



## Appendix B

### ESTABLISHMENT APPLICATION FORM

The Establishment Application Form is used to register (or update) the establishments of an enterprise. This form can be used by both Individual Enterprises and by Non-Individual Enterprises.

**Instructions:**

- a) If you are registering for TIN at the same time that you are registering establishments, leave Section 1 blank
- b) If you have already a TIN please fill in Section 1
- c) Fill the blank spaces with block letters
- d) The dates should be in the DD/MM/YYYY format
- e) If space provided is not enough, use an additional form
- f) If you are completing for modification, please complete *Enterprise Information* section of Appendix A or Register a Non-Individual Enterprise. If you are completing a new registration, go directly to *Establishment information* section
- g) All fields with an asterisk \* are mandatory and have to be completed
- h) All application forms must be completed in Dari or Pashto. If you are an English-language taxpayer and you want your TIN Certificate to be printed in English, you need to provide a copy of your application in English

#### SECTION 1 - Enterprise Information

TIN : *	
Registered Name: *	
Main Trade Name:	

#### SECTION 2 - Establishment information

Establishment No:		<b>For Official use only</b>	Head Office <i>(check box if Head Office)</i>	<input type="checkbox"/>
Start Date:		Close Date: <i>(if applicable)</i>		
Establishment Name: *				
Home No:		Area/Village: *		
Street Name:				
District: *				
Province:				
Country:				
P.O. Box:				
Building type:	<input type="checkbox"/> Temporary	<input type="checkbox"/> Permanent	Paying rent? <i>(if yes, specify building type)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone No:		Fax No:		
Email:				

#### Business Activity Information

a) Select the code number from the attached List (Business Activity Code) and fill the code number column with the appropriate code(s) and fill the Activity Description column with the corresponding description.

Code	Activity Description

#### SECTION 3 – Comment

Comment	
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