



NATIONAL REVENUE AUTHORITY

eTax Platform Manual

MODULE 1: REGISTRATION

Version 00.1



Introduction

Every taxpayer with a revenue source in South Sudan (such as employment or business) can apply for a TIN as stipulated in section 17 of the Taxation Act.

All taxpayers, both individuals and businesses, can now apply for a Taxpayer Identification Number (TIN) online. A TIN is a unique number that is issued to identify a taxpayer and manage all tax related matters and transactions.

The following taxpayers can declare their tax and file their returns using their TIN number

register on the eTax platform and get issued with a TIN number:

- **Individuals**
 - Citizens
 - Foreigner Residents
- **Businesses**
- **Non-Governmental Organisations**

Contents

A. Individuals: Citizens

B. Individuals: Foreigners

C. Businesses and Companies

D. Non-Governmental Organizations



Taxpayer Registration

Individuals: Citizens

The process described below is reserved for individual taxpayers who are Citizens of the Republic of South Sudan.

Successful creation of the account will result in the generation of a Taxpayer Identification Number (TIN) certificate.

NOTE: Creating a TIN is free and does not attract any fee

1

Registering on eTax and Generating a TIN

For a citizen taxpayer to register for a TIN, they are required to provide the following:

- Personal number as it appears on their issued National ID
- Valid Mobile number
- Valid email address

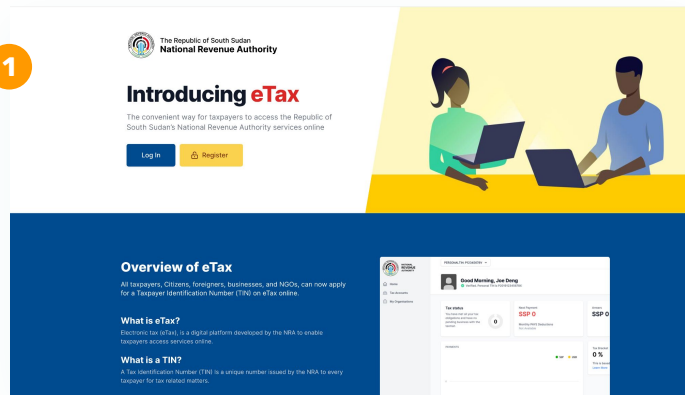
2

Registering on eTax and Generating a TIN

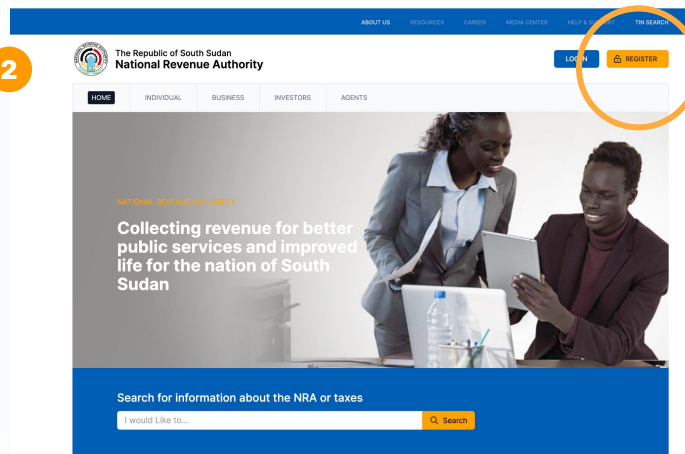
An individual using their device of choice can access eTax in any of the following ways:

1. Directly through <https://etax.nra.gov.ss/>
2. By visiting the official NRA website <https://nra.gov.ss/> and clicking on the Register button on the top right end of the screen.

1



2



Step 1

Select the '**Citizen**' option from the types of accounts as shown and click on Next.

Note:

The Sign-in section is reserved for taxpayers who have registered for a TIN

The screenshot shows a web form titled "Create an account" with the subtitle "Select your account type. You can register as a Citizen". There are three radio button options: "Citizen" (selected and circled in orange), "Foreigners", and "Organizations". The "Citizen" option is described as "For Citizens of South Africa who have a valid ID card, passport, or other identification document and are registered with Directorate of Civil registry, Nationality, Passports and Immigration". The "Foreigners" option is described as "For foreigners who are registered with the Ministry of Justice". The "Organizations" option is described as "For organizations registered with the Ministry of Humanitarian Services". At the bottom of the form, there is a blue "Next" button, which is pointed to by a red arrow.

Step 2

Enter your personal number and first name and click on the validate button.

Note:

- The personal number starts with **M** for male or **F** for female. The letter needs to be in upper case
- The validate action will check the details entered against government records a positive match. Once a match is established, the record of the taxpayer will be displayed

Create an account
Create a new account to generate your TIN

Verify your details

Personal Number

2

First Name

John

Validate

Verify your details

JOHN DOE
000000

Phone Number

Country code ▼ Phone number

+254 900 000 000

Confirm

Enter your phone number then click on confirm

Step 3

Select the country code and enter your mobile number. Click confirm to receive a six digit verification code sent to the same line.

Note: This action (Confirm) will prompt the system to send a Verification code to your mobile Number in order to validate it

Verify your details



JOHN DOE
M00000000000000

×

Phone Number

Country code

+211

Phone number

900 000 000

×

Resend

We have sent a verification code to your mobile phone +254710100796. Enter the code below.

Enter Verification Code

513077

Validate

Step 4

Once the code is entered correctly and confirmed, the phone number will be verified and you will be prompted to provide your email address. Once entered, click on **confirm**.

Note: This action will prompt the system to send a Verification code to your email address in order to validate it.

Once the code sent to your email is entered correctly, the email address will be verified and a check mark will be displayed below the email.

Create an account

Create a new account to generate your TIN

Verify your details



JOHN DOE

000000

×

Phone Number

Country code

Phone number

 +254

✓

712345678

×

✓ Phone Number Verified

Email Address

e.g johndoe@gmail.com

Confirm

Enter your email then click on Confirm

Step 5

Upon completion of the Validation process from steps 1-5, you will now be required to provide your personal details. These will include:

1. Your current physical address
2. Employer information (Optional)

Click on next once done

1. Physical address

Your state and county can be selected from the drop down list.

