



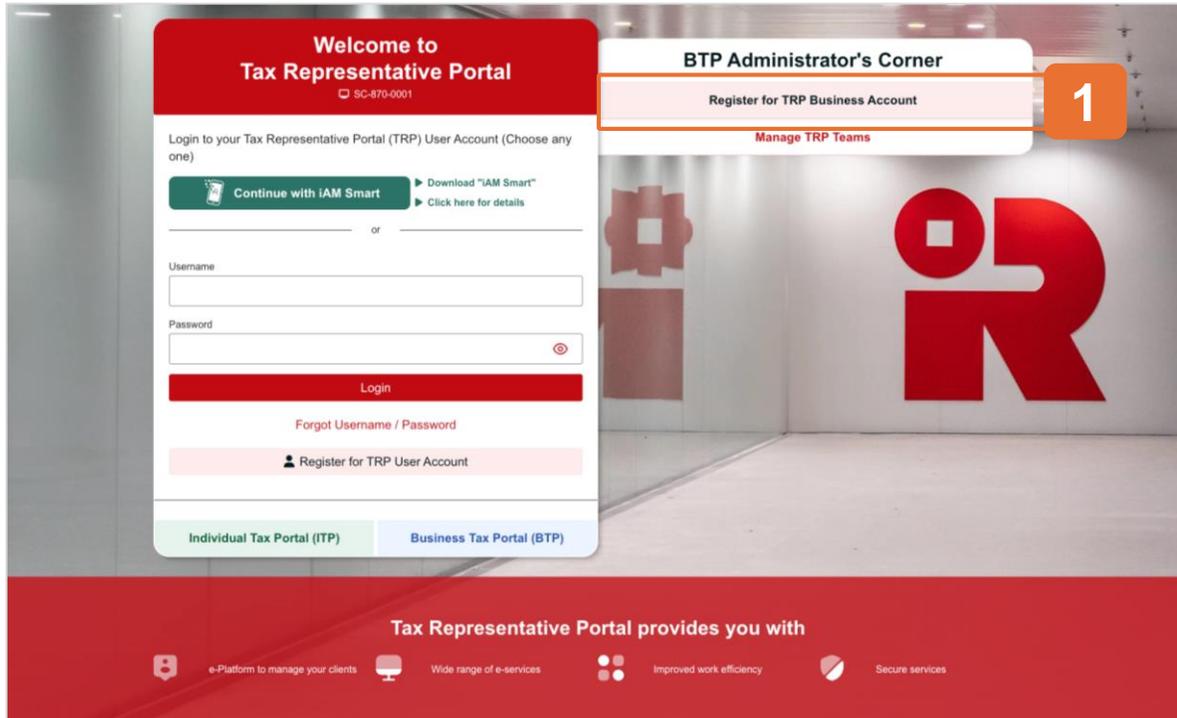
Inland Revenue Department

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China



TRP Business Account Registration

Guide to TRP Business Account Registration

