



# Foomka Diwan-galinta Cashurbixiyayaasha Taxpayer Registration Form

TPRF01  
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Jamhuuriyadda Soomaaliland  
Wasaaradda Maaliyadda  
Waxaada Cashuuraha Berriga

Republic of Somaliland  
Ministry of Finance  
Inland Revenue Department

Fadlan akhri oo raac tilmaamaha ku daabacan marka hore, marka aad buuxiso foomka oo aad ku lifaagdo dhamaan waraaqaha looga baahan yahay si codsigaaga dedejiintu hore ugu dhamaato  
(Please read and follow the guidelines printed overleaf before and while completing this form and attach all the required documents for expeditious processing of your application.)

## QAYBTA A (SECTION A) Aqoonsiga Cashur-bixiyaha (Taxpayer's Identification)

### A1- Faahfaahin Guud (A1- General Details)

#### Faahfaahinta ka dhaxaysa shakhsi keli ah iyo shirkadaha la wadaago - labadaba (Details Common to both Individuals and Non-Individuals)

Kani ma yahay diiwaan - galinta ganacsi cusub? (Is this a New Business Registration / Creation)	Haa (Yes) <input type="checkbox"/>	Maya (No) <input type="checkbox"/>
Sharciyadda Lagu aasaasay Shakhsiga (Nooca cashuur-bixiyaha) (Legal Status of the Person - Type of the Taxpayer)	Shakhsi caadi ah (Physical Person) <input type="checkbox"/>	Shakhsiyad qaynuuni ah (Juridical Person) <input type="checkbox"/>

Ururuda/ganacsiyada aan sharciiyaysnayn waxa loo diwaan galin doonaa si gaar gaar ah (qof qof ah) iyada oo loo eegayo shaqsi walba qaybaha uu ganacsiga ku leeyahay.  
For Associations not having legal personality, the Registration form will be completed by individual members in respect of the portions of business pertaining to each of them

### A2 - Faahfaahinta Shakhsiga Caadiga ah (A2 - Physical Person Details)

Ku buuxi faahfaahinta Shakhsiga Caadiga ah ee la diiwaan galinayo  
(Give the following information on the person being registered)

Magaca Kowaa (First Name) *	Magaca Aabaha (Middle Name)	Magaca Awowga (Family Name) *
Magaca ganacsiga - Haddii uu ka duwan yahay magaca mulkiilaha ganacsiga (If trading under a business name, state Trading as)		
Jinsiga (Gender) *	Lab (Male) <input type="checkbox"/>	Dhedig (Female) <input type="checkbox"/>
(Xogta madaniga ah) * (Civil Status)	Xaasle/Xaasley (Married) <input type="checkbox"/>	Doob/Gashanti (Single) <input type="checkbox"/>
	Furay/La furay (Divorced) <input type="checkbox"/>	Laga dhintay (Widowed) <input type="checkbox"/>
Taariikhda Dhalashada (Date of Birth) *	Goobta Dhalashada (Place of Birth)	Dhalashada * (Nationality)
Lambarka Kaadhka Muwaadinimada (National Identity Number) *	Goobta Lagu Bixiyay (Place of Issue)	Haysashada Jinsiyad Kale (Other citizenship)
Lambarka Baasaaboorka (Passport Number)	Goobta Lagu Bixiyay (Place of Issue)	Maalinta la Bixiyay (Date of Issue)
Luuqadda aad Doorbidaysid (Preferred Language of Communication)	Somali <input type="checkbox"/>	English <input type="checkbox"/>
Lambarka Taleefanka Gacanta (Mobile Telephone Number) *	E-mail-ka (E-mail)	
Taleefanka Laynka ah (Land Line Telephone)	Website-ka (Web site)	
Magaca Aabaha oo dhammaystiran (Father's Full Name) *	Magaca Hooyada oo dhammaystiran (Mother's Full Name) *	
Magaca xaaska oo dhammaystiran (Spouse 1 Full Name)	Lambarka Aqoonsiga Cashurbixiyaha (TIN)	
Magaca xaaska oo dhammaystiran (Spouse 2 Full Name)	Lambarka Aqoonsiga Cashurbixiyaha (TIN)	
Magaca xaaska oo dhammaystiran (Spouse 3 Full Name)	Lambarka Aqoonsiga Cashurbixiyaha (TIN)	
Magaca xaaska oo dhammaystiran (Spouse 4 Full Name)	Lambarka Aqoonsiga Cashurbixiyaha (TIN)	

