



# **FPT INFORMATION SYSTEM**

## PROCUREMENT OF

*Tax System and IT Infrastructure i.e., Integrated VAT Administration System Commercial-Off-The-Shelf (COTS) Software Package (IVAS) and Network services, desktop hardware and software, data centre hardware and software, IT managed services*

## **FILLING INSTRUCTION**

### **MUSHAK 2.1**

Project code: IVAS

Document code: IVAS\_TR\_User Guide Filling Instruction\_ Mushak 2.1\_v1.0

## 1. Introduction

Adapting the new VAT Law 2016, every taxpayer must register a BIN (Business Identification Number). Every transaction, activity inside the IVAS system will be managed under the BIN, this help government identifies and differentiates between entities. This guideline aims to help Taxpayer to fill up Mushak 2.1 to register for BIN. Each item on the form will be guided with:

- ① Item description, the general explanation for the item.
- 📖 Sample data.
- 💬 Notes and remarks.

## 2. Filling Instruction

**Notes:** In this form, Alpha-numeric means character, digit or both character & digit

### 1. Taxpayer Identification Number (TIN)

- ① Fill up correct TIN of the taxpayer. In system, TIN shall be checked.
- 📖 446337634099.
- 💬 Required field. The field must be filled up with 12 digits.

### 2. Name of the individual or business entity to be registered

- ① Fill up the name of individual or business entity registered.
- 📖 Solution Management International LTD.
- 💬 Required field. The field can be filled up with max of 100 characters.

### 3. Registered office address

#### 3.1. Address type

- ① Provide the type of Address of registered office, it can be:
  - City Format
  - Village Format

- 📖 City Format
- 💬 Required field.

#### 3.2. District/ Zilla

- ① Fill up District/ Zilla of registered office.
- 📖 Dhaka
- 💬 Required field.

#### 3.3. Road No./Name

- ① Fill up the name or number of the road where the registered office is based.

09, Purana Mogultuly, Dhaka

Required field if “City Format” is filled up in 3.1. The field can be filled up with max of 100 alpha-numeric.

#### 3.4. Block

Fill up the name or number of the block where the registered office is based.

11

Required field if “City Format” is filled up in 3.1. The field length can be max of 10 alpha-numeric.

#### 3.5. Holding No.

Fill up the holding number where the registered office is based.

12F

Required field if “City Format” is selected in 3.1. The field can be filled up with max of 10 alpha-numeric.

#### 3.6. Village

Fill up the name of the village where the registered office is based.

Halmet

Required field if “Village Format” is selected in 3.1. The field can be filled up with max of 100 characters.

#### 3.7. Upazilla

Fill up the name of upazilla where the registered office is based.

Purana

Required field if “Village Format” is selected in 3.1.

#### 3.8. Postal Code

Fill up the postal provided to allocate the taxpayer to concerned Tax Office.

1100

Required

#### 3.9. Name of Mouza

Fill up name of Mouza where registered office located, if available.

Mogultuly

Optional field. In case of being filled up, this field can be filled up with max of 40 characters.

#### 3.10. Phone No.

Fill up name of Phone number of registered office, if available.

01687989898

Optional field. In case of being filled up, this field must be filled up with 11 digits and start with 0.

#### 3.11. Fax No.

Fill up Fax number of registered office, if available.

📖 01687989899

🗨️ Optional field. In case of being filled up, this field must be filled up with 11 digits and start with 0.

### 3.12. Cell No.

📖 Fill up Mobile number that will receive SMS notification from Tax Office.

📖 01787787788

🗨️ Required field. This field must be filled up with 11 digits and start with 01.

### 3.13. Email

📖 Fill up Email of registered office that will receive all notifications from Tax Office.

📖 saubai12@gmail.com

🗨️ Required field. The field can be filled up with max of 214 characters.

### 3.14. Website

📖 Fill up the website of registered office, if available.

📖 <http://www.pricebd.net/>

🗨️ Optional field. If being filled up, the field can be filled up with max of 132 characters.

## 4. Address of branches

### 4.1. Address

📖 Fill up Address of branches in case of central registration, if available

📖 11, Purana Mogultuly, Dhaka

🗨️ Optional field. In cases of being filled up, the field can be filled up with max of 60 characters.

### 4.2. Mouza

📖 Fill up name of Mouza where branch is located, if available. It can be entered with one or multi-lines.

📖 Mogul

🗨️ Optional field. In cases of being filled up, this field can be filled up with max of 40 characters.

### 4.3. Cell No.

📖 Fill up Cell phone number of branch, if available.

📖 01887786778

🗨️ Optional field. In cases of being filled up, this field must be filled up up with 11 digits and start with 01.

### 4.4. Phone No.

📖 Fill up phone number of branch, if available.

