

ISO 9001:2015 Certified

Enhanced Domestic Revenue System

USER GUIDE FOR APPOINTMENT OF DECLARANT, AUDITOR AND AUDIT FIRM

Version 2.0

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1. Task Summary

This User Manual (UM) provides the information necessary for Taxpayer/Director/Entity Admin to effectively use the Taxpayer portal to appoint/add declarant and Audit Firm to their Companies/Entities in order to perform their relevant tasks.

2. Getting Started

2.1 Part A: Register as A Director/Entity Admin (Existing User)

This is a process of which an entity admin, a director or an existing user able to register and perform tasks on behalf of him/herself or of the entity.

STEP 01:

User: Director of the entity whose TIN is attached to Entity TIN

Action:

a) Go to the official TRA website then click "**Taxpayer Portal**" button

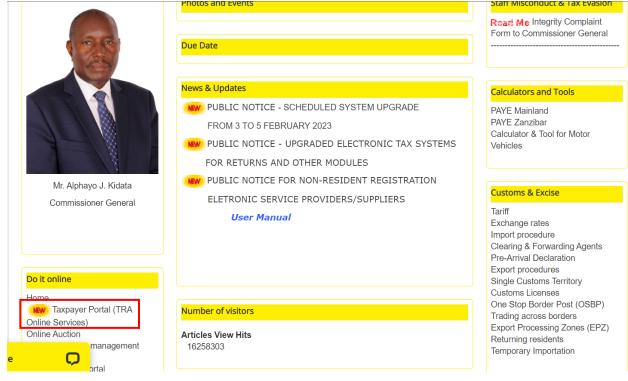


Figure 1:Taxpayer Portal Link

STEP 02:

User: Director of the entity

Action:

a) Taxpayer portal page will appear, proceed to click "Forgot password?" button

Welcome to Tanzania Revenu	ue Authority Taxpayer Portal
ALL TR A SERVICES IN ONE PLACE EASY ACCESS 24/7 AVAILA BILITY	Login TIN Please enter your TIN TIN Password Password Forgot Password? Login
	Don't Have an Account? Register Now

Figure 2:Forgot Password

b) Enter Director's TIN then click "submit" button.

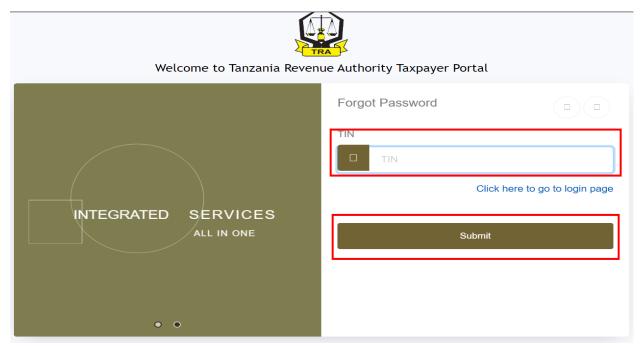


Figure 3:Submit TIN to Get OTP

c) A one-time password (OTP) will be generated and sent to the Director's phone number that was updated in TRA information (Confirm with nearest TRA Office).

STEP 03:

User: Director of the entity

Action:

a) Enter the OTP received and proceed to reset the password (enter new password) then click the "**submit**" button

Welcome to Tanzania Revenue Authority Taxpayer Portal							
OTP has been sent to your mobile number 0759xxx686							
	Reset Your Password						
	One Time Password (OTP)						
	OTP Code						
	New Password						
INTEGRATED SERVICES	New Password						
ALL IN ONE	Confirm New Password						
	Re-type Password						
	Click here to go to login page						
0 0	Resend OTP Submit						

Figure 4:Enter OTP and New Password

STEP 04:

User: Director of the entity

Action:

a) Upon logging in, click on "My Account" button at the top of the portal screen

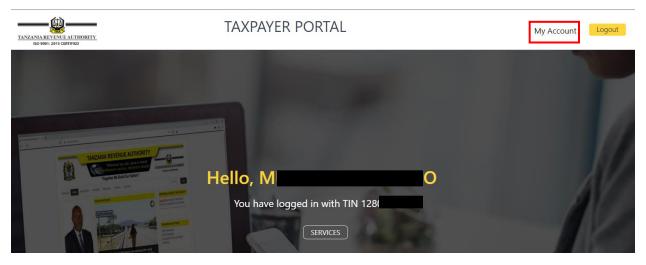


Figure 5:Login into the System

b) The page showing entities managed/administered by Director will display as below.

E Services	TAXPAYER PORT	AL	(`
			Home / Taxpayer Account / Dashboard
1 ENTITY APPLICATIONS	22 ENTITIES		
Dashboard			
TIN Details		Liable Taxes	
Business TIN			
Ø Download TIN Certificate		Individual TIN Business Category PRESUMPTIVE	
Personal Information			
Full Name:	MUSA AMOS OTIENO		

Figure 6:View My Account

c) Click "Entities" button then the page showing a list of entities will appear as shown below, proceed to click the blue colored "Action" button on the right side of the entity of your choice.

