



Retirement Funds

Pension Registration

How to Register?

Follow the steps:

1. Go to <https://tamis.bra.gov.bb>
2. Click 'Register Now' & follow directions to create your own user account. (Log in using a previous account. In the top right hand corner next to the name click the arrow and select 'Register New Taxpayer'))
3. You will receive an activation email. Click the link to the email.
4. An 'Activation Successful' message will appear & you will receive another email with your username *e.g. Johndoe1*
5. Log into Tamis website with your username *Johndoe1* and password created at Step 2.
6. Once logged in, you will need to choose & complete 3 simple security questions
7. Click 'OK' on the account configuration page and then click 'Register New Taxpayer'

Registration Type

Please select one option below that best describes who you are registering:

- ✓ I am an authorized person or agent **registering a new non-individual entity**.*e.g. I am an employee, director, partner, shareholder or trustee, etc. of a company, partnership, non-profit, or trust etc.*

Organization type of Entity

Select the type of organization that best describes the entity you are registering:

The organization I am registering is:

✓ a Trust

Registration Requirements

Registration Requirements

Please answer the below questions to find out what taxes you will need to register for.

- Will the entity you are registering have Assessable Income? **No**
- Does the entity you are registering employ and pay salary or wages? **No**
- Is taxable supplies for the next 12 months of the entity you are registering, expected to be more than \$200,000? **No**
- Do you operate holiday accommodation? **No**

Registration Requirements Cont'd

- Do you operate direct tourism services? **No**
- Does the entity you are registering manufacture or produce excisable goods sold or imported into Barbados? **No**
- Is the entity you are registering required to deduct Withholding Tax? **No**
- Does the entity you are registering receive subscriptions which can be claimed as a credit on a Personal Income Tax return? **No**

Registration Requirements Cont'd

- Does the entity you are registering pay out pensions or other contributions that are counted as income on a Personal Income Tax return? **Yes**
- Does the entity you are registering receive charitable donations? **No**

Your Obligations

Your Obligations

Based on your answers you will need to complete the following registration options:

- ✓ Tax Identification Number (TIN) (Default Selection)
- ✓ Pensions (PEN) (Only) ***Mandatory**

Taxpayer Details



About Your Organization

- **Business name*** - (as registered with the Financial Services Commission)
- **Business Number*** - (Financial Service Commission Registration Number, 000Y40)
- **Registration Date*** - (as seen on Certificate)
- **Country of Residence*** - (Barbados – Default)

Business Information

- **Enter your business details as registered with CAIPO**

Do you trade or offer services under a Trading Name? **No**

- **Primary business nature**

Add a business nature that best describes the activity or industry of this business.

1. Financial and Insurance Activities
2. Pension funding

Business Information

Representative Details

Would you like to nominate a representative to access your taxpayer account? **No**

Contact Details

Additional Details

Public entertainment promoter

Are you a public entertainment promoter? **No**

Registered as a place of public entertainment

Are you registered as a place for public entertainment? **No**

Help from us

Would you like a BRA officer to contact you and explain your taxpayer responsibilities? **No**

Associations

Associations related to your organization

If applicable, please complete the following sections below:

- ✓ Business names
- ✓ Branches (i.e. separate entities that are responsible for their own tax affairs)
- ✓ Partner, trustee, shareholder or beneficiary details

Associations

Business names

Add all business names associated with your organisation as registered with the Corporate Affairs and Intellectual Property Office (CAIPO). Please refer to the [CAIPO website](#) to find your details.

Add Business Name

- Business Name – As registered with CAIPO (Name of Company)
- Business Number – Certificate of Registration
- Registration Date – Date of Incorporation

Associations

Branches

A branch is a 3rd party business that operates under the direction of a parent organisation. A branch is treated as a separate legal entity and is responsible for its own taxable activity.

1. Do you operate a branch under the direction of a parent organisation? **No**
2. Do you have any branches that operate a branch of your business? **No**

Associations

Partners, trustees, shareholders and beneficiaries

- List all partners, trustees, shareholders and beneficiaries associated with the organisation.
- [Add Association](#) (Not Required)

Tax Details

Your obligations - Please complete the following sections below:

✓ Pensions

From which date do you wish to commence your Pensions?

01/01/2025

Enter your commencement date in the following format:
D/MM/YYYY.

Bank Information

Bank account details

It is highly recommended you add your organization's bank account details below. This is to ensure we can effectively credit your account if you are due a refund.

**Important note: we will not share this information with any 3rd parties including other government departments.*

Would you like to add a bank account to this taxpayer account? **No**

Submission

Final step

You are about to submit an application for the registration of the following new taxpayer:

- **XXXXXXXXXXXXXXXXXXXX (Entity Name)**

Show Application Summary

You may review your registration details below

Submission

Please read and agree to the following declaration below and then submit your application:

Declaration

I hereby declare that the information provided is true, correct, and complete to the best of my knowledge and belief, and that I have the authority to make this disclosure of this information and declaration. I also agree to the terms and conditions and privacy policy of this service.

✓ Click: I agree to the Terms & Conditions

Submit Application

A 'Confirmation' message will appear with your Tin eg. 1000122133144 or a Registration Case Reference number eg. REG101364. An REG number means that a BRA officer has to first vet your application before issuance of a TIN. Confirmation messages with your TIN or REG number will also be sent to your email.

THE END

For further assistance contact:

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