



User Manual: e-Services Portal - Taxpayer Profile Update for Companies

Integrated Tax Administration System Project (ITAS)

V1.0

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Document Details

Name	Version Number	Description
e-Services Portal -Taxpayer Profile Update for Companies	1.0	This document provided step by step guidance to taxpayers (Companies) on the steps to update their profile on e-Services Portal.

Revision History

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1.0		First Version	<XX>

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About This Document

Purpose

This User Manual is designed to guide the users in effectively using ITAS for the **e-Services Portal -Taxpayer Profile Update for Companies** functionality. It provides clear instructions and essential information to help users navigate and use the function. This User Manual aims to enhance user confidence and ensure a smooth experience with the solution.

Intended Audience

This document is intended to be used by the users of the ITAS solution of the Ghana Revenue Authority.

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Abbreviations and Document Requirements

Table 1: Abbreviations

Abbreviation	Description
CAPTCHA	Completely Automated Public Turing test to tell Computers and Human Apart
OTP	One Time Password
TIN	Taxpayer Identification Number

1 Profile Update for Companies

This feature enables Companies to update their profile immediately after logging into the e-Services Portal for the first time. The Taxpayer's Profile needs to be updated at the first login before full access to the e-Services Portal account is provided. The changes or updates submitted through the Profile Update will undergo the review and approval process and will be reflected in the company profile after they are approved by the concerned GRA Tax Officer in your assigned GRA Taxpayer Service Center (TSC). Please refer to table 2 for documents that will help in completing profile update. The steps that need to be followed to update the profile are provided below:

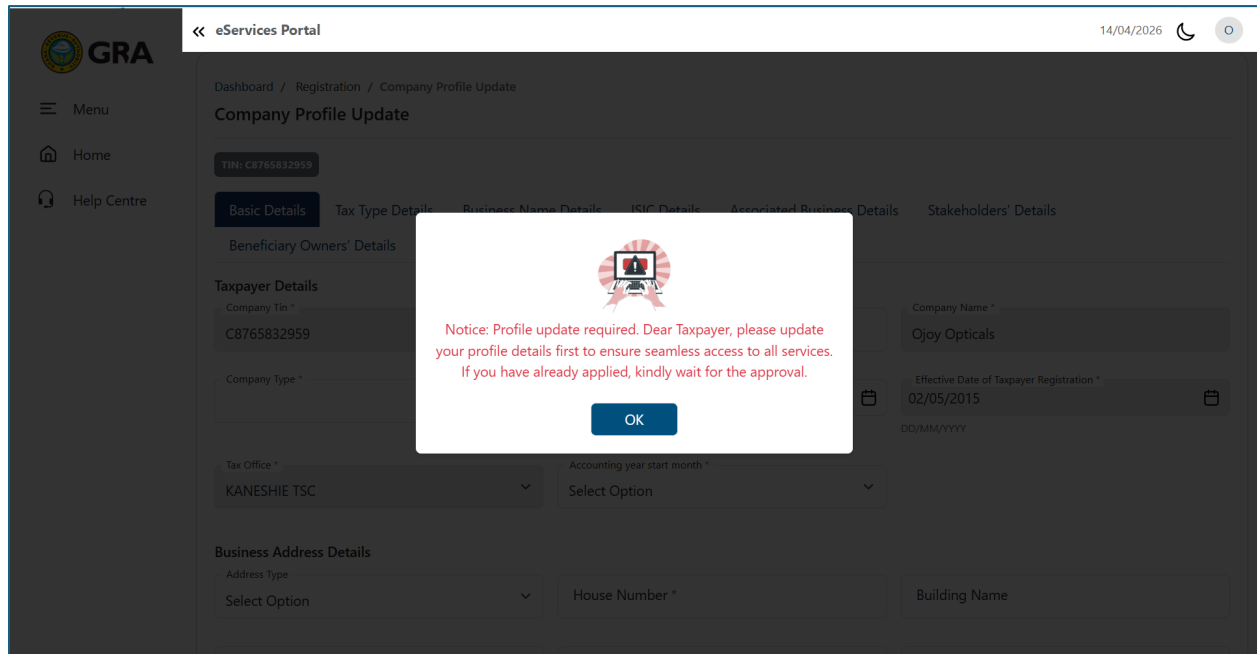
Table 2: Document Requirements

No.	Organization Type	Document
1	LTD / Limited (Private LTD Co.)	Incorporation certificate; Form 3; BO profile.
2	PURC /Private Unlimited company	Incorporation certificate; Form 3A; BO profile.
3	LBG / Priv. Limited by Guarantee	Incorporation certificate; Form 3B; BO profile.
4	PLC / Public Limited Company	Incorporation certificate; Form 3C; BO profile.
5	PUC / Public Unlimited Company	Incorporation certificate; Form 3D; BO profile.
6	PLBG / Public Limited by Guarantee	Incorporation certificate; Form 3E; BO profile.
7	External Company	Incorporation certificate; Form 20; BO profile.
8	Partnership	Partnership certificate; Form B; Partnership deed.
9	Subsidiary Business Name	SBN certificate; Form C.
10	Trust	Trust Deed.
11	Cooperative	Cooperative Certificate.