E Services	TAXPAYER PORTAL					\cap		
				Home /	Taxpayer Accou	nt / Other Entities		
Entities								
Search						Refresh		
Name	TIN	Phone	Email		Status			
	10.	07			Active	Action ~		
	1	2'	null		Active	Action ~		

Figure 7:Entities

3. Appointment of Declarant/User

3.1 Part A: Appointment of Declarant/User

This is a tab in Entities menu in which an entity admin can add or edit users who are going to perform tasks on behalf of the entity.

STEP 05:

User: Director of the entity

Action:

```
a) Click on the "View" button.
```

E Services	ΤΑΧΡΑ	(`		
				Home / Taxpayer Account / Other Entities
Entities				
Search				Refresh
Name	TIN	Phone	Email	Status
	100	078		Active Action ~
	134	2557	null	Active View
	10:	25578		Active Edit
	126	068	null	Active Action ~

Figure 8: View Entities Information

b) Click "Users" tab then proceed to click the blue colored "New User" button

E 🗱 Services			TAXPAYER PORT	TAL			• •	•
						Home /	Taxpayer Account	Other Entities / 9167
Company Det	ails							Go Back
Status : You are an Ad	ministrator to this entity.							
Name					TIN			
Email					Phone No.		0784	
Status	Active							
TIN Certificate Users	Resource Requests	Audit Firm	Company Profile	Branches	TIN Cancellation/Sus	spension		
Search	-							+ New User

Figure 9: Add User Tab

c) Proceed to enter the new user TIN, information of the new user will appear as below

≡ IIII Services	ТА	XPAYER PORTAL	4 b
			Home / Taxpayer Account / Other Entities / 91679
	User Details Full Name Taxpayer Number (TIN) National ID (NIDA) Phone Number Email Username	Enter TIN 132: SAID 1321: 07 1321:	
	System Management		
	EFilling Application sample resource		

Figure 10:Add User TIN

 d) Assign the new user with respective access such as 'Entity Admin", "Declarant" or "PAYE declarant" by clicking the box next to each option then click the blue colored "add user" button

NOTE: PAYE Declarant will be able to view and manage Company Payroll details. It is **therefore extremely important** to appoint the appropriate individual for **confidentiality** reason.

User Details	
Full Name	SAID
Taxpayer Number (TIN)	1321
National ID (NIDA) Phone Number	076
Email	078
Username	1321
System Management	
EFilling Application sample resource	
🗸 E-Filer 🔽 Declarant 🗸 P	AYE Declarant
† † †	Add User
re 11:User Details	

e) The new user addition request will be submitted pending the user's acceptance.

Services			TAXPAYER POR	ΓAL		\cap	
						Home / Taxpayer Account / C	Other Entities / 91
TIN Certificate							
Users	Resource Requests	Audit Firm	Company Profile	Branches	TIN Cancellation/Suspension		
							+ New Use
Search							T New 030
Full Name			TIN	Pho	20	Status	
			128	0763		ACCEPTED	/ 🗈
SAID			132	07		PENDING	/

Figure 12:Pending User Acceptance

3.2 Part B: Acceptance of Appointment by a Declarant

This menu directs whoever is appointed to represent a certain entity to accept or reject their invitations.

STEP 01:

User: The newly added user

Action:

a) Go to the official TRA website then click "Taxpayer Portal" button

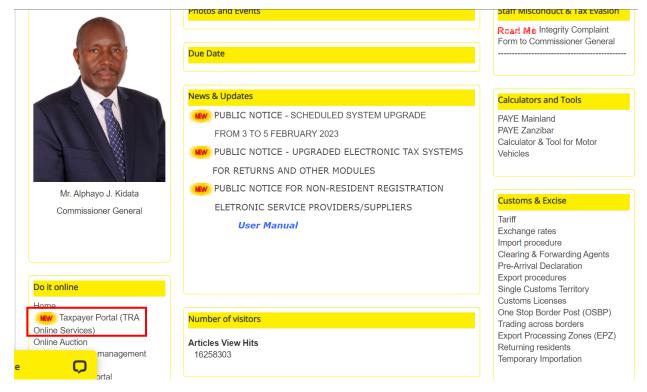


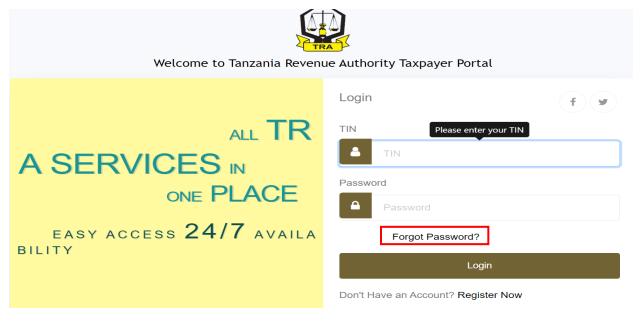
Figure 13:Taxpayer Portal Link

STEP 02:

User: The newly added user

Action:

a) Taxpayer portal page will appear, proceed to click "Forgot password?" button



```
Figure 14:Login Page
```

b) Enter newly added user TIN then click "**Submit**" button.

