



**FIJI REVENUE AND  
CUSTOMS SERVICE**

Existing Tax Agent: TPOS Sign-Up

# **USER MANUAL**

**v1.0**



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# Basic Information

Tax Agents are licensed natural persons providing taxation services such as filing returns, amendments and objections on behalf of their clients. They act as an intermediary between the Fiji Revenue and Customs Service (FRCS) and the taxpayer(s). The Tax Agents' Board (Board) was established to register and regulate the work of tax agents.

Section 113 of the Tax Administration Act 2009 states that a natural person may apply to the Board for registration as a tax agent. The process of applying to become a tax agent has been automated and is covered in the Sign-Up and Registration user manual. Some basic standards that guide the automated Tax Agent process include:

1. The tax agent's portal is independent from his/her personal portal
2. The Tax Agent will be issued a unique Business Partner (BP) number for this purpose. The Business Partner (BP) number is NOT a TIN.
3. System will create a unique User ID for the Tax Agent.
4. There will be a relationship created between the TIN and the BP.

Tax Agents can operate as a Sole Trader or Partner/Representative of a Tax Agent firm (e.g. KPMG, PWC, etc.). During the application process, real-time compliance checks will be done. These are standard checks that were previously done manually. If these conditions are not satisfied, the application will be rejected.

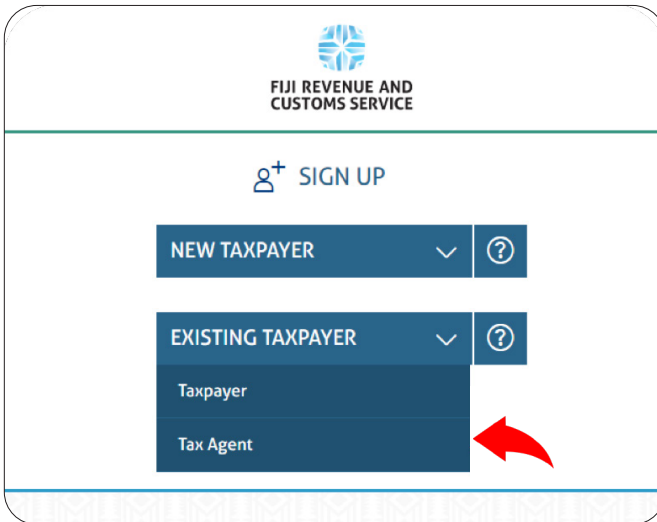
If an application is approved, the applicant will receive the following correspondences;

1. System access details (User ID and password)
2. Tax Agent Registration Approval Letter
3. Tax Agent License Certificate

The Tax Agent license is valid until the end of the year in which registration was granted. The renewal process is covered in the Tax Agent License Renewal user manual. This user manual covers the sign-up process for an existing tax agent.

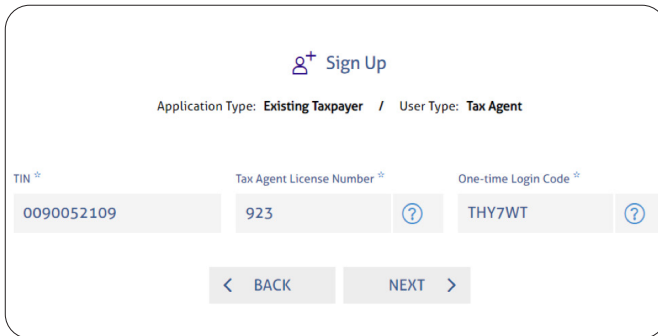
# TPOS Log-in

- An existing tax agent is a person who already holds a valid tax agent license. All users need to sign up to use the Taxpayer Online Service (TPOS) portal. The Tax Agent will select the 'Tax Agent' option from the dropdown list which appears for existing taxpayers.



The screenshot shows the TPOS Sign Up interface. At the top is the Fiji Revenue and Customs Service logo. Below it is a 'SIGN UP' button with a person icon. There are two main sections: 'NEW TAXPAYER' and 'EXISTING TAXPAYER'. The 'EXISTING TAXPAYER' section is expanded, showing a dropdown menu with 'Taxpayer' and 'Tax Agent' options. A red arrow points to the 'Tax Agent' option.

- After selecting the tax agent option, this will prompt the display of Terms & Conditions which govern the use of the portal. Once you click on "I Agree", this will take you to the following screen.



