



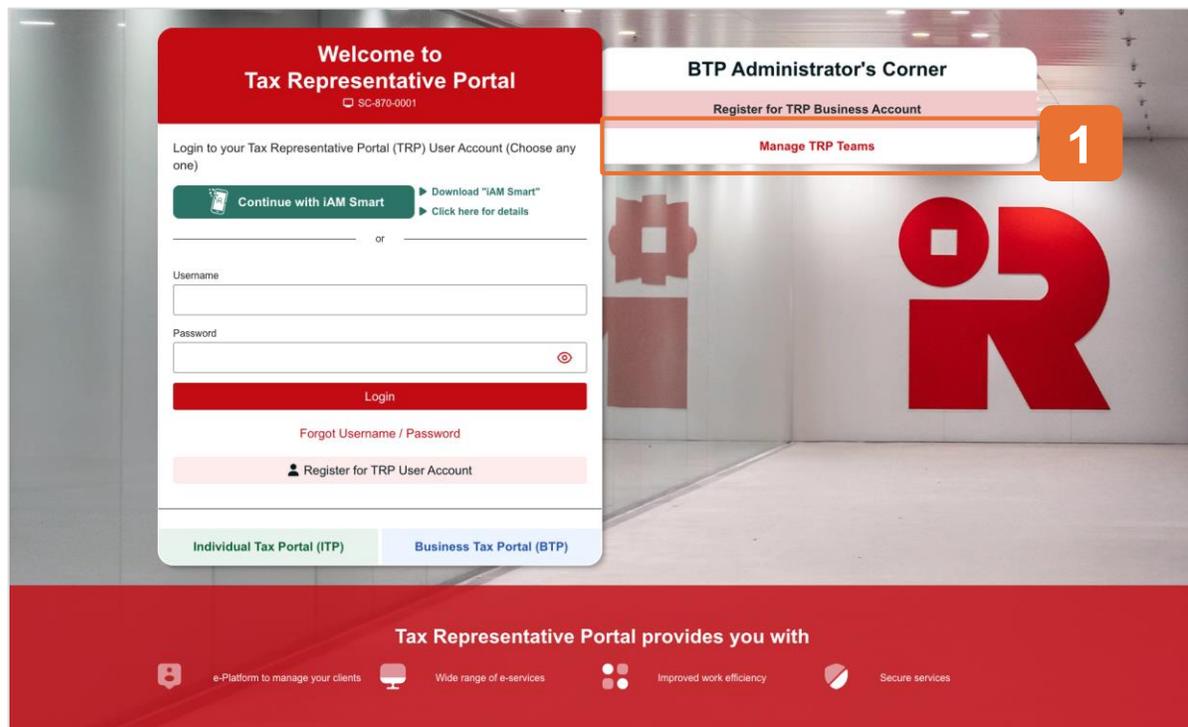
Inland Revenue Department

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



**Manage TRP Team
(for BTP Administrator and
Team Lead)**

Guide to Manage TRP Team (for BTP Administrator and Team Lead)



Getting Started

This document will guide you through the process of managing TRP Team for BTP Administrator and TRP Team Lead.

BTP Administrator

If you are a **BTP Administrator** of a registered TRP Business, you can create or edit or remove TRP Team(s) details. You can also add or remove the team member(s) of the TRP Team(s).

- 1 Click “Manage TRP Teams” to get start.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams
Quit

SC-870-0107

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.

(a) ...
(b) attack the TRP in any manner.

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

BTP Administrator

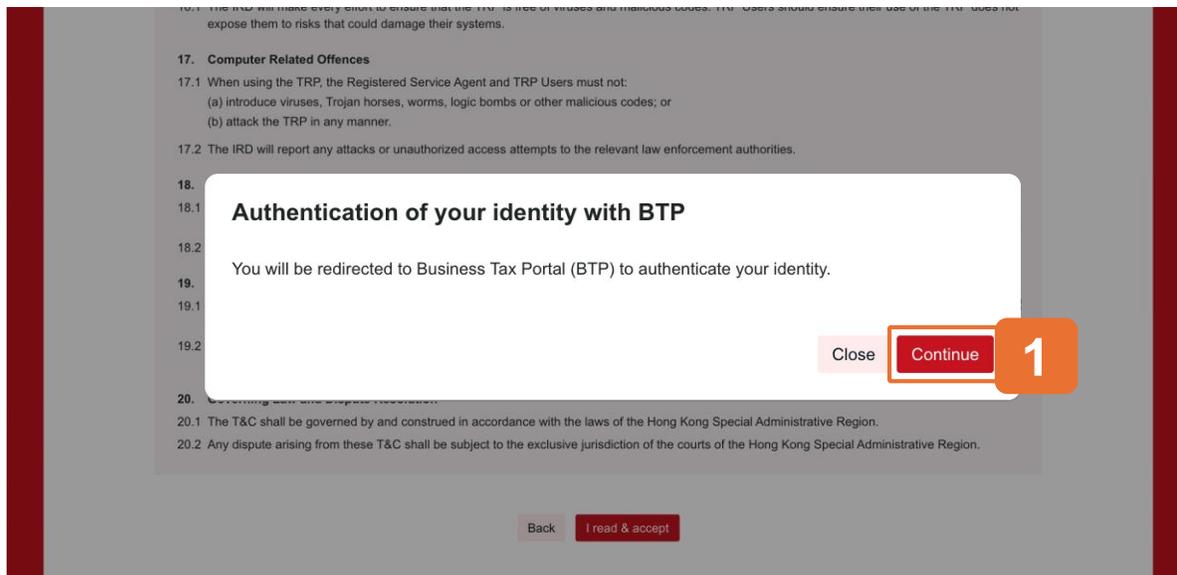
Terms and Conditions

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 Manage TRP Team (for BTP Administrator and Team Lead)