Type in your address in the address field

2. Employer information

Input the employer information to indicate your current employer and your current position. You may leave this blank if you are not employed

The screenshot shows a web form titled "Enter Personal Details" with the subtitle "Create a new account to generate your PIN". The form is divided into two main sections: "Physical Address" and "Employer Information".

Physical Address Section:

- State:** A dropdown menu with "JOHN DOE" selected.
- County:** A dropdown menu with "Bay County" selected.
- Address:** A text input field containing "234 streets".

Employer Information Section:

- Current Employer:** A text input field containing "Enterprise".
- Current Position:** A text input field containing "manager".

User Profile Section (Right Side):

- Profile Picture:** A placeholder image of a person.
- Name:** "JOHN DOE 000000".
- Date of Birth:** "12 December, 1993".
- Gender:** "Male".
- Phone Number:** "+255 712345678".
- Email Address:** "johndoe@gmail.com".

Navigation:

- A blue "Next" button is circled in orange.
- A "Cancel" button is located at the bottom right.

Annotations:

- An orange line points from the "1. Physical address" text box to the "State" and "County" dropdowns.
- An orange line points from the "2. Employer information" text box to the "Current Employer" and "Current Position" input fields.

Step 7

For confirmation, ensure that all the details you provide belong to you and are correct before clicking the declaration checkbox at the bottom as highlighted.

Note: The 'Complete Registration' button only becomes active after checking the declaration checkbox

Confirm your details
Below is the information you provided during registration

Basic Details

Name	John Doe
Personal Number	
Gender	Male
Date of birth	12 Dec 1993

Contact Information

Phone	
Email	

Location Information

State	
County	

☒ Declaration
I have provided information I have provided in this form are true and complete and accept fully the condition that any false information I may provide may be used to my prosecution.

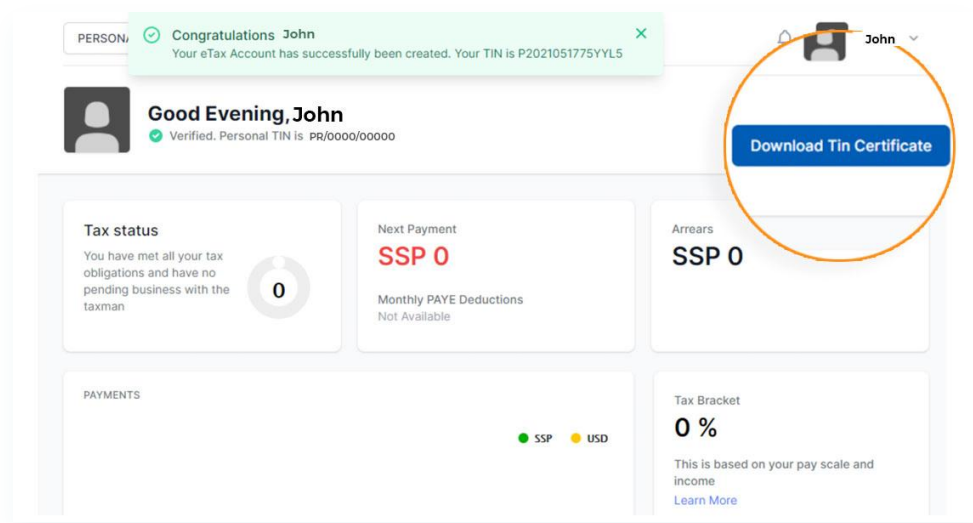
Complete Registration

Step 8

Upon successfully completing the registration process, you will be directed to your NRA eTax account.

Your TIN certificate can be downloaded by clicking on the download button highlighted.

Note: A message with your TIN number will be sent to the phone number and email that you provided





Taxpayer Registration

Individuals: Foreigners

The process described below is reserved for Foreign Residents who have a work Permit and are registered with the Directorate of Civil registry, Nationality, Passports and Immigration.

Successful creation of an account will result in the submission of the application to the NRA for verification. This will be a final step towards receiving a Taxpayer Identification Number (TIN) certificate.

NOTE: Creating a TIN is free and does not attract any fee

1

Registering on eTax and Generating a TIN

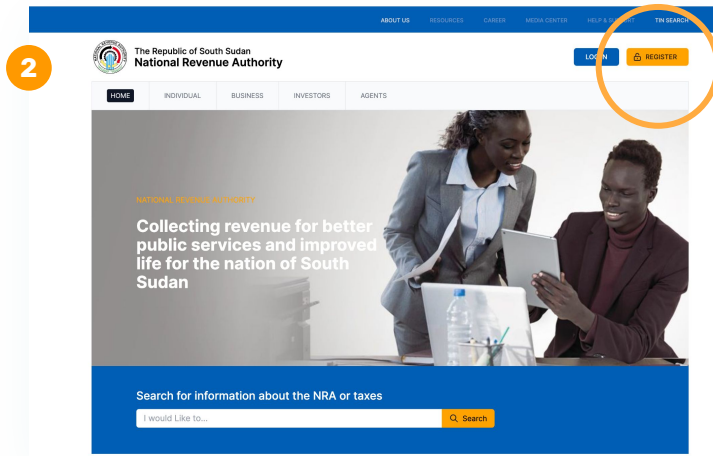
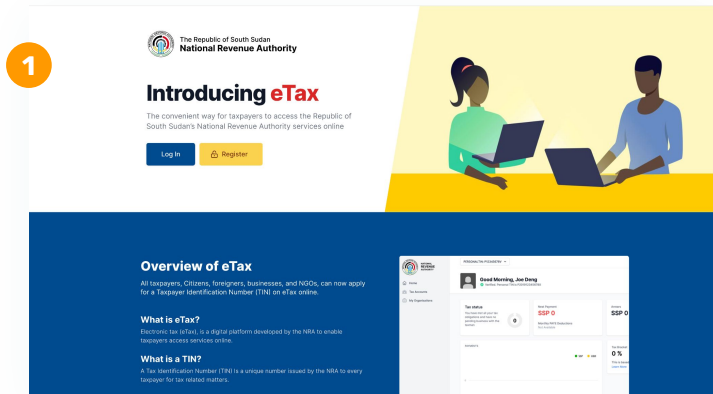
For a Foreigner to register for a TIN, they are required to provide the following:

- Valid Passport details
- Valid alien Registration
- A valid work permit
- A valid and active phone number
- A valid and active email address

2 Registering on eTax and Generating a TIN

An individual using their device of choice can access eTax in any of the following ways:

1. Directly through <https://etax.nra.gov.ss/>
2. By visiting the official NRA website <https://nra.gov.ss/> and clicking on the Register button on the top right end of the screen

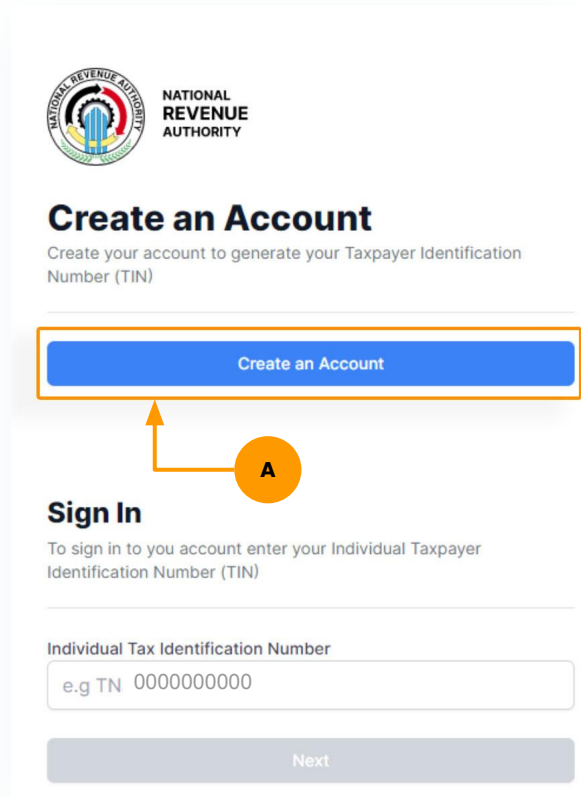


Step 1

Click on the create account button as highlighted on (A):

Note:

The Sign-in section is reserved for taxpayers who have registered for a TIN



 **NATIONAL
REVENUE
AUTHORITY**

Create an Account

Create your account to generate your Taxpayer Identification Number (TIN)

Create an Account

Sign In

To sign in to you account enter your Individual Taxpayer Identification Number (TIN)

Individual Tax Identification Number

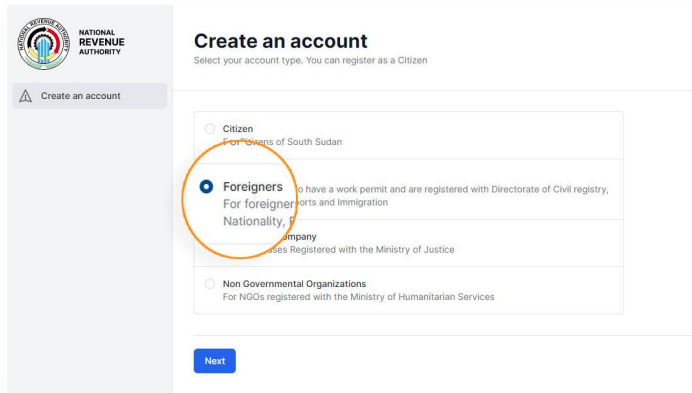
e.g TN 0000000000

Next

Step 1

Select the '**Foreigners**' option from the types of accounts as shown and click on next

Provide the details required in the personal Identity form. The following Sequence of Screenshots will illustrate

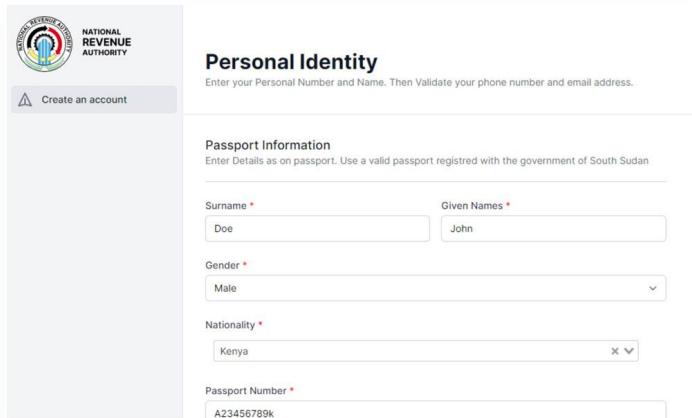


Create an account
Select your account type. You can register as a Citizen

☐ Citizen
For Citizens of South Sudan

☒ **Foreigners**
For foreigners who have a work permit and are registered with Directorate of Civil registry, ports and immigration

☐ Non Governmental Organizations
For NGOs registered with the Ministry of Humanitarian Services



Personal Identity
Enter your Personal Number and Name. Then Validate your phone number and email address.

Passport Information
Enter Details as on passport. Use a valid passport registered with the government of South Sudan

Surname * Given Names *

Gender *

Nationality *

Passport Number *

Step 2

Enter your personal Identity information as it appears in your current and valid passport

All fields marked with a Red asterisk are mandatory. Failure to provide the information will prevent you from completing the registration process

Passport Number *

A23456

Date of Issue *

1 Jul 2022

Date of Expiry *

31 Dec 2029

Date of Birth *

6 Apr 1992

Place of Birth *

Nairobi

Foreigner Registration Information

Enter alien registration details from Directorate of Nationality, Passports & Immigration.

Step 3

Provide your Alien Registration Number and work permit Number before proceeding to make uploads of the required documents.

Note: The uploads have a size limit of 200KB per upload.

Foreigner Registration Information

Enter alien registration details from Directorate of Nationality, Passports & Immigration.

Alien Registration Number

000000

Work Permit Number

000000

Upload Documents

Upload clear digital or scanned documents. Recommended size 200kb.

Recent Colored Photo (300by300px) *

Upload a file...

Passport Bio Page *

Upload a file...

Upload Documents

Upload clear digital or scanned documents. Recommended size 200kb.

Recent Colored Photo (300by300px) *

Upload a file...

Passport Bio Page *

Upload a file...

Alien Registration Page

Upload a file...

Work Permit

Upload a file...

Next

Step 4

Enter the country code of your currently active Phone number as shown and click on **Confirm** to receive a six digit verification code sent to the same line.