📖 02787786778

🗨️ Optional field. In cases of being filled up, this field must be filled up up with 11 digits and start with 0.

### 4.5. Email

📖 Fill up Email of branch, if available.

✉ saubai1274@gmail.com

🗨 Optional field. In cases of being filled up, this field can be filled up with max of 214 characters.

## 5. Bank Account Nos.

🗨 At least one Bank account information is required, a bank account information can be considered as completed if all four information are filled, including: Account Name, Account Nos., Name of the Bank, Branch.

### 5.1. Account Name

📄 Fill up name of the owner of Bank account

📖 Monahapatra

🗨 Required field. The field can be filled up with max of 100 characters.

### 5.2. Account Nos.

📄 Fill up Bank account number

📖 20578

🗨 Required field. The field can be filled up with max of 30 digits.

### 5.3. Name of the Bank

📄 Fill up name of corresponding bank to previously provided bank account

📖 AB Bank

🗨 Required field.

### 5.4. Branch

📄 Fill up name of corresponding bank branch to previously provided bank account

📖 Mirpur

🗨 Required field.

## 6. What is your annual turnover?

### 6.1. Taka

📄 Fill up expected annual turnover for the next/previous year for Headquarter.

📖 90,00,000

🗨 Required field

### 6.2. In word

📄 Fill up the amount in line 6.1 in words. (In system, System automatically display the amount in word when taxpayer clicks “Validate” or “Submit”.)

📖 Ninety Lakh Taka

🗨 Required field.

## 7. Registration type

📄 Fill up type of registration. One of 2 these value: “Register for VAT” or “Enlistment for turnover tax” can be filled up.

- If amount of Annual turnover entered in field 6.1 is greater or equals to 30 Lakh and is smaller or equals to 80 Lakh: enter either

- "Registration for VAT" and in field 12 will be filled "Voluntary"
- "Enlistment for turnover tax" and in field 12 will be filled "Mandatory"
- If amount of Annual turnover entered in field 6.1 is greater than 80 Lakh, enter "Registration for VAT" and in field 12 will be filled "Mandatory"
- If amount of Annual turnover entered in field 6.1 is smaller or equals to 30 Lakh, enter "Registration for VAT" and in field 12 will be filled "Voluntary"

 Registration for VAT

 Required field.

### **8. Are you required to withhold VAT from supplies made to you by other VAT registered taxpayers?**

 Fill up "Yes" or "No" depending. Fill up "No" as default

- If Fill up "Yes", must mark on the appropriate following item(s) in the checkbox list:

- Government Entity
- NGO
- Public Limited Company
- Post-secondary educational institution
- Registered persons operating under LTUVAT
- Bank, Insurance or other Financial Institution

 No

 Required field

### **9. Legal format/type of organization or taxable person**

 Fill up one of the provided legal format/type of organization or taxable person

- Individual
- Proprietorship
- Partnership
- Private Limited Company
- Public Limited Company
- Branch of Foreign Company
- Diplomatic
- International Organization

- Other (please specify below).

 Private Limited Company

 Required field. If select “Other”, the detailed information should be provided in the following box, it can be filled up with max of 60 characters

#### **10. Are you also required to pay the following taxes?**

 Fill up one or more of these three value depends on Taxpayer’s business.

- Supplementary Duty
- Excise Duty
- Surcharge

 Supplementary Duty,

 Optional field. In cases of being filled up “Supplementary Duty”, “Register for VAT” must be entered in field 9 and “Mandatory” in Field 12.

#### **11. Effective date of Registration/Enlistment**

 Fill up Effective date with format DD/MM/YYYY. The date input can be earlier (no more than 365 days) or equal to the submission date

 04/11/2016

 Required field.

#### **12. Application Category**

 Fill up one of two value

- Mandatory
- Voluntary

 Mandatory

 Required field.

#### **13. Application Type**

 Fill up one of these following two value

- New Registration
- Re-registration

 New Registration

 Required field. In case of entering Re-registration, Old BIN has to be entered . The field must be filled up with 10 or 11 digits.

#### 14. Director/Partner/Proprietor's information

☞ At least one information for Director/Partner/Proprietor's must be entered.

##### 14.1. TIN

ℹ Fill up TIN of the director or who represent for business

📖 446337634088

☞ Required field. The field length must be with 12 digits

##### 14.2. Name

ℹ Fill up name of owner with TIN keyed in field 14.1

📖 Kamanas

☞ Required field. Name is in UPPERCASE and the field length can be max of 30 characters.

##### 14.3. Share (%)

ℹ Fill up number of percent (%) share of shareholders of registered office, if available.

📖 40%

☞ Optional field. In cases of being filled up, this field length can be 3 digits (0 – 100). Please be noted that the sum of all Share must be smaller or equal to 100%.

##### 14.4. Identity Information

ℹ Fill up identity Information. It can be either "NID" or "Passport information".

