



Taxpayer Registration Form - Organisation

Instructions & Guidelines

You need to register with the Guyana Revenue Authority (GRA) to get a Taxpayer Identification Number (TIN) if you:

- are registered with the Company Registry or Friendly Society Registry
- are a statutory body or non-governmental organisation
- are a partnership
- open a bank account or to do any other financial transaction
- conduct any business with a government entity or private sector

The TIN is a unique number that you will use for the entire lifecycle of your organisation. There is no need to change or replace your TIN.

Fill out and submit this Form if you require a new TIN or some information about the organisation has changed. You can apply at GRA's main office or any of our branches.

Explanation of terms

Header

Sub-Section	Term	Description
	TIN	Enter the TIN if you are making changes to your organisation's existing registration information.
	Amendment	Tick this box if you are making changes to your organisation's existing registration information.

Section A: General Information

Sub-Section	Term	Description
	Legal Name	Enter the exact name used to create the organisation. For example, the name used when registered at Company Registry.
	Legal Address	Enter the address details of the registered office (or equivalent)
	Authorised Contact	The GRA will need to make contact and work with someone in your organisation. Enter the details about this authorised contact.

Section B: Business/Partnership Details

Sub-Section	Term	Description
	Business Category	Tick the appropriate box that best describes your organisation: - <i>Partnership</i> : registered under the Partnership Act, Chapter 89:02

- *Company*: registered under the Companies Act, Chapter 89:01
- *Trust*: an organisation that carries out the functions of a custodian trustee
- *International Organisation*: organisations covered by international conventions such as UNICEF, PAHO, WHO.
- *Diplomatic Entity*: such as embassies, high commissions, and the European Union.
- *Cooperative Society*: registered under the Co-operative Societies Act, Chapter 88:01
- *Friendly Society*: registered under the Friendly Societies Act, Chapter 36:04
- *Public Corporation*: an organisation engaged in market production in which the State has a controlling interest (established under the Public Corporations Act)
- *Statutory Body*: a public entity that has been established by an Act of Parliament