



**APPLICATION OR RENEWAL OF TAX AGENT REGISTRATION**

(Section 15 Tax Administration Act 2012)

Tax Identification Number (TIN)

Name of Tax Agent or Agency

Postal Address     Village

Trading Name

Telephone Number  Fax Number

eMail Address

- Member of the Samoa Institute of Accountants? Yes  No
- Do you have a Public Practice Certificate? Yes  No
- Do you have more than five clients? Yes  No

**Key Office Holders**

Show details of key office holders (including Tax Identification Numbers where appropriate) including:

- The tax manager, chief financial officer, chief executive officer and the directors
- All shareholders for companies
- All partners for partnerships
- The individual for sole traders

Name	Position	TIN
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If you require more space, please attach a separate list.

## Tax Agent Status Criteria

### Have you:

- Ever been notified of an offence or breach by the disciplinary body of a professional Organisation, of which you are a member? Yes  No
- Ever been convicted of an offence under the Income Tax Administration Act 2012? Yes  No
- Ever been convicted of a crime involving dishonesty? Yes  No

### Are you:

- An un-discharged bankrupt or an insolvent entity? Yes  No
- An individual who is prohibited from being a director, promoter of, or taking part in the management of a company under the Companies Act? Yes  No

### Do you:

- Have a good compliance history in respect of your personal tax affairs or as a tax agent of taxpayers? Yes  No
- Have personal circumstances which would make being a tax agent inappropriate (e.g. Having an immediate relative in the Ministry of Customs and Revenue)? Yes  No
- Have a relevant qualification or appropriate experience in accounting Yes  No

### Describe your experience or attach evidence of your qualification (for first time application only)

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### Any further comments

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## Declaration

Name of authorized person

Designation/Title

*I solemnly declare that the information provided in this application are true; and I understand that any misleading or false information is an offence under the Tax Administration Act 2012*

Signature  Date  /  /

### Please send this form to:

Inland Revenue Services, PO Box 1877, Apia. Fax to +685 20414

If you need assistance completing this form, phone us in Apia on +685 20411 or Salelologa +685 51574