Ma qabataa hawlo shaqo abuur kara ama maalgashi?  
(Do you have an activity that generate employment or investment income?)

YES  NO  If Yes, choose below:

Shaqaaale dawladeed (Public Sector Employee) <input type="checkbox"/>	Shaqaaale u shaqeyya meel gaar loo leeyahay (Private Sector Employee) <input type="checkbox"/>	Kuwo kale (Other) <input type="checkbox"/>	Qeex (specify) _____
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### A3 - Faahfaahinta Shakhsiga aan kali ahayn (A3 - Non-Individual Details)

Bixi xogta shirkada la diiwaan galinayo  
(Give the following information of the Non-individual being registered)

Magaca Shakhsiga Qaynuuniga ah (Name of the Non-individual being registered) *	Xilka (Title or Role)			
Magaca ganacsiga - Haddii uu ka duwan yahay magaca mulkiilaha ganacsiga (If trading under a business name, state Trading as)				
Nooca Shakhsiyadda Qaynuuniga ah (Type of Juridical Person)	Gaar Ah (Private) <input type="checkbox"/>	Dawli Ah (Public) <input type="checkbox"/>	Public Private Partnership (PPP) <input type="checkbox"/>	
Sharciyadda Lagu aasaasay (Legal Format) *	Ganacsi kaliya (Incorporated Sole Trade) <input type="checkbox"/>	Wadaaq (Partnership) <input type="checkbox"/>	Shuraako (Cooperative) <input type="checkbox"/>	Shirkadaha dadweynuhu leeyahay (Public Limited Company) <input type="checkbox"/>
	Shirkadaha Gaarka Loo Leeyahay (Private Limited Company) <input type="checkbox"/>	Laan ka mid ah Shirkad Shisheeye (Branch of Foreign Company) <input type="checkbox"/>	NGO <input type="checkbox"/>	
	Amaano-haye Trustees <input type="checkbox"/>	Sanduuqa hawl-gabka Retirement Fund <input type="checkbox"/>	Urur Association <input type="checkbox"/>	
	Urur caalami ah ama safaarad (International Organisation or Embassy) <input type="checkbox"/>	Mashruuc dawladeed (Government Agency) <input type="checkbox"/>	Gaar Ah-dawli ah (Private -Public) <input type="checkbox"/>	Kuwa kale (Other) <input type="checkbox"/>
	Specify please _____			
Xaddiga Lacageed ee lagu Shurakoobay (Amount of Share Capital in ShS)	Tirada Saamilayda (Number of shareholders)			
Magaca shirkadda uu ka unkamay - Haddii uu jiro (Name of Parent Company - if any)	Dalka uu degenyahay shirkadda uu ka unkamay (Country of Residence of Parent Company)			
Ciwaanka shirkadda uu ka unkamay (Address of the Parent Company)				

### A4 - Magacyada Saamilayda (A4 - Names of Shareholders)

Sheeg magacyada Saamilayda Gaar ahaan 5 tugu sarreeya  
(Give the details of the top five shareholders of the company)

Magaca (Shareholders Name)	Taleefanka (Phone Number)	Halka uu daggan yahay - Dalka iyo Magaalada (Residence - Country and City)	Saamiga Boqolkiiba - % (Share Capital in %)	TIN(Lambar)


**Qaybta B (SECTION B) Shaxda Ka dhaxaysa ganacsiga shakhsiga keliga ah iyo ganacsiga aan shakhsi kali ah ahayn (Common fields to both Individual and Non-Individual Enterprises)**