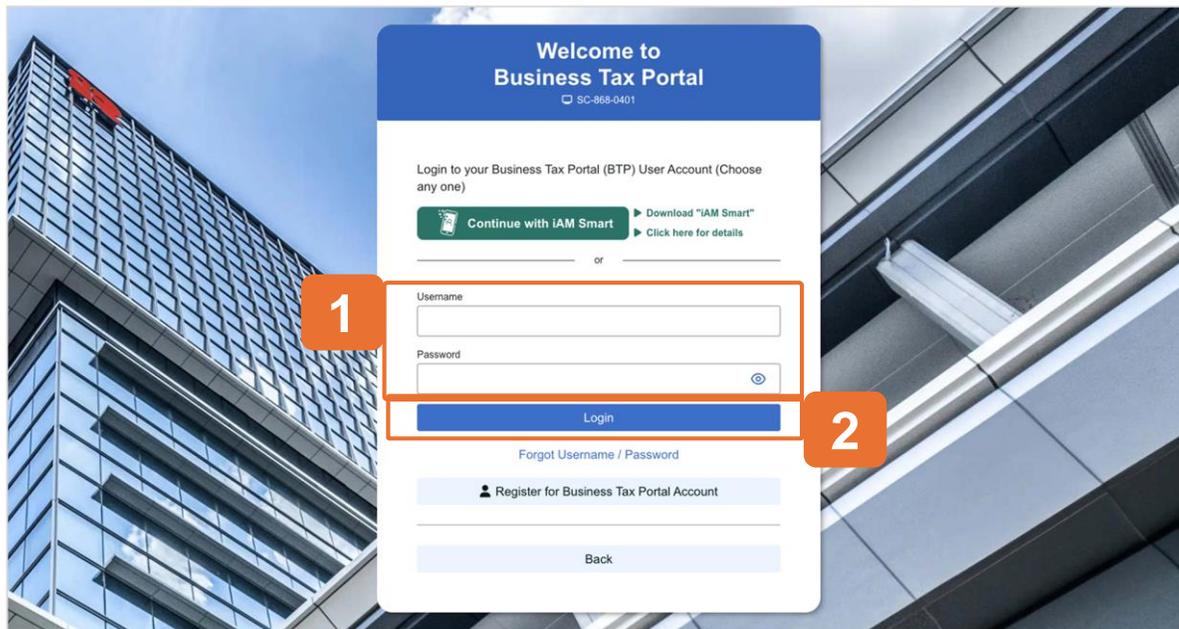
BTP Administrator

Reminder: Authentication of 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 Manage TRP Team (for BTP Administrator and Team Lead)



BTP Administrator

Authentication of Your Identity with BTP

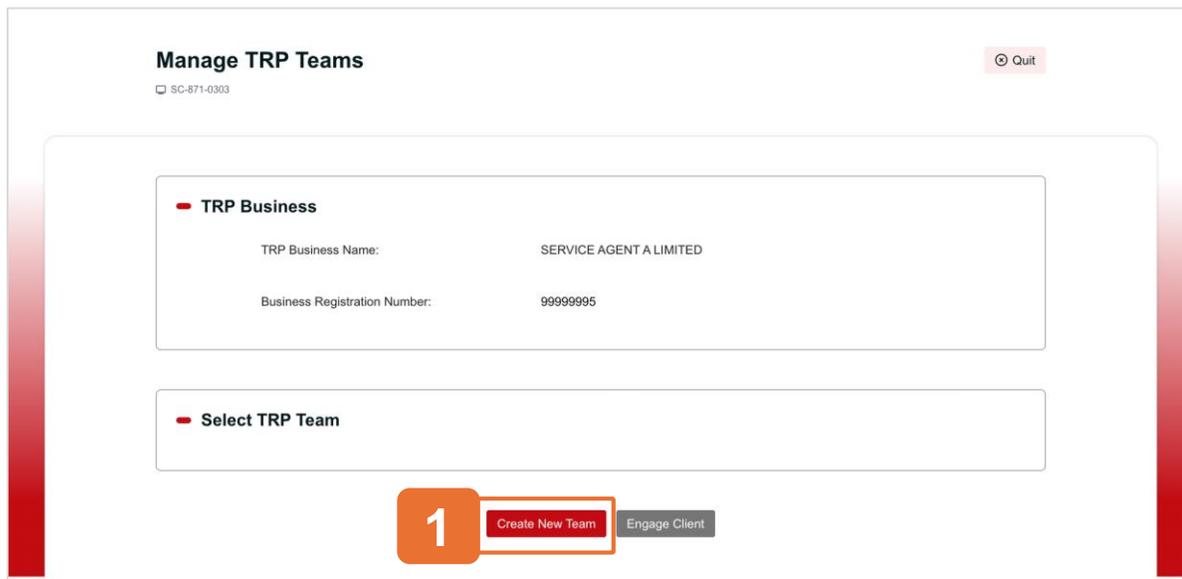
For authentication, please login to your BTP User Account with iAM Smart or enter your BTP Username and Password.

