi SOFFICIALS (D) Select	EENTIT KUNKER	JSINESS?* JSINESS?* SS?* SS?* ARTNERS)(Compulsory fr	or Companies and Par IDENTITY NUMBER* FORENAME* SURNAME* STREET P.O. BOX* OTHER PROVINCE OTHER PROVINCE OTHER TOWN LANDLINE NUMBER EMAIL ID ROFIT/LOSS SHARIN Add CL MEGES NAME	rtnerships) G RATIO (FOR PAR ¹ Par	TNERS)			NO 6 YES
17 DO (If yes p I8 LIST IDENTIT TITLE* MIDDLE PLOT/H AREA* COUNTR ZAMBIA ZAMBIA MOBILE BUSINE:	17 DO YOU HAVE // (If yes please complete 9 YOU HAVE ANY AD please complete separate BELOW BUSINESSE TY TYPE* E NAME HOUSE NO. RY* PROVINCE NOROVINE NOR	ANY ADDITIONAL separate annexure for annexure for additi s OFFICIALS (D) 	EENTIT KUNKER	JSINESS?* JSINESS?* SS?* SS?* ARTNERS)(Compulsory fr	or Companies and Par IDENTITY NUMBER* FORENAME* SURNAME* STREET P.O. BOX* OTHER PROVINCE OTHER PROVINCE OTHER TOWN LANDLINE NUMBER EMAIL ID ROFIT/LOSS SHARIN Add CL MEGES NAME	rtnerships) G RATIO (FOR PAR ⁻¹ Bar Turnare Name	TNERS)			NO 6 YES
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17 DO (If yes r IDENTIT IDENTIT MIDDLE PLOT/H AREA* COUNTH ZAMBIA ZAMBIA BUSINE USINE USINE USINE	17 DO YOU HAVE // (If yes please complete 9 YOU HAVE ANY AD please complete separate BELOW BUSINESSE TY TYPE* E NAME HOUSE NO. RY* PROVINCE NOROVINE NOR	ANY ADDITIONAL separate annexure for DITIONAL PLACC e annexure for addition s OFFICIALS (D) 	COUNTY NUMBER SOCIATED W	JSINESS?* e of business) SS?* inness) ARTNERS)(Compulsory fr 	or Companies and Pan IDENTITY NUMBER* FORENAME* STREET P.O. BOX* OTHER PROVINCE OTHER PROVINCE OTHER TOWN EMAIL ID PROFIT/LOSS SHARIN Add CI Medie Name	G RATIO (FOR PAR' Bar TPIN	TNERS)			NO (* YES
17 DO (If yes ; IDENTIT IDENTIT IDENTIT IDENTIT IDENTIT AREA* COUNT ZAMBIA ZAMBIA ZAMBIA ZAMBIA BUSINES	17 DO YOU HAVE A (If yes please complete YOU HAVE ANY AD please complete separate BELOW BUSINESSE TY TYPE* ENAME HOUSE NO. RY* A PROVINCE NOWBER* SS POSITION* Deels Deels Deels	ANY ADDITIONAL separate annexure for annexure for additi s OFFICIALS (D) S OFF	COUNTY NUMBER SOCIATED W	JSINESS?* JSINESS?* ite of business) SS?* itess) ARTNERS)(Compulsory fr	or Companies and Pan IDENTITY NUMBER* FORENAME* STREET P.O. BOX* OTHER PROVINCE OTHER PROVINCE OTHER TOWN LANDLINE NUMBER EMAIL ID PROFIT/LOSS SHARIN Add CI WOOD NAME	G RATIO (FOR PART	TNERS) BUSINE 18 PO BITION USINE 18 NAME			NO (* YES
17 DO (If yes ; IDENTIT IDENTIT IDENTIT IDENTIT IDENTIT AREA* COUNT ZAMBIA ZAMBIA ZAMBIA ZAMBIA BUSINES	17 DO YOU HAVE A (If yes please complete YOU HAVE ANY AD please complete separate BELOW BUSINESSE TY TYPE* ENAME HOUSE NO. RY* A PROVINCE NOWBER* SS POSITION* Deels Deels Deels	ANY ADDITIONAL separate annexure for annexure for additi s OFFICIALS (D) S OFF	COUNTY NUMBER SOCIATED W	JSINESS?* JSINESS?* SS?* SS?* SS?* SS?* SS?* SS?* SS?*	or Companies and Pa IDENTITY NUMBER* FORENAME* SURNAME* STREET P.O. BOX* OTHER PROVINCE OTHER PROVINCE OTHER TOWN LANDLINE NUMBER EMAIL ID PROFIT/LOSS SHARIN Add CI WOODE NAME I	G RATIO (FOR PART	TNERS) BUSINE 18 PO BITION USINE 18 NAME			NO (* YES