1.1 Step 1: Home Page with message for one time profile update

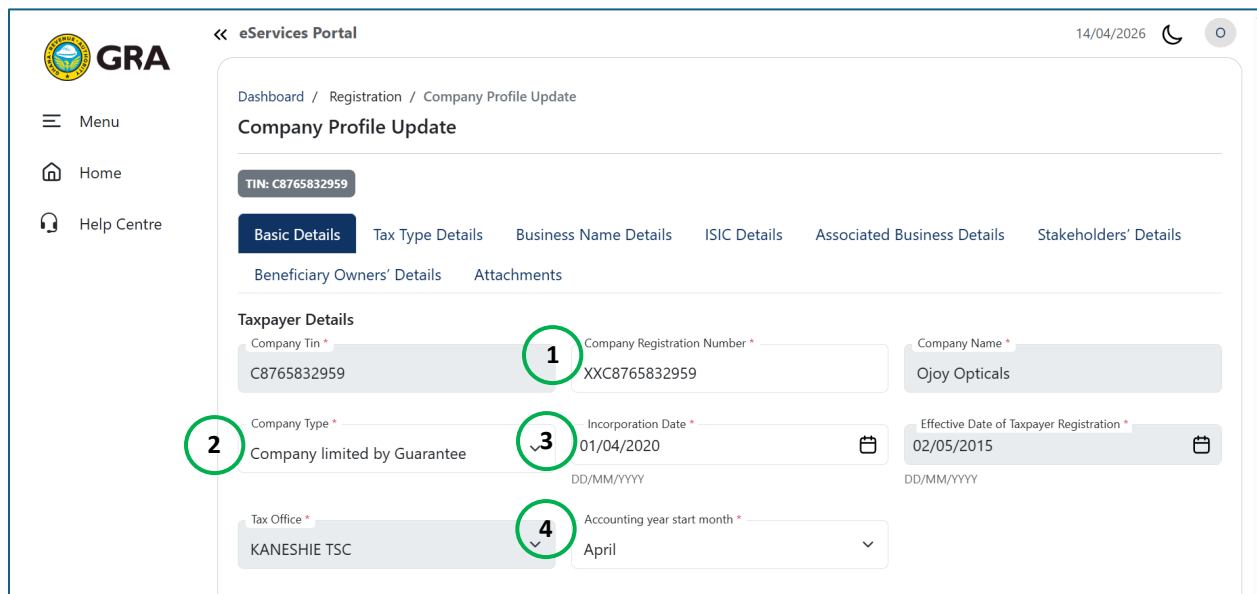
After account activation, when you log into the e-Services Portal for the first time, the system will show the message for one-time profile update.

Figure 1 Message to update the profile



Access to the e-Services on the e-Services Portal will only be provided on approval of the profile update request. In this step, you need to provide updates on the company's basic details as detailed below:

Figure 2: Basic Details Tab – Company Details



1. **Company Registration Number:** Check and update the Company Registration Number if required.
2. **Company Type:** Check and update the applicable Company Type from the list.
3. **Incorporation Date:** Check and update the Incorporation Date if incorrect.
4. **Accounting Year Start Month:** Select the month which is the starting month of your accounting year for tax reporting purposes.

1.2 Step 2: Basic Details Tab – Business Address Details

In this step, you need to provide or update the Business Address Details of your company - registered address and principal place of business

Figure 3: Basic Details Tab – Business Address Details

The screenshot shows the 'Business Location Details' form in the eServices Portal. The form is titled 'Business Location Details' and has a back arrow on the left. The date '19/03/2026' and a user profile icon are in the top right. The form contains several fields, each with a red box and a green circle containing a number from 1 to 13. The fields are: 1. Address Type (dropdown menu), 2. House Number *, 3. Building Name *, 4. Landmark *, 5. Town / City *, 6. Postal Code, 7. Country *, 8. Region *, 9. District *, 10. GPS Address *, 11. Digital Address, 12. Tenancy Status * (dropdown menu), and 13. Add button.

