

REGISTRATION OF NATURAL PERSONS WHO ARE FOREIGN CITIZENS

Foreign citizens are registered by the tax authority via issuance of a tax identification number (TIN).

To get registered with the tax authority, foreign citizens can submit the application either in paper-based form or electronically.

Paper-based form

To submit the paper-based application one should visit any of the SRC taxpayer service centers (<https://www.src.am/am/getMenusContents/109>) and furnish the following documents:

- Application requesting issuance of TIN (**the application form is defined in Annex 4 to SRC Chairman's Order No 327-N of 25.09.2017**, <https://www.arlis.am/DocumentView.aspx?docid=158525>),
- Copy of the passport,
- Social security number (SSN), **if available**.

APPLICATION

FOR ISSUANCE OF TAX IDENTIFICATION NUMBER TO AND REGISTRATION OF NATURAL PERSONS WHO ARE NOT RESIDENTS OF THE REPUBLIC OF ARMENIA

1. Natural person's name, surname, patronymic: Artur Levon Vardanyan
2. Natural person's country of residence: France
3. Natural person's passport data, SSN* 10CX00079
4. Natural person's place of residence,
Phone: France, Lyon, Louis Paufique street 28, phone: +33 4 81 123456
5. Natural person's place of operation,
Phone: France, Lyon, Louis Paufique street 28, phone: +33 4 81 123456
6. Date of submission of application: 10.01.2024
7. Attachments: Copy of passport

Natural person _____
(signature)

* SNN data shall be provided if available.

After submission of the paper-based application, you will be provided with the **Taxpayer Registration Certificate** which will include your TIN, date of registration and registering office.

Electronic form

To submit an online application, the following should be emailed to SRC (i.e., to secretariat@petekamutner.am):

- The signed copy of the application requesting issuance of TIN (**the application form is defined in Annex 4 to SRC Chairman's Order No 327-N of 25.09.2017**, <https://www.arlis.am/DocumentView.aspx?docid=158525>),
- Copy of the passport,
- Social security number (SSN), **if available**.

After electronic submission of the application, you will receive the **Taxpayer Registration Certificate** to your email with indication of your TIN, date of registration and registering office.

TAXPAYER REGISTRATION CERTIFICATE
ARTUR VARDANYAN
(name, surname of the natural person (non-resident)/notary or the name of the diplomatic mission, consulate, international organization/non-resident organization)
TIN: 77029321
Registered by <u>TSC unit No 1</u>
By Tax Authority on <u>January 15, 2024</u> .
Official of the Tax Authority: Narine Shamshyan
(position, name, surname) (signature from the SRC software server)

You will be regarded as registered with the tax authority from the date indicated in the **Taxpayer Registration Certificate**.

After receiving the tax identification number (TIN), you should submit an application to get access to the Unified System of Electronic Services for Individuals. You can submit the application manually by visiting any of the SRC taxpayer service centers (<https://www.src.am/am/getMenusContents/109>), as well as by emailing it to SRC (i.e. secretariat@petekamutner.am).

In both cases the copy of the passport and the copy of the social security number (SRN), **if available**, should be presented.

RA STATE REVENUE COMMITTEE
Taxpayer Service Department

From INDIVIDUAL **Artur Vardanyan**

TIN: **77029321**

Phone: **+33 4 81 123456**

APPLICATION

Please grant me access to the Unified System of Electronic Services for individuals.