Welcome to Tanzania Revenue Authority Taxpayer Portal						
INTEGRATED SERVICES ALL IN ONE	Forgot Password					
• •						

Figure 15:Submit OTP

c) A one-time password (OTP) will be generated and sent to the newly added user's phone number that was updated in TRA information (Confirm with nearest TRA Office).

STEP 03:

User: The newly added user

Action:

a) Enter the OTP received and proceed to reset the password (enter new password) then click the "**submit**" button

Welcome to Tanzania Revenue Authority Taxpayer Portal						
OTP has been sent to your mobile number 0759xxx686						
	Reset Your Password					
	One Time Password (OTP)					
	OTP Code					
	New Password					
INTEGRATED SERVICES	New Password					
ALL IN ONE	Confirm New Password					
	Re-type Password					
	Click here to go to login page					
• •	Resend OTP Submit					

Figure 16:Enter OTP and New Password

STEP 04:

User: Director of the entity

Action:

a) Upon logging in, click on "My account" button at the top of the portal screen

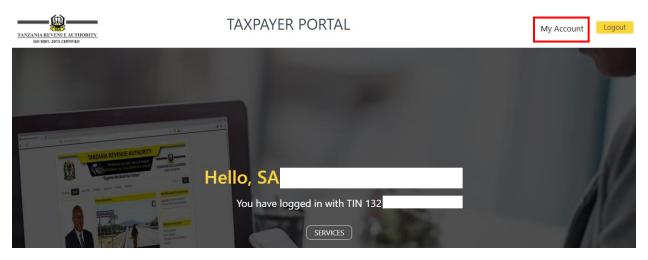


Figure 17: Login into the system

STEP 05:

User: The newly added user

Action:

a) On the left side, click the "Invitations" button

	≡ IIII Services	TAXPAYER PORT	AL
Taxpayer Account			
	B ENTITY APPLICATIONS	9 ENTITIES	
🖓 Dashboard	Dashboard		
🗄 Entities 🗸	TIN Details		Liable Taxes
Ø TIN Amendment	Business TIN		Personal Income Tax (from Mar 31, 2018)SDL (from Aug 3, 2022)
∽ Invitations ⊖ Change Password	Download TIN Certificate		Individual TIN Business Category No details found for taxpayer i
My Access			
🛱 VAT 🗸	Personal Information		
TIN Cancellation	Full Name:	ΤΑΝΙΖΑΝΙΑΝ	

Figure 18:User Invitation

b) A list of invitations received will appear, proceed to either "accept" or "reject" invitation from the respective entity.

Invitations List of Invitations Received				
Search				
SN Entity Name	Entity TIN	Invitation Date	Status	Actions
1	10(Feb 8, 2023	Pending	Accept Reject
2	13	Feb 3, 2023	Accepted	N/A

Figure 19:Invitation Acceptance

c) A notification will pop up, choose either "NO" or "YES"

Search						
SN	Entity Name		Entity TIN	Invitation Date	Status	Actions
1	CO. LTD	Are you sure you want to accept invitation from	1	Feb 8, 2023	Pending	Accept Reject
2	\NZA	NO YES	13	Feb 3, 2023	Accepted	N/A
3			10-	Jan 26, 2023	Accepted	N/A

Figure 20:Confirmation

STEP 06:

User: Director of the entity

Action:

- a) Log in the e-filling account using TIN and password created then confirm if the new user is successfully added
- b) The Director may proceed to edit user information or delete the respective user by clicking on a pen or bin signs respectively.

Name					TIN	10(
Email					Phone No.	07′	
Status	Active						
TIN Certificate							
Users	Resource Requests	Audit Firm	Company Profile	Branches	TIN Cancellation/	Suspension	
							+ New User
Search							
Full Name			TIN	P	hone	Status	
MUS			128	0	7¢	ACCEPTED	/
SAII			132	0	7-	ACCEPTED	1

Figure 21:Confirm User Added

4. Appointment of Audit Firm on Behalf of an Entity

4.1 Part A: Appointment of an Audit Firm for an Entity

This is the menu that directs an entity admin or a director to appoint an audit firm whose auditors are going to certify the tax returns on the behalf of entity.

