

# Board of Inland Revenue (BIR) **Process**

## Sole Trader

- 1) Complete Form IA001
- 2) Original & copy of Certificate of Registration.
- 3) Original and copy of National Identification (ID card, passport or driver's permit).
- 4) Outstanding returns (if applicable).

## Partnership

- 1) Complete Form AOI-002
- 2) Document stating name, address and BIR number for each partner.
- 3) Original and copy of Certificate of Registration, and/or Partnership agreement.
- 4) Outstanding returns (if applicable).

## Limited Liability Company

- 1) Complete Form AOI-002
- 2) Original & copy of the Certificate of Incorporation / Registration.
- 3) Names & BIR Numbers of all Directors.
- 4) Original & copy of Notice of Directors.
- 5) Original and copy of Notice of Addresses.
- 6) Outstanding returns (if applicable).

Investor completes the registration form according to the type of business and submits with all supporting documents to one of the Inland Revenue Divisional Offices located at Queen Street Port of Spain, Ciperó Street San Fernando or Scarborough Tobago

**BIR  
File Number  
Issued**