Figure 44: e-Registration Approval Page 3

All fields marked with * are	mandatory						
Page 1 Pa	ge 2 Page 3	Page 4	dditional Places of Business	Approve Details			
	E OF ASSETS OF THE BUSIN						
	or Income Tax & Turnover 1	Tax Registration)*					
MOTOR VEH				100.00			
PLANT AND				150.00			
	AND FITTINGS			200.00			
OFFICE EQU				300.00			
LAND AND E				150.00			
	INISHED GOODS			200.00			
SHARES IN				235.00			
	BILL AND GOVT. BONDS			150.00			
CASH AT BA				155.00			
CASH IN HA				400.00			
	MATERIALS FOR MANUFACT	URE OF GOODS FOR RE	SALE	300.00			
OTHER(PLE	ASE SPECIFY)			Yes ONo 💿			
21 DETAILS O	F SOURCE OF CAPITAL AN	D AMOUNT OF CAPITAL					
SOURCE O	F CAPITAL						
AMOUNT O	F CAPITAL (K)]				
				Add Clear			
8r.No	Delete	Modify		SOURCE OF CAPITAL			OF CAPITAL (K)
1	Delete	Modify		Zambia		5,60	0,000.00
	PROPERTY (Tick appropriat	te box)		OWNED C RE			
23 (a)AMOU	NT OF RENT PAID (K)		35,000	b) WITH	HOLDING TAX DEDU	CTIBLE?	YES C NO
24 DETAILS	OF THE LANDLORD AND A	DDRESS OF RENTED PR	OPERTY, IF REM	ITED			
TPIN*							
TITLE*				FORENAME*			
MIDDLE N/	ME			SURNAME*			
PLOT/HOU	ISE NO.			STREET			
AREA*				TOWN*			
PROVINCE	*			COUNTRY*			
P.O. BOX							
EMAIL ID				LANDLINE NUMB	ER		
MOBILE N	JMBER*						
MOBILE NUMBER*							
	Add	Clear					
8r.No 1	Delete			Modify Modify		100005742	
				mouny		1000003742	
	ETAILS (Attach Authoriza						
	X AGENT TO CONDUCT YO	UR TAX AFFAIRS, FILL					1
TPIN*	1000005742			ICOME TAX ACCOUNT NAME*	COMPANY BU	ISINESS-INCOME TAX	
TITLE*				DRENAME*			
MIDDLE NAME				URNAME*			
PLOT/HOUSE NO.	223			TREET	Main		
AREA*	New			DWN*	Chisamba		
PROVINCE*	Central Province		C	OUNTRY*	ZAMBIA		
P.O. BOX	155255						
EMAIL ID	birju@zra.com		LA	ANDLINE NUMBER	4645 444	6456456	
MOBILE NUMBER*	5465 5665656456						
				Denvirus Neut-			
				Previous Next			
	Interim Save	Submit View U	ploaded Docum	ent Go To Task List	Initiate Inte	rview Initiate Insp	ection