**B1- Faahfaahinta Xogta Ganacsiga (B1- Business related details)**

Sheeg xisaabta bangiga aad ku leedahay si laguugu soo shubo cashuur-celinta aad xaqa u leedahay? (State your Bank account to which Tax refunds can be made)

Magaca bangiga (Bank Name)	Laanta (Branch Address)	Nambarka Account-ka (Account Number)
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Lambarka Aqoonsiga Ganacsiga (Trading License Number or BIN)*	Numberka Diiwaangelinta amniga Bulshada (Social Security Number)*
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Goorma ayaaad Bilawday ganacsigaaga? (When did the business or activity commence-Year?)	Goorta uu bilaabmo Xilli-cashuureedkaagu (Tax Period Start Date)	Goorta uu dhammaado Xilli-cashuureedkaagu (Tax Period End Date)
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Goorma ayaaad samaysaa xisaab xidhkaaga sannadlaha ah? (As of what date are annual accounts produced?)	Tax Regime	Kaash Ku salaysan (Cash Basis) <input type="checkbox"/>	Kobac / Ku salaysan (Accrual Basis) <input type="checkbox"/>
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Sheegta iibkaaga sannadlaha ah ee 12 ka bilood ee soo socda (waa haddii uu ganacsigaagu cusub yahay)? (State the annual turnover in the most recent tax year or in the next twelve months, if business is new)

Xaddiga Lacageed (Amount in) SL Shs - 000 -	Xaddiga Lacageed (Amount in) USD
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Waa maxay ilaha uu dakhligu kaa soo galo kuwa ugu muhiimsan? (What is the Main Source of Income?)	Ganacsi/baayac mushtari (Business Income) <input type="checkbox"/>	Kiro (Rental Income) <input type="checkbox"/>	Dakhli laga kasbaday waddamada shisheeye (Foreign earned) <input type="checkbox"/>
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Dakhli shaqaalanimo (Employment Income) <input type="checkbox"/>	Kiro (Investment Income) <input type="checkbox"/>	Kuwo kale - sii caddee (Other) <input type="checkbox"/>	sii caddee Specify
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Faahfaahin ka Bixi xisaabiyahaaga ama la-taliyaha dhinaca cashuuraha (haddii uu jiro), kaas oo kuu diyaariya xisaab xidhka sannadlaha/billaha iyo xisaabta cashuurta ee ganacsigaaga. (Give the following details of your accountant or tax adviser, if any, who will prepare the accounts and tax returns of the business).

Magaca (Name)	TIN	Taleefanka Xafiiska (Phone Number-Office)	Taleefanka Moobilka (Mobile Phone Number)
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Haddii ay goobtaada ganacsi kiraysan tahay (Do you own or rent your business premises)	Own <input type="checkbox"/> Rent <input type="checkbox"/>	Waxa aad sheegtaa magaca iyo ciwaanka (address) mulkiilaha (Maaha wakiilka ama kiro-ururiyaha guriga)? (State below, the Name and address of the main landlord - not an estate agent or rent collector)
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Magaca Mulkiilaha (Name of Main Landlord-Your headquarters)	Ciwaanka - degmada /Xaafadda (Address - Village and District)
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Lacagta Kirada -Dollar ahaan) ee aad bixiso (Amount-USD of rent paid per)	Bishii (Month) <input type="checkbox"/> Sannadkii (Year) <input type="checkbox"/>	Xiligii aad Bilawday Bixinta Kirada (Date on which you started paying the rent)
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Imisa Qof ayaa kuu shaqeeya? (How many persons are employed in total?)	Shaqaalaha joogtada ah (On Full Time Basis)	Shaqaalaha aan joogtada ahayn (On Part-time Basis)
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Sheeg xilligii uu shaqaalahaagii u horreeyay bilaabay shaqada /bilaabi doono shaqada? (State the date your first employee commenced or will commence) \*

