



ept-idras.tra.go.tz

Computerized Driving License System

Integrated Domestic Revenue Administration System (IDRAS)

Benefits

Automation of Process : Increased accessibility from anywhere at any time, Enhance transparency by reducing errors and frauds
License Card Inventory Management : Smooth timely procurement, allocation and reallocation of cards
System Approvals : Enhancing accountability through verifications and structured approval process
Driving School Registration : Enhance compliance to tax laws and other governing laws

Ver 1.0
20-01-2024

Tanzania Revenue Authority



1. Driving License

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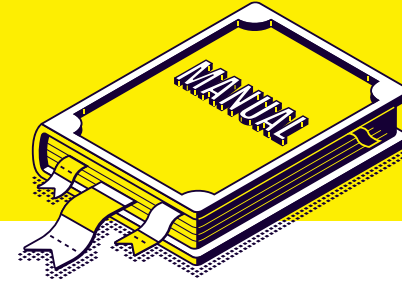




INTEGRATED DOMESTIC REVENUE ADMINISTRATION SYSTEM **USER MANUAL**



- Computerized Driving License System



1 Driving License

1.1 My Applications

1.2 Application - Provisional

1.3 Application - New

1.4 Application - Conversion

1.5 Application - Renewal

1.6 Application - Duplicate

1.7 Driving License

MANUAL

My Applications



My Applications [CDL-DLRQ0101001]

[Home](#) > [Driving License](#) **1** Search

Application No	Type	First Name	Middle Name	Last Name	Created Date	Status	
CDL20240000000...	Driving School	Yoon			25/11/2024	Submit to OGD	☐
CDL20240000000...	Driving School	ARUSHA School 22			25/11/2024	Save Temp.	☐
CDL20240000000...	Driving School	ARUSHA School			25/11/2024	Submit to TRA	☐
100000000857	Duplicate	YUSSUF	ABDALLAH	MOHAMED	25/11/2024	Ready for printing	☐
100000000856	Conversion	YUSSUF	ABDALLAH	MOHAMED	25/11/2024	Delivered	☐
100000000854	Renewal	YUSSUF	ABDALLAH	MOHAMED	22/11/2024	Delivered	☐
100000000853	Conversion	YUSSUF	ABDALLAH	MOHAMED	22/11/2024	Delivered	☐

1 / 1 Page Size: 10 TOTAL : 7

Description

◆ My Applications

Overview : this screen is intended to search the list of driving license applications and driving school applications submitted by a taxpayer. Based on the type of application, functions to temporarily save and send are available.

1. In My Applications, click [Search] button.
2. The list of applications submitted by the taxpayer is searched.
3. If he chooses an application in the list, its details are displayed in a pop-up.

◆ My Applications

Overview : the details of a driving license application submitted by the taxpayer are displayed in a pop-up.

Q Search

Application No	Type	First Name	Middle Name	Last Name	Created Date	Status	
CDL202400000000...	Driving School	AURUSHA			02/12/2024	Submit to OGD	☐
CDL202400000000...	Driving School	Yoon			25/11/2024	TPF Send-Back	☐
CDL202400000000...	Driving School	ARUSHA School 22			25/11/2024	Save Temp.	☐
CDL202400000000...	Driving School	ARUSHA School			25/11/2024	Submit to TRA	☐
100000000857	Duplicate	YUSSUF	ABDALLAH	MOHAMED	25/11/2024	Ready for printing	☒
100000000856	Conversion	YUSSUF	ABDALLAH	MOHAMED	25/11/2024	Delivered	☐
100000000854	Renewal	YUSSUF	ABDALLAH	MOHAMED	22/11/2024	Delivered	☐
100000000853	Conversion	YUSSUF	ABDALLAH	MOHAMED	22/11/2024	Waiting for Payment	☐

1 / 1

Page Size: 10

TOTAL :8

ApplicationCDL-DLRQ0101001D

X

Duplicate

License TypeComputerized Driving license

License Number4007196520

Date of Issue25/11/2024

Date of Expiry19/11/2029

RegionARUSHA

Printing LocationARUSHA

ReasonLost

Loss Report

Browse

Loss Report Number1234

Validate

Certificates

Class	Date of Issue	Date of Expiry
A1	22/11/2024	
A2	25/11/2024	

Print Payment Notice

Save temp.

