

BIN

REGISTRATION

USER GUIDE

ONE TAX BAHAMAS



 onetaxbahamas.gov.bs

 +1 (242) 225-7280

DEPARTMENT OF
INLAND REVENUE
Central Revenue Administration

TABLE OF CONTENTS

Introduction	1
What is a Bahamas Identification Number (BIN)?	2
Importance of BIN	3
BIN Registration Overview	4
One Tax Bahamas Account Registration	5
New BIN Application Form	6
Email OTP Verification	7
Setting Your Password & Accepting Terms	8
Privacy Policy & Application ID Generation	9
Purpose of The Registration – Step 1 of 6	10
Eligibility – Step 2 of 6	11
Personal Details – Step 3 of 6	12
Contact Details – Step 4 of 6	13
Taxpayer Profile – Step 5 of 6	14
Supporting Documents – Step 6 of 6	15
Application Submission	16
Application Confirmation	17
Tracking Application	18
Taxpayer Type Eligibility Guide	19
Frequently Asked Questions	20
Troubleshooting	21
Support and Assistance	22

REGISTRATION PROCESS OVERVIEW

The BIN registration process consists of the following main phases:

PHASE 1: INITIAL REGISTRATION → Visit the portal → Complete registration form with personal information → Verify email with OTP → Set password and accept terms → Generate Application ID

PHASE 2: APPLICATION FORM (6 Steps) → Step 1: Indicate purpose of registration → Step 2: Validate eligibility and provide documentation → Step 3: Confirm personal details → Step 4: Enter contact details → Step 5: Complete taxpayer profile → Step 6: Upload supporting documents

PHASE 3: SUBMISSION & APPROVAL → Submit application → Receive confirmation → Application enters "Under Review" status → Track application progress → Receive approval notification

WHO NEEDS TO REGISTER

All of the following must register for a Bahamas Identification Number (BIN):

Entities of Multinational Enterprise (MNE) Groups in scope of OECD's GloBE Rules Tax Representatives All other taxpayers (rollout will expand over time)

WHAT YOU WILL NEED

To complete your BIN registration, have the following information and documents ready:

Personal Information: • Full name (first, middle, last) • Date of birth • Country of citizenship • Country of residence

Contact Information: • Valid email address • Phone number with country code • Physical address

Supporting Documents: • National identification (NIB Card, Passport, Birth Certificate, etc.) • Photo (for individuals) • Signature (for individuals) • Business registration documents (for entities)

IMPORTANT NOTES

The BIN is the foundation of the One Tax Bahamas system Without a BIN, you cannot access or use any services on the platform All information provided must be accurate and up to date Applications not submitted within the deadline will expire You are responsible for the accuracy of information submitted Documents must be clear and fully readable Only PDF, JPG, and PNG file formats are accepted



NEXT STEPS

1. Review this entire guide to understand the registration process
2. Gather all required documents and information
3. Visit login.onetaxbahamas.gov.bs to begin registration
4. Follow each step carefully and ensure all information is accurate
5. Save your Application ID for future reference
6. Track your application status regularly
7. Respond promptly to any requests for additional information
8. Once approved, log in and access the portal services

1. INTRODUCTION

DEPARTMENT OF INLAND REVENUE ONE TAX BAHAMAS PORTAL VERSION 1.0

The One Tax Bahamas Portal requires all taxpayers to obtain a Bahamas Identification Number (BIN) to access tax services. The BIN serves as your unique identifier within the system and is the essential first step for managing your tax obligations electronically through a secure online platform.

As part of the One Tax Bahamas initiative, the BIN registration process has been designed to be straightforward and efficient. This feature ensures that each taxpayer is accurately identified and connected to their tax records, creating a more organized and reliable system for tax administration. This guide has been developed to assist new and existing taxpayers in understanding the BIN registration process, completing their application, and accessing services available through the One Tax Bahamas Portal.