Note: Once your number is validated it, you will see a green check mark against the field

Phone Number

Country code 🇩🇪 +211	Phone number 900 000 000	Resend
-------------------------	-----------------------------	--------

We have sent a verification code to your mobile phone +254710100796. Enter the code below.

Enter Verification Code

513077	Validate
--------	----------

Step 5

Next, enter your email in the field provided and Click on **Confirm**. A code will be sent to your email. Enter the code in the Verification Code field.

Note: Once your email is validated, you will see a green check mark against the field

Personal Identity
Enter your Personal Number and Name. Then Validate your phone number and email address.

Phone Number

Country code  254 Phone number 720042171

Phone Number Verified

Email Address

johndoe@gmail.com

Enter your email then click on Confirm

Confirm

Personal Identity
Enter your Personal Number and Name. Then Validate your phone number and email address.

Phone Number

Country code  254 Phone number 720042171

Phone Number Verified

Email Address

Johndoe@gmail.com

We sent a verification code to your email address Johndoe@gmail.com. Enter the code below.

Enter Verification Code

846506

Resend

Validate

Step 6

Upon completion of the Validation process from steps 1-6, you will now be required to provide your personal details. These will include:

1. Your current physical address
2. Employer information (Optional)

Click on next once done

1. Physical address

Your state and county can be selected from the drop down list.

Type in your address in the address field

2. Employer information

Input the employer information to indicate your current employer and your current position. You may leave this blank if you are not employed

The screenshot shows a web form titled "Enter Personal Details" with the subtitle "Create a new account to generate your PIN". The form is divided into two main sections: "Physical Address" and "Employer Information".

Physical Address Section:

- State:** A dropdown menu with "JOHN DOE" selected.
- County:** A dropdown menu with "Bay County" selected.
- Address:** A text input field containing "234 streets".

Employer Information Section:

- Current Employer:** A text input field containing "Enterprise".
- Current Position:** A text input field containing "manager".

User Profile Section (Right Side):

- Profile Picture:** A placeholder image of a person.
- Name:** "JOHN DOE 000000".
- Date of Birth:** "12 December, 1993".
- Gender:** "Male".
- Phone Number:** "+255 712345678".
- Email Address:** "johndoe@gmail.com".

Navigation:

- A blue "Next" button is circled in orange.
- A "Cancel" button is located at the bottom right.

Step 7

For confirmation, ensure that all the details you provide belong to you and are correct before clicking the declaration checkbox at the bottom as highlighted.

Note: The 'Complete Registration' button only becomes active after checking the declaration checkbox

Confirm your details

Below is the information you provided

Basic Details	
Name	John Doe
Passport Number	13345
Gender	Male
Date of birth	26 Feb 1992

Contact Information	
Phone	+254720042171
Email	johnhdoe@gmail.com

Physical Address	
State	Abyei Administrative Area
County	Abyei

☒ I confirm that the information I have provided is accurate and complete.

Complete Registration

Step 8

Upon successfully completing the process, you will land on the page displayed on the right.

Note: Account creation for foreigners must go through a verification process.

You will receive an email containing a tracking number that you may use as reference to follow up on progress of your registration



Registration Complete

Thank you for submitting your registration. Your application is being reviewed. You will be notified through sms on +254720042171 and email pattyaura@gmail.com once approved.

[Go to www.nra.gov.ss](http://www.nra.gov.ss)



Taxpayer Registration Business

The process described below is reserved for Businesses, Companies and any such entities duly registered with the Ministry of Justice.

Successful creation of an account will result in the submission of the application to the NRA for verification. This will be a final step towards receiving a Taxpayer Identification Number (TIN) certificate.

NOTE: Creating a TIN is free and does not attract any fee

1

Registering on eTax and Generating a TIN

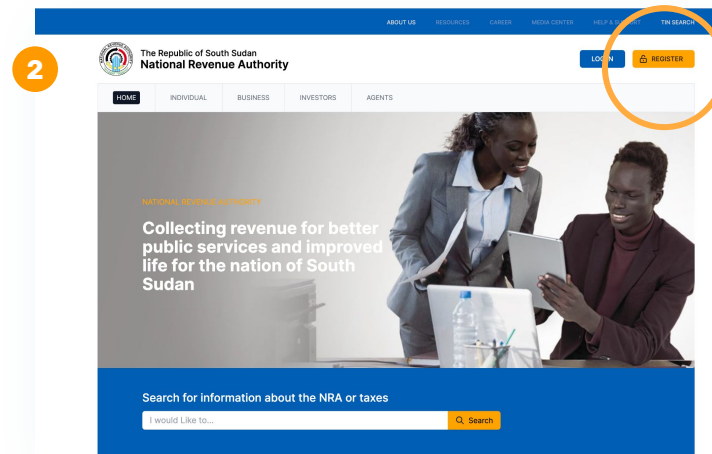
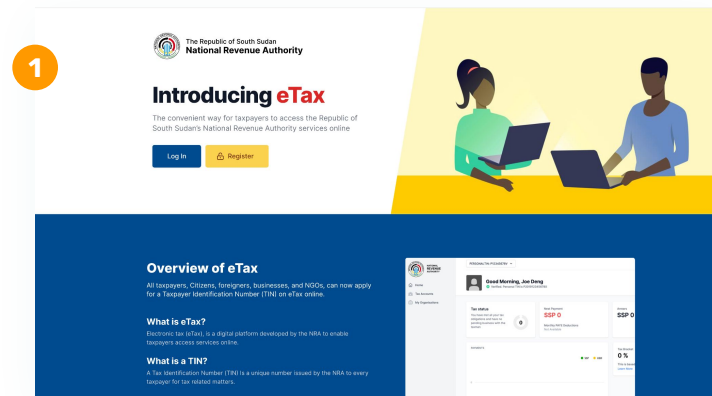
For a Business to register for a TIN, they are required to provide the following:

- A valid Business Registration Number issued by the Ministry of Justice and a scanned copy of the Business registration Certificate
- Business validated on the Ministry of Justices' Business Registration service: business.eservices.gov.ss
- A Director's TIN issued from the eTax portal
- A certificate of TIN registration and TIN number for businesses that have an existing TIN number