Send

Close

◆ My Applications

Overview : the details of a driving school application submitted by the taxpayer are displayed in a pop-up.

Application No	Type	First Name	Middle Name	Last Name	Created Date	Status	
CDL202400000000...	Driving School	AURUSHA			02/12/2024	Submit to OGD	☒
CDL202400000000...	Driving School	Yoon			25/11/2024	TPF Send-Back	☐
CDL202400000000...	Driving School	ARUSHA School 22			25/11/2024	Save Temp.	☐
CDL202400000000...	Driving School	ARUSHA School			25/11/2024	Submit to TRA	☐
100000000857	Duplicate	YUSSUF	ABDALLAH	MOHAMED	25/11/2024	Ready for printing	☐
100000000856	Conversion	YUSSUF	ABDALLAH	MOHAMED	25/11/2024	Delivered	☐
100000000854	Renewal	YUSSUF	ABDALLAH	MOHAMED	22/11/2024	Delivered	☐
100000000853	Conversion	YUSSUF	ABDALLAH	MOHAMED	22/11/2024	Waiting for Payment	☐

Application CDL-DLRQ0101001D 

Driving School Detail

School NameAURUSHA

Application SiteSAMORA POLICE 04

RegionArusha

DistrictArusha

Street1

Plot No2

Block No3

Phone4

Business licenseBrowse

Vehicle inspection reportBrowse

Driver's instructor certificateBrowse

StatusSubmit to OGD

Vehicle Category

☐

Vehicle Category

☐

A1

Insert a line

Delete a line

Save temp.

Send

Close

Application - Provisional



Application [CDL-DLRQ0101002]

[Home](#) > [Driving License](#)

Application Type

1

☒ Provisional
 ☐ New
 ☐ Conversion
 ☐ Renewal
 ☐ Duplicate

2

Application CDL-DLRQ0101001D

✕

Provisional

3

Region	Select	Printing Location	Select
Photo	Signature		

4

Competence Test

☐	Class	Driving School	Status

Detail

5

6

Description

◆ Application - Provisional

Overview : the types of driving licenses taxpayers can apply for include Provisional, New, Conversion, Renewal, and Duplicate.

1. Choose "Provisional" as Application Type.
2. [Provisional] pop-up where necessary information can be input is provided.
3. Enter necessary common information. Fields marked with [*] are mandatory.
4. Enter [Competence Test] information. Fields marked with [*] are mandatory.
5. In order to register a new competence test, click [New] button. Then, the field of [Detail] is activated and the taxpayer can input information. If the taxpayer clicks [Save] button, the competence test is added to the list.
6. In order to delete a competence test, tick a competence test to delete in the list of competence tests and click [Delete] button.
7. After entering necessary information, click [Save temp.] button to temporarily save the information. The temporarily saved information remains modifiable.
8. Click [Send] button to submit the driving license application. After it is submitted, it is no longer modifiable.
9. Click [Print Payment Notice] button to view a pop-up where the provisional license bill can be printed.
10. After the bill is paid, [Print Provisional DL] button is activated.

Application

CDL-DLRQ0101001D

Provisional

Region

Photo

Competence Test

Class

Driving School

Detail

Class

Select

Driving S

Print Payment Notice

Print Provisional DL

Warning

Requesting control number. Please try again later.