Within this guide, users will learn how to:

- Register for a Bahamas Identification Number (BIN)
- Complete the BIN application form
- Verify email addresses and identity
- Upload required supporting documentation
- Submit applications for processing
- Track the status of their BIN application
- Understand eligibility requirements by taxpayer type
- Access frequently asked questions
- Troubleshoot common issues

The information contained in this guide is intended to provide practical, step-by-step instructions for registering for a BIN and obtaining your unique taxpayer identifier. Users are encouraged to review this guide before initiating the registration process and to retain it as a reference for future use. This guide should be read in conjunction with any applicable legislation, regulations, policies, and official guidance issued by the Department of Inland Revenue.

2. WHAT IS A BAHAMAS IDENTIFICATION NUMBER (BIN)?

The **Bahamas Identification Number (BIN)** is a unique number assigned to each taxpayer within the **One Tax Bahamas** system.

It serves as your official identifier on the platform and will be used across all tax-related services. Once assigned, your BIN connects your information, transactions, and activities in one place, making it easier to manage your tax responsibilities.

What is the BIN used for?

The BIN is required to:

- Register for tax services
- File tax returns
- Make payments
- Access and manage your tax accounts

In simple terms, the BIN allows you to fully access and use the One Tax Bahamas platform.

Who needs a BIN?

All taxpayers must register for a **Bahamas Identification Number (BIN)** before accessing any services on One Tax Bahamas.

This requirement currently applies to:

- Entities of Multinational Enterprise (MNE) Groups, in scope of the OECD's GloBE Rules, which are located in the Bahamas.
- Tax Representatives

Over time, this requirement will extend to all taxpayers as additional services are introduced.

Key Message

The BIN is the first step in using the system. Once registered, you will be able to access all current and future tax services on the platform.

3. IMPORTANCE OF BIN

The **Bahamas Identification Number (BIN)** plays a key role in the **One Tax Bahamas** system and serves as the foundation for all tax-related activities on the platform.

It ensures that each taxpayer can be accurately identified and connected to their tax records, creating a more efficient and reliable system.

The BIN:

- Serves as your unique identifier across all tax services
- Links all your tax accounts and activities in one place
- Enables access to digital services within One Tax Bahamas
- Supports accurate tracking and compliance

By using a single identification number, the system ensures that your information is consistent, connected, and easy to manage.

What this means for you?

With a BIN:

- You can manage all your tax services in one place
- Your information is easier to access and update
- Transactions are more streamlined and efficient

Without a BIN:

- You will not be able to access the system
- Tax services cannot be processed

Key Reminder

The BIN is the foundation of the One Tax Bahamas system. Without a BIN, you will not be able to access or use any services on the platform.

4. BIN REGISTRATION OVERVIEW

Opening Date: September 1st, 2026

Beginning May 1, all users will be required to register for a Bahamas Identification Number (BIN) through the One Tax Bahamas platform.

What you need to do

To complete the registration process, you must:

- Create an account on One Tax Bahamas
- Complete the BIN registration form
- Submit all required information and supporting documents
- Review and submit your application
- Await confirmation and approval

It is important that all information provided is accurate and up to date, as this will be used to create and manage your profile within the system.

Important Note

BIN registration is the first step in accessing the One Tax Bahamas platform. You must complete this process before you can register for any tax services, including DMTT.

5. ONE TAX BAHAMAS ACCOUNT REGISTRATION

First, Go to login.onetaxbahamas.gov.bs

ONE TAX BAHAMAS

Accessibility Options English

Know about your User ID

BIN

- Individual Profile (Bahamian Citizens, Residents, Foreign Nationals)
- Business Entity (Types of Entities)

Enter your BIN to sign in to your account

In case you don't have a BIN, please click on "Register for a new BIN".

Sign In to your OTB Account

New user? [Register for a new BIN](#)

Enter your BIN *

[Continue >](#)

Then click **'Register for a New BIN'**.

ONE TAX BAHAMAS

Sign In to your OTB Account

New user? [Register for a new BIN](#)

Enter your BIN *

[Continue >](#)

6. NEW BIN APPLICATION FORM

Fill Out the New BIN Application Form

The **New BIN Application** form appears under the **New Application** tab.