Ganacsiqa leh (ka faa'idaystav) lambarka Maalqashiqa (Is the Business beneficiary of Investment/Tax incentives)	Haa (Yes) <input type="checkbox"/> Maya (No) <input type="checkbox"/>	Tixraac No (Reference No)	Taariikhda ay bilaabantay (Start Date)	Taariikhda ay dhammaatay (End Date)
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**B2 - Cinwaanka Xafiiska cashuur bixiyaha la diiwan galinayo (B2 - Registered Office Address)\***  
Warqadaha waxa loo diri doona ciwaankan (Correspondence will be sent to the following address)

Cida Lala Xidhiidhayo (Contact Person)	Shaqada uu ganacsiga u hayo (Function/Role/Position)
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Nambarka Guriga (House Number)	Taleefanka (Telephone)	Email-ka (Email)	Dabaqa (dhismaha)/Xafiiska (Apartment / Office)
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Gobolka (Region)	Degmada * (District)	Nambarka Dariiga (Street Number)	Xaafadda Village
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Mareegta (Website)	Xafiiska boostada, Box-Number-ka (Post Office Box Number)	Dlaka (Country)
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**B3 - Nooca ganaciga (B3 - Main Type of Business Activity)**  
Fadlan halkan ku qor haddii aad leedahay in ka badan hal ganacsi oo kala duwan (If operating in more than on sector tick the appropriate box)

Code-ka Waxa aad kala tashataa shaqaalaha xafiiska (Code - Consult the Sector Classification list)	Faahfaahi nooca ganacsigaaga (Description)

Haddii ay ka badan tahay shan, waxa aad ku taxdaa warqad kale (If more than five, list others on a new page)

**B4 - Xisaabaadka Bangiyada kala duwan ee uu ganacsigu leeyahay (B4 - Bank accounts used in Business)**  
Qor warbixinta account kasta oo dhammaystiran (For each account complete all details)

Nambarka Account-ka (Account Number)*	Magaca Account-ka (Account Title)*	Currency	Magaca Bangiga (Name of Bank)*	Laanta (Branch)*

**B5 - Laamaha ganacsiga cashuur-bixiyaha (B5 - Taxpayer's Branches)**

Magaca (Name)	Goobta (Location)	Ciwaanka (Address)	Taleefanka (Telephone)

B6 – Ganacsiyada kale ee aad ku jirto balse ka madax bannaan ganacsigaaga (B6 - Related companies that are independents)			
Magaca (Name)	Goobta (Location-Country)	Ciwaanka (Address)	Taleefanka (Telephone)

B7 – Noocyada cashuuraha la bixiyo (B7 - Tax Types to Pay) Waxa aad calaamadda (saxa) saartaa noocyada cashuurta kugu waajibtay adiga oo u eegayaa hawlahaaga ganacsi (Mark the type of taxes you are subject to based on your activities)		
Check the appropriate box	Waxa buuxinaya (Filled by Taxpayer)	Waxa buuxinaya (Filled by IRD)
1- Cashuurta shaqaalaha (Employment Income Tax)	<input type="checkbox"/>	<input type="checkbox"/>
2- Cashuurta dakhliga shirkadda (Corporate income tax)	<input type="checkbox"/>	<input type="checkbox"/>
3- Cashuurta dakhliga shakhsiga (Individual income tax)	<input type="checkbox"/>	<input type="checkbox"/>
4- Cashuurta Dakhliga Daaraha (Rent income tax)	<input type="checkbox"/>	<input type="checkbox"/>
5- Kuwa kale sida cashuurta raasamaalka/Maalgalinta - saami, iwm (Withholding Tax on capital /Investment:loans servicing fees, dividends, payments, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
6- Cashuurta la hore marshey (Provisional Tax)	<input type="checkbox"/>	<input type="checkbox"/>
7- Cashuurta Badeecadaha Iyo Adeegyada(Goods and Services Tax)	<input type="checkbox"/>	<input type="checkbox"/>
8- Cashuur Xakamavnta (Excise tax)	<input type="checkbox"/>	<input type="checkbox"/>

