

Version: 15.2



# How to fill in the Appointment of Tax Agent form (MIRA 114)

This is a step-by-step guide to help you fill in the Appointment of Tax Agent form (MIRA 114, version 15.2). Most of your questions will be answered here.

[www.mira.gov.mv](http://www.mira.gov.mv)

Read the following instructions before you read the rest of the guide.

1. If you wish to appoint a licensed tax agent you should complete and submit this form under Section 12 of the Tax Agents Regulation.
2. You are not allowed to appoint more than one tax agent.
3. You are not allowed to appoint your external auditor as your Tax agent.
4. If you are submitting this form via email, scan the original of the completed form and email to [info@mira.gov.my](mailto:info@mira.gov.my). You may submit the form online via [MIRA website](#), or, submit the form to your nearest MIRA counter. You must attach the documents required along with the form.
5. You may also submit this form via our online portal “[MIRA connect](#)”

# How to fill in the Appointment of Tax Agent form

## Item 1: Taxpayer information

Enter the details of the taxpayer who wishes to appoint a tax agent on his behalf.

- **First 7 digits of your TIN:** Write the first seven digits of your Taxpayer Identification Number (TIN). Your TIN is the unique identification number issued to you when you registered with the MIRA.
- **Taxpayer name:** This is the name of the legal owner of the business. In this box you should write your name as shown on the Notification of Business Registration.

### Example

#### 1. Taxpayer information

*Details of the taxpayer who wishes to appoint a tax agent.*

1 2 3 4 5 6 7

First 7 digits of your TIN

Ahmed Ali

Taxpayer Name

## Item 2: Tax agent information

Enter the details of the licensed tax agent that you wish to appoint as your tax agent.

- **Tax Agent Registration Number:** In this box write the registration number of the tax agent that you wish to appoint. Tax agent registration number is the number issued to the tax agent when he/she is approved as a licensed tax agent by MIRA.
- **First 7 digits of your TIN:** Write the first seven digits of your tax agent's TIN.  
**Name of the tax agent:** This is the name of the tax agent you wish to appoint. In this box write the name of the tax agent as shown on the Licensed Tax Agent certificate.

### Example

#### 2. Tax agent information

*Details of the tax agent that you wish to appoint.*

L T A 1 0 0 0 3

Tax Agent Registration Number

1 0 1 5 2 2 3

First 7 digits of your TIN

Ahmed Haleem

Name of the tax agent

## Declaration by the Tax Agent

This declaration must be signed by the licensed tax agent that you wish to appoint, mentioned in the section 2 of this form. Write the date on which the declaration is signed next to the signature.

## Example

### Declaration by the Tax Agent

I agree to the appointment made by the taxpayer in item 1 of this application.



Signature

0 1 0 2 2 0 1 7

Date

## Declarations by the Taxpayer

If you are a company, this section must be signed by the managing director or an authorized signatory of the company registered with the MIRA. If you are a partnership, it must be signed by the managing partner or an authorized signatory of the partnership registered with MIRA. If you are an individual, it must be signed by the legal owner of the business or an authorized signatory registered with MIRA.

- Please sign on the first blank declaring that the information given on this application is true and correct and you are authorized to sign this application.
- Please sign on the second blank provided if you agree to give the tax agent the authority to act as an authorized signatory otherwise leave it blank.
- Please sign on the third blank provided if you agree to give the authority to act as a tax agent on MIRA connect otherwise leave it blank.

State your 'Title', 'First Name', 'Other Names' (name should be stated as it appears on your National ID Card / Immigration ID Card), 'Contact Number', 'Designation' and the 'Date' the declaration is signed.

## Example

### Declarations by the Taxpayer

Signature & Seal

I declare that the information given on this application is true and correct and that I am authorised to sign this application. \_\_\_\_\_

I declare that the tax agent in item 2 above is hereby granted the authorisation to act as my authorised signatory.  
*Sign here only if you agree to this authorisation.* \_\_\_\_\_

I declare that the tax agent in item 2 above is hereby granted the authorisation to act as my tax agent on MIRAconnect.  
*Sign here only if you agree to this authorisation.* \_\_\_\_\_

Mr Ahmed Ali +960 7777777  
Title First Name Other Names Contact Number

Owner 0 1 0 2 2 0 1 7  
Designation Date

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