The screenshot shows the 'Taxpayer Registration Application' page. At the top, there are links for 'Home' and 'Help & Support'. The main heading is 'Taxpayer Registration Application' with the subtitle 'The Bahamas Tax Portal - Secure and Efficient Tax Registration Services'. Below this, there is a blue button that says 'Click Here if You're a Tax Representative with a Valid BIN'. A navigation bar contains three tabs: 'New Application' (which is highlighted with a white border and a shadow), 'Resume / Modify Application', and 'Track Application'. Under the 'New Application' tab, the section is titled 'New BIN Application' with the instruction 'Please provide basic information to begin the registration process'. The form fields are arranged in two columns. The left column has 'First Name *' and 'Last Name *' fields. The right column has 'Middle Name (optional)' and 'Date Of Birth *' fields. Each field has a corresponding input box.

Fill in:

- First Name (e.g., John)
- Last Name (e.g., Doe)
- Email Address
- Middle Name (optional)
- Date of Birth (format: YYYY/MM/DD)
- Phone Number — Note: must include country code (e.g., +1 242-604-8032). An invalid format will show a "Number is not valid" error.

The fields with red asterisks (*) must be completed.

Once done, Enter the **CAPTCHA** code

- CAPTCHA Verification - enter the code shown on screen
- Then click "**Submit For Verification**".

7. EMAIL OTP VERIFICATION

Email OTP Verification

After completing the BIN Registration Application, a **one-time password (OTP)** is sent to your email.

The screenshot shows the 'Taxpayer Registration Application' page. At the top, there are links for 'Home' and 'Help & Support'. The main heading is 'Taxpayer Registration Application' with the subtitle 'The Bahamas Tax Portal - Secure and Efficient Tax Registration Services'. Below this is a button that says 'Click Here if You're a Tax Representative with a Valid BIN'. There are three tabs: 'New Application' (selected), 'Resume / Modify Application', and 'Track Application'. The 'Verify Email' section is active, with the instruction 'Please verify email using the OTP code'. Under 'Email Verification', it shows 'OTP sent to: ja*****@gmail.com' and a 'Resend OTP in 0:59' timer. Below this is a section 'Enter Email OTP' with six input boxes, the first of which contains the digit '1'. A 'Resend OTP' link is also present.

The ****6-digit OTP**** will show in your email as seen below. This is used to verify your email.

Email Verification OTP

Please use the below 6 digit code to complete your email verification. This OTP will expire in **10 minutes**.

940010

Please do not share this with anyone. If you did not request this, Please contact support.

Warm regards,
One Tax Bahamas Team
otbsupport@bahamas.gov.bs

Enter the **6-digit OTP** in the boxes provided, then click **"Submit for Verification"**.

The screenshot displays the 'Taxpayer Registration Application' interface. At the top, there's a dark blue header with the 'ONE' logo and 'Accessability Options' and 'English' links. Below the header, a light blue navigation bar contains 'Home' and 'Help & Support'. The main content area is titled 'Taxpayer Registration Application' with the subtitle 'The Bahamas Tax Portal - Secure and Efficient Tax Registration Services'. A blue button links to 'Click Here if You're a Tax Representative with a Valid BIN'. Below this, three tabs are visible: 'New Application' (active), 'Resume / Modify Application', and 'Track Application'. The 'Verify Email' section prompts the user to 'Please verify email using the OTP code'. It shows 'Email Verification' selected, with the OTP sent to 'jo*****@gmail.com'. A 'Resend OTP In 0:18' timer is present. The 'Enter Email OTP' section features six input boxes with the digits 9, 4, 0, 0, 1, and 0. A 'Resend OTP' link is also visible. At the bottom, a dark blue button labeled 'Submit For Verification' is highlighted.

A green banner confirms **"Email verified successfully!"**

8. SETTING YOUR PASSWORD & ACCEPTING TERMS

Ensure:

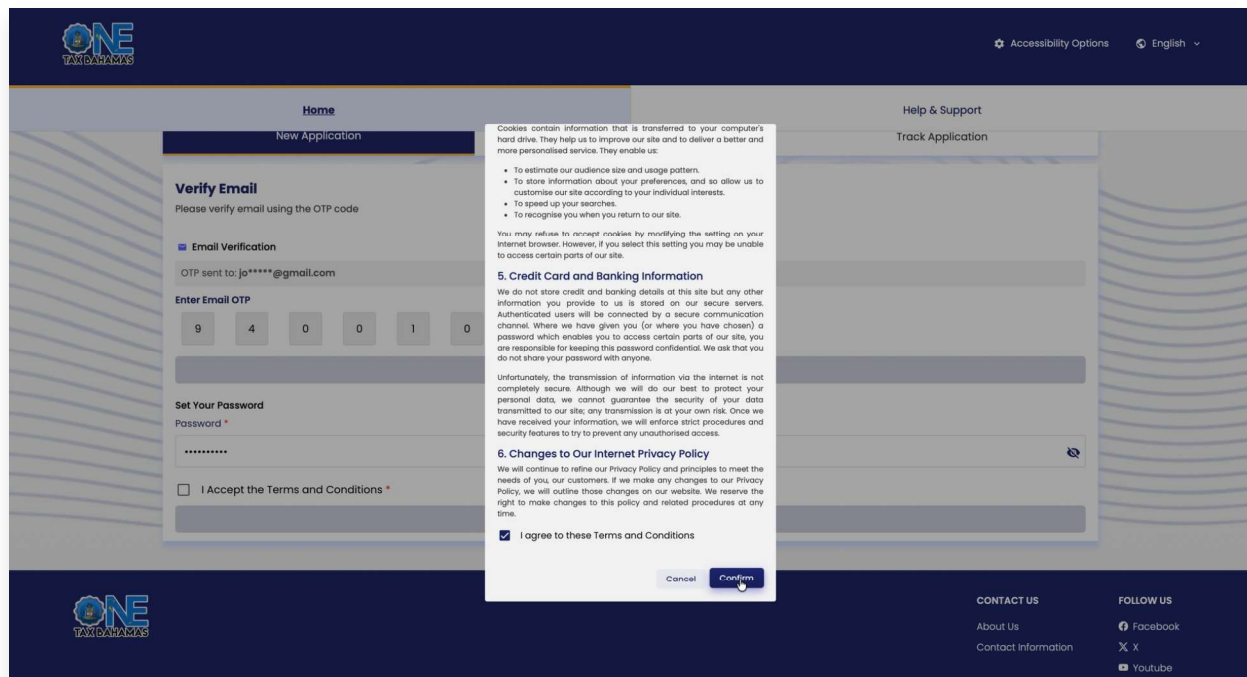
- The password must be a minimum of 8 characters.
- It must include at least one **uppercase letter** and one **lowercase letter**.
- It must also include one **number** (0–9) and one **special character** (e.g. ! % # \$)
- Ensure the same information is entered in the **password** and **confirm password** fields.

The screenshot displays the ONE TAXI DARIKAS web application interface. At the top, there is a dark blue header with the logo on the left and 'Accessibility Options' and 'English' on the right. Below the header is a navigation bar with 'Home', 'New Application', 'Resume / Modify Application', and 'Track Application'. The main content area is titled 'Verify Email' and includes a sub-header 'Please verify email using the OTP code'. Under 'Email Verification', it shows 'OTP sent to: ja*****@gmail.com'. Below this is a section 'Enter Email OTP' with a row of six input boxes containing the digits 9, 4, 0, 0, 1, and 0. A green bar below the digits indicates 'Email Verified'. The next section is 'Set Your Password', which has two input fields: 'Password *' and 'Confirm Password *'. Below these fields are four green bullet points listing password requirements: minimum 8 characters, at least one uppercase letter, at least one lowercase letter, at least one number, and at least one special character. At the bottom of the form, there is a checkbox labeled 'I Accept the Terms and Conditions *' and a 'Generate Application ID' button.

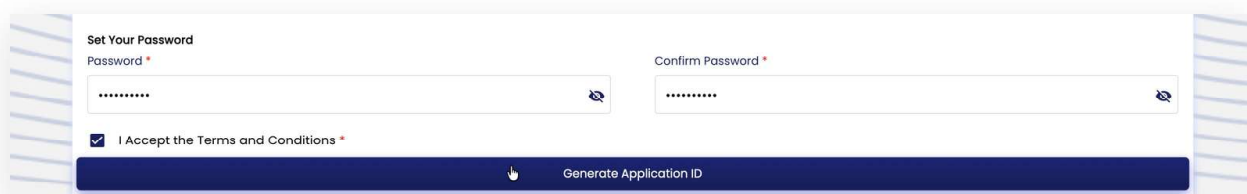
Then check the "I Accept the Terms and Conditions" checkbox.

