

ZIMRA E-SERVICES FACILITY – BP REGISTRATION



Step 1: Application for E-Services Account

- ✓ Type the address <http://efiling.zimra.co.zw> on your internet browser
- ✓ Click **Register**
- ✓ Complete the details of the company / organisation on the form provided
- ✓ Click on “**Submit**” and an email is immediately sent to your e-mail address.
- ✓ Open the message in your e-mail and click on the URL. This completes the registration process.

Step 2: Online BP Registration

- ✓ Type the address <http://efiling.zimra.co.zw> on the internet browser
- ✓ Click Login
- ✓ Enter you Username and Password
- ✓ Click Sign In
- ✓ Click “**I do not have a Business Partner Number**”
- ✓ Complete all the required information in the following way:

Under the heading **Profile Details**, complete the details of the organisation

- ✓ Click the heading **Directors** in order to capture the details of the directors

Do the following to add a **director**

- Click **Add**
- Complete the details of the director
- Click **Save**
- If the director already has a BP Number, click **Search**, type the BP number of the director, click **Search**
- Repeat the process if adding several directors

- ✓ Click the heading **Shareholders** in order to capture the details of the shareholders

Do the following to add a **shareholder**

- Click **Add**
- Complete the details of the shareholder
- Click **Save**
- If the shareholder already has a BP Number, click **Search**, type the BP number of the shareholder, click **Search**, Click **Save**

Repeat the process if adding several shareholders

- ✓ Click the heading **Bank Details** in order to capture the details of the bank details

Do the following to add details of a **bank**

- Click **Add**
- Complete the details of the bank
- Click **Save**

Repeat the process if adding several banks

- ✓ Click the heading **Other Details** in order to capture the details of the Tax Consultant, Representatives / Public Officers, and Branches

Do the following to add a **Tax Consultants, Representatives / Public Officers**

- Click **Add**
- Complete the details
- Click **Save**
- If the Tax Consultant, Representative / Public Officer already has a BP Number, click **Search**, type the BP number of the shareholder, click **Search**, click **Save**

- ✓ Click “**Next**” at the bottom of the page, to go to the tab for attachments.
- ✓ On “**Select the document to upload**”, click **Browse** to select your document. **Note that the attachments must be in scanned format.**
- ✓ On “**Select type of document to upload**”, drop down to select **the type of document**
- ✓ Click **Upload Selected File**

Repeat the process if you are attaching several documents.

- ✓ Click “**Next**” at the bottom of the page.
- ✓ Complete the details on the **Finish** tab
- ✓ Click **Submit**

Watch for feedback in your e-mail. You will get your BP Number online

For any queries, contact the e-services helpdesk on eservices@zimra.co.zw, zimrahhelp@zimra.co.zw, or phone 04799948

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Do the following to add a **director**

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- Click **Save**
- If the director already has a BP Number, click **Search**, type the BP number of the director, click **Search**
- Repeat the process if adding several directors

- ✓ Click the heading **Shareholders** in order to capture the details of the shareholders

Do the following to add a **shareholder**

- Click **Add**
- Complete the details of the shareholder
- Click **Save**
- If the shareholder already has a BP Number, click **Search**, type the BP number of the shareholder, click **Search**, Click **Save**

Repeat the process if adding several shareholders

- ✓ Click the heading **Bank Details** in order to capture the details of the bank details

Do the following to add details of a **bank**

- Click **Add**
- Complete the details of the bank
- Click **Save**

Repeat the process if adding several banks

- ✓ Click the heading **Other Details** in order to capture the details of the Tax Consultant, Representatives / Public Officers, and Branches

Do the following to add a **Tax Consultants, Representatives / Public Officers**

- Click **Add**
- Complete the details
- Click **Save**
- If the Tax Consultant, Representative / Public Officer already has a BP Number, click **Search**, type the BP number of the shareholder, click **Search**, click **Save**

- ✓ Click **“Next”** at the bottom of the page, to go to the tab for attachments.
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