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 Manage TRP Team (for BTP Administrator and Team Lead)



BTP Administrator

Manage TRP Teams

To create TRP Team, you can click “Create New Team”.

Please note that before your can engage client(s) and perform TRP services for your client(s), you are required to create at least one TRP Team.

- 1 Click the “Create New Team” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

BTP Administrator

Manage TRP Teams

Enter Team Name and TRP Username of Team Lead, then click “Check”. Full Name and Other Name corresponding to the entered Username will then be shown. If the Team Lead's name is incorrect, check whether the entered Username is correct or not. To enable the appointment, the TRP Team Lead must first possess the TRP User Account and provide the serving Business under his/her TRP User Account Profile.

You are also required to select the scope of service(s) to be performed by the team by clicking the corresponding checkbox(es).

1

Enter Team Name and TRP Username of Team Lead, then click “Check”.

2

Click the “Confirm” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams

SC-871-0307 Quit

Acknowledgement

MR. TAXPAYER, A, you have successfully created the TRP Team.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	7 Mar 2025 17:44:19

TRP Business Details

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

TRP Team Details

Team Name:	TRP Team 1
TRP Username of Team Lead:	USERNAME01
Name of Team Lead:	TAXPAYER, A
Other Name of Team Lead:	User R's other name
Scope of Services:	Profits Tax Matters

Print Save Continue **1**

BTP Administrator

Manage TRP Teams

Congratulations, you have successfully created a TRP Team and is ready for performing services for your client(s). You can choose to “Print” or “Save” a copy of this acknowledgement.

- 1 Click “Continue” to view the latest Team Details.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

The screenshot displays the 'Manage TRP Teams' interface. At the top left, it says 'Manage TRP Teams' with a small icon and 'SC-871-0305'. At the top right, there is a 'Quit' button. The main content is divided into two sections: 'TRP Business' and 'Team Details'.
TRP Business
TRP Business Name: SERVICE AGENT A LIMITED
Business Registration Number: 99999995
Team Details
Team Name: TRP Team 1
Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)
Scope of Services: Profits Tax Matters
No. of Team Members: 0. Below this, there is a button labeled 'Manage Team Members' with a large orange '1' next to it, indicating the step to click.
No. of Clients: 0. Below this, there is a button labeled 'Manage Clients'.
At the bottom, there are three buttons: 'Select TRP Team', 'Edit Team Details', and 'Remove Team'.

BTP Administrator

Manage TRP Teams

After clicking “Continue”, Team Details of the newly created team will be displayed.

You can now “Manage Team Members” “Manage Clients”, “Edit Team Details” and/or “Remove Team” here.

To add Team Member to the newly created TRP Team, click “Manage Team Members”.

1

Click “Manage Team Members” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage Team Members Quit

SC-871-0202

TRP Business and Team

TRP Business Name: SERVICE AGENT A LIMITED

Business Registration Number: 99999995

Team Name: TRP Team 1

Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)

Team Members

Search Username or Name or Other Name of Team Members

Username	Name	Other Name	Joining Date
No records found			

Displaying 0 out of a total of 0 records Go to page 1 →

Add New Team Member **1**

BTP Administrator

Manage TRP Teams

1 Click “Add New Team Member” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

The screenshot shows the 'Manage Team Members' interface. At the top left, it says 'Manage Team Members' and 'SC-871-0203'. At the top right, there is a 'Quit' button. The main content is divided into two sections:

- TRP Business and Team**: This section contains a table with the following information:

TRP Business Name:	SERVICE AGENT A LIMITED
Business Registration Number:	99999995
Team Name:	TRP Team 1
Name of Team Lead (Other Name):	TAXPAYER, A (User R's other name)
- Add New Team Member**: This section contains a form with the following fields and buttons:
 - TRP Username of New Team Member: **Check** **1**
 - Back** **Confirm** **2**

BTP Administrator

Manage TRP Teams

Enter the new Team Member's TRP Username and click "Check". Full Name and Other Name corresponding to the entered Username will then be shown. If the Team Member's name shown is incorrect, check whether the entered Username is correct or not. To enable the appointment, the TRP Team Member must first possess the TRP User Account and provide the serving Business under his/her TRP User Account Profile.

- 1** Enter the new Team Member's TRP Username and click "Check".
- 2** Click "Confirm" to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage Team Members
Quit

SC-871-0204

Acknowledgement

MR. TAXPAYER, A, you have successfully added TAXPAYER, B to the TRP Team.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	10 Mar 2025 14:42:33

TRP Business Details

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

TRP Team Details

Team Name:	TRP Team 1
Name of Team Lead (Other Name):	TAXPAYER, A (User R's other name)
Name of New Team Member:	TAXPAYER, B

Print
Save
Continue
1

BTP Administrator

Manage TRP Teams

You have successfully added the Team Member to the TRP Team. Now, your Team Member can perform TRP services. You can choose to 'Print' or 'Save' a copy of this acknowledgement.