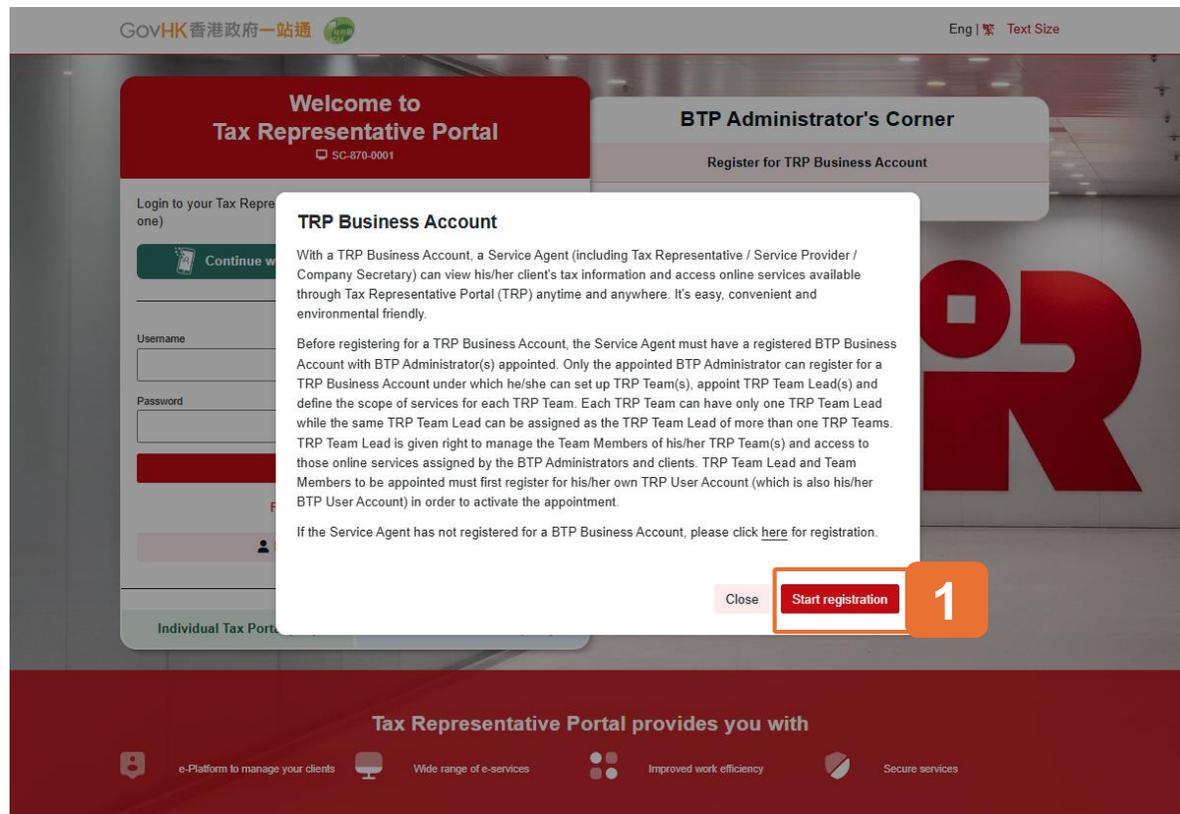


Getting Started

This document will guide you through the process of registering for a TRP business account.

- 1 Please click the “Register for TRP Business Account” button to begin.

