



Ministry of Finance

Change of **Circumstances**

GUIDE

THE DEPARTMENT OF INLAND REVENUE



HOW TO

APPLY FOR A CHANGE OF CIRCUMSTANCE

CHANGE OF LOCATION/ADDRESS

1. Log into your OTAS account (scan qr code) and select the relevant TIN.
2. Hover over "Inbox" tab.
3. Select - **New Message to begin your request. Fill the required boxes.**
4. Under the enquiry tab select "**Change of Circumstances**" indicating your tax type (e.g business annual, estimate). Providing relevant information the Message box about change.
5. Once the required boxes have been filled, upload all supporting documents to go along with your request, click Send Message. Upon submission a ENG # will be issued for reference and follow up via the Inbox Tab.

Supporting Documents (Approvals)

- Physical Planning
- Lease Agreement (signed by Landlord)
- Ministry of Works & Environmental Approvals

Visit inlandrevenue.finance.gov.bs to apply for updated approvals.

NAME CHANGE/ADDING A PARTNER/S

1. Log into your OTAS account (scan qr code) and select the relevant TIN.
2. Hover over "Inbox" tab.
3. Select - **New Message to begin your request. Fill the required boxes.**
4. Under the enquiry tab select "**Change of circumstances**" indicating your tax type (e.g business annual, estimate). Providing relevant information the Message box about change.
5. Once the required boxes have been filled, upload all supporting documents to go along with your request, click Send Message. Upon submission a ENG # will be issued for reference and follow up via the Inbox Tab.

Supporting Documents (Approvals)

- National Insurance Board Registration
- Trade Name Approval; (If Adding a Partner to Licence) when applying for Trade Name a letter must be submitted by owner requesting to add a partner to business licence. (Letter must be signed by both partners)
- Passport Photos (both partners)

ADDING A BRANCH

1. Log into your OTAS account (scan qr code) and select the relevant TIN
2. Hover over "Inbox" tab
3. Select - **New Message to begin your request. Fill the required boxes.**
4. Under the enquiry tab select "**Change of circumstances**" indicating your tax type (e.g business annual, estimate). Providing relevant information the Message box about change.
5. Once the required boxes have been filled, upload all supporting documents to go along with your request, click Send Message. Upon submission a ENG # will be issued for reference and follow up via the Inbox Tab.

Supporting Documents (Approvals)

- National Insurance Board Registration
- Trade Name Approval
- Physical Planning
- Lease Agreement
- Ministry of Works & Environmental Health
- Royal Bahamas Police Force Approval if selling liquor (Restaurant and Bar)

CONTACT US

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