Figure 45: e-Registration Approval Page 4

1	Page 2	Page 3	Page 4	Additional Places of Business	Approve Details					
				APPLICATION	FOR ADDITION/UPDATI	ON/DELETION OF ADDIT	TIONAL PLACE OF BUSINESS			
[PART	- TPIN INFORMATION -									
1 ST	AGE OF APPLICATION		INITIAL REGISTRATION							
PARTE	8 - INFORMATION ABOUT	ADDITIONAL PLACE OF	BUSINESS*							
-	ETAILS OF ADDITIONAL PL									
(Tick on	Tax Types only when you int	end to add a separate tax ty	ype account of that addition	al place of business .Do not	tick on tax types when you	intend to add the branch de	etails to TPIN only)			
(Tick on	Tax Types only when you are	intend to update the detail	's of that tax type account o	of that additional place of bu	siness)					
(Select d	eletion option only when you	are intend to remove the d	letails of an additional place	of business which is not ha	ving a separate tax type acc	count but is associated with	TPIN)			
(If you ii	tend to de-activate the tax i	type account of an additiona	I place of business, please	use the annexure for suspe	nsion/De-Registration/re-act	ivation of registration)				
VAT-VAL	AT-VALUE ADDED TAX, PAYE-PAS AS YOU EARN, WHT-WITHHOLDING TAX, ML-MEDICAL LEVY*									
TYPE O	F ADDITIONAL PLACE OF B	USINESS	Select	•		OTHER TYPE C	OF ADDITIONAL PLACE OF BU	SINESS		
NAME						PLOT/HOUSE !	NO.			
STREET						AREA				
COUNT	RY		Select	-		ZAMBIA PROV	INCE		Select	
ZAMBIA	TOWN		Select	-		P.O.Box				
TYPE O	F BUSINESS ACTIVITY (API	PLICABLE ONLY IF PAYE IS	S OPTED FOR)			··· Select ···				
EFFECT	IVE DATE OF ADDITION/ U	PDATE FOR ADDITIONAL P	PLACE OF BUSINESS							
	Select		PAYES	elect 🛥		WHTSelect			м	-Select 🕳
VAT	belect +		PAYE	elect 👻			··· •		ML -	-Select +
						Add Clear				
SR.NO. DE	LETE MODIFY TYPE OF ADDITIONAL ADDITIONAL PLACE OF PLACE	INAL OF	PLOTHOUSE NO.		IREET		AREA		ZAMBIA	
	BUSINESS BUSIN	E88								
1 De	1 Delete Modify BRANCH John bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb									
L	Previous Next									
			Interim Save	Submit View	Uploaded Document	Go To Task List	Initiate Interview	Initiate Inspection		

Figure 46: Additional Place of Business Page

3.4.2 Approval of the Application

Once the Acknowledgement completed, system will consider this application for Approval process. During Approval/Rejection process if any details are found in correct authority can modify the data.

All fields marked	with * are manda	atory								
Page 1	Page 2	Page 3	Page 4	Additional Places of Business	Approve Details					
	here to view the reases of rejection fou			cal checks.						
Jurisd	iction Location:				Head Quarters					
Тахра	yer Office Type				Government fund	ed Projects unde 👻				
Appro	val or Rejection :*				Approval C	Rejection				
Date o	of Approval or Reje	ction :			16/09/2013			Effective Date Of TPIN R	egistration :	16/09/2013
Proces	ssing Authority Ren	narks :				×.				
Appro	ving Authority Rem	arks :*			Application h been Approved					
BUSN	AME-INCOME TAX:	* 🤆 Ар	proval 🔿 Rejecti	on Regist	tration Date :*	01/02/2012		Remarks :*	Application has been Approved	▲ ▼
						Previous				
	Inter	rim Save S	ubmit V	iew Uploaded Do	cument	Go To Task L	.ist I	Initiate Interview	Initiate Inspec	tion

Figure 47: Filling the Approval Details

User can view the uploaded documents details. Click **View Upload Document** button, new screen will pop up with documents details.

Sambia Revenue Authority - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES		×
APPLICATION FOR DOCUMENT VERIFICATION FOR E-REGISTRATION		^
1 Sketch Map of Physical Address 2 PASSPORT No. (For non-Citizens& Residents)		
		Ŧ
Done Store Contract Protected Mode: Off	🚡 🔻 🍕 95%	•

Figure 48: View Uploading Attachments

After filling the Approval remarks, click on **Approval** button. Will pop up confirmation message asking weather "Process the Application" or not. Click **Ok**, submission confirmation page will be open.