Guide to TRP Business Account Registration

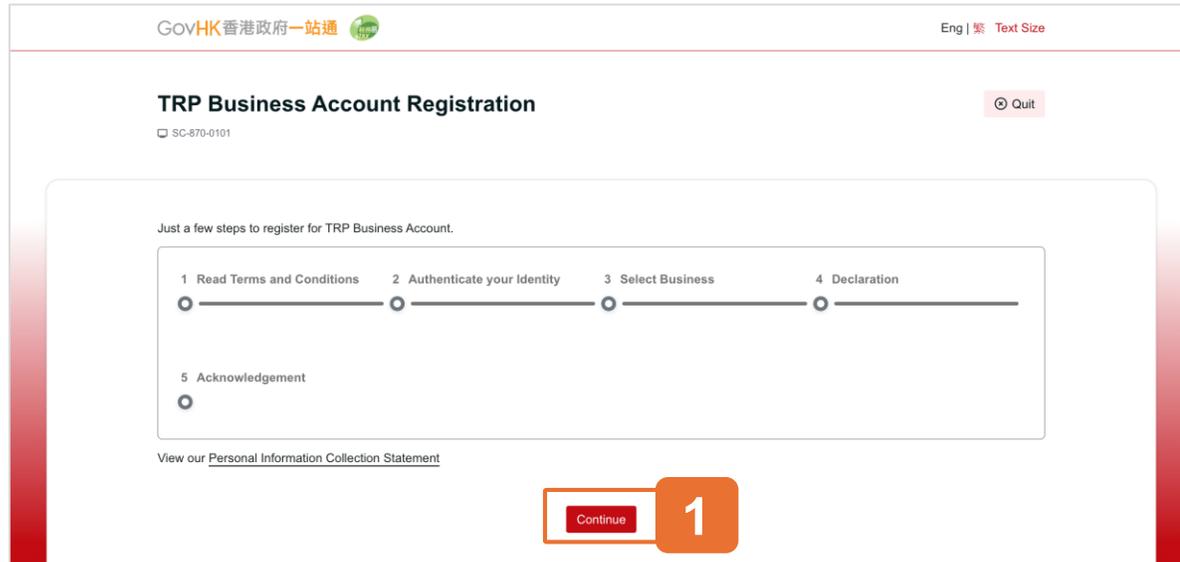


Overview of TRP Business Account

Read the overview of TRP Business Account

- 1 Click “Start registration”.

Guide to TRP Business Account Registration



5 Steps to Register for TRP Business Account

- 1 Click “Continue” to start the registration process.

Guide to TRP Business Account Registration

TRP Business Account Registration Quit

SC-870-0102

1 **Read Terms and Conditions** 2 Authenticate your identity 3 Select Business 4 Declaration

Inland Revenue Department
Terms and Conditions for the Use of Tax Representative Portal

1. General Overview

1.1 The Tax Representative Portal ("TRP") is an electronic platform provided by the Inland Revenue Department ("IRD") to assist the Service Agent to fulfill their clients' tax-related obligations under applicable laws, comprising the Inland Revenue Ordinance (Cap. 112) ("IRO"), Stamp Duty Ordinance (Cap. 117), Tax Reserve Certificates Ordinance (Cap. 289), and Business Registration Ordinance (Cap. 310) (as applicable) (collectively referred to as "the Ordinances").

1.2 The TRP is part of the broader eTAX System, which is the electronic platform provided by the IRD that integrates online services for both individual and business taxpayers. The eTAX System allows users to access and manage their clients' tax-related matters electronically through the Government's GovHK system.

1.3 Access to and use of the TRP is governed by these Terms and Conditions ("T&C"). If you do not agree to these T&C, you must refrain from registering for or using the TRP.

1.4 The IRD reserves the right to modify, suspend, or discontinue the TRP or any services provided under it, with or without prior notice.

2. Definitions

2.1 In these T&C, unless the context otherwise defines, the terms set out below have the following definitions:

17.2 The IRD will report any attacks or unauthorized access attempts to the relevant law enforcement authorities.

18. Liability

18.1 While the IRD endeavors to maintain the integrity and security of the TRP, it does not warrant that the TRP Services will be uninterrupted or error-free. The IRD disclaims liability for disruptions in access or any harmful elements encountered.

18.2 The IRD shall not be liable for any damages or losses arising from errors, omissions, delays in content transmission, or reliance on TRP Services.

19. Modifications of the Terms and Conditions

19.1 The IRD reserves the right to modify these T&C at any time. Revised T&C will become effective once displayed or notified to Registered Service Agents and TRP Users by appropriate means.

19.2 An updated version of the T&C will be displayed upon login. By clicking the "I read & accept" button in the TRP, the Registered Service Agent and the TRP User(s) agree to be bound by the revised T&C. Continued use of the TRP Services constitutes acceptance of these revised T&C.

20. Governing Law and Dispute Resolution

20.1 The T&C shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region.

20.2 Any dispute arising from these T&C shall be subject to the exclusive jurisdiction of the courts of the Hong Kong Special Administrative Region.

