



## Public Notice

### PAYE FINAL WITHHOLDING TAX

This notice serves to advise that the PAYE Final Withholding Tax reporting requirements for 2013 is now in operation. We acknowledge the effort put in by all stakeholders, however, with the implementation of any new process, teething problems are expected. Teething problems will be addressed on an individual basis and you shall be contacted by the following officers in the next two weeks:

**Ms Lewai Karavaki; Mr Rohit Pillay; Ms Bhavna Sharma; Ms Sangeeta Prasad and Mr Sailosi Nakelekelevesi.** You may also email your query to [payefinal@frca.org.fj](mailto:payefinal@frca.org.fj).

### TIN REGISTRATION COMPULSORY REQUIREMENTS

We continue to receive incomplete application for Tax Identification Number (TIN) registration. Please be advised that the following checklist must be adhered to for individual TIN registration:

- Fully complete the sections for registration type and details on the form
- Sign and insert date on the forms
- Contract of employment/letter from employer
- Attach certified copy of your birth certificate
- Provide proof of identity such as driver's licence, wheel tax certificate, FNPF card, passport, voter registration card, Official ID Card (or attach certified photocopy if emailing)
- Proof of residential address (FEA or Water bill, city council or town council bills, Housing Authority statements, TLTB and Lands Department notices/bills, rental notices/receipts from landlords)

**Issuance of your TIN number will be delayed if the above are not fulfilled.**

**For TIN Registration issues, please contact: Mr. Esala Vukinavanua on 3243504, Mr. Paula Savai on 3243509, Mrs. Melissa Leane on 3243585 and Mrs. Susana Tuibuca on 3243506.** You may also email [tepu@frca.org.fj](mailto:tepu@frca.org.fj) or visit our Customer Service Center nearest to you.

**Jitoko Tikolevu**  
**CHIEF EXECUTIVE OFFICER**  
**22 March 2013**