Close

Print Payment Notice

TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

PAYMENT NOTICE

Driving license

Date

29/11/2024

Control No

7000000000217

GFS Code

1-Provisional Licence fee

Amount in Tzs

10000

ID Type

TIN

Print Provisional DL

TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

PROVISIONAL DRIVING LICENSE

(Section 21 of Road Traffic Act CAP 158 R.E 2002)

ID Type

TIN

TIN/TTRN No

Name

Gender

Female

Date of Birth

04/11/1974

Age

50.1

◆ Application - Provisional

1. Click [Print Payment Notice] to request the provisional license bill. If Control No is not created, a message appears.
2. Click [Print Payment Notice] button to view a pop-up where the provisional license bill can be printed.
3. After the bill is paid, [Print Provisional DL] is activated.

Application - New



Application [CDL-DLRQ0101002] ⓘ ⓘ

🏠 > Driving License ⓘ

Application Type

☐ Provisional☒ New☐ Conversion☐ Renewal☐ Duplicate

Application CDL-DLRQ0101001D

✕

☒ New

Region	ARUSHA	Printing Location	ARUSHA
Photo	Signature		
EFD Verification Code	Q Validate		

Competence Test

Class	Driving School	Police Site	Reservation Date	Status
A1	100273241 SCHOOL	SAMORA POLICE 04	30/11/2024	Created

Detail

Class	Driving School	Select
Police Site	Reservation Date	dd/MM/yyyy
Print Payment Notice Save temp. Send		

Close

Description

◆ Application - New

Overview : the types of driving license taxpayers can apply for include Provisional, New, Conversion, Renewal, and Duplicate. In order to apply for a new driving license, a provisional driving license application should be made first.

1. Choose "New" as Application Type.
2. [New] pop-up where necessary information can be input is provided.
3. Taxpayer enters necessary common information. Fields marked with [*] are mandatory.
4. If the taxpayer clicks EFD Verification Code[magnifying glass] button, a pop-up is provided.
5. Click [Validate] button to validate the EFD Verification Code.
6. Enter [Competence Test] information. Fields marked with [*] are mandatory.
7. Select a competence test in the list of competence tests. Then, [Detail] area is activated.
8. After entering information for the competence test, click [Save] button and the information is reflected in the list.
9. After entering information for the new driving license application, click [Save temp.] button to temporarily save the information. The temporarily saved information remains modifiable.
10. Click [Send] button to submit the application. After the information is submitted, it is no longer modifiable.
11. Click [Print Payment Notice] button to view a pop-up where the competence test bill can be printed.
12. After taking the competence test, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed.

Application

CDL-DLRQ0101001D

New

Region

ARUSHA

Photo

EFD Verification Code

Competence Test

Class	Driving School	Police Site	Reservation Date	Status
A1	100273241 SCHOOL	SAMORA POLICE 04	30/11/2024	Created

EFD Verification popup

Sales Company Name

Seller TIN

EFD Verification Code

Sales Company Name	EFD Verification Code	Created Date	Amount
TOTAL 0			

Warning

Requesting control number. Please try again later.

Detail

Class

Driving School

Police Site

Reservation Date

Print Payment Notice

TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

PAYMENT NOTICE

Driving license

Date	29/11/2024
Control No	7000000000219
GFS Code	2-Driving Test fee
Amount in Tzs	3000
Class	A1

Print Payment Notice

TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

PAYMENT NOTICE

Driving license

Date	03/12/2024
Control No	7000000000283
GFS Code	3-Driving Licence fee
Amount in Tzs	70000
ID Type	TIN

◆ Application - New

1. If the taxpayer clicks EFD Verification Code[magnifying glass] button, a pop-up is provided.
2. Click [Print Payment Notice] button to request the competence test bill. If Control No is not generated, a message appears.
3. Click [Print Payment Notice] button to view a pop-up where the competence test bill can be printed.
4. After taking the competence test, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed.