All fields marked with * a	ire mandatory											
Page 1	Page 2	Page 3	Page 4		Approve Details							
				APPLICATION FO	R ADDITION/UPDA	TION/DELETION OF ADDITIONAL PLACE OF BUSINESS						
	- TPIN INFORMATIO	N										
1 STA	GE OF APPLICATION		INITIAL REGISTRATION									
PART B	- INFORMATION ABO	OUT ADDITIONAL PLA	CE OF BUSINESS*									
	TAILS OF ADDITIONAL PI											
(Tick on T	ax Types only when you	intend to add a separate	ax type account of that ac	dditional place of business	.Do not tick on tax typ	es when you intend to add the branch details to TPIN only)						
(Tick on T	(Tick on Tax Types only when you are intend to update the details of that tax type account of that additional place of business)											
(Select de	(Select deletion option only when you are intend to remove the details of an additional place of business which is not having a separate tax type account but is associated with TPIN)											
(If you int	(If you intend to de-activate the tax type account of an additional place of business, please use the annexure for suspension/De-Registration/re-activation of registration)											
VAT-VALU	VAT-VALUE ADDED TAX, PAYE-PAS AS YOU EARN, WHT-WITHHOL											
TYPE OF	ADDITIONAL PLACE OF E	BUSINESS				OTHER TYPE OF ADDITIONAL PLACE OF BUSINESS						
NAME			Are you	sure you want to process the	application?	PLOT/HOUSE NO.						
STREET						AREA						
COUNTRY	(ZAMBIA PROVINCE						
ZAMBIA	TOWN			OK	Cancel	P.O.Box						
TYPE OF	BUSINESS ACTIVITY (AF	PLICABLE ONLY IF PAYE	S OPTED FOR)			Select 🗸						
EFFECTIV	/E DATE OF ADDITION/ U	JPDATE FOR ADDITIONAL	PLACE OF BUSINESS									
VAT ···	Select- 👻		PAYESe	elect- 👻		WHTSelect						
						Add Clear						
SR NO. DELI	TE MODIFY ADDITIONAL ADDIT	IE OF 10NAL 2E OF NESS	PLOT/HOUSE NO.	ST	REET	AREA						

Figure 49: Confirmation of Submission

ZAMDIA Working REVENCE To Sarve You AUTHORITY Efficiently	Tax O nli 'Making Con	NC upliance C -asier				Welcome Detailed data ent	st Login : Sep 16, 2	nissioner Domestie 2013 18:40:17 Log	Taxes, Head
Registration	Returns	Payment	Admin	DMS	MIS	Reports	Common	Batch Process	Service
Compliance	Dashboard	BI Reports							
-				A					
	Application for First time Registration has been approved Successfully. Acknowledgement Number: 0000130245322 Taxpayer Identification Number: 1000005773 Home								

Figure 50: TPIN Generating Page

3.5 Notice/Certificate Printing

After the completion of approval/rejection process, printing of notice takes place. To open the task for Notice Printing.

3.5.1 Approval Notice

You can do so by traversing through by Task \rightarrow Notice/Certificate Printing \rightarrow Registration \rightarrow Notice for Approval.