1. Choose the type of Business Address
2. Enter the House Number for the selected type of business address if available.
3. Enter the Building Name for the selected type of business address if available.
4. Enter the Landmark for the selected type of business address if available.
5. Enter the Town / City for the selected type of business address if available.
6. Enter the Postal Code for the selected type of business address if available.
7. Select the Country for the selected type of business address if available.
8. Select the Region for the selected type of business address if available. If the Country is Ghana, then the system will show the list of Regions in Ghana, else you will have to enter the region of your companies' address in the selected country.
9. Select the District for the selected type of business address if available. If the Country is Ghana, then the system will show the list of Districts in the selected Region of Ghana, else you will have to enter the district of your companies' address in the selected country.
10. Enter the GPS Address of the business address.
11. Enter the Digital Address of the business address.
12. Select if the property indicated in the address is Owned or Rented in the Tenancy Status.
13. Click on the Add button to add the business address. You can add multiple business addresses for the company. There can only be one registered address and one business address for the principal place of business. However, there can be multiple entries for a company's branches.

Figure 4: List of Business Addresses

Sr.No.	Action	Office Type	House Number	Building Name	Street Name	Landmark	Town / City	Location / Area	Postal Code	Country	Region	District	GPS Address	Digital Address	Tenancy Status	Landlord TIN
1	2	Registered Address	79	Tower one	Independence Avenue	Near Jubeelee House	Adjiringanor	Legon		GHANA	Greater Accra	ACCRA METROPOLITAN	GD-234-3456		Rented	GHA-836591915-9
2		Principal Place of Business	80	Tower two	Independence Lane	Near St. Joseph Charch	Adjiringanor	Legon		GHANA	Greater Accra	ACCRA METROPOLITAN	GD-098-7654		Owned	

1. Icon for editing the business address entry. Click on this icon if you wish to update the business address already added to the list. Once clicked, the system will populate the details in the corresponding fields of the Business Address form fields above to allow updates. Please note that the request needs to be submitted for any updates to be reflected.
2. Icon for deleting the business address entry. Click on this icon if you wish to delete the business address already added to the list. Once clicked, the system will remove the business address entry from the list.

1.3 Step 3: Basic Details Tab – Postal Address, Contact Details and Social Media Handles

In this step, you need to provide or update the Postal Address, Contact Details, and Social Media Handles of your company.

Figure 5: Basic Details Tab - Postal Address and Contact Details

The screenshot shows the 'Basic Details Tab' in the eServices Portal. The interface includes a left sidebar with 'Menu', 'Home', and 'Help Centre'. The main content area is divided into three sections: 'Postal Address', 'Contact Details', and 'Social Media Handles'. Each section contains several input fields. Numbered callouts (1-14) point to specific elements: 1 (Postal Type dropdown), 2 (Postal Number text field), 3 (Box Town / City text field), 4 (Box Region dropdown), 5 (Box Location / Area text field), 6 (Primary Mobile Number text field), 7 (Other Numbers text field), 8 (Email text field), 9 (Website text field), 10 (Social Media Platform dropdown), 11 (Social Media Handle Name text field), 12 (Add button), 13 (Interim Save button), and 14 (Next button). Below the form is a table with columns for 'Sr.No.', 'Action', 'Social Media Platform', and 'Social Media Name'. The table contains two rows: Facebook (ojoy_facebook) and Instagram (ojoy_instagram).

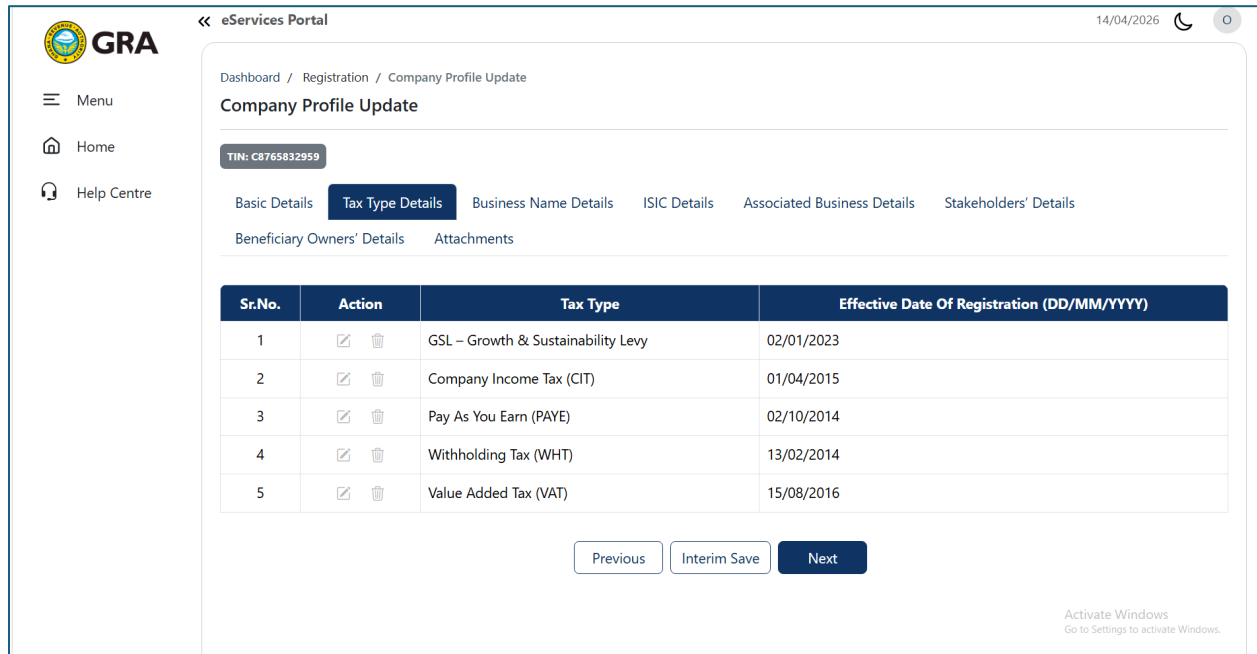
Sr.No.	Action	Social Media Platform	Social Media Name
1	<input checked="" type="checkbox"/> <input type="checkbox"/>	Facebook	ojoy_facebook
2	<input checked="" type="checkbox"/> <input type="checkbox"/>	Instagram	ojoy_instagram