◆ Application - Conversion

1. Choose “Conversion” as Application Type.
2. [Conversion] pop-up where necessary information can be input is provided.
3. Enter necessary common information. Fields marked with [*] are mandatory.
4. After choosing a competence test in the list of competence tests, [Detail] area is activated.
5. In order to register a new competence test, click [New] button. Then, the fields of [Detail] become activated.
6. Click [Save] button to add the competence test to the list.
7. In order to delete a competence test in the list, tick the competence test to delete and click [Delete] button.
8. Click [Immigration Bureau Interface] button to fetch the photo and signature.
9. After entering the information, click [Save temp.] button to temporarily save the information. The temporarily saved information remains modifiable.
10. Click [Send] button to submit the application. After the information is submitted, it is no longer modifiable.
11. After taking the competence test, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed.

TIP

Foreigners or Zanzibaris do not need to enter competence test's reservation dates.

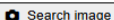
Application [CDL-DLRQ0101002]  

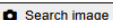
Application Type ☐ Provisional ☐ New ☐ Conversion ☐ Renewal ☐ Duplicate

Application CDL-DLRQ0101001D

☐ Conversion

Region * Printing Location

Photo   

Signature   

Diplomat ☒ N ☐ Y

Passport  

Working permit  

* Driving license  

Others  

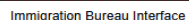
Competence Test

☐	Class	Police Site	Driving School	Status
☐				

Detail

Class * Police Site

Driving School

 Print Payment Notice  Immigration Bureau Interface  Save temp.  Send

* Region	Select	* Printing Location	Select
Photo	Search image		Signature Search image
* Diplomat	☒ N ☐ Y		
* Passport	Browse	* Driving license	Browse
Working permit			
* Competence Test	Warning Requesting control number. Please try again later. Close		
Class	status		

Requesting control number. Please try again later.

Close

* Class	Select
1 2 Student School	Select
Print Payment Notice	

1 2

2

[Print Payment Notice](#)

Print Save Page 1 of 1 148% Single Page


TANZANIA REVENUE AUTHORITY
ISO 9001:2015 Certified
PAYMENT NOTICE

Driving license

Date	03/12/2024
Control No	7000000000283
GFS Code	3-Driving Licence fee
Amount in Tzs	70000
ID Type	TIN

Close

1. After taking the competence test, [Print Payment Notice] is activated. Click the button to request the driving license bill. If Control No is not generated, a message appears.
2. After Control No is generated, click [Print Payment Notice] button to view a pop-up where the driving license bill can be printed.

Application - Renewal



Application [CDL-DLRQ0101002] ⓘ 🔔

🏠 > Driving License ⓘ

Application Type

☐ Provisional
 ☐ New
 ☐ Conversion
 ☒ Renewal
 ☐ Duplicate

Application CDL-DLRQ0101001D


☒ Renewal

License Type	Computerized Driving license	License Number	4007196534
Date of Issue	16/12/2024	Date of Expiry	30/10/2024
* Region	ARUSHA	* Printing Location	ARUSHA

* Certificates

Class	Date of Issue	Date of Expiry
A1	16/12/2024	
C1	16/12/2024	

Print Payment Notice

Send

Close

Description

◆ Application - Renewal

Overview : the types of driving licenses taxpayers can apply for include Provisional, New, Conversion, Renewal, and Duplicate.

Renewal is available only when the taxpayer's driving license should be renewed.

1. Choose "Renewal" as Application Type.
2. [Renewal] pop-up where necessary information can be input is provided.
3. Enter necessary common information. Fields marked with [*] are mandatory.
4. Click [Send] button to submit the renewal application. After the information is submitted, it is no longer modifiable.
5. After clicking [Send] button (if the certificate has expired) and taking the competence test, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed. (If the certificate has not expired) after the submission, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed.

Application CDL-DLRQ0101001D

Renewal

License Type	Computerized Driving license	License Number	4007196534
Date of Issue	16/12/2024	Date of Expiry	30/10/2024
* Region	ARUSHA	* Printing Location	ARUSHA

Certificates

Warning

Requesting control number. Please try again later.

