ኮያፌዴራላዊዲሞክራሲያዊሪፐብሊክ
ገቢዎችሚኒስቴር

eral Democratic Republic of
y of Revenues

ግብርከፋዮችመመዝገቢያ (ድርጅት)
INDIVIDUAL TAXPAYERS REGISTRATION

አዲስ **TIN** ሰርተፍኬትለማውጣት

በምስራቅአ.አ ቅ/ፅ/ቤትየሚስተናግዱድርጅትአድራሻቦሌ: የካ :እና ለሚ ኩራ ክ/ከ የሆኑየሚስተናግዱ

- የተዘጋጀ የምዝገባ ማመልከቻ ቅፅ መሙላት እና መፈረም
- ከንግድ ኢንዱስትሪ የተሰጠውን የስም ስያሜ ኦርጅናል
- መመስረቻ ፅሁፍ በውልና ማስረጃ የፀደቀ 1 ኮፒ
- የዋና ስራአስኪያጁ የቅርብ ጊዜ 2 ፎቶ
- የዋና ስራአስኪያጁ የታደሰ የነዋሪነት መታወቂያ 1 ኮፒ
- የባላአክሲዎኖች የግል TIN NO.
- የፀደቀ የቤት ኪራይ ውል 1 ኮፒ
- ከማህበርተኞቹ መካከል የውጭ ዜጋ ካለ ማንነቱን የሚገልፅ ፓስፖርት ኮፒ እንዲሁም ከኢንቨስትመንት የተሰጠ ማስረጃ
- በድርጅቱ ወይም በስራ አስኪያጅ የተከፈተ ኢ . ሜል

ማሳሰቢያ

- በመመዝገቢያቅፅክፍትቦታዎችበሙሉመሞላትአለባቸዉ፣
- የተጠየቀውየማይመለከትዎከሆነ "አይመለከተኝም" ብለውይግለ
- ኢትዮጵያንየቀንአቆጣጠርይጠቀሙ፣
- የዋናውንቀረቅጂይውስዱ፣

Instructions

- Use CAPITAL letters,
- Fill all fields,
- Mark “N/A” for not relevant,
- Use Ethiopian Calendar,
- Retain carbon copy,

ቀደምሰ ልተመዝግበውከነበረ / PAST REGISTRATION DETAILS

1. ቀደምሲልተመዝግበውነገርግንድርጅትዎንከዘጉበሚከተሉትጉዳዮችመረጃእንዲሰጡይጠየቃሉ።/ If you were previously registered, please provide following details:
2. የታክስከፋይመለያቁጥር/ Taxpayer identification number (TIN)
3. **የድርጅቱህጋዊስም**
   Legal name of registered organization or business
4. የድርጅቱየንግድስም
   Trade name of registered organization or business
5. የፀናየንግድፈቃድቁጥር
   Valid Commercial license no
6. የንግድዋናምዝገባቁጥር(ካለ)/
   Principal registration no (if any)

አዳ ስለማ መዘገቡአስፈላጊ መረጃዎች / NEW BUSINESS DETAILS

የድርጅቱአቋምዝርዝርመረጃይግለፁ/Enter business details below:

7. **የድርጅቱህጋዊስም**
   Legal name ofbusiness

የድርጅቱህጋዊአቋም/ Select the registered organization or business legal status

- ☐ ህላፊነቱየተወሰነየግልማህበር/ Private Limited Company
- ☐ የአክሲዮንማህበር/ Share Company
- ☐ የጋራየልማትማህበር/ Joint Venture የ
- ☐ ሽርክናማህበር/ Partn a q1qxership
- ☐ ሆልዲንግ/ Holding Company
- ☐ የመንግስትባለበጀትመ/ቤት/Public Budgetary Org
- ☐ የመንግስትልማትድርጅት/ Public Enterprise
- ☐ የህብረትስራማህበራት/ Cooperative &Society
- ☐ መንግስታዊያልሆነተቋም/ Non-Government Org
- ☐ የሀይማኖትተቋም/ Religious Org

ጥቃቅንናአነስተኛኢንተርፕራይዝ/ Micro &Small Enterprise

ኢንባሲዎችናአለማቀፍመንግስታዊድርጅቶች/ Diplomatic Missions &International Government Organizations

