

# **USER MANUAL FOR SELF REGISTRATION (TAXPAYER)**

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# Below are different Scenarios for Self Registration

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1. Entities with the Incorporation date after **1<sup>st</sup> September 2023** can make use of the Self Registration.
2. Entities with the Incorporation date before **1<sup>st</sup> September 2023** cannot make use of the Self Registration. You will need to visit your Tax Office.

# Welcome To TaxPro MAX

...a Nigerian Solution

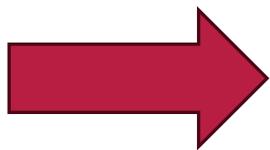
Login

Register

Validate TCC

Non Residence Registration Request

- ❖ Taxpayers can do Self-registration by clicking on the Register button



- [Corporate Affairs Commission](#)
- [State Incorporations](#)
- [Individuals](#)
  
- [Continue Registration](#)  
if you have your OTP.

❖ You proceed by clicking on the **Corporate Affairs Commission**

## Identification Page

CAC-No

Limited  Enterprise  Trustees

Ltd Partnership  Ltd Liability Partnership

Search

❖ Put in the RC and select the type of business/company

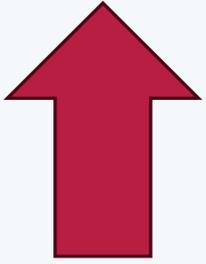
## Identification Page

- [Return back](#)

Name	<input type="text" value="DWAT***** LTD"/>
CAC	<input type="text" value="7379056"/>
Email Contact	<input type="text" value="nkem*****.com"/>
Phone Contact	<input type="text" value="o*****"/>
OTP Sending Channel	<input type="radio"/> Phone <input type="radio"/> Email
Channel	<input type="text" value="Enter Phone or Email as choosen above."/>
<input type="button" value="Send OTP"/>	

- ❖ Select the channel you wish to receive the OTP code.
- ❖ Whatever channel you choose should be accessible by you as seen in the above image.

Your OTP was Sent to the email selected. nkemovia@gmail.com



Validation Page

- [Return back](#)

OTP

[Validate](#)

- ❖ As seen in the image, an OTP has been sent to the Email i inputed.
- ❖ Put in the OTP and click Validate.

TAX PAYER INFORMATION

Name : DWATIL AFRICA LTD

ID : 7379056

PRE-TIN : 37000053-0001

Incorporation Date : 2024-03-01

Address : 901, Efab Global Estate  
City, Idu- Mborá District, Amac, FCT

State : FCT

State : FCT

ID-Point : CAC

Customer Type : Corporate

Email : nkemovia@gmail.com

Phone :

Current Address

Address

- ❖ Once it validates, you will be presented with the form above.
- ❖ You fill in the form and put in the required information.



Would you like to activate our e-Services? This will enable you to submit returns, request and print your Tax Clearances Certificate from anywhere in the world. By ticking the box below, you agree with terms stated in the \*Terms and Conditions below.

Activate E-Services

Yes

## DECLARATION

By ticking the box below, I hereby declare that I am a Principal Officer of the Company. I further declare that to the best of my knowledge and belief the information given above is true and correct.

Tick Here

Name

Designation

Submit

Note: All asteric(\*) fields are mandatory

T&C. By agreeing to use the e-Services, You agree to be served all notices via the email address provided by you. This notice will replace physical notice by the Service (FIRS).

❖ Once you are done filling the form, you Declare and click on submit.