1

Click “Continue” to view the latest Team Details.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

The screenshot displays the 'Manage TRP Teams' interface. At the top left, it says 'Manage TRP Teams' with a 'Quit' button on the right. Below this, there are two main sections: 'TRP Business' and 'Team Details'.
The 'TRP Business' section contains:
- TRP Business Name: SERVICE AGENT A LIMITED
- Business Registration Number: 99999995
The 'Team Details' section contains:
- Team Name: TRP Team 1
- Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)
- Scope of Services: Profits Tax Matters
- No. of Team Members: 1. A button labeled 'Manage Team Members' is highlighted with an orange box and a large orange '1' next to it.
- No. of Clients: 0. A button labeled 'Manage Clients' is visible.
At the bottom of the interface, there are three buttons: 'Select TRP Team', 'Edit Team Details', and 'Remove Team'.

BTP Administrator

Manage TRP Teams

The TRP Team Details have been updated.

- 1 If you need to remove the TRP Team Member from TRP Team, click “Manage Team Members” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage Team Members Quit

SC-871-0202

TRP Business and Team

TRP Business Name: SERVICE AGENT A LIMITED

Business Registration Number: 99999995

Team Name: TRP Team 1

Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)

Team Members

Search Username or Name or Other Name of Team Members

Username	Name	Other Name	Joining Date	
USERNAME02	TAXPAYER, B		10 Mar 2025	Remove

Displaying 1 out of a total of 1 record Go to page 1 →

Add New Team Member

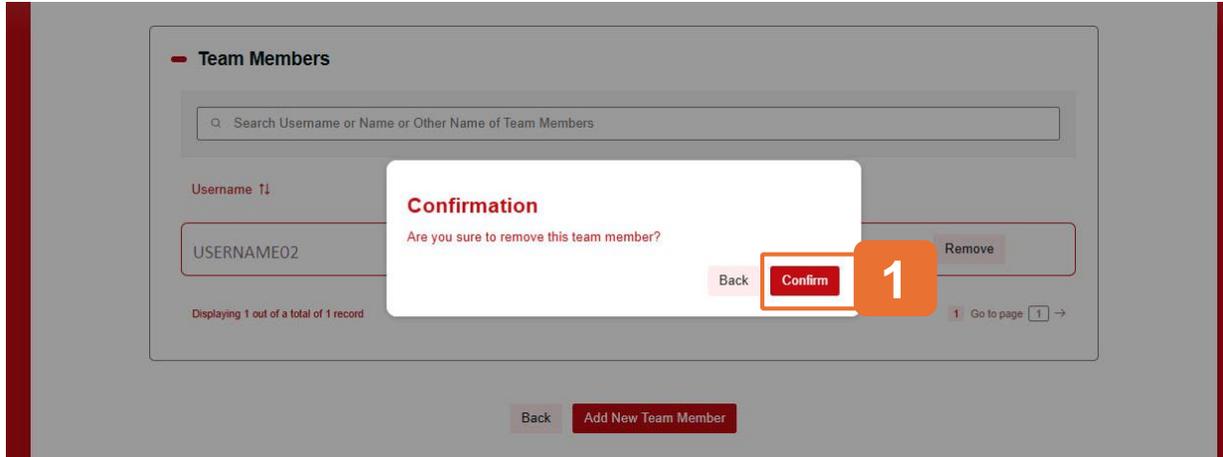
BTP Administrator

Manage TRP Teams

1

Click “Remove” to remove the Team Member from the TRP Team.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)



BTP Administrator

Manage TRP Teams

- 1 Click "Remove" to remove the Team Member from the TRP Team.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

The screenshot displays the 'Manage Team Members' interface. At the top left, it says 'Manage Team Members' with a 'Quit' button on the right. Below this is a confirmation message: 'MR. TAXPAYER, A, you have successfully removed TAXPAYER, B from the TRP Team.' The message is followed by transaction details: Transaction Reference Number (TRN): 9999 9999 9999 9999, and Transaction Date/Time: 10 Mar 2025 14:51:02. Below the message are three sections: 'TRP Business Details' with TRP Business Name: SERVICE AGENT A LIMITED and Business Registration Number: 99999995; 'TRP Team Details' with Team Name: TRP Team 1, Name of Team Lead (Other Name): TAXPAYER, A (User R's other name), and Name of Removed Team Member: TAXPAYER, B. At the bottom, there are three buttons: 'Print', 'Save', and 'Continue'. The 'Continue' button is highlighted with a red box and a large orange '1' next to it, indicating the next step in the process.

BTP Administrator

Manage TRP Teams

You have successfully removed the Team Member from the TRP Team. You can choose to “Print” or “Save” a copy of this acknowledgement.

1

Click “Continue” to view the latest Team Details.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams Quit

SC-871-0305

TRP Business

TRP Business Name: SERVICE AGENT A LIMITED

Business Registration Number: 99999995

Team Details

Team Name: TRP Team 1

Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)

Scope of Services: Profits Tax Matters

No. of Team Members: 0 Manage Team Members

No. of Clients: 0 Manage Clients

Select TRP Team **Edit Team Details** Remove Team

1

BTP Administrator

Manage TRP Teams

The TRP Team Details has been updated.

