



ABOUT OPTIMAL RMS

Optimal RMS is an improved and user friendly software that facilitates online services and management of your tax affairs from your homes/offices. With this modern tool in the palm of your hands, reform and growth is on the horizon. Visit our website and sign up for our online services today.

Think Different. Think Optimal.

CONTACT US



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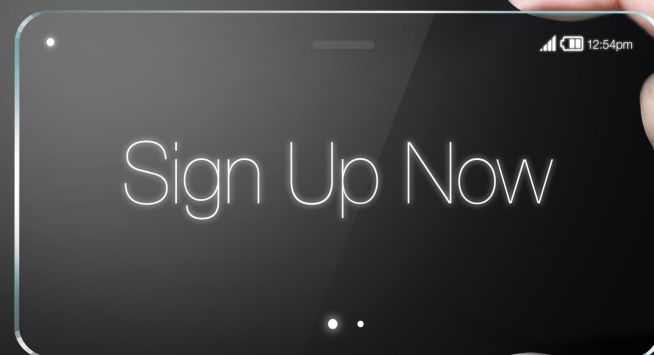
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gra.gov.gy



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"Your Partner in Development"



E-SERVICES

THE GUYANA REVENUE AUTHORITY

eservices.gra.gov.gy

SIGN UP PROCESS

Businesses/Organisations

- Go to the eServices web page:
<https://eservices.gra.gov.gy>
- Click 'Register for an Account' or 'Create an account'
- Fill out the details of the authorized user selected by the company, (the username must be the business/organisation's TIN. Submit application.
- An activation link will be sent to the email you provided. Click on the link to confirm your email address.
- You may then proceed to log into your account by clicking on the 'Log in' button. Enter the username and password provided, and click: Log in.
- When logged in, hover over Inbox and select New Message.
- For the 'Subject', select 'Taxpayer eServices Registration' from the drop-down box.

In the 'Add Attachment' section, upload an active Business/ Company/ Friendly Society Certificate/ Memorandum of Association/ Articles of Incorporation/ Articles of Association AND one of the identification documents for the organisation's representative.

REQUIREMENTS

Individuals

- Your Taxpayer Identification Number (TIN)
- A scanned copy of ONE of following proof of Identification: an active National Identification Card; the Bio Page of an active Passport OR an active Driver's Licence Card

Business/ Organisations

- An active Business/Company/Friendly Society Certificate/Memorandum of Association/Articles of Incorporation/Articles of Association
- One of the identification documents (refer to the list "For Individuals" above) for the organisation's representative

NOTE: If the organisation (e.g. a Ministry of Government or an NGO) does not possess any of the above, an official document (e.g. using the organisation's letter head), approved by an authorised representative, along with proof of identification of the representative, will be accepted.

SIGN UP PROCESS

Individuals

- Go to the eServices web page:
<https://eservices.gra.gov.gy>
- Click 'Register for an Account' or 'Create an account'
- Fill out the details (you must use your TIN (e.g.123456789) as the username during this step), and click on Submit my Registration.
- An activation link will be sent to the email you provided. Click on the link to confirm your email address.
- You may then proceed to log into your account by clicking on the 'Log in' button. Enter the username (your TIN) and password you provided, and click: Log in.
- When logged in, go to Inbox and select New Message.
- For the 'Subject', select 'Taxpayer eServices Registration' from the drop-down box.
- List the supporting documents you will upload in the Message box – ID Card, Passport or Driver's Licence.
- In the 'Add Attachment' section, drop or select files from your computer to upload. Once completed, click on 'Send message'.
- GRA will receive your application & supporting documents, and review it.