- Fill up "NID", fill up NID in filed 14.5
- Fill up "Passport information", fill up in filed 14.6

📖 NID

☞ Required field.

##### 14.5. NID

ℹ Fill up NID of shareholders of registered office

📖 19750623209426243

☞ Required field if "NID" is Filled up in field 14.4. NID must be 17 digits in length

##### 14.6. Passport No

ℹ Fill up Passport number of shareholders of registered office

📖 AB1119849

☞ Required field if "Passport information" is filled up in field 14.4. The field length can be with max 30 Alphanumeric

##### 14.7. Issuing Country

ℹ Fill up issuing Country of the Passport

📖 Bangladesh

☞ Required field if "Passport information" is filled up in field 14.4 The field length can be with max 100 characters

##### 14.8. Designation

- ① Fill up TIN of shareholders of registered office
- 📖 19750623209436554
- 💬 Optional field. In cases of being filled up, this field can be filled up with max 30 characters.

### 15. Type of business activity

- ① Select one or multiple Types of following business activity. If “Other” is selected, fill in with own business activity
  - Importer
  - Exporter
  - Service Renderer
  - Farming/Fishing
  - Supplier (Manufacturer
  - Supplier (Trader
  - Mining
  - Other (please specify below)
- 📖 Exporter
- 💬 Required field. If fill up “Other”, provide the detailed information in the following box, it can be filled up with max of 60 characters

### 16. Type of economic activity

#### 16.1. Select (✓) the appropriate economic activity [where applicable] \*

- ① Select one or multiple types of following economic activity. If select “Other” , fill in with own business activity
  - Retail
  - Wholesale
  - Manufacturing
  - Building & Construction
  - Seasonal Business
  - Service Renderer
  - Mining
  - Farming/ Fishing
  - Other (please specify below) Exporter

 Retail

 Required field. If fill up “Other”, provide the detailed information in the following box, it can be filled up with max of 60 characters

**16.2. Describe the business conducted in as much detail as possible.**

 Enter Economic activity description of registered office.

 Telecommunication service provider

 Required field. The field length can be with max 200 characters

**17. Declaration**

**17.1. The individual signing this form is the**

 Fill up the role of individual signing this form. The following value can be filled up:

- Owner
- Managing Director
- Principal partner of a partnership
- Company secretary
- Other (please specify below)

 Managing Director

 Required field. If fill up “Other”, provide the detailed information in the following box, it can be filled up with max of 60 characters

**17.2. Other**

 This field is not required to fill up. If fill u “Other” in 17.1, specify the title of the individual signing the form.

 Chief accountant

 Optional field. If being filled up, the field length can be with max 60 characters

**17.3. First name**

 Fill up First name of the individual signing this form.

 Yasin

 Required field. The field length can be with max 50 characters

**17.4. Last name**

 Fill up Last name of the individual signing this form.

 Amand

 Required field. The field length can be with max 50 characters

**17.5. TIN of signing person**

 Fill up TIN of the individual signing this form

 Chief accountant 513196257540

 Required field. The field length must be with 12 digits.

### 17.6. National Identification Number (NID)

- ① Provide NID of the individual signing this form
- ☞ Optional field. either NID or Passport information can be selected

#### 17.6.1.NID

- ① Fill up NID of the individual signing this form
- 📖 19912624264000031
- ☞ Required field fill if NID in field 17.6 is selected. NID must be 17 digits in length

### 17.7. Passport Information

- ① Provide passport information of the individual signing this form
- ☞ Optional field. either NID or Passport information can be selected

#### 17.7.1.Passport No

- ① Fill up Passport number of the individual signing this form
- 📖 AB1119848
- ☞ Required field fill if Passport information in field 17.7 is selected. Passport No. can be max with 30 Alphanumeric

#### 17.7.2.Issuing Country

- ① Fill up issuing Country of the Passport
- 📖 Bangladesh
- ☞ Required field if Passport information in field 17.7 is selected. The field length can be with max 100 characters

#### 17.7.3. Date of Issue

- ① Fill up the date that passport is issued. Select form date picker (Ctrl + Shift + scroll the mouse wheel to select a different month/year), or input under format DD/MM/YYYY.
- 📖 10/11/2015
- ☞ Required field if Passport information in field 17.7 is selected.

#### 17.7.4. Date of Expiration

- ① Fill up the date that passport is expired. Select form date picker (Ctrl + Shift + scroll the mouse wheel to select a different month/year), or input under format DD/MM/YYYY.
- 📖 10/11/2017
- ☞ Required field if Passport information in field 17.7 is selected.

#### 17.7.5. I declare that the particular .... Respect

- ① Tick to confirm the correctness of information before submitting form. The form cannot be submitted without clicking this button.
- ☞ Required field.