1

If you need to edit the TRP Team Details, click “Edit Team Details” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams
Quit

SC-871-0306

TRP Business

TRP Business Name: SERVICE AGENT A LIMITED

Business Registration Number: 99999995

Edit Team Details

Please choose either Replace Team Lead or Edit Team Name and/or Scope of Services.

Replace Team Lead

Name of Current Team Lead (Other Name): TAXPAYER, A (User R's other name)

TRP Username of New Team Lead: Check

Name of New Team Lead (Other Name):

Edit Team Name and/or Scope of Services

Team Name:

Team name can only contain letters, numbers, whitespace, hyphen (-), full stop (.) and apostrophe (') with a maximum of 50 characters.

Scope of Services:

- All Services
- Individual Tax Matters
- Profits Tax Matters
- Business Registration Matters
- Certificate of Resident Status

Back
Confirm

BTP Administrator

Manage TRP Teams

You can “Replace Team Lead” or “Edit Team Name and/or Scope of Services”.

1

Click the radio button and enter the required information.

2

After entering the information, click “Confirm” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams
Quit

SC-871-0307

Acknowledgement

MR. TAXPAYER, A, you have successfully updated the team details of the TRP Team.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	10 Mar 2025 15:13:13

TRP Business Details

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

TRP Team Details

Team Name:	TRP Team 1
TRP Username of Team Lead:	USERNAME01
Name of Team Lead:	TAXPAYER, A
Other Name of Team Lead:	User R's other name
Scope of Services:	Profits Tax Matters

Print
Save
Continue

BTP Administrator

Manage TRP Teams

You have successfully updated the TRP Team details. You can choose to “Print” or “Save” a copy of this acknowledgement.

1

Click “Continue” to view the latest Team Details.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

The screenshot displays the 'Manage TRP Teams' interface. At the top left, it says 'Manage TRP Teams' with a 'Quit' button on the right. Below this, there are two main sections: 'TRP Business' and 'Team Details'. The 'TRP Business' section shows 'TRP Business Name: SERVICE AGENT A LIMITED' and 'Business Registration Number: 99999995'. The 'Team Details' section shows 'Team Name: TRP Team 1', 'Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)', 'Scope of Services: Profits Tax Matters', 'No. of Team Members: 0' with a 'Manage Team Members' button, and 'No. of Clients: 0' with a 'Manage Clients' button. At the bottom, there are three buttons: 'Select TRP Team', 'Edit Team Details', and 'Remove Team'. The 'Remove Team' button is highlighted with an orange box and a large orange '1' next to it, indicating the first step in the process.

BTP Administrator

Manage TRP Teams

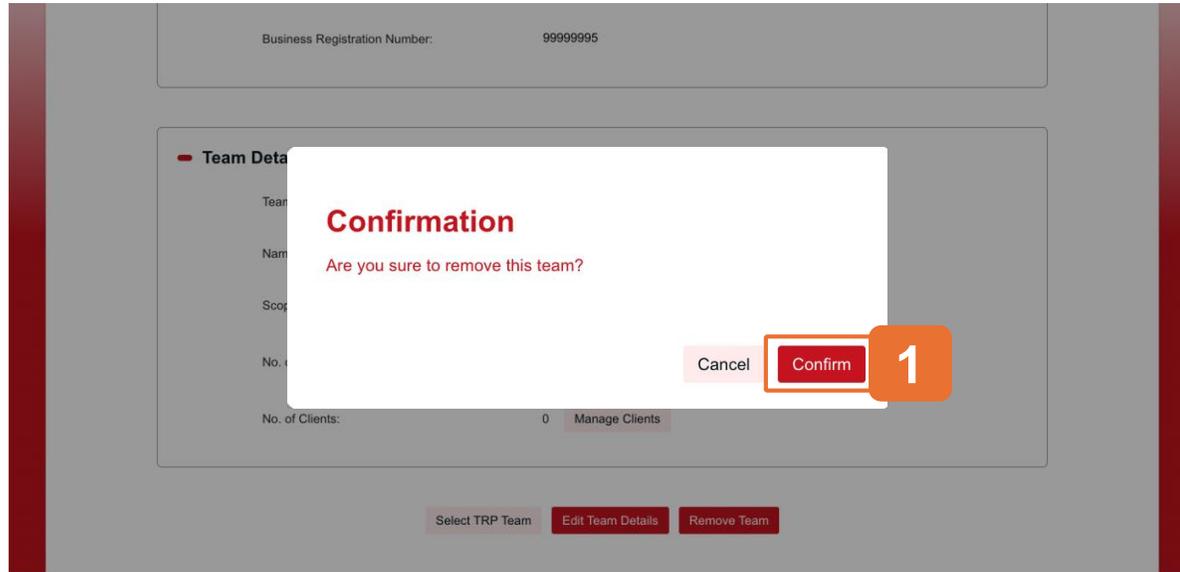
The TRP Team Details has been updated.

If you need to remove the TRP Team that is no longer in service, click “Remove Team” to proceed.

Please note that the TRP Team could only be removed when the team has no client engagement.