1. Choose Postal Type
2. Enter the Postal Number
3. Enter the Town / City of the Postal Address
4. Select the Region of the Postal Address
5. Enter the Location / Area of the Postal Address
6. Enter the Phone Number
7. Enter the primary Mobile Number. System will send the OTP and other SMS notifications on this mobile number
8. Select the Email Address. System will send the OTP and other email notifications to this email address
9. Enter the URL of the company's website
10. Select the Social Media Platform
11. Enter the name of the Social Media Handle
12. Click on Add button to add the Social Media Handle details
13. Click on Interim Save button to save the details entered on the screen.
14. Click on the Next button to navigate to the next step.











1.4 Step 4: Tax Type Details

In this step, you can view the list of registered Tax Types / Levies in your profile.

Figure 6: Tax Type Details Tab



The screenshot shows the GRA eServices Portal interface. The main content area is titled "Company Profile Update" and displays the TIN: C8765832959. The "Tax Type Details" tab is selected, showing a table of registered tax types. The table has four columns: Sr.No., Action, Tax Type, and Effective Date Of Registration (DD/MM/YYYY). Below the table are buttons for "Previous", "Interim Save", and "Next".

Sr.No.	Action	Tax Type	Effective Date Of Registration (DD/MM/YYYY)
1	 	GSL – Growth & Sustainability Levy	02/01/2023
2	 	Company Income Tax (CIT)	01/04/2015
3	 	Pay As You Earn (PAYE)	02/10/2014
4	 	Withholding Tax (WHT)	13/02/2014
5	 	Value Added Tax (VAT)	15/08/2016

Previous Interim Save Next

Activate Windows
Go to Settings to activate Windows.

1.5 Step 5: Corporate Business Details Tab

In this step, you need to provide the Corporate Business Names (Also known as Subsidiary Business Names) registered by your company at ORC.

Figure 7: Corporate Business Details Tab

The screenshot shows the 'Company Profile Update' page in the GRA eServices Portal. The 'Business Name Details' tab is selected. The form contains three input fields: 'Business Name Number', 'Business Name', and 'Effective Date of Registration'. Below the form is a table with one entry. At the bottom, there are three buttons: 'Previous', 'Interim Save', and 'Next'. The steps are numbered 1 through 6 on the screenshot.

Sr.No.	Action	Business Name Number	Business Name	Registration Effective Date
1		XX1244566777	Ojoy Spectacles	02/04/2013

1. Enter the Business Name Registration Number issued by ORC for the registration of the Business Name.
2. Enter the Business Name registered with ORC
3. Enter the Effective Date of Registration of the Business Name
4. Click on the Add button to add the Business Name to the list.
5. Click on Interim Save button to save the details entered in the profile
6. Click on Next button to navigate to the next step.

1.6 Step 6: ISIC Details Tab



In this step, you need to provide the details of your primary and secondary business activities. You need to select the corresponding ISIC Section, ISIC Division, ISIC Group, and ISIC Class for the business activity.

Figure 8: ISIC Details

The screenshot shows the 'Company Profile Update' page in the eServices Portal. The 'ISIC Details' tab is active. The form contains the following fields:

- 1. Nature of Business / Business Activity
- 2. ISIC Type
- 3. ISIC Section
- 4. ISIC Division
- 5. ISIC Group
- 6. ISIC Class

Below the form is a table with one row of data:

Sr.No.	Action	ISIC Type	ISIC Section	ISIC Division	ISIC Group	ISIC Class	Nature of Business
1	 	Primary	B-Mining and quarrying	B05-Mining of coal and lignite	B051-Mining of hard coal	B0510-Mining of hard coal	Mining of Hard Coal

At the bottom of the page are the 'Previous', 'Interim Save', and 'Next' buttons. The 'Interim Save' button is highlighted with a green circle (8), and the 'Next' button is highlighted with a green circle (9).