ሌሎች (የድርጅቱህጋዊአቋምይገለጽ)/ others (specify)/

8. በኢትዮጵያየድርጅቱዋናመ/ቤትየሚገኝበትአድራሻ/**Business headquarter address in Ethiopia**

የቤትቁጥር/ House Number

የመንገድስምወይምቁጥር (ካለ)/

Street Name/ Number (if any)

ቀበሌ/ Kebele

የገበሬማህበር/ Farmer's association

ወረዳ/ Woreda

ዞን/zone/ክፍለከተማ/ Sub-City

ከተማ/ City

ክልል/ከተማአስተዳደር/

Regional State/ City Administration

ሀገር/country

ቢሮየስልክቁጥር/ Office Phone Number

ፋክስቁጥር/ Fax Number

ኢ.ሜይል/ e-mail Address

9. ድርጅቱከኢትዮጵያውጭየሚገኝዋናመ/ቤት /ቅርንጫፍመረጃ / **Business headquarter/branch officein foreign territory**

የቤትቁጥር / Door Number

የመንገድስምወይምቁጥር/

Street Name/ Number

ከተማ/City

ሀገር/Country

የፖ.ሳ.ቁ/ Postcode

ቢሮየስልክቁጥር/Office Phone Number

ፋክስቁጥር/ Fax Number

ኢ.ሜይል/ e-mail Address

የድርጅቱዋናሀላፊስምዝርዝርአድራሻየሹመትደብዳቤ / GENERAL MANAGER'S DETAILS

10. ስም/ First Name

11. የአባትስም/ Middle Name

12. የአያትስም/ Last Name

13. የግብርከፋይመለያቁጥር/ Taxpayer Identification Number(TIN)

14. (ለውጭሀገርዜጎች) ዜግነት/ (For non-Ethiopians) Citizenship

(ለውጭሀገርዜጎች) የስራፈቃድቁጥር / (For non-Ethiopians) Work Permit No

የቤትስልክቁጥር/ Home Phone Number

ተንቀሳቃሽስልክ/ Mobile Phone Number

ኢ.ሜይል/ e-mail Address

የተሾመበትቀን
Date of Appointment
D D M M Y Y

በድርጅቱውስጥያላቸውየሼርመጠንበመቶኛ/ .
%

Percentage of shares held in business

ዋናኛው ጠቅላላ አስተዳደር/PRIMARY CONTACT PERSON DETAILS

ስም/ First Name
የአባትስም/ Middle Name
የአያትስም/ Last Name
የግብርከፋይመለያቁጥር/ Tax-payer Identification Number (TIN)
(ለውጭሀገርዜጎች) ዜግነት(For non-Ethiopians) Citizenship
(ለውጭሀገርዜጎች)የፓስፖርትቁጥር(For non-Ethiopians) Passport Number
(ለውጭሀገርዜጎች) የስራፈቃድቁጥር(For non-Ethiopians) Work Permit Number
የቤትስልክቁጥር/ Home Phone Number
ተንቀሳቃሽስልክ/ Mobile Number
ኢ.ሜይል/ e-mail Address
የውክልናውዓይነት/ RepresentationType

ምዝገባውበወኪልየሆነበትምክንያት/ _____
Reasons of representation

የድርጅቱካፒታልመረጃ/ CAPITAL DETAILS

የተመዘገበካፒታል/ Registered Capital ,,,, rr
የተከፈለካፒታል/ Paid-up Capital ,,,, birr

የሂሳብመዝገብ ዘገባ /FINANCIAL YEAR DETAILS

Financial Year End/ የድርጅቱየሂሳብመዝጊያጊዜ
ሰኔ 30(ኢ.አ)/ July 7 (GC)
ታህሳስ 22 (ኢ.አ)/ December 31 (GC)
ሌላካለ/ others (specify) _____

የኢትዮጵያንግድስራፈቃድ ኮድ/ESIC CODE

የንግድመደብመጠሪያኮድይግለጹ/Please specify the relevant ESIC code here			
የንግድመደብመጠሪያ/ Sector			
1	ግብርና ፣ አደን ፣ የደንልማትናአሣማስገር / Agriculture, Hunting, Forestry, Fishing/	6	የጅምላናችርቻሮንግድ፣ የመኪናእናየሞተርብስክሌትጥገና፣ የቤትውስጥዕቃዎች፣ የሆቴልናሬስቶራንት፣ የአስመጪነትናላኪነትንግድስራዎች፣/ Wholesale and retail trade, Repair of motor vehicles, Motorcycles, Personal and household goods, Hotels and restaurants, Import and export
2	የማዕድንቁፋሮናኳሪንግ/ Mining and Quarrying	7	የትራንስፖርት ፣ የመጋዘንናየኮሙኒኬሽንሥራዎች/ / Transport Storage and Communication
3	ማኑፋክቸሪንግ/ Manufacturing	8	የፋይናንስ፣ የኢንሹራንስ ፣ የሪልእስቴትእናንግድሥራዎች/ Financial Intermediation, Insurance, Real Estate and Business Services
4	የኤሌክትሪክ ፣	9	የማህበረሰብ ፣ ማህበራዊናየግልአገልግሎቶች/