ZAMBIA Working REVENUE To Serve Fue AUTHORITY Efficiently	Tax Online 'Making Compliance e	– asier'		Welcome Detailed		authority (Commi	ssioner Domestic	Map a Logout Taxes, Head Quarte	
AUTHORITY	, , , ,				Chan	ge Theme	Change Password	Update Profile	Block My Access
Registration Compliance	Returns Payment Dashboard BI Reports	Admin	DMS	MIS	Reports		Common	Batch Process	Service Desk
				^					
Statistics									
		No Data Fou	ind					-	
PENDING T	TASKS (7900)								
E TASK PEND	ING FOR LESS THAN SLA PERIOD (3882)							
TASKS NOTICE	E/CERTIFICATE PRINTING> REGISTRATIC	N REGISTRATION							
» PAY	AS YOU EARN REGISTRATION NOTICE(151)	» PRESUMPTIVE TAX REG	ISTRATION NOTICE(25	i)		» STAT	UTORY VAT REGISTR	ATION NOTICE(44)	
» NOT	ICE FOR TPIN AMENDMENT REJECTION(2)	» VOLUNTARY VAT REGIS	TRATION NOTICE(99)			» NOTI	CE FOR INTERVIEW-R	EGISTRATION(58)	
» BASE	TAX REGISTRATION NOTICE(4)	» MINERAL ROYALTY REG	ISTRATION NOTICE(46	5)		» PRO	PERTY TRANSFER TAX	REGISTRATION NOTI	CE(44)
> MEDI	ICAL LEVY REGISTRATION NOTICE(116)	» INCOME TAX REGISTRA	TION NOTICE FOR PER	SONS OTHER TH	AN PARTNERSHIPS(53)	» CERT	IFICATE OF VAT REG	ISTRATION(52)	
» NOT	ICE FOR INSPECTION-REGISTRATION(22)	» TURNOVER TAX REGIST	RATION NOTICE(1)			» CERT	IFICATE OF REGISTR	ATION(15)	
» NOT	ICE FOR TPIN APPROVAL(71)	» INCOME TAX REGISTRA	TION NOTICE FOR PAR	TNERSHIP(7)		» NOTI	CE FOR TPIN REJECT	ION(1)	
> NOT	ICE FOR TPIN AMENDMENT APPROVAL(41)	» WITHHOLDING TAX REG	DISTRATION NOTICE(1	39)		» EXCI	SE DUTY REGISTRATI	ON NOTICE(43)	

Figure 51: Path to Open Notice for Approval

After click the **Notice for TPIN Approval**, you can click on respective acknowledgment number to open the Notice of Approval.

Reference No Notice Date from Receiver Detail		Firm Name Notice Date to				
Total No. of Records : <u>71</u>	Records from: <u>1</u> to <u>15</u>	SearchResetPage No.: 1 of 5	» Ne	xt »	Last	GO TO Page : 1
	NOTICE FO	R TPIN APPROVAL (Total Allowed SLA Days - 15)				
						🗖 Select All
Reference No	Firm Nam	ne	Notice Date	Days Left	Receiver Detail	Close Task
» 146674_1	john christ	in	16/09/2013	15	» Receiver Details	
» 146662_1	test test		16/09/2013	15	» Receiver Details	•

Figure 52: Approval Notice Pending Task List

On clicking Reference number, will displaying Approval Notice.



ZAMBIA Working REVENUE To Serve You AUTHORITY Efficiently

Approval Notice of TPIN Registration

TPIN: 1000005773 BUSNAME S/22, ATHENS ROAD, ATHENS ROAD, Lundazi, Eastern Province, ZAMBIA. Email: BRIJU@ZRA.COM Contact No: 260 - 123456789, 260 - 122344

Date: Reference Number: 16/09/2013 146674

Dear Sir / Madam,

Re: Approval Notice of TPIN Registration

Following your application for a Taxpayer Identification Number (TPIN), this serves to inform you that you have been allocated a Taxpayer Identification Number as shown above. The effective date of your registration is 16/09/2013.

Please use your TPIN in all future transactions and correspondence with the Zambia Revenue Authority. Any changes of your business details (e.g. Change of address, telephone number, addition of new partners, ceasing of business etc.) should be communicated to the Zambia Revenue Authority in writing within two (2) weeks of the change.

Please contact the undersigned, should you require further information.

Yours Faithfully, Regards,

A Sphaha

Detailed data entry authority Commissioner Domestic Taxes 260-211323888

NOTE: This notice has been issued for and on behalf of the Commissioner General.

Domestic Taxes Division, Head Quarters, Marshall Avenue, Lusaka80909 Tel: +260 216 381900

Call Center: +260 211 381111, +260 971 281111, 00 260 5972 Web: www.zra.org.zm

Figure 53: Approval Notice for TPIN