2 Registering on eTax and Generating a TIN

An individual applying for a business TIN can access eTax in any of the following ways:

1. Directly through <https://etax.nra.gov.ss/>
2. By visiting the official NRA website <https://nra.gov.ss/> and clicking on the Register button on the top right end of the screen

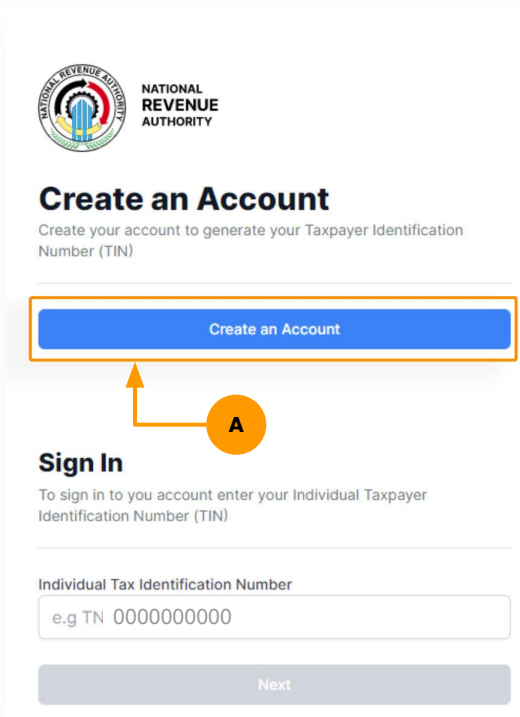


Step 1

Click on the create account button as highlighted on (A):

Note:

The Sign-in section is reserved for taxpayers who have registered for a TIN



The screenshot displays the National Revenue Authority (NRA) website interface. At the top, the NRA logo and name are visible. Below this, the heading "Create an Account" is prominently displayed, followed by the subtext "Create your account to generate your Taxpayer Identification Number (TIN)". A blue button labeled "Create an Account" is highlighted with an orange rectangular border. An orange arrow points from a yellow circle containing the letter "A" to this button. Below the "Create an Account" section, the "Sign In" section is visible, which includes the instruction "To sign in to your account enter your Individual Taxpayer Identification Number (TIN)". This section contains a text input field with the placeholder "e.g TN 0000000000" and a grey "Next" button.

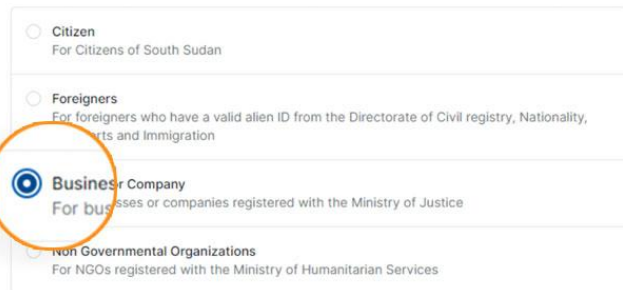
Step 2

Select the '**Business or Company**' option from the types of accounts as shown and click on next

Provide the organization details as required. The following Sequence of Screenshots will illustrate

Create an account

Select an option below



The screenshot shows a form titled 'Create an account' with the instruction 'Select an option below'. There are four radio button options:

- ☐ **Citizen**
For Citizens of South Sudan
- ☐ **Foreigners**
For foreigners who have a valid alien ID from the Directorate of Civil registry, Nationality, and Immigration
- ☒ **Business or Company**
For businesses or companies registered with the Ministry of Justice
- ☐ **Non Governmental Organizations**
For NGOs registered with the Ministry of Humanitarian Services

The 'Business or Company' option is selected, indicated by a blue dot and an orange circle around the radio button.

Next

Step 3

Enter the TIN of the Directors as well as the Business Registration number

Note:

Clicking on next initiates a check for the details provided against government records for a match and the record of the taxpayer displayed. This only occurs if the business details are duly validated on the Business Registration Service provided by the Ministry of Justice

Add your Business
Enter a director's individual TIN and Business Registration Number and contact information to proceed.

Please note: before you proceed, make sure your business is validated on the Ministry of Justice's Business Registration Services Portal. [Click here to access the portal.](#) →

Enter a Director's Individual TIN
Don't have a TIN? [Click here and apply as a Citizen or Foreigner](#)

PH0000000001

Enter Business Registration Number
The business registration number as it appears on your business registration certificate.

CPR/000/000/001

Next

Add your Business
Enter a director's individual TIN and Business Registration Number and contact information to proceed.

Create an account

PORTER LOGICS LIMITED

PORTER LOGICS LIMITED

Step 4

Next, enter your phone number in the field provided and click on Confirm. A code will be sent to your number. Enter the code in the Verification Code field.

Note: Once your phone is validated, you will see a green check mark against the field

Add your Business

Enter a director's individual TIN and Business Registration Number and contact information to proceed.



PORTER LOGICS LIMITED

Phone Number

Country code
+211

Phone number
900 000 000



Resend

We have sent a verification code to your mobile phone +254 71234567. Enter the code below.

Enter Verification Code

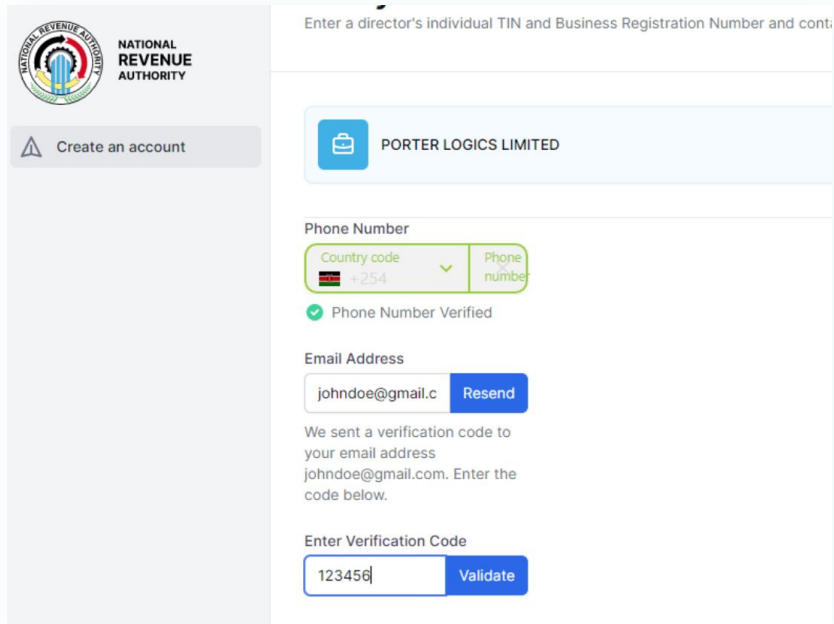
000000

Validate

Step 5

Next, enter your email address in the field provided and click on Confirm. A code will be sent to the email address. Enter the code in the Verification Code field.