STEP 01:

User: Director, Administrator of the entity whose TIN is attached to the Entity TIN

Action:

a) Go to the official TRA website then click "Taxpayer Portal" button

		Staff Misconduct & Lax Evasio
		Read Me Integrity Complaint Form to Commissioner Genera
	Due Date	
	News & Updates	Calculators and Tools
	NEW PUBLIC NOTICE - SCHEDULED SYSTEM UPGRADE	PAYE Mainland
	FROM 3 TO 5 FEBRUARY 2023	PAYE Zanzibar
	NEW PUBLIC NOTICE - UPGRADED ELECTRONIC TAX SYSTEMS	Calculator & Tool for Motor Vehicles
	FOR RETURNS AND OTHER MODULES	
	PUBLIC NOTICE FOR NON-RESIDENT REGISTRATION	
Mr. Alphayo J. Kidata	ELETRONIC SERVICE PROVIDERS/SUPPLIERS	Customs & Excise
Commissioner General	User Manual	Tariff
		Exchange rates Import procedure
		Clearing & Forwarding Agents
		Pre-Arrival Declaration
Do it online		Export procedures Single Customs Territory
Home		Customs Licenses
NEW Taxpayer Portal (TRA	Number of visitors	One Stop Border Post (OSBP) Trading across borders
Online Services) Online Auction	Articles View Hits	Export Processing Zones (EPZ
management	16258303	Returning residents Temporary Importation

Figure 22:Taxpayer Portal Link

b) Taxpayer portal page will appear, proceed to click "Login" button



Figure 23:Home Page

c) A login page will appear, enter correct TIN and Password and proceed to click "Login" button



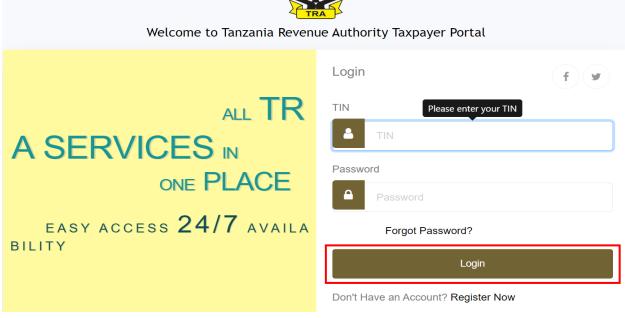


Figure 24: Login Page

d) Upon logging in, click on "My Account" button at the top of the portal screen

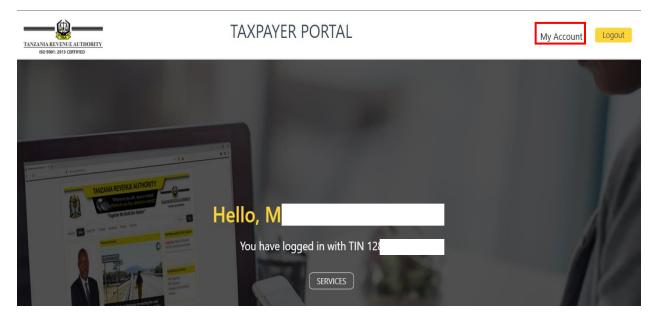


Figure 25:Login into the System

e) The page showing entities managed/administered by Director will display as below.

📃 🗱 Services	TAXPAYER PORT	AL O
		Home / Taxpayer Account / Dashboard
1 ENTITY APPLICATIONS	22 ENTITIES	
Dashboard		
TIN Details		Liable Taxes Personal Income Tax (from Mar 29, 2019)
		Individual TIN Business Category PRESUMPTIVE
Personal Information		
Full Name:		

Figure 26:View My Account

f) Click "Entities" button then the page showing a list of entities will appear as shown below, proceed to click the blue colored "Action" button on the right side of the entity of your choice.

	TAXPAYE		$\mathbf{}$		
				Home / Taxpayer Account	/ Other Entities
Entities					
Search					Refresh
Name	TIN	Phone	Email	Status	
	10.	07		Active	Action ~
	1	2'	null	Active	Action ~

Figure 27:Entities

g) Click on the "View" button.

	TAXPAYER PORTAL					
			Не	ome / Taxpayer Accour	nt / Other Entities	
Entities						
Search					Refresh	
Name	TIN	Phone	Email	Status		
	100	078		Active	Action ~	
	134	2557	null	Active	(⊙ View	
	10(2557{		Active	C Edit	
	126	330	null	Active	Action ~	

Figure 28: View Entities Information

h) Click "Audit Firm" then proceed to click the blue colored "New Audit Firm" button

E Services		TAXPAYER PORTAL			
			Но	ome / Taxpayer Account / O	ther Entities / 125460
TANZANIA F Company Det	REVENUE AUTHORITY ails				Go Back
Status : You are an Ad	Iministrator to this entity.				
Name	TANZANIA REVENUE AUTHORITY		TIN	10131	
Email	@tra.go.tz		Phone No.	255	
Status	Active				
TIN Certificate	Resource Requests Audi	Company Profile Auditor	: Clients	Invitations Br	anches >
NO CURRENT FIRM					+ New Audit Firm
nzania Revenue Authorit	y © 2021 - 2022 All rights reserved				Taxpayer Accou

Figure 29: Audit Firm Tab

i) Proceed to enter the Audit Firm TIN, information of the Audit Firm will appear as below