1. Enter the description of the business activity in this field. This description will be used by the GRA Tax Officer to review the ISIC that is selected for the business activity.
2. Select the ISIC Type. If you are adding multiple business activities (ISIC) for your company, there can only be one primary business activity (ISIC). Others business activities (ISIC) should be secondary.
3. Select the ISIC Section for the business activity
4. The system will show the ISIC Divisions corresponding to the selected ISIC Section. Select the applicable ISIC Division for business activity.
5. System will show the ISIC Groups corresponding to the selected ISIC Section and ISIC Division. Select the applicable ISIC Group for business activity.
6. The system will show the ISIC Class corresponding to the selected ISIC Section, ISIC Division, and ISIC Group. Select the applicable ISIC Class for business activity.
7. Click on the Add button to add the ISIC to the list.
8. Click on Interim Save button to save the details entered in the profile
9. Click on Next button to navigate to the next step.

Figure 9 ISIC Activity List

Home

ISIC Type *

ISIC Section *



ISIC Division *

ISIC Group *

ISIC Class *

Nature of Business

Add

Sr.No.	ISIC Type	ISIC Section	ISIC Division	ISIC Group	ISIC Class	Nature of Business	Action
1	Primary	Accommodation and food service activities	Food and beverage service activities	Beverage serving activities	Beverage serving activities	Serving Cold drinks	 

1. Click on the Edit button to update the business activity (ISIC) entry. On your click, the system will auto populate the details in the ISIC form fields above.
2. Click on the Delete button to remove the business activity (ISIC) entry from the list.

1.7 Step 8: Associated Business Details Tab

In this step, you need to provide the details of the Associated Businesses (e.g. Subsidiaries) of your company.

Figure 10 Associated Business Details

The screenshot shows the 'Associated Business Details' tab in the eServices Portal. The form contains the following fields:

- TIN / Ghana Card Number (marked with a circled 1)
- Business Registration Number (CS321, marked with a circled 2)
- Association Type (Subsidiary Company, marked with a circled 3)
- An 'Add' button (marked with a circled 4)


Below the form is a table with the following columns: Sr.No., TIN / Ghana Card Number, Business Registration Number, Association Type, and Action. The table currently displays 'No data available'.

Sr.No.	TIN / Ghana Card Number	Business Registration Number	Association Type	Action
No data available				

1. Enter the TIN / Ghana Card Number of the Associated Business
2. Enter the Business Registration Number of the Associated Business
3. Select the Association Type.
4. Click on the Add button to add the details of the Associated Business in the list.

Figure 11 Associated Business Details List

The screenshot shows the 'Associated Business Details List' in the eServices Portal. The table now contains one entry:

Sr.No.	TIN / Ghana Card Number	Business Registration Number	Association Type	Action
1	GHA-123456789-0	CS321	Subsidiary Company	

Below the table are buttons for 'Previous', 'Interim Save', and 'Next'.

1. Click on the Delete icon to remove the Associated Business entry from the list.

1.8 Step 9: Stakeholder Details Tab

In this step, you need to add details of the stakeholders of your company (e.g. shareholders, directors, partners, etc.)

Figure 12 Stakeholder Details

The screenshot shows the 'Stakeholders' Details' tab in the eServices Portal. The form contains the following fields:

- 1. TIN / Ghana Card Number *
- 2. Name *
- 3. Stakeholder Type *
- 4. Amount Guarantee
- 5. Share Allocation
- 6. Consideration Paid

Below the form is an 'Add' button (7). Below that is a table with the following data:

Sr.No.	TIN / Ghana Card Number	Name	Stakeholder Type	Amount Guarantee	Share Allocation	Consideration Paid	Action
1	GHA [REDACTED]	[REDACTED]	Beneficial Owner				8 [Delete Icon]

At the bottom are navigation buttons: 'Previous', 'Interim Save' (9), and 'Next' (10).

1. Enter the TIN / Ghana Card Number of the stakeholder
2. The name of stakeholder will auto populate if the TIN / Ghana Card Number of the stakeholder is available in the system else you need to enter the name of stakeholder.
3. Select the applicable Stakeholder Type.
4. Enter the Guarantee Amount. This is applicable when the Stakeholder Type is "Subscriber"
5. Enter the Share Allocation. This is applicable when the Stakeholder Type is "Shareholder"
6. Enter the Consideration Paid. This is applicable when the Stakeholder Type is "Shareholder"
7. Click on the Add button to add the stakeholder details to the list.
8. Click on the Delete button if you want to remove the stakeholder details from the list.
9. Click on Interim Save button to save the details entered in the profile
10. Click on Next button to navigate to the next step.

