



**FIJI REVENUE AND
CUSTOMS SERVICE**

Tax Agent: TPOS
Cancellation of License

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.

If the tax agent ceases to carry on business as a tax agent, they are required to notify the Board in writing. The tax agent can initiate this cancellation process through the Taxpayer Online Service (TPOS) portal.

Once the Tax Agent License Cancellation is submitted, the relationships and User IDs created from tax agent processes will be inactivated. These include, but are not limited to;

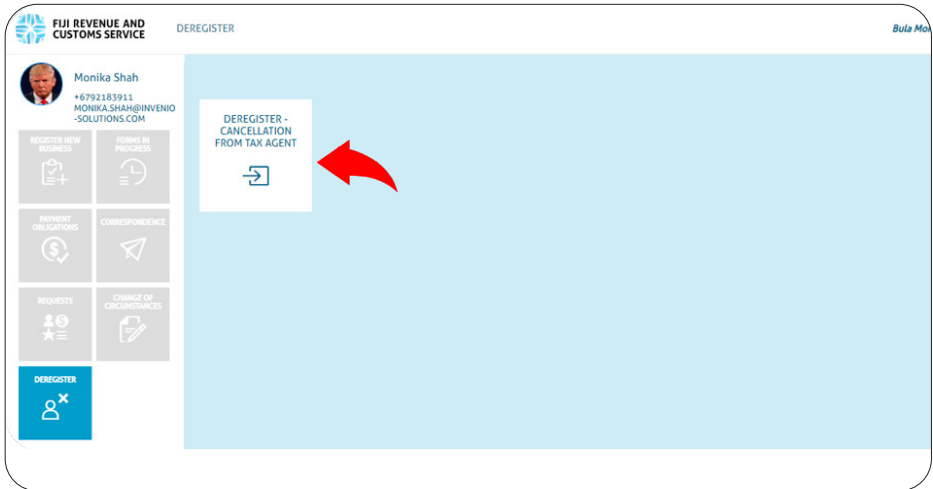
1. General Role Business Partner for the tax agent
2. Relationship between tax agent Tax Identification Number (TIN) and tax agent Business Partner
3. Relationship between tax agent and the tax agent firm (if applicable)
4. Tax Agent portal user ID
5. Employee User ID
6. Relationship between tax agent partner and employee TIN
7. Tax agent license number
8. Relationship between tax agents and taxpayers (clients)

Once the tax agent cancellation form is processed, a correspondence will be issued to the agent's active clients (or engagements) informing of the cancellation.

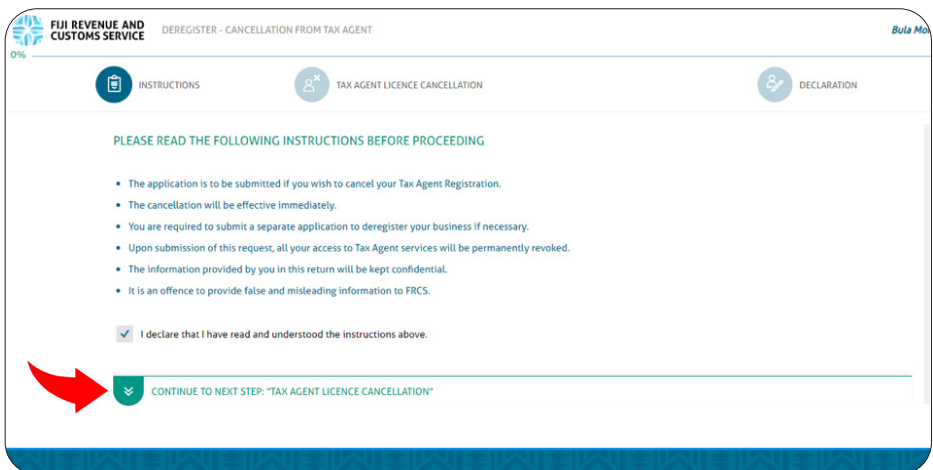
Cancellation via Taxpayer Portal

Cancellation initiated by the tax agent is done from his/her personal portal. After logging in, select 'Deregister' tile which is found on the main dashboard. This will open to another tile - 'Deregister-Cancellation from Tax Agent'. Select this.

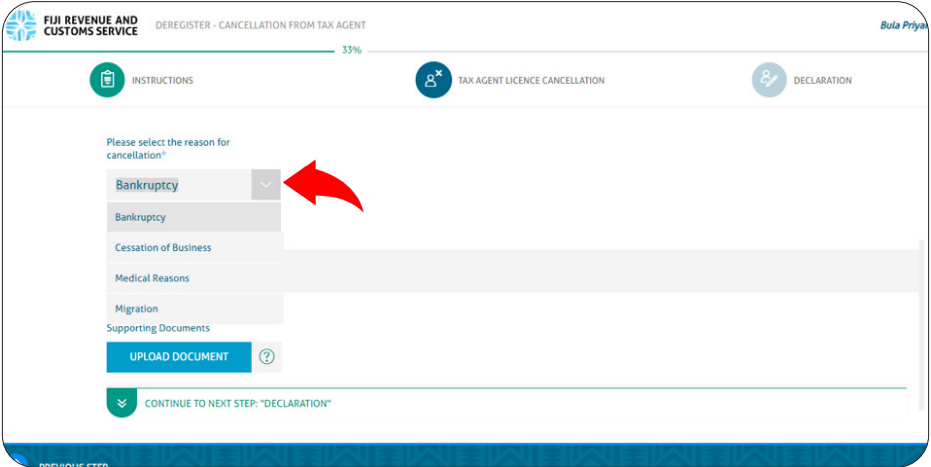




The first step in the cancellation process is the declaration that the instructions have been read and understood. Once the declaration is checked, the taxpayer can proceed to the next section of the application.