Close

1

2

Print Payment Notice

Send

Close

Print Payment Notice

TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

PAYMENT NOTICE

Driving license

Date	03/12/2024
Control No	7000000000283
GFS Code	3-Driving Licence fee
Amount in Tzs	70000
ID Type	TIN

Close

◆ Application - Renewal

1. After clicking [Send] button (if the certificate has expired) and taking the competence test, [Print Payment Notice] is activated. Click the button to request the driving license bill. If Control No is not generated, a message appears. (If the certificate has not expired) after the submission, [Print Payment Notice] is activated. Click the button to request the driving license bill. If Control No is not generated, a message appears.
2. After clicking [Send] button (if the certificate has expired) and taking the competence test, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed. (If the certificate has not expired) after the submission, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed.

Application - Duplicate



Application [CDL-DLRQ0101002] ⓘ 🔔

🏠 > Driving License ⓘ

Application Type

☐ Provisional
 ☐ New
 ☐ Conversion
 ☐ Renewal
 ☒ Duplicate

Application CDL-DLRQ0101001D ✕

Duplicate ⓘ

License Type	Computerized Driving license	License Number	4007196490
Date of Issue	18/11/2024	Date of Expiry	18/01/2025
Region	ARUSHA	Printing Location	ARUSHA
Reason	Select	Loss Report	Browse 🗑

Certificates

Class	Date of Issue	Date of Expiry
B	18/11/2024	
D	18/11/2024	

Description

◆ Application - Duplicate

Overview : the types of driving license taxpayers can apply for include Provisional, New, Conversion, Renewal, and Duplicate.

Only taxpayers with existing driving licenses can apply for Duplicate.

1. Choose "Duplicate" as Application Type.
2. [Duplicate] pop-up where necessary information can be input is provided.
3. Enter necessary common information. Fields marked with [*] are mandatory.
4. Click [Save temp.] button to temporarily save the application.
5. Click [Send] button to submit the application. The submitted information is no longer modifiable.
6. After clicking [Send] button (if the certificate has expired) and taking the competence test, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed. (if the certificate has not expired) after the submission, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license can be printed.

ApplicationCDL-DLRQ0101001D

Duplicate

License Type	Computerized Driving license	License Number	4007196490
Date of Issue	18/11/2024	Date of Expiry	18/01/2025
* Region	ARUSHA	* Printing Location	ARUSHA
* Reason	Select	Loss Report	Browse

Certificates

Class	Date of Issue	Date of Expiry
Warning Requesting control number. Please try again later. Close		

1

2

Print Payment Notice

TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

PAYMENT NOTICE

Driving license

Date	03/12/2024
Control No	7000000000283
GFS Code	3-Driving Licence fee
Amount in Tzs	70000
ID Type	TIN

Close

◆ Application - Duplicate

1. After clicking [Send] button (if the certificate has expired) and taking the competence test, [Print Payment Notice] is activated. Click the button to request the driving license bill. If Control No is not generated, a message appears. (If the certificate has not expired) after the submission, [Print Payment Notice] is activated. Click the button to request the driving license bill. If Control No is not generated, a message appears.
2. After clicking [Send] button (if the certificate has expired) and taking the competence test, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license bill can be printed. (If the certificate has not expired) after the submission, [Print Payment Notice] is activated. Click the button to view a pop-up where the driving license can be printed.