Services				TAXPAYER	R PORTAI	L			A .		
									Home / Taxpayer Account ,	/ Other Entities /	12546
TIN Certificate											
< Users	Resource Request	ts A	udit Firm	Compan	ıy Profile	Auditors	Client	'S	Invitations	Branches	>
IO CURRENT FIRM											
Search							Appoint	t Audit F	irm		×
Firm Name	Trading Name	Firm TIN	Status	Requested Date	Started Date	Deactivated Date	Enter TIN 1579F	4			
	null		Pending	Jan 20, 2023			1375				
			Ib	lems per page: 10	• 1-	1 of 1 < >	TRAA	UDITOR			
							Active				
									Appoint Firm		
nzania Revenue Authority © 20.	21 - 2022 All rights re	served								Тахрауе	r Acco

Figure 30:Add Audit Firm TIN

j) Click "Appoint Firm" then proceed to click the blue colored "Yes" button.

			Home / Taxpayer Acc	ount / Other Entities	/ 125460
TIN Certificate					
< Users	Resource Requests Audit Firm Company Profile Auditors	Clients	Invitations	Branches	>
NO CURRENT FIRM					
Search	Confirmation !	oint Audit	Firm		×
Firm Name	Are You Sure you want to Appoint TRA AUDITOR with TIN No 15795 2 as your Audit Firm ?	ar TIN *			
		79			
	Items per page: 10 × 1 – 1 of 1 < >	TRAAUDITOR			
		Active			
			Appoint Firm		
Tanzania Revenue Autho	rity © 2021 - 2022 All rights reserved			Тахрау	er Account

Figure 31: Audit Firm Appointment Confirmation

k) The Audit Firm will be successfully appointed with the "Pending" status, waiting for an Audit Firm administrator or director to either accept or reject.

E 🗱 Services				TAXPAYER	PORTAI	L		A .		
								Home / Taxpayer Accor	unt / Other Entities /	125460
TIN Certificate	Resource Reques	ts A	udit Firm	Compan	y Profile	Auditors	Clients	Invitations	Branches	>
NO CURRENT FIRM Search Firm Name	Trading Name	Firm TIN	Status	Requested Date	Started Date	Deactivated Date		dit Firm		×
TRAAUDITOR	null	15795	Pending	Feb 8, 2023			15795			
	null		Pending	Jan 20, 2023			TRAAUDIT	DR		
			It	ems per page: 10	• 1-	2 of 2 < >	Active	Appoint Firm		
Tanzania Revenue Authority © 202	1 - 2022 All rights re	served							Тахрауе	r Account

Figure 32:Appointment Status

STEP 02:

User: Director, Administrator of the entity whose TIN is attached to the Entity TIN

Action:

 a) After Acceptance by an Audit firm, Repeat "4.1 Part A: STEP 01: Action: a – h". Audit firm information will be shown as below. For Cancellation click a "Revoke" button.

E Services	TAXPAYER PORTAL				
		Но	me / Taxpayer Account ;	/ Other Entities /	125460
Status : You are an Adr	ninistrator to this entity.				
Name	TANZANIA REVENUE AUTHORITY	TIN	1013		
Email	lo@tra.go.tz	Phone No.	2557		
Status	Active				
Users Users Current Audit Firm TRA AUDITO		Clients	Invitations	Branches	>
Revoke				+ New Audit	Firm
Tanzania Revenue Authority	© 2021 - 2022 All rights reserved			Taxpaye	r Account

Figure 33: Audit Firm Information

4.2 Part A: Appointment of an Audit Firm for Individual Business

This is the menu that directs an individual business to appoint an audit firm whose auditors are going to certify the tax returns on his/her behalf.

STEP 01:

User: Individual conducting business with the liability of filing Return on Income

Action:

a) Go to the official TRA website then click "Taxpayer Portal" button

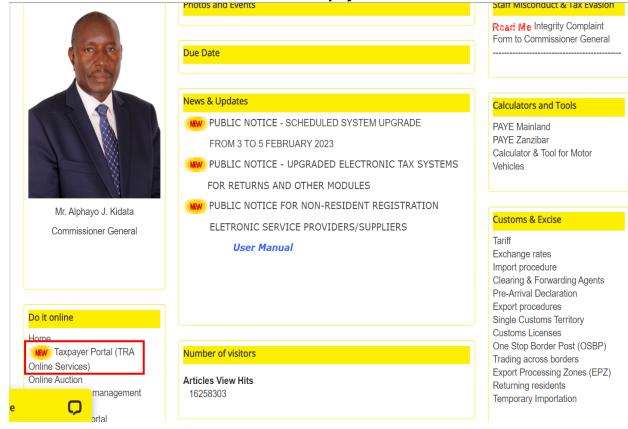


Figure 34:Taxpayer Portal Link

b) Taxpayer portal page will appear, proceed to click "Login" button



Figure 35:Home Page

c) A login page will appear, enter correct TIN and Password and proceed to click "Login" button