1.9 Step 11: Beneficiary Owner Details

In this step, you need to provide the details of Beneficiary Owners if any.

Figure 13: Beneficiary Owners Tab

The screenshot shows the 'Beneficiary Owners' tab in the eServices Portal. The form is titled 'Beneficiary Owners' and is divided into several sections. The 'Beneficiary Owner Type' is set to 'Natural Person'. The 'Beneficial Person - Natural Person Details' section contains the following fields: 'TIN / Ghana Card Number' (GHA-123456789-0), 'Primary ID Type' (Select Option), 'Primary ID Issue Country' (Select Option), 'Country' (Select Option), 'First Name' (Shah), 'Surname' (Test), 'Date Of Birth' (01/03/2002), 'Nationality' (GHANAIAN), 'Previous Name', 'Place of work', 'Position Held', and 'Date of Beneficiary Owner Registration' (01/03/2020). The fields are numbered 1 through 10, indicating the order of completion.

1. Select the type of Beneficiary Owner. The Beneficiary Owner could be a Natural Person or Government Owned Enterprise or Public Limited Company.
2. Depending on the Beneficiary Owner Type, the corresponding details need to be provided. For Natural Person, enter the TIN / Ghana Card Number / Passport Number or any other ID number that can uniquely identify the Beneficiary Owner. The fields "Primary ID Type", "Primary ID Issue Country" and "Country" are required only if the ID number entered in "TIN / Ghana Card Number" is not available in the system.
3. Review and update the First Name auto populated by the system. If the first name is not auto populated, enter the first name.
4. Review and update the Surname auto populated by the system. If the surname is not auto populated, enter the surname.
5. Enter the Previous Name if any.
6. Review and update the Date of Birth. Select the Date of Birth if not auto populated.
7. Review and update the Nationality. Select the Nationality if not auto populated.
8. Enter the Place of Work.
9. Enter the Position Held.
10. Select the Date of Beneficiary Owner Registration.

Figure 14 Beneficiary Owner Address and Contact Details

The screenshot shows the 'eServices Portal' interface for entering beneficiary details. The form is organized into four main sections, each with numbered callouts (1-15) indicating the input fields. The 'Residential Address' section (1-5) includes Street Name, Town / City, State, Country of Issue, and Postal Code. The 'Service Address' section (6-12) includes Street Name, Town / City, State, Country of Issue, Postal Code, and Digital Address. The 'Contact Details' section (13-14) includes Contact Number and Email Address. The 'Political Exposure Details' section (15) includes a checkbox for 'Is Politically Exposed?'. The form is pre-filled with example data: Residential Address (8, TSATSE, Accra, Accra, GHANA, GA-321), Service Address (Switchback, Accra, Accra, GHANA, GA-321, Digital Address), and Contact Details (2331234567, abc@xyz.com).

1. Enter the Street Name of the Residential Address.
2. Enter the Town / City of the Residential Address.
3. Enter the State of the Residential Address
4. Select the Country of the Residential Address
5. Enter the Postal Code of the Residential Address
6. Enter the Street Name of the Service Address.
7. Enter the Town / City of the Service Address.
8. Enter the State of the Service Address
9. Select the Country of the Service Address
10. Enter the Postal Code of the Service Address
11. Enter the Digital Address of the Service Address
12. Enter the Contact Number of the Contact Details. System expects the country code to be prefixed to the contact number.
13. Enter the Email Address of the Contact Details.
14. Select if the Beneficiary Owner is politically exposed.

Figure 15: Political Exposure Details

The screenshot shows a web form titled "Political Exposure Details". It includes a "Home" link in the top left. The form has several sections:

- 1**: A checkbox labeled "Is Politically Exposed?" which is checked.
- 2**: A dropdown menu for "Exposure Type *" with "Domestic Ghanaian PEP" selected.
- 3**: A dropdown menu for "Reason for Politically Exposed Person Status *" with "Former Presidents" selected.
- 4**: A text input field for "Role Title *" containing "Ex-President".
- 5**: A dropdown menu for "Nature of Connection to Office Holder" with "In Person" selected. Below it are options: "Select Option", "Close Associate", "Immediate Family", and "In Person".
- 6**: An "Add" button next to a "Reset" button.

 Below the form is a table with the following structure:

Sr.No.	Beneficial Owner Type	Beneficial Owner Name	Action
No data available			

1. Confirm if the Beneficiary Owner is politically exposed
2. Select the type of political exposure
3. Select the reason for politically exposed person status
4. Select the Role Title
5. Select the Nature of Connection to Office Holder
6. Click on the Add button to add the details of Beneficial Owner to the list.