Email: **aaa555@gmail.com**

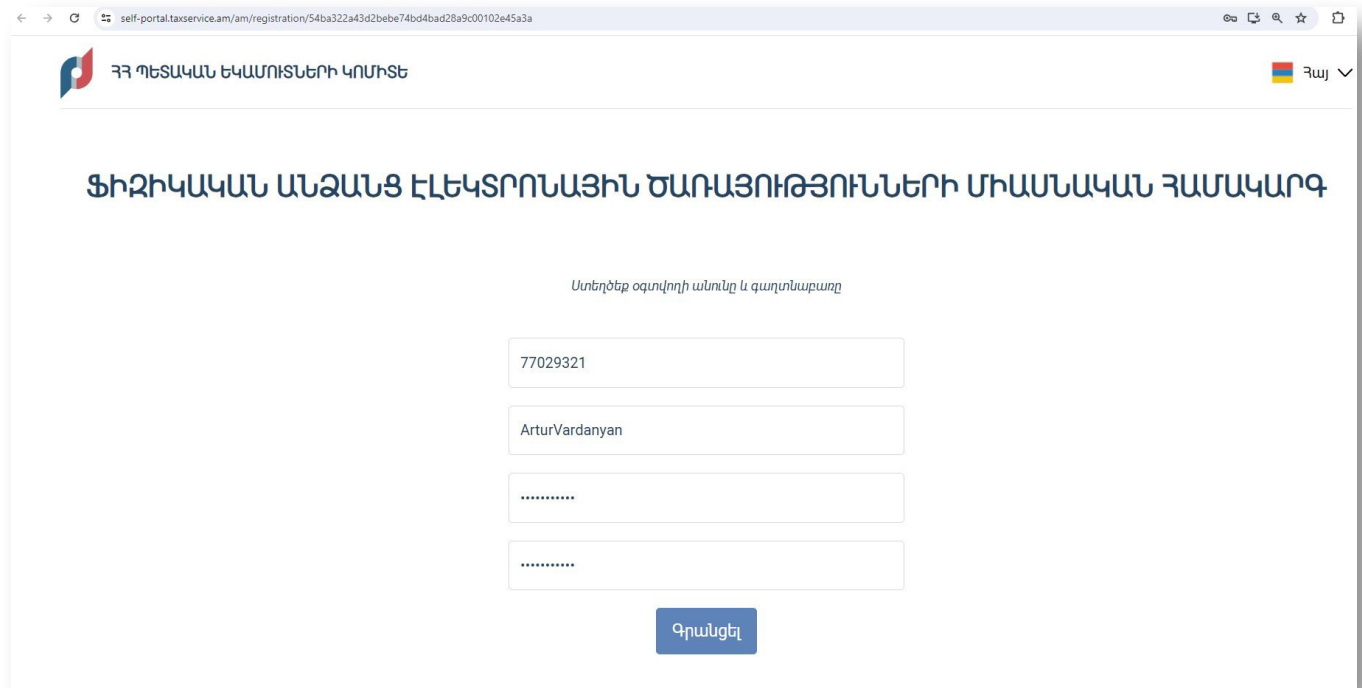
Meanwhile, I would like to get authorization to activate the Cosign TIN signature type.

Applicant: **Artur Vardanyan**
(Name, surname, signature)

In both cases, after sending the application, you will receive the following letter from SRC to the email specified in your application. The letter will include a link which you will follow to create your **Username** and **Password**.

The screenshot shows a Gmail interface with a sidebar on the left containing navigation options like 'Написать' (Compose), 'Входящие' (Inbox), 'Помеченные' (Marked), 'Отложенные' (Deferred), 'Отправленные' (Sent), 'Черновики' (Drafts), and 'Ещё' (More). The main area displays an email from 'РА ГОСУДАРСТВЕННЫЙ КОМИТЕТ' (RA State Revenue Committee) with the subject 'Процесс регистрации в Единой системе электронных услуг для физических лиц' (Registration process in Unified system of electronic services for individuals). The email body is in both Armenian and English, providing a link to create a username and password: <https://self-portal.taxservice.am/en/registration/54ba322a43d2bebe74bd4bad28a9c00102e45a3a>. The email is dated 'пт, 24 мая, 12:55 (1 день назад)' (Fri, 24 May, 12:55 (1 day ago)).

After clicking on this link, you should fill in your TIN and create your **Username** and **Password**, and after that you will fill in the **Verify the password** field and click on **Register**.



The screenshot shows a web browser window with the URL `self-portal.taxservice.am/am/registration/54ba322a43d2bebe74bd4bad28a9c00102e45a3a`. The page header includes the logo of the Republic of Armenia and the text "ՀՀ ՊԵՏԱԿԱՆ ԵԿԱՄՈՒՏՆԵՐԻ ԿՈՄԻՏԵ" (Committee for the Republic's Tax Service). The main heading is "ՖԻԶԻԿԱԿԱՆ ԱՆՁԱՆՑ ԷԼԵԿՏՐՈՆԱՅԻՆ ԾԱՌԱՅՈՒԹՅՈՒՆՆԵՐԻ ՄԻԱՍՆԱԿԱՆ ՀԱՄԱԿԱՐԳ" (Unified Electronic Service for Physical Persons). Below this, a subtitle reads "Ստեղծեք օգտվողի անունը և գաղտնաբառը" (Create user name and password). The form contains four input fields: the first is pre-filled with "77029321"; the second is pre-filled with "ArturVardanyan"; the third and fourth are masked with ".....". A blue button labeled "Գրանցել" (Register) is positioned below the form fields.