It is mandatory for the tax agent to provide a reason for cancellation. Select one of the reasons from the dropdown. There is an optional field to enter additional remarks and upload any attachment.



FIJI REVENUE AND CUSTOMS SERVICE DEREGISTER - CANCELLATION FROM TAX AGENT Bula Priya

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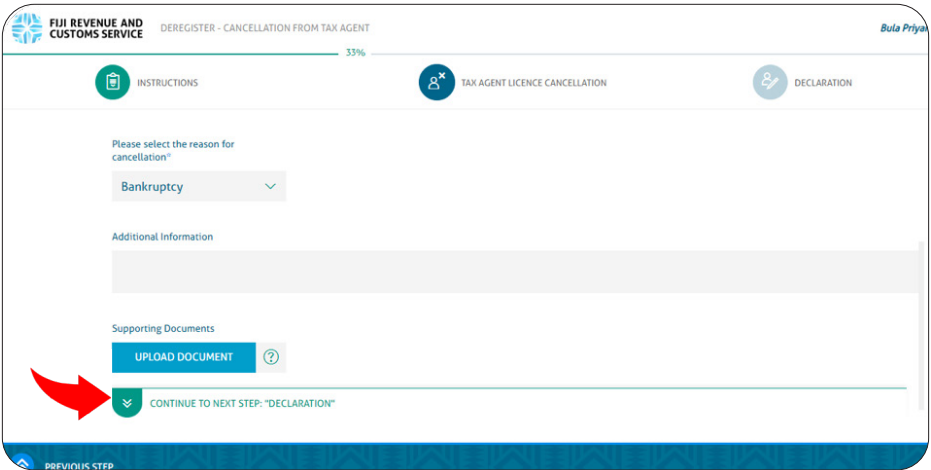
INSTRUCTIONS TAX AGENT LICENCE CANCELLATION DECLARATION

Please select the reason for cancellation*

- Bankruptcy
- Bankruptcy
- Cessation of Business
- Medical Reasons
- Migration
- Supporting Documents

UPLOAD DOCUMENT ?

CONTINUE TO NEXT STEP: "DECLARATION"



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INSTRUCTIONS TAX AGENT LICENCE CANCELLATION DECLARATION

Please select the reason for cancellation*

Bankruptcy

Additional Information

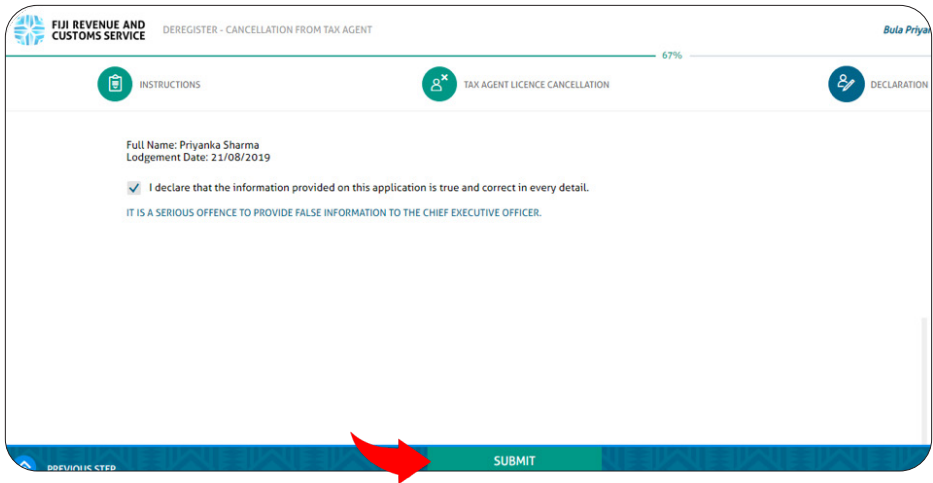
Supporting Documents

UPLOAD DOCUMENT ?

CONTINUE TO NEXT STEP: "DECLARATION"

Once completed, select "Continue to Next Step: Declaration".

The "Submit" button will only be enabled and displayed once the agent declares that the information provided in the application is true and correct.



FIJI REVENUE AND
CUSTOMS SERVICE

DEREGISTER - CANCELLATION FROM TAX AGENT

Bula Priya

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INSTRUCTIONS

TAX AGENT LICENCE CANCELLATION

DECLARATION

Full Name: Priyanka Sharma
Lodgement Date: 21/08/2019

I declare that the information provided on this application is true and correct in every detail.
IT IS A SERIOUS OFFENCE TO PROVIDE FALSE INFORMATION TO THE CHIEF EXECUTIVE OFFICER.

DO NOT LEAVE THIS STEP

SUBMIT

Complete the declaration and click 'Submit'. You will receive an acknowledgement confirming the cancellation. This will disable all access (agent, employee) to the tax agent's portal.