1 Click “Remove Team” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)



BTP Administrator

Manage TRP Teams

After clicking “Remove Team”, a pop up confirmation box will be prompted.

- 1 Click “Confirm” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams
Quit

SC-871-0307

Acknowledgement

MR. TAXPAYER, A, you have successfully removed the TRP Team.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	10 Mar 2025 15:19:28

TRP Business Details

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

TRP Team Details

Team Name:	TRP Team 1
TRP Username of Team Lead:	USERNAME01
Name of Team Lead:	TAXPAYER, A
Other Name of Team Lead:	User R's other name
Scope of Services:	Profits Tax Matters

Print
Save
Continue

1

BTP Administrator

Manage TRP Teams

You have successfully removed the TRP Team. You can choose to “Print” or “Save” a copy of this acknowledgement.

1

Click “Continue” to view the latest Team Details.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams Quit

SC-871-0305

TRP Business

TRP Business Name: SERVICE AGENT A LIMITED

Business Registration Number: 99999995

Team Details

Team Name: TRP Team 1

Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)

Scope of Services: Profits Tax Matters

No. of Team Members: 0 Manage Team Members

No. of Clients: 0 Manage Clients

1 Select TRP Team Edit Team Details Remove Team

BTP Administrator

Manage TRP Teams

You can view all TRP Team(s) of a TRP business.

- 1** To view all TRP Team(s), click “Select TRP Team”.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams
Quit

SC-871-0303

TRP Business

TRP Business Name: SERVICE AGENT A LIMITED

Business Registration Number: 99999995

Select TRP Team

Team Name	Name of Team Lead (Other Name)	No. of Team Members	No. of Clients
TRP Team 2	Taxpayer, A (User R's other name)	2	5
TRP Team 3	Taxpayer, C (User T's other name)	1	0

Displaying 2 out of a total of 2 records

Go to page →

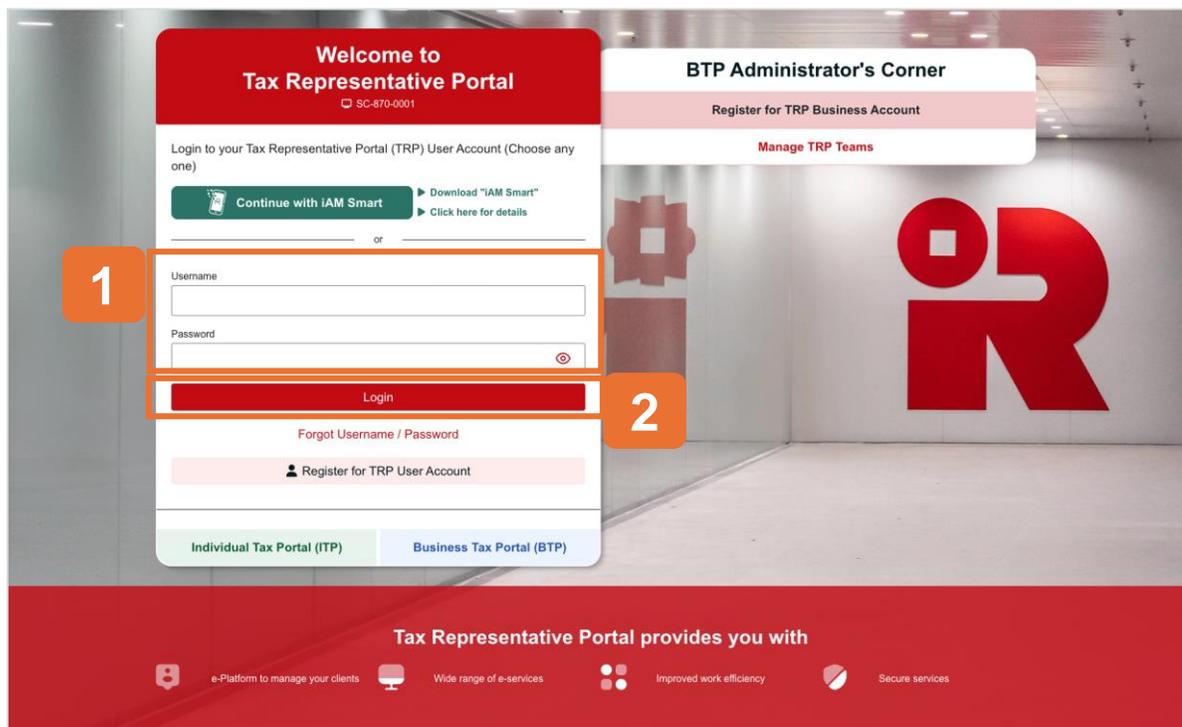
Create New Team
Engage Client

BTP Administrator

Manage TRP Teams

You can continue “Create New Team” or “Engage Client”. You can also click a particular TRP Team record to view the TRP Team details and manage the TRP Team.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)