Note: Once your email is validated, you will see a green check mark against the field



NATIONAL REVENUE AUTHORITY

Create an account

Enter a director's individual TIN and Business Registration Number and cont.

PORTER LOGICS LIMITED

Phone Number

Country code +254 Phone number

Phone Number Verified

Email Address

johndoe@gmail.c Resend

We sent a verification code to your email address johndoe@gmail.com. Enter the code below.

Enter Verification Code

123456 Validate

Step 6

Organizations with previously issued TINs are required to provide the the TIN number and a scan of the TIN certificate for validation. New TINs shall thereafter be issued.

NOTICE: Old TINs shall be rendered inactive from **July 1st 2021**

1. For Businesses with an existing TIN

Enter your current TIN and upload a scan of your TIN certificate. Click on next to proceed

2. For Businesses without an existing TIN

If you had no prior TIN issued by the NRA, select the option 'NO' and proceed by clicking on next

Existing TIN

If you have an existing TIN issued by the NRA, enter the TIN number and upload a scan of the TIN certificate. Businesses and companies with existing TINs shall receive new TINs.

Do you have an Existing TIN?

☒ Yes

☐ No

Existing Business TIN Number

PH0000000001

Existing Business TIN Certificate

Upload a file...

Next

Existing TIN

If you have an existing TIN issued by the NRA, enter the TIN number and upload a scan of the TIN certificate. Businesses and companies with existing TINs shall receive new TINs.

Do you have an Existing TIN?

☐ Yes

☒ No

Next

Step 7

In the next step, businesses or companies may choose to add an agent who can transact on behalf of their behalf on the eTax platform—for tasks such as declaring taxes, filing returns or making tax payments.

An agent may be an employee of the organisation or any such appointed person responsible for conducting the aforementioned activities.

An agent needs to have a TIN issued from eTax.

Note: This is not a mandatory step and you may skip it if not applicable

Step 7 (Cont'd)

To add an agent, enter the agent's TIN number and click on add agent. The system will bring up their information for confirmation.

You can proceed to add more than one agent.

You can skip this step if not applicable and proceed

Agents

Agents manage your NRA etax business account behalf of your organization

Add an Agent
An agent needs to first create an account on eTax

Enter Agent TIN

PH0000000001

Add Agent

Agents

Agents manage your NRA etax business account behalf of your organization



John Doe
P000000000

×

Add an Agent
An agent needs to first create an account on eTax

Enter Agent TIN

Add Agent

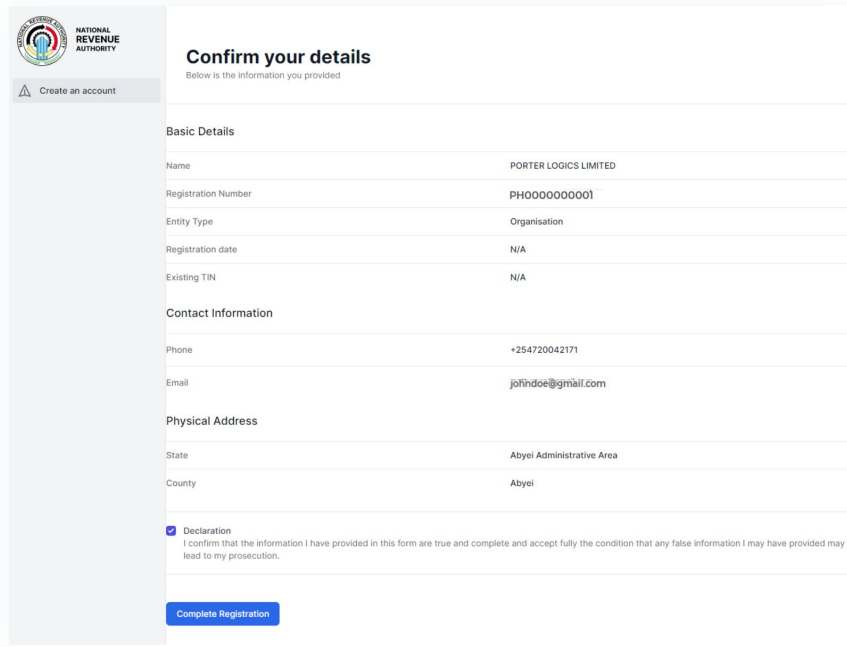
Next

Skip

Step 8

Confirm that details entered are correct by clicking on the declaration check box as shown below. Click on Complete Registration and you will be able to download the Business TIN in the same way as for individual.

Note: The 'Complete Registration' button only becomes active after checking the declaration checkbox



 NATIONAL REVENUE AUTHORITY

 Create an account

Confirm your details

Below is the information you provided

Basic Details	
Name	PORTER LOGICS LIMITED
Registration Number	PH0000000001
Entity Type	Organisation
Registration date	N/A
Existing TIN	N/A
Contact Information	
Phone	+254720042171
Email	john.doe@gmail.com
Physical Address	
State	Abyei Administrative Area
County	Abyei
☒ Declaration I confirm that the information I have provided in this form are true and complete and accept fully the condition that any false information I may have provided may lead to my prosecution.	
Complete Registration	



Taxpayer Registration

Non-Governmental Organizations

The process described below is reserved for Non profits and Non-governmental Organizations registered with the Ministry of Humanitarian Services.

Successful creation of an account will result in the submission of the application to the NRA for verification. This will be a final step towards receiving a Taxpayer Identification Number (TIN) certificate.