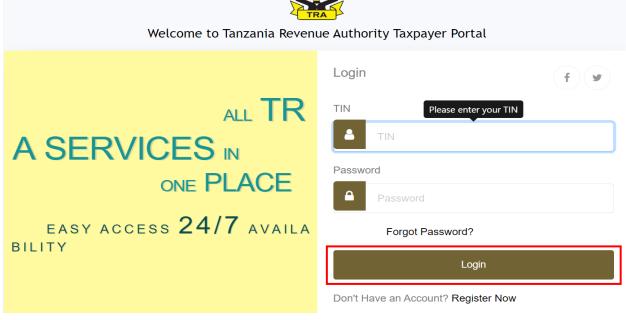


Figure 36: Login Page

d) Upon logging in, click on "My Account" button at the top of the portal screen

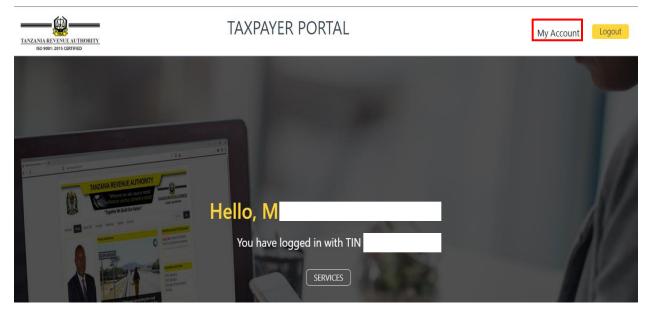


Figure 37:Login into the System

e) Click "Audit Firm" menu then a list of audit firm will appear as shown below, proceed to click the blue colored "Appoint Audit Firm" button.

	<u></u>		= III Services		TAXPAYER	PORTAL			-	
									Home / Taxpayer Ac	count / Audit Firm
		l	Audit Firms							
Ø	Dashboard								+ Ap	point Audit Firm
≞	Entities	~	Search							
0	TIN Amendment		Firm Name	Trading Name		Firm TIN	Resource		Status	
Ś	Invitations				N	lo data found				
θ	Change Password									
T	My Access							Items per p	page: 10 🔻 0 of 0	< >
₫	VAT	~								
1	TIN Cancellation									
Ŧ	Branch Registration									
	Liable Taxes									
	Audit Firm									
T	Manage Audit Firm	~	Tanzania Revenue Authority © 2021 - 2022 Al	ll rights reserved						Taxpayer Account

f) Enter an Audit Firm TIN proceed with the selection of resource name (e.g. Efiling Application...) then click the blue colored "**Appoint Audit Firm**" button.

-		= III Services	TAXPAYER PORTAL	-
				Home / Taxpayer Account / Audit Firm
J		Audit Firms		
Ø	Dashboard			×
₿	Entities ~		- Enter TIN *	
Ø	TIN Amendment		15795	
Ś	Invitations		P Name of Resource EFilling Application	
θ	Change Password			
T	My Access		TRAAUDITOR	
Ē	VAT ~		Appoint Audit Firm	
T	TIN Cancellation			
1	Branch Registration			
	Liable Taxes			
	Audit Firm			
Ū	Manage Audit Firm \sim	Tanzania Revenue Authority © 2021 - 2022 All rights reserved		Taxpayer Account

g) The list of audit firm will appear as shown below, upon acceptance by a firm a status will change to "Active".

			≡ IIII Services	TAXPAYE	R PORTAL			
		I					Home / Taxpa	yer Account / Audit Firm
			Audit Firms					
Q	Dashboard							+ Appoint Audit Firm
Ē	Entities ~		Search					
0	TIN Amendment		Firm Name	Trading Name	Firm TIN	Resource	Status	
Ś	Invitations		TRAAUDITOR	null	15795	1	Pending	
θ	Change Password							-
T	My Access					Items per	page: 10 * 1-	1 of 1 < >
Ē	VAT ~							
①	TIN Cancellation							
1	Branch Registration							
	Liable Taxes							
	Audit Firm							
由	Manage Audit Firm 🗸 🗸	т	anzania Revenue Authority @ 2021 - 2022 All rights	reserved				Taynayer Account

STEP 02:

User: Individual conducting business with the liability of filing Return on Income

Action:

a) After Acceptance by an Audit firm, Repeat "**4.2 Part A: STEP 01: Action: a – g**". Audit firm information will be shown as below. For Cancellation click a "**Bin**" Icon.

-		📃 0 Ser	vices	TAXPAYER	PORTAL			
							Home / Taxpayer Acc	count / Dashboard
		Audit	Firms					
a	Dashboard						+ Ap	point Audit Firm
Ē	Entities ~	Search						
0	TIN Amendment	Firm Name		Trading Name	Firm TIN	Resource	Status	
Ś	Invitations	TRAAUDITO	DR	null	15795	1	Active	
θ	Change Password							_
T	My Access					Items per page:	10 * 1 - 1 of 1	< >
Ē	VAT ~							
1	TIN Cancellation							
巾	Manage Audit Firm 🗸 🗸							
T	Branch Registration							
	Liable Taxes							
	Audit Firm	Tanzania Rever	nue Authority © 2021 - 2022 All rights re	served				Taxpayer Account

Figure 38: Audit Firm Information

4.3 Part A: Acceptance by an Audit Firm

This tab shows status of invitation to an audit firm entity admin or a director for accepting or rejecting appointments.