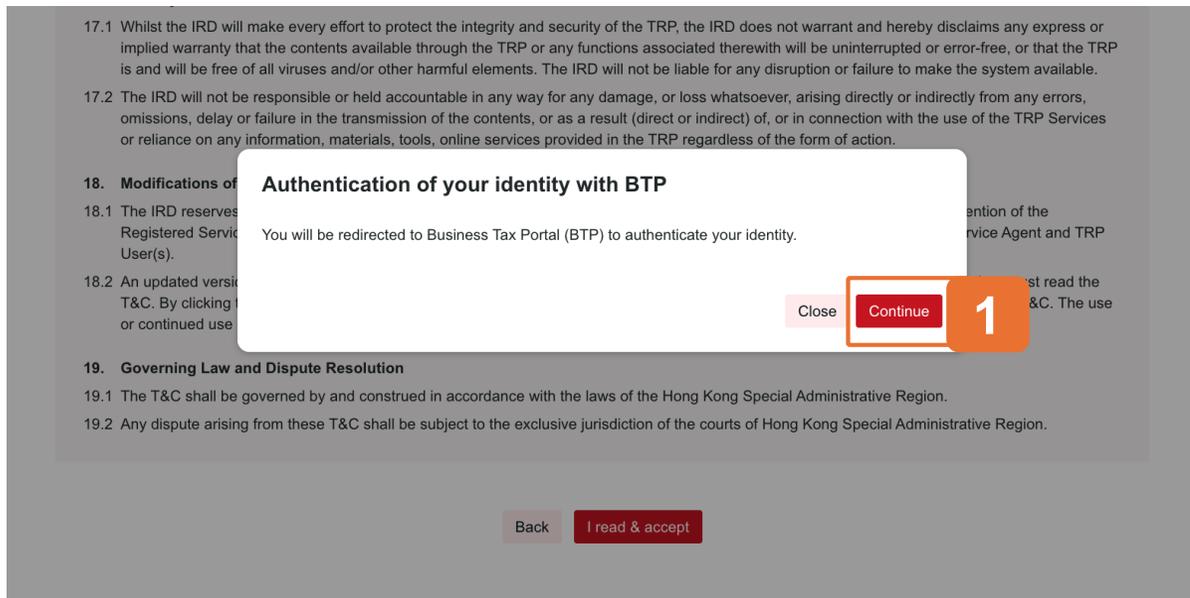
Back **I read & accept** 1

Step 1: Read Terms and Conditions

The Terms and Conditions for use of the Tax Representative Portal will be displayed for agreement.