NOTE: Creating a TIN is free and does not attract any fee

1

Registering on eTax and Generating a TIN

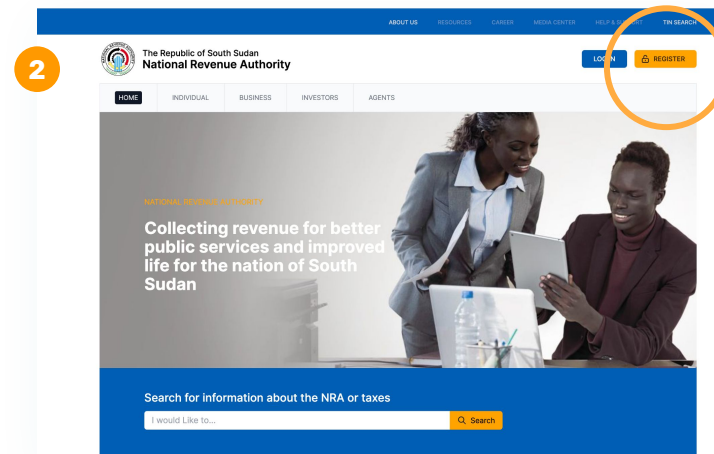
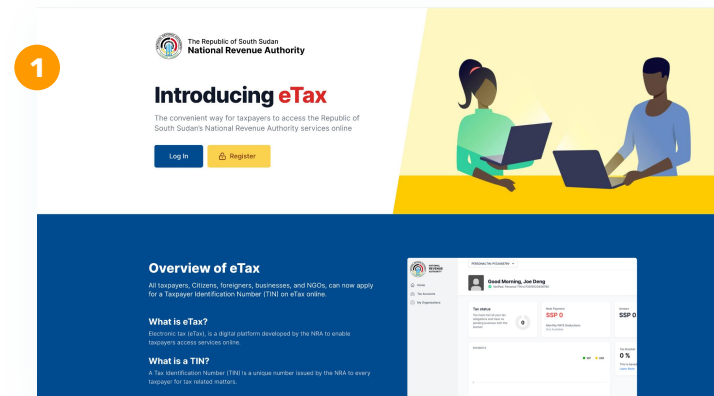
For Non-governmental Organizations to register for a TIN, they are required to provide the following:

- A valid Registration Number issued by the Ministry of Humanitarian Services
- Any of the Director's registered TIN issued on the eTax portal
- A scan of the certificate of TIN registration and TIN number—for organisations that have an existing TIN number

2 Registering on eTax and Generating a TIN

An individual registering an NGO can access eTax in any of the following ways:

1. Directly through <https://etax.nra.gov.ss/>
2. By visiting the official NRA website <https://nra.gov.ss/> and clicking on the Register button on the top right end of the screen

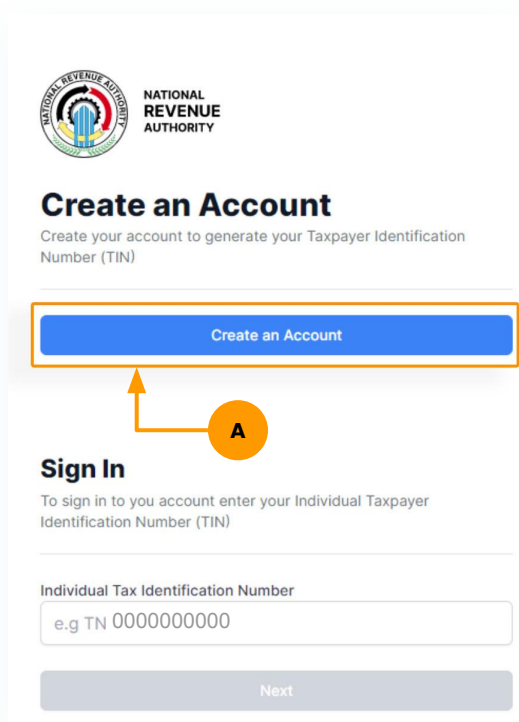


Step 1

Click on the create account button as highlighted on (A):

Note:

The Sign-in section is reserved for taxpayers who have registered for a TIN



The screenshot displays the National Revenue Authority (NRA) website interface. At the top, the NRA logo and name are visible. Below this, the heading "Create an Account" is prominently displayed, followed by the instruction "Create your account to generate your Taxpayer Identification Number (TIN)". A blue button labeled "Create an Account" is highlighted with an orange rectangular border. An orange arrow points from a yellow circle containing the letter "A" to this button. Below the "Create an Account" section, the "Sign In" section is visible, which includes the instruction "To sign in to your account enter your Individual Taxpayer Identification Number (TIN)". This section contains a text input field labeled "Individual Tax Identification Number" with the placeholder text "e.g TN 0000000000" and a "Next" button.

Step 2

Select the '**Non Governmental Organizations**' option from the types of accounts as shown and click on next

Provide the organization details as required. The following Sequence of Screenshots will illustrate

SCREEN 1: Select an option below

Select an option below

- ☐ **Citizen**
For Citizens of South Sudan
- ☐ **Foreigners**
For foreigners who have a valid alien ID from the Directorate of Civil registry, Nationality, Passports and Immigration
- ☐ **Business v...**
For businesses v... companies registered with the Ministry of Justice
- ☒ **Non Governmental Organizations**
For NGOs registered with the Ministry of Humanitarian Services

Next

SCREEN 2: Non Governmental Organization

Enter Details as on passport. Use a valid passport registered with the government of South Sudan

Organization Name in full
JOHN DOE AID

Organization Acronym
JDA

Type
International NGO

Upload NGO Registration Certificate
Upload a file...

Next

Step 3

Enter the country code of your currently active Phone number as shown and click on **Confirm** to receive a six digit verification code sent to the same line.

Note: Once your number is validated it, you will see a green check mark against the field

Non Governmental Organization

Enter Details as on passport. Use a valid passport registered with the government of South Sudan

Phone Number

Country code

+211

Phone number

900 000 000

×

Confirm

×

Confirm

Enter your phone number then click on confirm

Non Governmental Organization

Enter Details as on passport. Use a valid passport registered with the government of South Sudan

Phone Number

Country code

+211

Phone number

900 000 000

×

Resend

We have sent a verification code to your mobile phone +254720042171. Enter the code below.

Enter Verification Code

123456

Validate

Step 4

Next, enter your email in the field provided and Click on **Confirm**. A code will be sent to your email. Enter the code in the Verification Code field.