Qaybta C (Section C)	Caddayn (Certification)
Waxa aan halkan ka caddaynayaa in ay xaqiiqo tahay xogta aan foom-kan ku qoray sida oo kalena ay saxsan tahay. (I declare that the particulars supplied in this application are true and correct).	
Magaca cashuur bixiyaha ama wakiilkiisa - Waa haddii uu foom kan buuxiyay yahay wakiilka cashuur bixiyuhu (Name of taxpayer or representative - if the Form is completed by a representative of the taxpayer)	
Taleefanka (Phone Number)	Goobta uu ku buuxiyay (Done at - Place)
	Taariikhda (Date)
	Saxeexa/Shaambada (Signature and Stamp)

Qaybta D (Section D)	Goobtan waxa buuxbuuxinteeda leh Maamulka Cashuuraha Berriga (Space Reserved to The Tax Administration - Official Use IRD)
Dhukumentiyada aad ka heshay ee lagu soo lifaaqay foomka diiwaan galinta- Si loogu kaydiyo faylka u gaarka ah cashuur bixiyaha (Documents received together with the registration form are to be kept in the taxpayer's physical file)	
Kaadhka dhalashada - Hal nuqul (Copy of National identity card)	<input type="checkbox"/>
Baasaabooraal - Hal nuqul (Copy of Passport)	<input type="checkbox"/>
Warqadda/laasanka diiwaangalinta ganacsiga - Hal nuqul (Copy of Trade License)	<input type="checkbox"/>
Qodobada shirkada lagu aasaasay - Hal nuqul (Copy of Articles of Association)	<input type="checkbox"/>
Nuqul ka mid ah warqad rasmi ah ama matalaad (If Non-Individual, a copy of letter of official appointment or representation)	<input type="checkbox"/>
Haddii ganacsiqa la siiyay cashuurta dhiirigelinta ama cashuurta fasaxa, ku soo lifaaq nuqul ka mid ah go'aanka (If the business has been granted tax incentives or tax holiday, attach a copy of that decision)	<input type="checkbox"/>
Kuwo kale (Other):.....	<input type="checkbox"/>

Heerka Baadhista (Level of examination)	Magaca Sarkaalka Masuulkaka ka ah (Name of the responsible officer)	Saxeexa (Signature)	Taariikhda (Date)
Cidda ka qabatav (Received by)			
Cidda Computer-ka gelisay (Captured in the system by)			
Cidda Ansixisay (Validated by)			
Cidda bixisay TIN-ka iyo Shahaadada (TIN assigned and certificate issued by)			

Kala soocinta Cashuurbixiyayaasha (Tax Segment)	Weyn (Large) <input type="checkbox"/>	Dhexe (Medium) <input type="checkbox"/>	Yar (Small) <input type="checkbox"/>
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Tax Office	Xafiiska C-Bixiyayaasha Waaweyn (Large Taxpayers Office)	Xafiiska C-Bixiyayaasha Dhexe (Medium Taxpayers Office)	Xafiiska C-Bixiyayaasha Yaryar (Small Taxpayers Office)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Center(Xarunta Cashuurta)	Gobolada <input type="checkbox"/>	Berbera <input type="checkbox"/>	Burco <input type="checkbox"/>
		Borama <input type="checkbox"/>	Gabiley <input type="checkbox"/>
		Ceer-Gaabo <input type="checkbox"/>	Laas-Caanood <input type="checkbox"/>
		Seylac <input type="checkbox"/>	Caynabo <input type="checkbox"/>
	Hargeisa-District <input type="checkbox"/>	26 June <input type="checkbox"/>	Mohamed Haybe <input type="checkbox"/>
		Ibrahim Kodbur <input type="checkbox"/>	Ga'an Libaah <input type="checkbox"/>
			Ahmed Dhegeh <input type="checkbox"/>

TIN ka la quoondeeyay (TIN assigned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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TIN ka la quoondeeyay (TIN Certificate Issued)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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