

# Collecting your Certificate

## AS EASY AS 1, 2, 3

### STEP 1

- Submit all documents and the correct supporting documents to the Registration Clerk

### STEP 2

- Proceed to the Cashier to make the requisite payment for your Certificate, and return to the Taxpayers' Waiting Area until notified to uplift

### STEP 3

- Once notified by an Officer, you may return to the Registration Clerk to uplift your Certificate

## ABOUT US

The Guyana Revenue Authority (GRA) was established on **January 27, 2000**, following the merger of the Inland Revenue and Customs & Excise Departments. In its continued efforts to improve service delivery and tax administration, the Taxpayer Identification Number (TIN), was introduced, paving the way for greater tax control and data monitoring.

### Guyana Revenue Authority



### Contact us at

-  225-5061 ext: 2200-2212
-  publicrelations@gra.gov.gy  
|taxadvisory@gra.gov.gy
-  [www.gra.gov.gy](http://www.gra.gov.gy)
-  Licence Revenue Operations  
Smythe & Princes Sts.,  
Georgetown, Guyana



## Individual Business | Trade

### INDIVIDUAL BUSINESSES

# Applying for a Business Taxpayer Registration



What is a TIN?

# The Taxpayer Registration

The Taxpayer Registration, commonly referred to as 'TIN', is a unique computer-generated number issued to each taxpayer, whether an **Individual, Business, Government Department or Special Body**. Additionally, taxpayers conducting business with the Central Bank, Public Corporation, Government Department or Public Authority (inclusive of the Guyana Revenue Authority), must be a holder of a Certificate of Registration.

The GRA is the only agency authorised to register the above-mentioned categories of taxpayers and issue this Certificate. Further to this, all applications can be made at the GRA's Headquarters, 200-201 Camp Street, Georgetown, or any of our Regional Branch Offices.

# PAYING FOR YOUR TAXPAYER REGISTRATION

A nominal fee is charged on the application process for new and the re-printing of Certificates.

No fees are charged for changes to name or address details made to your Certificate of Registration.

## NEW CERTIFICATES

G\$1,000

## RE-PRINT CERTIFICATES

G\$2,000

## ALTERNATIVE PAYMENT OPTIONS



# SUPPORTING DOCUMENTS

Sole Traders are not required to register for a Company TIN. As such, their Individual TIN can be used to register for a Business TIN.



## PROOF OF ADDRESS

- Utility Bill
- Bank Statement; or
- Mail (bearing an Official GPO Stamp)



## VALID FORM OF IDENTIFICATION

- Passport
- National Identification Card
- Driver's Licence (if renewing)



## SMALL BUSINESS BUREAU CERTIFICATE



## BUSINESS REGISTRATION CERTIFICATE

- If Trade / Business is registered with the Commercial Registry, the Business Registration Certificate will be required.



## BALANCE SHEET | INCOME STATEMENT

- Projection to end of current year