TRP Team Lead

Manage Team Members

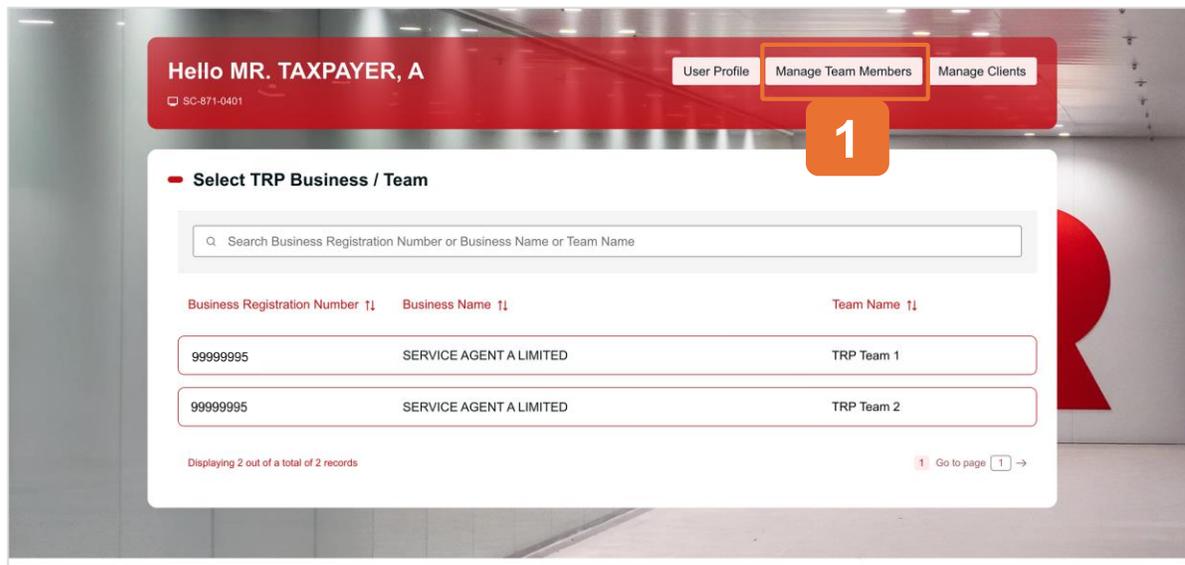
If you are a TRP Team Lead, you can 'Add' or 'Remove' the TRP Team Member(s) of your TRP Team(s).

To start, please login to your TRP User Account with iAM Smart or enter TRP Username and Password.

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

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

Guide to Manage TRP Team (for BTP Administrator and Team Lead)



TRP Team Lead

Manage Team Members

After login to your TRP User Account.

1

Click “Manage Team Members”.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

TRP Team Lead

Manage Team Members

All the TRP Teams you lead will be listed out in this page. Please noted that if you are the Team Lead of one TRP Team only, you will not see this page and will be redirected to Team Members Details direct.

Click a particular TRP Team record from the list to enter into the Team Members Details.

Manage TRP Teams
Quit

SC-871-0201

- **Select TRP Business / Team**

Business ↑↓	Team Name ↑↓	Name of Team Lead (Other Name) ↑↓	No. of Team Members ↑↓
SERVICE AGENT A LIMITED (99999995)	TRP Team 1	TAXPAYER, A (User R's other name)	0
SERVICE AGENT A LIMITED (99999995)	TRP Team 2	TAXPAYER, A (User R's other name)	0

Displaying 2 out of a total of 2 records
Go to page →

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams Quit

SC-871-0202

TRP Business and Team

TRP Business Name: SERVICE AGENT A LIMITED

Business Registration Number: 99999995

Team Name: TRP Team 1

Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)

Team Members

Search Username or Name or Other Name of Team Members

Username	Name	Other Name	Joining Date
No records found			

Displaying 0 out of a total of 0 records Go to page 1

Back Add New Team Member **1**

TRP Team Lead

Manage Team Members

To add new TRP Team Member.

- 1 Click “Add New Team Member” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

The screenshot shows the 'Manage TRP Teams' interface. At the top left, it says 'Manage TRP Teams' and 'SC-871-0203'. At the top right, there is a 'Quit' button. The main content is divided into two sections:

- TRP Business and Team:** This section displays the following information:
 - TRP Business Name: SERVICE AGENT A LIMITED
 - Business Registration Number: 99999995
 - Team Name: TRP Team 1
 - Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)
- Add New Team Member:** This section contains a form with the following elements:
 - TRP Username of New Team Member: A text input field with a 'Check' button next to it. A red box with the number '1' highlights this field.
 - Below the input field, there are 'Back' and 'Confirm' buttons. A red box with the number '2' highlights the 'Confirm' button.

TRP Team Lead

Manage Team Members

Enter the new Team Member's TRP Username and click “Check”. Full Name and Other Name corresponding to the entered Username will then be shown. If the Team Member's name shown is incorrect, check whether the entered Username is correct or not. To enable the appointment, the TRP Team Member must first possess the TRP User Account and provide the serving Business under his/her TRP User Account Profile.