IDRAS | Tanzania Revenue Authority

16

Driving License



Driving License [CDL-DLRQ0101003] ⓘ 🔔

[Home](#) > [Driving License](#) ⓘ

1

First Name		TIN	
Middle Name		Country	GUINEA-BISSAU
Last Name		Gender	Male
Date of Birth	01/01/1950	License Number	
Photo		Signature	

☐ License Data

2

Date of Issue	25/11/2024	Date of Expiry	19/11/2029
Issuing Authority	TANZANIA REVENUE AUTHORITY	Place of Residence	Dar es Salaam
Application Site	ARUSHA	Production Site	ARUSHA
Delivery Site	ARUSHA	Status	Delivered

☐ Certificates

3

Number	Certificate No	Class	Competence Test Status	Certificate Status	Created Date
1	3011673452	[A1] Private Vehicle	Passed/certified	Created	22/11/2024
2	3011673451	[A1] Private Vehicle	Passed/certified	Expired	22/11/2024
3	3011673453	[A2] Private Vehicle	Passed/certified	Created	25/11/2024

Description

◆ Driving License

Overview : in this screen, the driving license details of taxpayers are provided.

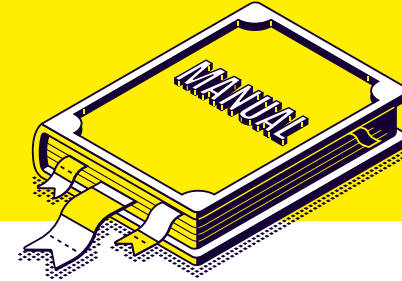
1. The application submitted by the taxpayer is provided.
2. The taxpayer's driving license details are provided.
3. The taxpayer's certificates details are provided.



INTEGRATED DOMESTIC REVENUE ADMINISTRATION SYSTEM **USER MANUAL**



- Computerized Driving License System



2

Driving School

2.1 Registration of Drving School

2.2 Registration of Drving Certificate

MANUAL

Registration of Drving School



Registration of Driving School [CDL-DSRQ0101001] ⓘ 🔔

🏠 > Driving School ⓘ

Driving School Detail

2

* School Name		* Application Site	SAMORA POLICE 04 ▾
* Region	Arusha ▾	District	Arusha ▾
Street		Plot No	
Block No		Phone	
Business license	Browse 🗑	Vehicle inspection report	Browse 🗑
Driver's instructor certificate	Browse 🗑	Status	

Vehicle Category

3

☐	* Vehicle Category

1

4

5

Description

◆ Registration of Drving School

Overview : this screen is intended for taxpayers to register driving schools. The functions to temporarily save and send registrations are provided.

1. Click [New] button to enter driving school details.
2. Enter the driving school details.
3. The driving school's vehicle category is added or deleted by clicking [Insert a Line] or [Delete a line].
4. After entering the driving school details, click [Save temp.] button to temporarily save the information. The temporarily saved information remains modifiable. After temporarily saving the information, move to My Applications. The saved information is provided in a pop-up.
5. After entering the driving school details, click [Send] button to submit the information. After the submission, move to My Applications and the submitted information is provided in a pop-up.

Search

Application No	Type	First Name	Middle Name	Last Name	Created Date	Status	
CDL202400000000281	Driving School	AURUSHA			02/12/2024	Submit to OGD	☐
CDL202400000000271	Driving School	Yoon			25/11/2024	TPF Send-Back	☐
CDL202400000000251	Driving School	ARUSHA School 22			25/11/2024	Save Temp.	☐
CDL202400000000231	Driving School	ARUSHA School			25/11/2024	Submit to TRA	☐
100000000857	Duplicate	YUSSUF	ABDALLAH	MOHAMED	25/11/2024	Ready for printing	☐
100000000856	Conversion	YUSSUF	ABDALLAH	MOHAMED	25/11/2024	Delivered	☐
100000000854	Renewal	YUSSUF	ABDALLAH	MOHAMED	22/11/2024	Delivered	☐
100000000853	Conversion	YUSSUF	ABDALLAH	MOHAMED	22/11/2024	Waiting for Payment	☐

1 / 1 Page Size: 10

TOTAL: 8

Approval Status

CDL-TRSF-RSLT-POPUP

Type of approval

TPF Send-Back

Approver

186 SAMORA POLICE 04 186 SAMORA POLICE 04

Date of request

25/11/2024

Approval Date/Time

02/12/2024 12:59:09

Opinion

TPF Send-back

Close

Application

CDL-DLRQ010001

Driving School Detail

School Name

AURUSHA

Application Site

SAMORA POLICE 04

Region

Arusha

District

Arusha

Street

1

Plot No

2

Block No

3

Phone

4

Business license

Vehicle inspection report

Driver's instructor certificate

Status

Submitted to OGD

Vehicle Category

Insert a link

Create a link

Vehicle Category

A1

Save Temp.

