



**TAX AGENT AUTHORISATION**

*This form must be authorised by a registered/approved Tax Agent if the application is for an employee of a Tax Agent. The Tax Agent shall authorise an employee from his/her practice for an username and password to access the Tax Agent Portal. Refer to the list of registered/approved Tax Agents which is available from the FRCA website – [www.frca.org.fj](http://www.frca.org.fj)*

<b>Name of Authorising Tax Agent</b>	
<b>Tax Agent No.</b>	

*I, a registered/approved Tax Agent, hereby declare that the person described in the Applicants section is an employee of my practice. I also authorise the creation of an username and password for this employee to access the Tax Agent Portal.*

<b>Signature</b>		<b>Date</b>	
<b>Company Seal/ Business Rubber Stamp</b>		Stamp Here	

**What to do with the completed forms?**

*Upon completion of the form, please forward the form to:*

*The Secretary  
Tax Agent Registration Board  
Fiji Islands Revenue & Customs Authority  
Private Mail Bag  
Suva*

*Completed forms can also be submitted at any of the FRCA Customer Service Centres in Suva, Lautoka & Labasa.*

**OFFICE USE ONLY**

<b>Name of Approving Officer</b>			
<b>Signature</b>		<b>Date</b>	

<b>New Username</b>			
<b>Password created?</b>	YES		NO
<b>Username/Password sent to user?</b>	YES		NO
<b>Name of IT Helpdesk Staff</b>			
<b>Signature</b>		<b>Date</b>	