STEP 01:

User: Director, Administrator of the Audit Firm Entity

Action:

a) Follow "**Part C: STEP 01: Action:** a – g". Then click "**Invitations**" tab and proceed to click either "**Accept**" or "**Reject**" button for agree or denial decision respectively.

E Services		ТАХ	PAYER PORT	AL			
						Home / Taxpayer Accou	nt / Other Entities / 126603
Status : You are an Administrato	or to this entity.						
Name	TRA AUDITOR			TIN		1579.	
Email	∋jnr@live.com			Phone No.		075936	
Status	Active						
TIN Certificate C Users Search	Resource Requests	Audit Firm	Company Profile	Auditors	Clients	Invitations	Branches >
Appointment Date		Client Name				Client TIN	
Feb 8, 2023		TANZANIA REVENUE AUTHOR	NTY			1013:	Reject Accept
Feb 1, 2023		TRA ILALA LIMITED				15796-	Reject
Tanzania Revenue Authority © 2021	- 2022 All rights reserv	ved					Taxpayer Account

Figure 39:Audit Firm Acceptance Page

a) Click "Yes" to confirm the acceptance decision.

				Home / Taxpayer Acco	unt / Other Entitie	s / 126603
Status : You are an Administrate	or to this entity.					
Name	TRA AUDITOR	TIN		1:		
Email	nr@live.com	Phone No.		0759		
Status	Active					
TIN Certificate C Users Search	TANZANIA REVENUE AUTHORITY with TIN	Clients	Invitations	Branches	>	
Appointment Date	Client Name			Client TIN		
Feb 8, 2023	TANZANIA REVENUE AUTHOR	NTY		1013		Reject
Feb 1, 2023	TRA ILALA LIMITED			15:		Reject
Tanzania Revenue Authority © 2021	- 2022 All rights reserved				Тахра	ayer Account

Figure 40:Confirm Acceptance

STEP 02:

User: Individual Business T/A Audit Firm Entity

Action:

 a) Follow "Part C: STEP 01: Action: a – d". Then click "Manage Audit Firm" Menu to expand followed by "Invitations" Submenu and proceed to click either "Accept" or "Reject" button for agree or denial decision respectively.

-		Г			Home / Taxpayer Acco	ount / Dashboard
Ø	Dashboard	E				
₫	Entities \checkmark		Audit Firm Invitations			
0	TIN Amendment					
Ś	Invitations		Search			
θ	Change Password		Appointment Date	Client Name	Client TIN	
T	My Access					Reject
₿	VAT ~		Feb 3, 2023	(1579	Accept
\square	TIN Cancellation					Reject
1	Branch Registration		Jan 24, 2023	DOL	1579	Accept
	Liable Taxes					Reject
	Audit Firm		Feb 7, 2023	A	2396	_
Ū	Manage Audit Firm					Accept
000 000	Invitations		Feb 2, 2023	М	1579	Reject
000	Auditors					Accept
o—		Та	anzania Revenue Authority © 2021 - 2022 All rights res	erved		Taxpayer Account

Figure 41:Individual T/A Audit Firm Page

b) Click "Yes" to confirm the acceptance decision.

0	Dashboard			Home / Taxpayer Account / Dashboard
æ	Dashboard			
Ē	Entities ~	Audit Firm Invitations		
0	TIN Amendment			
Ś	Invitations	Search		
θ	Change Password	Appointment Date	Client Name	Client TIN
T	My Access	Are you sure Audit Firm?	you want to accept invitation from with TIN to be their	Repect
Ē	VAT ~	Feb 3, 2023		157:
Ţ	TIN Cancellation	Cancel	Yes	
Ţ	Branch Registration	Jan 24, 2023		67
	Liable Taxes			Accept
	Audit Firm	Feb 7, 2023		Reject
	Manage Audit Firm			Accept
				Reject
000	Invitations	Feb 2, 2023		157 Accept
000	Auditors			
8=	Clients	Tanzania Revenue Authority © 2021 - 2022 All rights	reserved	Taxpayer Account

Figure 42:Confirm Acceptance

5. Appointment of Auditor

5.1 Part A: Appointment of Auditors

This Tab allows only an audit firm entity admin to add auditors who are going to certify tax returns for the clients of the firm.

STEP 01:

User: Director, Administrator of the entity whose TIN is attached to the Entity TIN

Action:

a) Follow "**4.1 Part A: STEP 01: Action: a** – **g**". proceed to click "**Auditors**" Tab then click blue colored "**Appoint Auditor**" button.