	የጋዝናየውሃአቅርቦት/ Electricity, Gas and water supply		Community, Social and Personal services
5	ኮንስትራክሽን/ Construction	10	የግልመኖሪያቤት ፣ የውጭመንግስታዊያልሆኑድርጅቶች ፣ የውጭመንግስታትተወካዮችእናሌሎችያልተገለፁስራዎች/ Private Household Exterritorial, Non-governmental Organizations Representatives of Foreign Governments and Other Activities not Adequately Defined

የሚሰማሩበትየስራመስክአጭርመግለጫይስጡ/ Please describe the main business activity_____

_____

ማረጋገጫ/ CERTIFICATION

ደጋፊሰነድ/ Attachments:

ሰነዶች/Documents

- የድርጅቱመመስረቻሰነድ/ Memorandum of association of company
- የድርጅቱመተዳደሪያደንብ/ Articles of association of company
- በኢትዮጵያነዋሪላልሆነኩባንያበውጭአገርየተመሰረተበትየምስክርወረቀት/ Authenticated certificate or memorandum of association by country of origin (non-resident company)
- የመመስረቻህግወይምሰነድ/Proclamation,agreement document authenticated by properMinistry
- የንግድዋናምዝገባሰርተፍኬት/Trade name registration certificate
- የሽርክናማህበርየሽርክናህጋዊስምምነትሰነድ/ Partnership agreement for partnership
- ምዝገባውየሚከናወነውበህጋዊወኪልከሆነበፍ/ቤትወይምበሰነዶችምዝገባኤጀንሲየተመዘገበእናየፀደቀየውክልናማስረጃ/ Power of attorneyregistered and authenticated delegation certificate if registration is submitted by representative
- ህጋዊመታወቂያወይምየመንጃፈቃድወይምየልደትሰርተፍኬትወይምየኢትዮጵያወይምየሌላአገርፓስፖርትየኢትዮጵያወይምየሌላሀገርመንጃፈቃድወይምየግለሰቡ የተረጋገጠ የልደት የምስክርወረቀት፣ለውጪሀገርሰጪዎችየስራፈቃድ/Legal identity card, local or international driving license, birth certificate, Ethiopian or foreign passport, work permit (for foreigners)
- የስራአስኪያጅየምደባደብዳቤናየግልየግብርከፋይመለያቁጥርካርድኮፒ/General Manager's Appointment letter &Personal TIN card copy
- ፓስፖርትመጠንፎቶግራፍ/ Onepassport size photograph

በዚህቅጽላይየሰፈሩትሁሉምመረጃዎችትክክልናየተሟላመሆኑንአረጋግጣለሁ።/ I hereby certify that the information given in this form is true and complete. I understand that any misrepresentation is punishable by law

ስምከነአያት/

Full Name

የስራሀላፊነት/ Position:

ፓስፖርትመጠን ፎቶግራፍ Passport size photograph

ፊርማ/ Signature ቀን/Date: D D M M Y Y

በሚኒስቴር መ/ቤቱባለሙያብቻየሚሞላ/ TO BE USED BY MINISTRY OF REVENUE ONLY

የታክስከፋዮችምዝገባኦፊሰርሙሉስምከነአባት/

REGISTRATION OFFICER'S FULL NAME

ፊርማ/ SIGNATURE: ቀን/DATE: D D M M Y Y

የሠራተኛመታወቂያቁጥር/ Employee ID

ምዝገባዉንየፈቀደዉሀላፊሙሉስም/ Authorized by:

ፊርማ/ SIGNATURE: ቀን/DATE: D D M M Y Y

የሀላፊመታወቂያቁጥር/ Employee ID

የታክስማዕከሉስም/ Name of tax-center

ለድርጅቱየተሰጠየግብርከፋይመለያቁጥር/TIN

የፋይልቁጥር/ File Number