**g+ Sign Up**

Application Type: **Existing Taxpayer** / User Type: **Tax Agent**

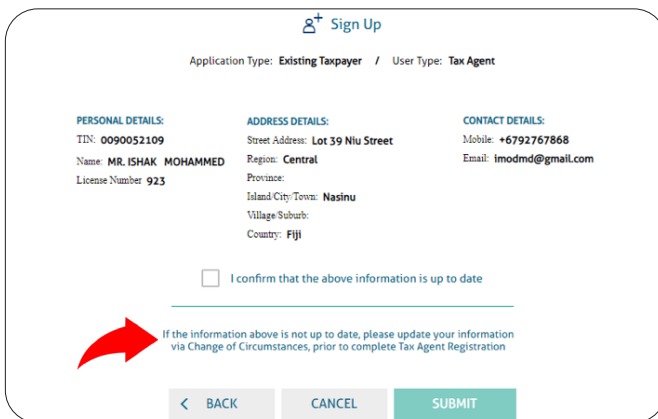
TIN \*      Tax Agent License Number \*      One-time Login Code \*

0090052109      923      THY7WT

< BACK      NEXT >

All fields displayed are mandatory and must be updated. The One-time Login Code is issued by FRCS for all existing taxpayers. Tax agents use the same code to sign up to both the tax agent and personal portal.

Once the details entered are validated, the Tax Agent’s personal information will be displayed. In this example, the tax agent is operating as a sole trader. If the agent was part of the Partner/Representative category, an additional field to show the employer TIN and name would have been displayed.



**g+ Sign Up**

Application Type: **Existing Taxpayer** / User Type: **Tax Agent**

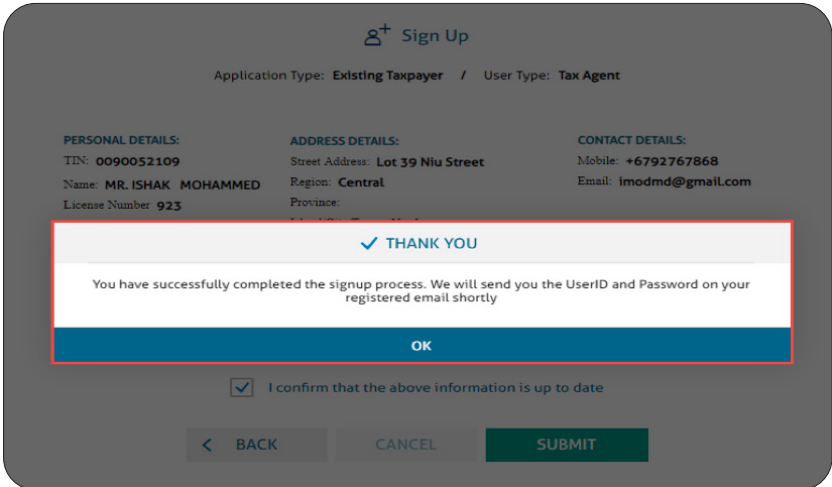
<b>PERSONAL DETAILS:</b> TIN: <b>0090052109</b> Name: <b>MR. ISHAK MOHAMMED</b> License Number: <b>923</b>	<b>ADDRESS DETAILS:</b> Street Address: <b>Lot 39 Niu Street</b> Region: <b>Central</b> Province: Island City/Town: <b>Nasinu</b> Village Suburb: Country: <b>Fiji</b>	<b>CONTACT DETAILS:</b> Mobile: <b>+6792767868</b> Email: <b>imodmd@gmail.com</b>
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I confirm that the above information is up to date

➔
 If the information above is not up to date, please update your information via Change of Circumstances, prior to complete Tax Agent Registration

< BACK      CANCEL      SUBMIT

- You will need to verify the displayed information and select the checkbox to confirm its accuracy. Once this checkbox is ticked, the 'Submit' button will be enabled allowing the tax agent to complete the sign-up.



The screenshot displays a 'Sign Up' form with the following details:

**Application Type:** Existing Taxpayer / **User Type:** Tax Agent

PERSONAL DETAILS:	ADDRESS DETAILS:	CONTACT DETAILS:
TIN: 0090052109	Street Address: Lot 39 Niu Street	Mobile: +6792767868
Name: MR. ISHAK MOHAMMED	Region: Central	Email: imodmd@gmail.com
License Number: 923	Province:	

A confirmation message is displayed in a white box with a blue border:

✓ **THANK YOU**

You have successfully completed the signup process. We will send you the UserID and Password on your registered email shortly

**OK**

I confirm that the above information is up to date

**BACK**   **CANCEL**   **SUBMIT**