Send

Close

◆ Registration of Driving School

1. After temporarily saving the information, move to My Applications and choose an application whose type is Driving School.
2. A pop-up which displays the temporarily saved driving school information appears.
3. After entering the driving school information, click [Save temp.] button to temporarily save the information. The temporarily saved information remains modifiable.
4. Click [Send] to submit the driving school information. After the information is submitted, it is no longer modifiable. It awaits TPF's approval.
5. If the taxpayer chooses an application whose Status is TPF Send-Back, [Approval Status] pop-up appears. The reason for TPF Send-Back can be viewed. Afterwards, temporarily saving and submission are available.

Registration of Drving Certificate



Registration of Driving Certificate [CDL-DSRQ0101002]

> Driving School

* School Name

ARUSHA School

Certificate No

TIN

Reset

Search

Certificate No	Vehicle Category	Name	TIN	Date of Issue	Status
WWW1	A1	KACHUPILO GABO	100273276	26/11/2024	Submit to TRA
WWWWWWWWW	A1, A2	JOSEPH ANDREW KUZILWA	100273268	25/11/2024	Save Temp.
eeeeee	A2		100159511	25/11/2024	Submit to TRA
eeeeeee	A1		100159511	25/11/2024	Save Temp.

1 / 1

Page Size: 10

TOTAL :4

Detail

* School Name

ARUSHA School

* Certificate No

WWWWWWWWW

* TIN

100273268

JOSEPH KUZILWA ANDREW

* Date of Issue

25/11/2024

Status

Save Temp.

Vehicle Category

☐

* Vehicle Category

☐

A1

☐

A2

New

Save temp.

Send

Description

◆ Registration of Drving Certificate

Overview : in this screen, taxpayers register the students of driving schools.

- After filling in mandatory search criteria, click [Search] button. Fields marked with [*] are mandatory.
- Based on the search criteria, the results are shown.
- Choose an item in the list to view its details.
- After [New] button, the fields of [Detail] become activated. Fields marked with [*] are mandatory.
- After clicking TIN's [magnifying glass], [TIN Popup] appears.
- Add or delete the student's Vehicle Category by clicking [Insert a Line] or [Delete a line] button.
- After entering the student information of the driving school, click [Save temp.] button to temporarily save the information. The temporarily saved information remains modifiable.
- After entering the student information of the driving school, click [Send] button to submit the information. After the information is sent, it is no longer modifiable.

◆ Registration of Drving School

1. After clicking TIN's [magnifying glass], [TIN Popup] is provided.

* School Name

ARUSHA School

Certificate No

TIN

Reset

Certificate No	Vehicle Category	
WWW1	A1	KAC
WWWWW	A1, A2	JOS
eeeeee	A2	
eeeeeee	A1	

Detail

* School Name

ARUSHA School

* TIN

100273268

Status

Save Temp.

Vehicle Category

* Vehicle Category

A1

A2

New

Save temp.

Send

TIN Popup

Taxpayer ID

Business Type Code ID

Select

Taxpayer Name

Reset

Search

Taxpayer ID	Business Type Code ID	Country	Company Name
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1 / 0

Page Size: 10

TOTAL: 0

Taxpayer ID	Business Type Code ID
Taxpayer Name	Name Title
First Name	Middle Name
Last Name	Birth Day
ITAX Account	Certificate Number

Select

Close

1