-		≡ ﷺ Services	TAX		T.			
	Taxpayer Account					Home / Taxp	ayer Account / Dashboard	
		and a router of your	miseuror to ans charge					
		Name	TRA AUDITOR	TIN		157953982		
		Email	fidejnr@live.com	Phone No.		0759368686		
		Status	Active					
		TIN Certificate						
Ø	Dashboard	< Users	Resource Requests Audit Firm	Company Profile Auditors	Clients	Invitations	Branches >	
Ē	Entities ~							
Ø	TIN Amendment						+ Appoint Auditor	
Ś	Invitations	Search						
θ	Change Password	Name	TIN Appointed Date	NBAA Number		Status		
Ŧ	My Access			No data found				
Ē	VAT ~							
Ŧ	TIN Cancellation					Items per page: 10 *	0 010 < >	
1	Branch Registration	Tanzania Revenue Authority	© 2021 - 2022 All rights reserved				Taxpayer Account	

Figure 43:Auditors Tab

b) Enter Auditor TIN and proceed to click "Add Auditor" button.

<u> </u>	E Services		TAX	XPAYER PORTA	AL.		· .		
Taxpayer Account							Home / 1	Taxpayer Account / Da	ashboard
	Name	TRA AUDITOR			TIN		15795~		
	Email	.jnr@live.com			Phone No.		07595		
	Status	Active							
	TIN Certificate								
673 Dashboard	< Users	Resource Requests	Audit Firm	Company Profile	Auditors	Clients	Invitations	Branches	>
🗄 Entities 🗸									
🖉 TIN Amendment	Search					Appoint New	Auditor		×
≪o Invitations	Name TIN	Appointed Date	NBAA Number	Status		C Enter TIN			
Change Password		No	data found				1262		
My Access						<u> </u>			
🗄 VAT 🗸			Items	s per page: 10 *	0 of 0 < >			-	
TIN Cancellation							Add Auditor		
Dranch Registration	Tanzania Revenue Authority © 2	021 - 2022 All rights reserved						Taxpayer	r Account
<u> </u>									

Figure 44:Add Auditor

c) Then click "Appoint" button on the confirmation dialog box.

-		≡ ∰ Services	ΤΑΧΡΑΥ	ER PORTAL			-			
	Taxpayer Account						Home / Ta	xpayer Account / D	ashboard	
		Name	TRA AUDITOR	т	N		1579:			
		Email	nail jnr@live.com Phone No.				0759.			
		Status	Active							
2		TIN Certificate K Users	Confirmatic	n ! with TIN N	lo as your Auditor	ients	Invitations	Branches	>	
Ð	Entities ~	Search	? Discard Ap	point		oint New	Auditor		×	
Ś	Invitations	Name TIN	Appointed Date NBAA Number	Status		cauer TIN *				
θ	Change Password		No data found				1262			
T	My Access									
₿	VAT ~		items per pag	e: 10 * 0	of0 < >					
T	TIN Cancellation						Add Auditor			
1	Branch Registration	Tanzania Revenue Authority ©	2021 - 2022 All rights reserved					Тахрауе	er Account	

Figure 45: Appoint Confirmation

d) The list of auditors will appear as shown below with a status of "Active".

-		E Services		TAXPAYER	PORTAL		-	
т	axpayer Account						Home / Tax	payer Account / Dashboard
этемия - точ оте ан жилипонотот то чиз ститу.								
		Name	TRA AUDITOR		TIN		1579:	
		Email	fielding@live.com		Phone No.		075^^^^	
		Status	Active					
		TIN Certificate						
Ð	Dashboard	< Users	Resource Requests A	udit Firm Company	Profile Auditors	Clients	Invitations	Branches >
₿	Entities ~							
Ø	TIN Amendment							+ Appoint Auditor
Ś	Invitations	Search						
θ	Change Password	Name		TIN	Appointed Date	NBAA Nur	nber Status	
\square	My Access	F	LLY	1262:	Feb 9, 2023	ACPA3	Active	
₿	VAT ~							
T	TIN Cancellation						Items per page: 10 *	1-1of1 < >
T	Branch Registration							
~	Colds Trees	Tanzania Revenue Authority © 2021 - 2022 All rights reserved Taxpayer						Taxpayer Account

Figure 46: Auditors Information

6. Role Description

- a) **Director/Entity Admin** a person who is registered as a company/entity owner that can add/appoint other users in the company profile to operate on behalf.
- b) **Declarant/User** a person who is appointed by Company/entity's Director/Entity Admin to perform tasks on behalf of a company/entity such as file return etc.
- c) Audit Firm an entity/company that is responsible to certify Return of Income
- Audit Firm Admin a person with the role of entity admin represents an Audit Firm whose responsibilities are to appoint auditors and manages audit firm's profile.
- e) **Auditor** a person who is appointed by Audit Firm's Entity Admin whose responsibility is to certify Return Of Income.

7. Support Point Of Contact

Contact	Organization	Phone	Email
Call Center	TRA	0800 750 075	service@tra.go.tz
		0800 780 078	huduma@tra.go.tz
		0800 110 016	