

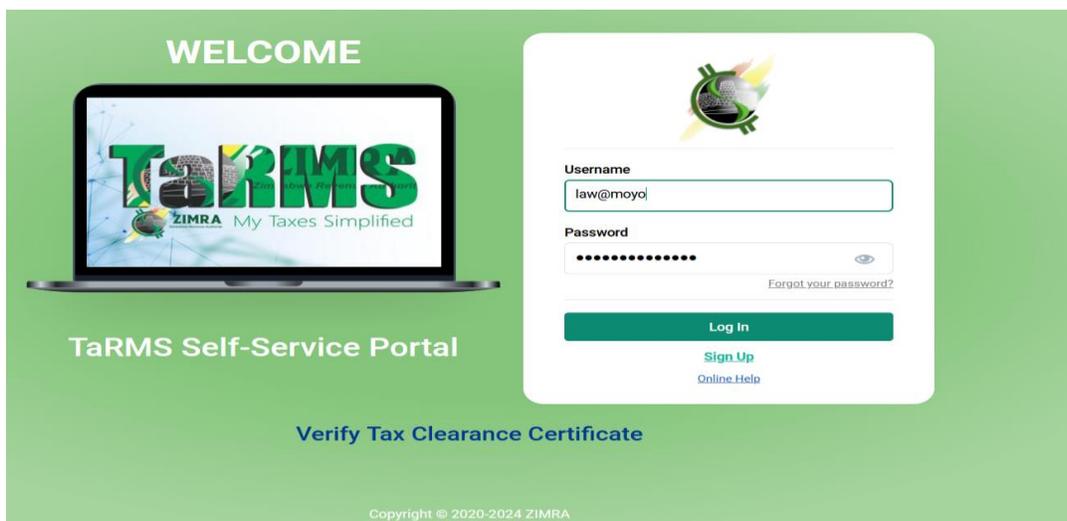


## MENU PATH FOR TAX AGENT REGISTRATION v1

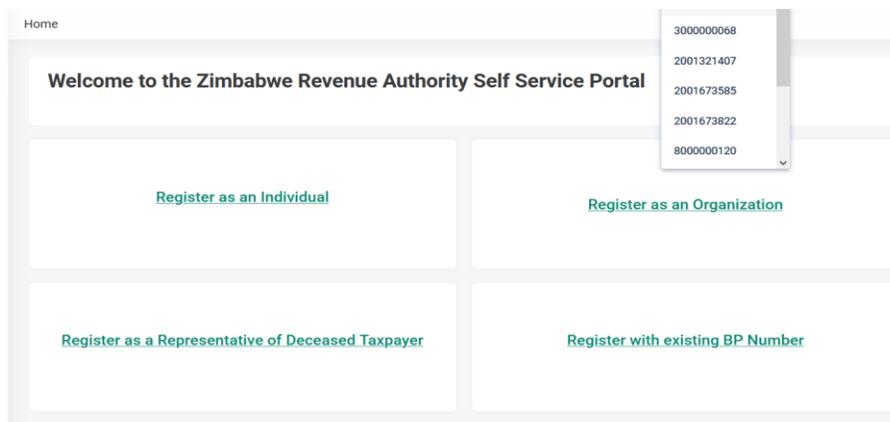
To register as a Tax Agent in TaRMS, Individuals and Organizations should meet the requirements as stated in the Tax Agent (Licensing) Regulations (Statutory Instrument 125 of 2023), and should also have a TIN. The employees of registered Tax Agents who will handle tax affairs on behalf of their employer/organization should have a TIN and also be individually registered as Tax Agents.

To Register as Tax Agent, follow the steps below:

### 1. Log into Self Service Portal

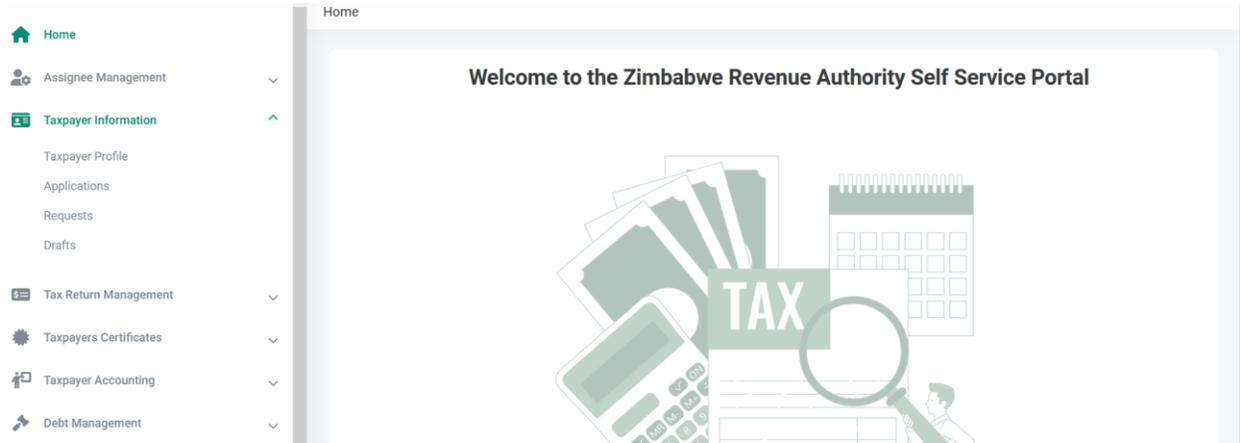


### 2. Select the appropriate TIN to be registered as Tax Agent

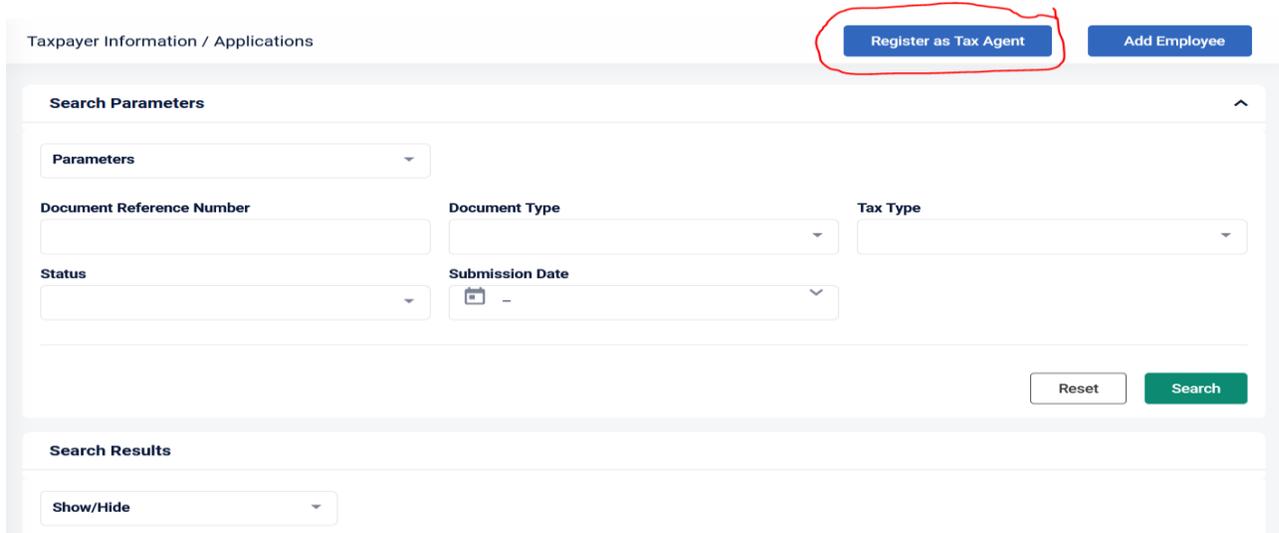




### 3. Click on **Taxpayer Information** and select **Applications**

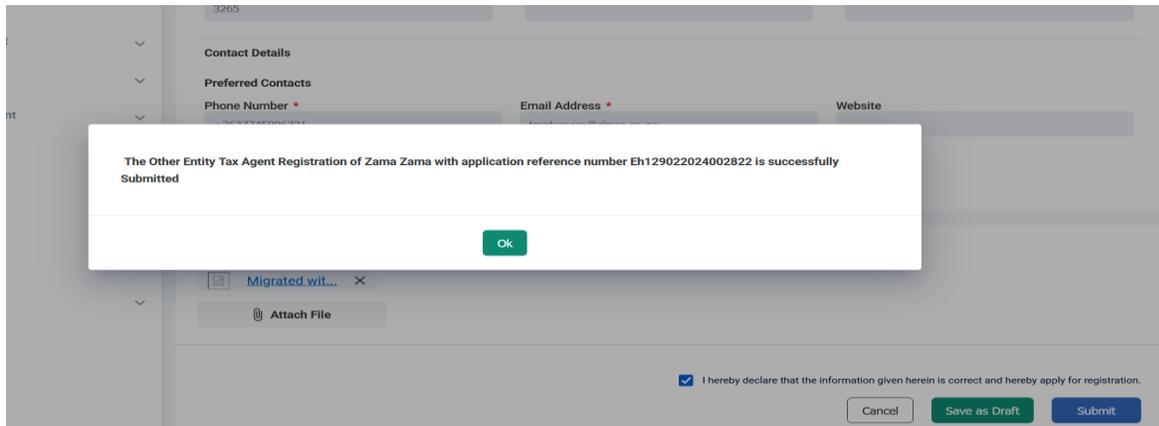


### 4. Click **Register as Tax Agent**.





5. An application form which bears the applicant's details appears, attach all the documents as requirement by the Tax Agent (Licensing) Regulations (Statutory Instrument 125 of 2023) and click on **Submit**, and the application is sent to ZIMRA for review and approval if all conditions are met.



g. Upon approval of the application, the system generates the following:

- a nine (9) digit License Number
- Tax Agent Certificate, and
- a notification to the Tax Agent i
- Notification by e-mail that the application has been approved.

h. Where the application is rejected, a notification is sent to the applicant stating the reasons for rejection.