Figure 16 Beneficiary Owner List

The screenshot shows a table with the following data:

Sr.No.	Beneficial Owner Type	Beneficial Owner Name	Action
1	Natural Person	Shah Test	<div style="display: flex; gap: 10px;"> 1 2 </div>

 Below the table are three buttons: "Previous", "Interim Save", and "Next".

1. Click on this icon to edit the Beneficiary Owner details.
2. Click on this icon to remove the Beneficiary Owner details from the list.

Figure 17: Beneficiary Owner-Government Enterprise Details

The screenshot shows the eServices Portal interface for the Beneficial Owners' Details section. The TIN is C0003318737. The form is titled 'Beneficial Owners' Details' and is currently active. The form fields are as follows:

- Beneficial Owner Type: Government Enterprise (1)
- Name of Govt. Agency: Abc office (2)
- Email Address: acb@abcghana.com (3)
- Country of Incorporation: GHANA (4)
- Nationality: GHANAIAN (5)
- Name of Official Representative: param (6)
- Role of Official Representative: admin (7)
- Email Address of Official Representative: admin@abcghana.com (8)
- Contact Number of Official Representative: + 233123456789 (9)

At the bottom of the form, there is an 'Add' button (10) and a 'Reset' button. A note below the contact number field states: 'Please enter country code followed by mobile number, e.g. 2335XXXXXX6.'

1. When Government Enterprise is selected as the Beneficiary Owner Type the set of data fields required for capturing the details of Beneficiary Owner are covered in below points
2. Enter the name of the Government Agency.
3. Enter the email address of the Government Agency / Enterprise
4. Enter the country of incorporation of the Government Agency / Enterprise
5. Enter the nationality of the Government Agency / Enterprise
6. Enter the name of the official representative of the Government Agency / Enterprise
7. Enter the role of the official representative of the Government Agency / Enterprise
8. Enter the email address of the official representative of the Government Agency / Enterprise
9. Enter the contact number of the official representative of the Government Agency / Enterprise
10. Click on the Add button to add the Beneficiary Owner details to the list.

Figure 18 Beneficiary Owner Details - Public Limited Company

The screenshot shows the eServices Portal interface for a Public Limited Company. The page title is "Beneficial Owners' Details" and the TIN is C0003318737. The form is divided into several sections: "Beneficial Owner Type" (Public Limited Company), "Beneficial Person - Public Listed Company Details", and "Stock Exchange Details". The "Beneficial Person - Public Listed Company Details" section includes fields for "Company's Legal Name" (ABC Limited), "ISIN" (GH-1231), and "Legal Entity Identifier" (123452323). The "Stock Exchange Details" section includes fields for "Name of Stock Exchange", "Percentage of Share Listed" (100), and "Website Link". A red box highlights the "Add" button at the bottom of the form.

1. When the taxpayer selects Public Limited Company as the Beneficiary Owner Type the set of data fields which need to be updated through Profile Update are covered below.
2. Enter the Company's Legal Name
3. Enter the ISIN of the company
4. Enter the Legal Entity Identifier of the company
5. Enter the percentage share listed in the Stock Exchange
6. Enter the name of the Stock Exchange where the shares are listed
7. Enter the percentage of shares listed in the Stock Exchange
8. Enter the website link of the company
9. Click on the Add button to add the Stock Exchange Details to the list

Figure 19 Beneficiary Owner Details - Public Limited Company

GRA eServices Portal 23/03/2026

Add

Sr.No.	Name	Percentage	Website	Action
1	The Ghana Stock Exchange	40	abc.com	1

Shareholder Details

2 Shareholder Type
Direct Control – Voting Rights

3 Control Voting Rights *
 Yes No

4 Percent Voting Rights *
100

5 Veto Rights *
 Yes No

6 **Add**

Sr.No.	Shareholder Type	Percentage	Control Voting Rights	Securities Issued By Company	Other Control Mechanism	Right to Appoint or Remove Directors	Action
No data available							

1. Click on this icon to delete the entry of the Stock Exchange details
2. Select the Shareholder Type
3. Confirm if the shareholder has controlling voting rights
4. Enter the percentage of voting rights with the shareholder
5. Confirm if the shareholder has the veto rights
6. Click on the Add button to add the shareholder details to the list

Figure 20: Beneficiary Owner List

1 **Add** Reset

Sr.No.	Beneficial Owner Type	Beneficial Owner Name	Action
1	Government Enterprise	Abc office	2 3
2	Public Limited Company	ABC Limited	

