**Create Step by Step guides for**;

1. **TIN Registration-**
	1. INDIVIDUAL
	2. Limited Company
	3. Partnership
	4. Diplomatic Missions
	5. Government Institutions and Funded Projects
	6. Local Authorities
	7. NGOs and CBOs
2. **Creation of a User account on webportal**
3. **Changing or resetting a Password**
4. **Forgotten password**
5. **Amending registration details**
6. **De-activation and re-activation of Registration details**
7. **Tax Agent registration**
8. **How to file tax returns;-**
	1. provisional Tax returns
	2. Income Tax returns for Presumptive taxpayers
	3. Income tax return for individuals with Businesses
	4. Income tax return for Individuals with Employment and rentals
	5. Income tax return for non-individuals
	6. PAYE returns
	7. WHT returns
	8. VAT returns
	9. Gaming and Pool Betting return- weekly
	10. Gaming and Pool Betting return- monthly
	11. Amending Your Tax returns
9. **Tax Refund process guide for;**
	1. VAT
	2. Diplomatic VAT refunds
	3. Non Tax Revenue refund
	4. Income Tax refund
10. **Tax Audits and tax payer accounting**
	1. Desk Issue Audit
	2. Field issue Audit
	3. Comprehensive Audit
11. **Motor Vehicle Process**
	1. First time Motor Vehicle Registration
	2. Transfer of a Motor Vehicle
	3. Transfer of Motor Vehicle with Absentee Owner
	4. Validation of Motor Vehicle details
	5. Re- Registration of Motor Vehicle
	6. Alteration of Motor Vehicle Particulars
	7. Endorsement of Third Party Interest (Caveat)
	8. Cancellation of Third Party Endorsement
	9. Replacement of Number Plates and Vehicle Registration Book (Duplicates)
	10. De-Registration of a Motor Vehicle
	11. Dealers Number plates(For Garage Owners and Car Bonds)
	12. Issuance of Owners Transport Vehicle (OTV)License and Plate
	13. Search and Certification of Copies
12. **Payment registration guide;**
	1. Payment Registration for a Tax Type
	2. Payment Registration for Non Tax Revenue (NTR)
	3. Payment Registration for Other Non-Tax Revenue (ONTR)
	4. Payment Re-Registration
	5. Instalment Payment for Taxes
	6. Payment Registration using Mobile Money
13. **Objections and Appeals guide;**
	1. Objection with Tax Liability
	2. Objection without Tax Liability
	3. Election of an Objection
	4. Tax Ruling and Interpretation of the Law
14. **Stamp duty guidelines**
	1. Declaration of Fixed Instruments
	2. Declaration of Advolerem Instruments
	3. Declaration of Bulk Stamp Duty Instruments
	4. Printing of a Stamp Duty Certificate
	5. Printing of a Bulk Stamp Duty Certificate
	6. Stamp Certificate Authentication