- 1 Enter the new Team Member's TRP Username and click “Check”.
- 2 Click “Confirm” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

The screenshot displays the 'Manage TRP Teams' interface. At the top left, it says 'Manage TRP Teams' and 'SC-871-0204'. At the top right, there is a 'Quit' button. The main content area is titled 'Acknowledgement' and contains the message: 'MR. TAXPAYER, A, you have successfully added TAXPAYER, B to the TRP Team.' Below this, there are two sections: 'TRP Business Details' and 'TRP Team Details'. The 'TRP Business Details' section includes 'Transaction Reference Number (TRN): 9999 9999 9999 9999', 'Transaction Date/Time: 11 Mar 2025 15:38:24', 'TRP Business Name: SERVICE AGENT A LIMITED', and 'Business Registration Number: 99999995'. The 'TRP Team Details' section includes 'Team Name: TRP Team 1', 'Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)', and 'Name of New Team Member: TAXPAYER, B'. At the bottom, there are three buttons: 'Print', 'Save', and 'Continue'. The 'Continue' button is highlighted with a red box and a large orange '1' next to it.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	11 Mar 2025 15:38:24
TRP Business Name:	SERVICE AGENT A LIMITED
Business Registration Number:	99999995
Team Name:	TRP Team 1
Name of Team Lead (Other Name):	TAXPAYER, A (User R's other name)
Name of New Team Member:	TAXPAYER, B

TRP Team Lead

Manage Team Members

You have successfully added the team member to the TRP team. You can choose to “Print” or 'Save' a copy of this acknowledgement.

1

Click “Continue” to view the latest Team Details.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

TRP Team Lead

Manage Team Members

Your New Team Member had been added to the TRP Team. The 'No. of Team Members' has been updated. If you want to remove any team members, click a particular “TRP Team” from the list to enter into the Team Members Details.

Manage TRP Teams Quit

SC-871-0201

Select TRP Business / Team

Search Business or Team Name or Name / Other Name of Team Lead

Business ↑↓	Team Name ↑↓	Name of Team Lead (Other Name) ↑↓	No. of Team Members ↑↓
SERVICE AGENT A LIMITED (99999995)	TRP Team 1	TAXPAYER, A (User R's other name)	1
SERVICE AGENT A LIMITED (99999995)	TRP Team 2	TAXPAYER, A (User R's other name)	0

Displaying 2 out of a total of 2 records Go to page 1 →

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams
Quit

SC-871-0202

TRP Business and Team

TRP Business Name: SERVICE AGENT A LIMITED

Business Registration Number: 99999995

Team Name: TRP Team 1

Name of Team Lead (Other Name): TAXPAYER, A (User R's other name)

Team Members

Search Username or Name or Other Name of Team Members

Username	Name	Other Name	Joining Date	
USERNAME02	TAXPAYER, B		11 Mar 2025	Remove

Displaying 1 out of a total of 1 record

Go to page 1 →

Back
Add New Team Member

TRP Team Lead

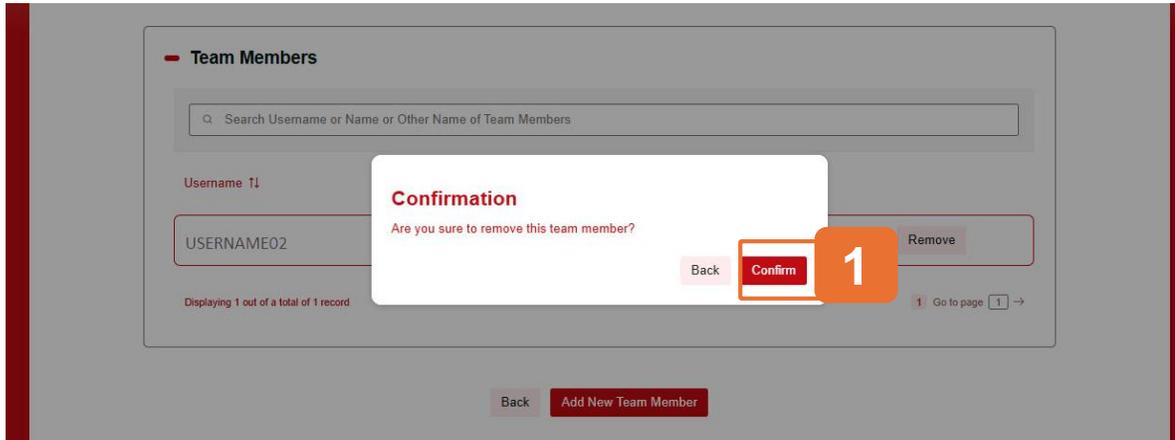
Manage Team Members

You can remove the Team Member from the TRP Team.

1

Click “Remove” to remove a team member from the TRP Team.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)



TRP Team Lead

Manage Team Members

A pop up confirmation box will be prompted.

- 1 Click “Confirm” to proceed.

Guide to Manage TRP Team (for BTP Administrator and Team Lead)

Manage TRP Teams
Quit

SC-871-0204

Acknowledgement

MR. TAXPAYER, A, you have successfully removed TAXPAYER, B from the TRP Team.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	11 Mar 2025 15:49:01

TRP Business Details

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

TRP Team Details

Team Name:	TRP Team 1
Name of Team Lead (Other Name):	TAXPAYER, A (User R's other name)
Name of Removed Team Member:	TAXPAYER, B

Print
Save
Continue

TRP Team Lead

Manage Team Members

You have successfully removed the TRP Team. You can choose to “Print” or “Save” a copy this acknowledgement.

- 1 Click “Continue” to view the latest Team Details.



Inland Revenue Department

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