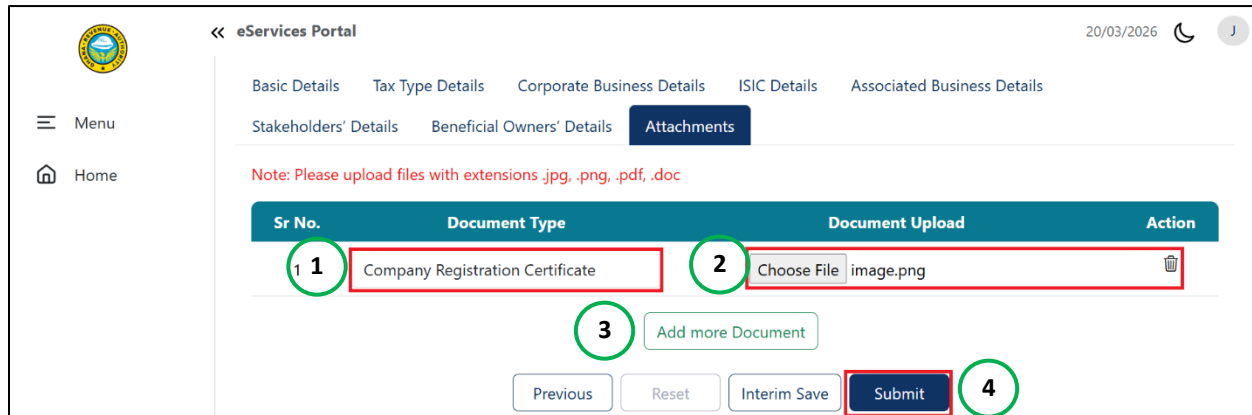
Previous Interim Save **Next** 4

1. Click on the Add button to add the details of Beneficiary Owner
2. Click on this icon to update the details of Beneficiary Owner
3. Click on this icon to remove the entry of Beneficiary Owner
4. Click on the Next button to navigate to the next tab.

1.10 Step 12: Attachments

In this step, you need to upload all mandatory supporting documents required for verification. Please refer to table 1.

Figure 21 Attachments Tab



The screenshot shows the 'Attachments' tab in the eServices Portal. At the top, there are navigation tabs: Basic Details, Tax Type Details, Corporate Business Details, ISIC Details, Associated Business Details, Stakeholders' Details, Beneficial Owners' Details, and Attachments. A note states: 'Note: Please upload files with extensions .jpg, .png, .pdf, .doc'. Below this is a table with columns: Sr No., Document Type, Document Upload, and Action. The first row contains '1', 'Company Registration Certificate', 'Choose File image.png', and a trash icon. Below the table is an 'Add more Document' button. At the bottom, there are buttons for 'Previous', 'Reset', 'Interim Save', and 'Submit'.

Sr No.	Document Type	Document Upload	Action
1	Company Registration Certificate	Choose File image.png	

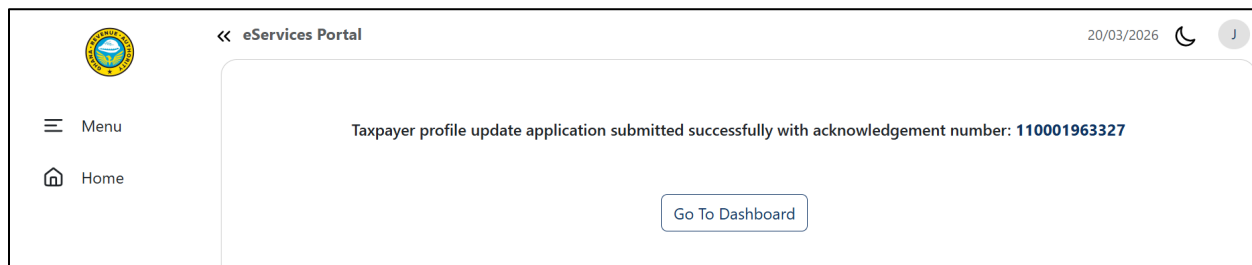
Buttons: Add more Document, Previous, Reset, Interim Save, Submit

1. Enter the name of the document being uploaded, e.g. Company Registration Certificate, Memorandum of Association, Partnership Deed, etc.
2. Select and upload the document file. The allowable file types are jpg, png, pdf, and doc.
3. Click on the Add More Document button to add the document to the document list.
4. Click on the Submit button to submit the profile update request.

1.11 Step 13: Success Message

The system will display Success Message along with the Acknowledgement Number if all data validations are successful and there are no errors. Acknowledgement Number can be saved and used for tracking the status of the request and follow up with the GRA Tax Officer. The updates will be reflected in the company profile after its approval by the GRA Tax Officer of your assigned GRA Tax Office.

Figure 22: Success Message



The screenshot shows the 'Success Message' in the eServices Portal. The message text is: 'Taxpayer profile update application submitted successfully with acknowledgement number: 110001963327'. Below the message is a 'Go To Dashboard' button.

Message: Taxpayer profile update application submitted successfully with acknowledgement number: 110001963327

Button: Go To Dashboard