1 Click the "I read & accept" to proceed.

Guide to TRP Business Account Registration

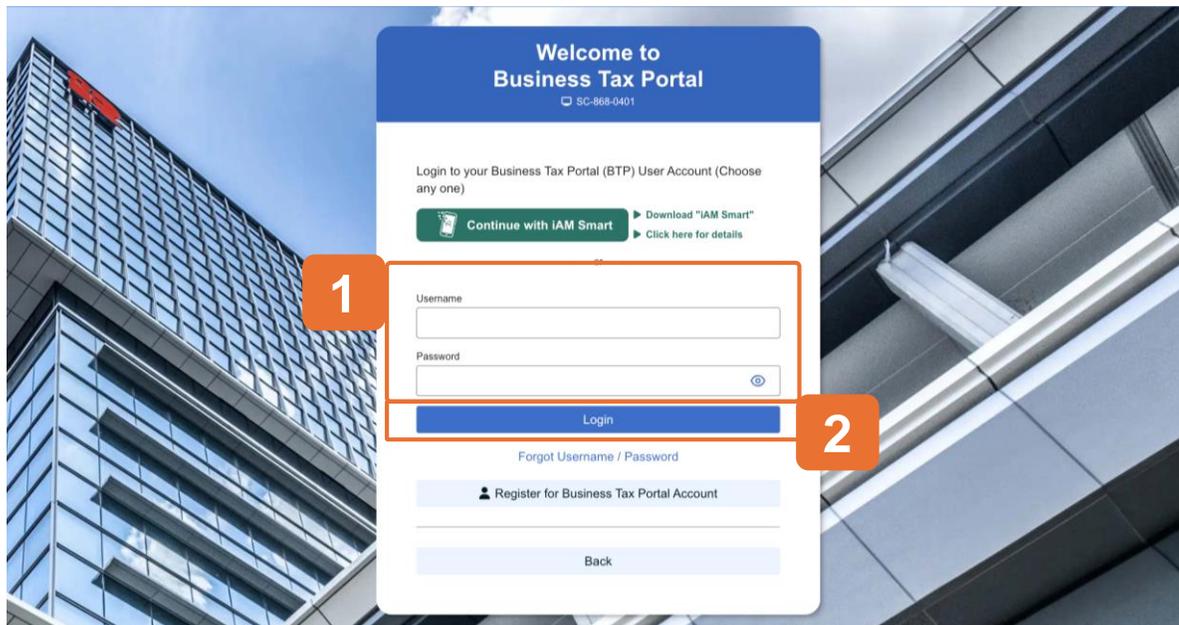


Reminder: Authenticate Your Identity

After clicking “Continue”, you will be redirected to Business Tax Portal (BTP) to authenticate your identity.

1 Click the “Continue” to proceed.

Guide to TRP Business Account Registration



Step 2: Authenticate Your Identity with BTP

For authentication, please login to your BTP User Account with iAM Smart or enter your BTP Username and Password.

Please note that your TRP User Account is also your BTP User Account. If you have registered as a TRP User Account holder, you can enter your TRP Username and Password for authentication.

- 1 Enter your “BTP Username” and “Password”.
- 2 Click the “Login” button to proceed.

Guide to TRP Business Account Registration

The screenshot shows the 'TRP Business Account Registration' page. At the top, there is a progress bar with four steps: 1 Read Terms and Conditions, 2 Authenticate your Identity, 3 Select Business (highlighted in red), and 4 Declaration. Below the progress bar, there is a search box for 'Search Business Registration Number or Business Name'. A table lists two businesses for selection:

Business Registration Number	Business Name	Status
<input type="radio"/> 99999995	SERVICE AGENT A LIMITED	
<input type="radio"/> 99999911	SERVICE AGENT B LIMITED	Registered

Below the table, there are 'Back' and 'Continue' buttons. A large orange '1' is placed over the first radio button, and a large orange '2' is placed over the 'Continue' button.

Step 3: Select Business

Select a business that you would like to register for a TRP Business Account by clicking the radio button, then click “Continue” to proceed.

Please note that Business(es) already registered for the TRP Business Account will also be listed.

1 Select a business.

2 Click “Continue” to proceed.

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TRP Business Account Registration Quit

SC-870-0105

1 Read Terms and Conditions 2 Authenticate your Identity 3 Select Business 4 Declaration

Declaration

1 I, MR. TAXPAYER, A, being BTP Administrator of SERVICE AGENT A LIMITED, declare that:-
(i) I have been authorized by SERVICE AGENT A LIMITED to register for the TRP Business Account; and
(ii) to the best of my knowledge and belief, the information given in this registration is true and correct.

Back **Confirm** **2**

Step 4: Declaration

Check all the information in this page carefully. You are required to declare by checking the box that the information given in this application for TRP Business Account is true and correct.

- 1** Check the checkbox and
- 2** Click “Confirm” to complete your registration.

Guide to TRP Business Account Registration

TRP Business Account Registration

SC-870-0106 Quit

1 Read Terms and Conditions 2 Authenticate your Identity 3 Select Business 4 Declaration

Acknowledgement

MR. TAXPAYER, A, being BTP Administrator of SERVICE AGENT A LIMITED has successfully registered for the TRP Business Account.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	7 Mar 2025 16:54:18

TRP Business Details

Business Registration Number:	99999995
TRP Business Name:	SERVICE AGENT A LIMITED

Print Save Manage TRP Teams **1**

Step 5: Acknowledgement

Congratulations, you have successfully completed the TRP Business Account registration process. You can choose to “Print” or “Save” a copy of this acknowledgement.

- 1 Click “Manage TRP Team” to start create TRP Teams.



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