



Eswatini Revenue Service

DOMESTIC TAXES DEPARTMENT

Portion 419 of Farm 50, Along MR103, Ezulwini

STAMP

Email Address: info@ers.org.sz

Tel: (+268) 2406 4000

Contact Centre: (+268) 2406 4050

Website: www.ers.org.sz

PM O1(a)

TAXPAYER PROFILE MAINTENANCE FORM-COMPANY

Please complete this form and email to info@ers.org.sz

BUSINESS DETAILS

Taxpayer Identification Number (TIN):

Please tick the appropriate box where change / update is required

Business Physical Address	<input type="checkbox"/>	Postal address	<input type="checkbox"/>	Telephone Number	<input type="checkbox"/>
E-mail address	<input type="checkbox"/>	Mobile Number:	<input type="checkbox"/>	Business/Trading Name	<input type="checkbox"/>
Bank details	<input type="checkbox"/>	Directors details	<input type="checkbox"/>	Business Nature	<input type="checkbox"/>

State new/ updated details below:

Business Bank Account (Attach Current/Updated Bank statement/ letter as proof of banking details)

The bank account must be in the name of the Applicant

Name of Bank: Branch Name: Branch Code:

Name of Account Holder:

Account Number:

DETAILS OF DIRECTORS (Attach Form J and ID copy):

Surname:	<input type="text"/>	First Name(s):	<input type="text"/>
Personal Identification Number	<input type="text"/>	TIN:	<input type="text"/>
Graded Tax Number:	<input type="text"/>	Permit Number (Non-Citizens):	<input type="text"/>
Postal Address:	<input type="text"/>	Email address:	<input type="text"/>
Cellphone Number:	<input type="text"/>	Telephone Number:	<input type="text"/>

DETAILS OF DIRECTORS continued (Attach Form J and ID copy):

Surname:	<input type="text"/>	First Name(s):	<input type="text"/>
Personal Identification Number	<input type="text"/>	TIN:	<input type="text"/>
Graded Tax Number:	<input type="text"/>	Permit Number (Non-Citizens):	<input type="text"/>
Postal Address:	<input type="text"/>	Email address:	<input type="text"/>
Cellphone Number:	<input type="text"/>	Telephone Number:	<input type="text"/>

SUBMIT THE FOLLOWING COPIES OF ATTACHMENTS TO SUPPORT YOUR UPDATE IN INFORMATION REQUEST:

- **Current Bank Statement/Original Bank letter:**
- **Proof of Physical Location (Lease Agreement or current Utility Bill):**
- **National Identity Document (Local Directors & Nominated Officers):**
- **Identity Document/ Passport for Company Directors (Non-Citizens):**
- **Form J:**
- **Trading license if not attached at initial registration or if it has since been amended:**
- **Letter approving the replacement of Nominated Officer (VAT):**
- **Other supporting documents:** _____
 - *The approval/ replacement of a Public Officer (PAYE & Income Tax types) is approved by the Commissioner General. Obtain application form from Service Center.*

DECLARATION TO BE SIGNED BY NOMINATED/ PUBLIC OFFICER

I _____ (full names) hereby declare that the particulars given herein are true and complete and hereby request details to be updated accordingly.

Signature: Designation/Position in the Company:

Date: ____ / ____ / ____

Speak to a Service Centre Consultant for inquiries on E-Tax registration for ease of viewing account statements and online filling or alternatively, contact the Customer Service Line on 4064000 or email info@ers.org.sz for any further queries.