

# HOW-TO REGISTER FOR YOUR BIN?

## REGISTRATION PROCESS

### Q: WHAT INFORMATION DO I NEED?

- Personal details (name, DOB)
- Valid email address
- Phone number with country code
- Identification document

### Q: WHAT HAPPENS AFTER I SUBMIT MY EMAIL?

You will receive a 6-digit OTP to verify your email.

### Q: WHAT IS AN APPLICATION ID?

It is a unique number used to track your BIN application.

## TECHNICAL ISSUES

### Q: WHY IS MY PHONE NUMBER NOT BEING ACCEPTED AND SHOWING A “NUMBER IS NOT VALID” ERROR?

For The Bahamas, enter your number with the area code 242. For other countries, first select the country from the drop-down menu and then enter the number in the format shown in the light grey text in the adjacent field.

### Q: WHAT IF I DON'T RECEIVE THE OTP?

- Check spam/junk folder
- Ensure email was entered correctly
- Request a resend

## DOCUMENTS

### Q: WHAT DOCUMENTS ARE REQUIRED?

- National ID (e.g., NIB Card)
- Registration Certificate / Certificate of Incorporation (**Required for entities**)
- Photo (**Not required for entities**)
- Signature (**Not required for entities**)

### Q: WHAT FILE FORMATS ARE ACCEPTED?

PDF, JPG, or PNG (max 5MB each).

## SUBMISSION

### Q: WHAT HAPPENS AFTER SUBMISSION?

- Status becomes “Under Review”
- You receive a confirmation email
- You can track your application



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INLAND REVENUE  
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