Note: Once your email is validated, you will see a green check mark against the field

Non Governmental Organization

Enter Details as on passport. Use a valid passport registered with the government of South Sudan

Phone Number

Country code SD 238	Phone number 70042171
------------------------	--------------------------

Phone Number Verified

Email Address

johndoe@gmail.com	Confirm
-------------------	---------

Enter your email then click on Confirm

Non Governmental Organization

Enter Details as on passport. Use a valid passport registered with the government of South Sudan

Phone Number

Country code SD 238	Phone number 70042171
------------------------	--------------------------

Phone Number Verified

Email Address

johndoe@gmail.com	Resend
-------------------	--------

We sent a verification code to your email address pattyaura@gmail.com. Enter the code below.

Enter Verification Code

086402	Validate
--------	----------

Step 5

Organizations with previously issued TINs are required to provide the the TIN number and a scan of the TIN certificate for validation. New TINs shall thereafter be issued.

NOTICE: Old TINs shall be rendered inactive from **July 1st 2021**

1. For organizations with an existing TIN

Enter your current TIN and upload a scan of your TIN certificate. Click on next to proceed

Existing TIN

Do you already have a TIN allocated by NRA, enter the information below.

Do you have an Existing TIN?

☒ Yes

☐ No

Existing Business TIN Number

B20 PR/0000/00000

Existing Business TIN Certificate

Upload a file...

Next

2. For organizations without an existing TIN

If you had no prior TIN issued by the NRA, select the option 'NO' and proceed by clicking on next

Existing TIN

Do you already have a TIN allocated by NRA, enter the information below.

Do you have an Existing TIN?

☐ Yes

☒ No

Next

Step 5

In the next step, organizations may choose to add an agent who can transact on behalf of the organizations on the eTax platform—for tasks such as declaring taxes, filing returns or making tax payments.

An agent may be an employee of the organisation or any such appointed person responsible for conducting the aforementioned activities.

An agent needs to have a TIN issued from eTax.

Note: This is not a mandatory step and you may skip it if not applicable

Step 5 (Cont'd)

To add an agent, enter the agent's TIN number and click on add agent. The system will bring up their information for confirmation.

You can proceed to add more than one agent.

Agents

Agents manage your NRA etax business account behalf of your organization

Add an Agent

An agent needs to first create an account on eTax

Enter Agent TIN

Add Agent

Agents

Agents manage your NRA etax business account behalf of your organization



John Doe
P20201030940000

X

Add an Agent

An agent needs to first create an account on eTax

Enter Agent TIN

Add Agent

Next

Skip

Step 6

Enter the location details of the Organisation.

Click on Next

Note: All field marked with a red asterisk are compulsory

Physical Address

Your Current residential address

State *

Abyei Administrative Area

County *

Abyei

Town

What Activies does is your business involved in ? *

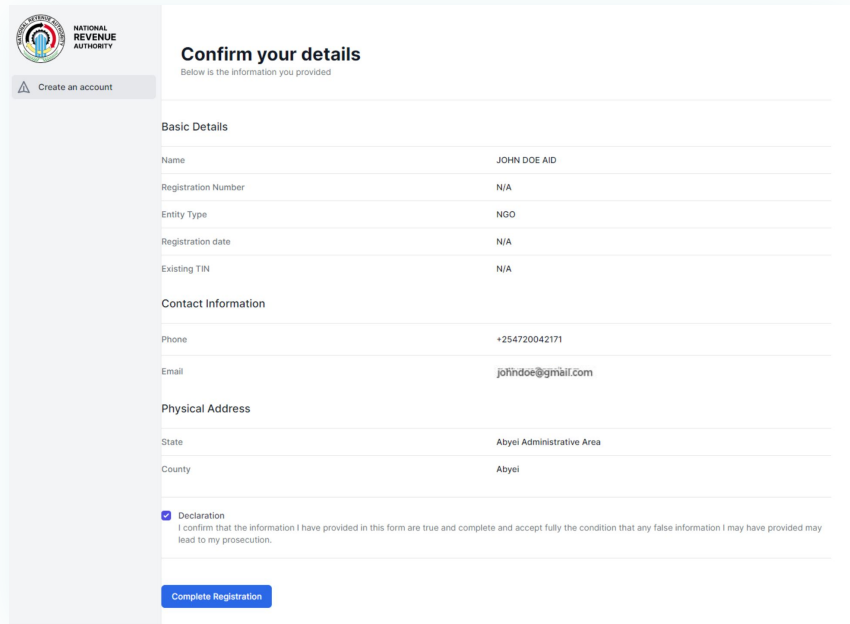
Purchases ✕

Next

Step 7

Confirm that details entered are correct by clicking on the declaration check box as shown below. Click on Complete Registration

Note: The 'Complete Registration' button only becomes active after checking the declaration checkbox



The screenshot shows a web form for the National Revenue Authority. The header includes the authority's logo and name. A sidebar on the left contains a 'Create an account' link. The main content area is titled 'Confirm your details' and lists the information provided by the user. The form is divided into sections: Basic Details, Contact Information, Physical Address, and a Declaration section. The Declaration section includes a checked checkbox and a confirmation statement. A 'Complete Registration' button is located at the bottom of the form.

NATIONAL REVENUE AUTHORITY

Create an account

Confirm your details

Below is the information you provided

Basic Details	
Name	JOHN DOE AID
Registration Number	N/A
Entity Type	NGO
Registration date	N/A
Existing TIN	N/A
Contact Information	
Phone	+254720042171
Email	johnndoe@gmail.com
Physical Address	
State	Abeyi Administrative Area
County	Abeyi
☒ Declaration I confirm that the information I have provided in this form are true and complete and accept fully the condition that any false information I may have provided may lead to my prosecution.	
Complete Registration	

Step 8

Upon successfully completing the process, you will land on the page displayed on the right.

Note: Applications for NGOs must go through a verification process

You will receive an email containing a tracking number that you may use as reference to follow up on progress of your registration



Registration Complete

Thank you for submitting your registration. Your application is being reviewed. You will be notified through sms on +254720042171 and email pattyaura@gmail.com once approved.

[Go to www.nra.gov.ss](http://www.nra.gov.ss)