9. PRIVACY POLICY & APPLICATION ID GENERATION

After clicking the box for "I Accept the Terms and Conditions", a **Privacy Policy modal** appears.



Scroll through it, check **"I Agree to these Terms and Conditions"**, and click **"Confirm"**. Once back to the main screen click **"Generate Application ID"**.



SELECT **GENERATE APPLICATION ID**

A green pop appears and confirms "**Application ID generated successfully!**"

The confirmation screen shows your **Application ID** (e.g., BIN_REG_NEW_125026), status "**Pending Submission**", and **submission deadline**. If your application is not submitted within the deadline then application will become expired and the user will have to start a new application.

The screenshot shows the 'Taxpayer Registration Application' page. At the top, it says 'The Bahamas Tax Portal - Secure and Efficient Tax Registration Services'. Below this is a navigation bar with three tabs: 'New Application' (selected), 'Resume / Modify Application', and 'Track Application'. The main content area has a green header 'Application ID Generated Successfully' and a sub-header 'Your Application ID has been generated and sent to your registered email'. Below this is a table with the following details:

Submission Deadline :	2026/05/16
Application ID :	BIN_REG_NEW_125026
Status :	Pending Submission

Below the table, there are two green checkmarks indicating successful generation and email notification. At the bottom, there are two buttons: 'Download Application ID Details' (orange) and 'Continue to Fill Application Form' (dark blue).

You can **download the details** or click "**Continue to Fill Application Form**".

An email will also be sent to you with the details as shown below.

The email template has a blue header 'Application ID Created'. The body starts with 'Dear John N/A Doe,' followed by a message: 'We are pleased to inform you that your new BIN application Id is successfully generated on **April 17, 2026**.' Below this is a section titled 'Application Details:' containing a table with the following information:

Taxpayer Name	: John N/A Doe
Application ID	: BIN_REG_NEW_125026
Current Status	: Pending Submission
Deadline to submit application	: May 16, 2026

Below the table, it says 'Please [click here](#) to complete the application.' and 'Thank you for using One Tax Bahamas — your trusted partner in tax administration.' The email ends with 'Warm regards, One Tax Bahamas Team' and the email address 'otbsupport@bahamas.gov.bs'.

10. PURPOSE OF THE REGISTRATION

Step 1 of 6

This stage in the **BIN Registration Process** begins the 6-step application form process beginning with the **"Purpose of Registration."**

During this process the new registrant will indicate, **1) Who is registering, 2) Purpose of the Registration and 3) indicate if they possess a legacy TIN.** The fields (to be filled) in this section varies as per the option selected.

First indicate 1.1) Who is registering?

For example Select **"Taxpayer"** → then choose from the options below **"Purpose of Registration."**

The screenshot shows the 'Purpose of Registration' step in a 6-step process. The application ID is BIN_REG_NEW_125026. The steps are: 1. Purpose of Registration (selected), 2. Eligibility, 3. Personal Details, 4. Contact Details, 5. Taxpayer Profile, and 6. Supporting Documents. The 'Purpose of Registration' section contains three questions: 1.1) Who is registering? (Taxpayer), 1.2) Purpose Of Registration? (Individual Resident), and 1.3) Do you possess a legacy TIN? (No). At the bottom right, there are buttons for 'Back', 'Save and Close', and 'Save and Next'.

Second indicate 1.2) Purpose of Registration

In this example we will choose **"Individual Resident"**. If **"Individual non-resident"** is selected – additional questions occur asking for **"Individual non-resident details"**.

Third indicate 1.3) Do you possess a legacy TIN?

Select **"Yes"** or **"No"**. If Yes, enter your Legacy TIN number.

Once done Click **"Save and Next"**.

11. ELIGIBILITY

Step 2 of 6

The next step requires you to validate your eligibility by indicating your supporting documentation.

If you selected **did not select Individual-resident** in the previous step, you will be given an additional question asking for your "Passport" and "Passport number", for example in the case of **Individual-non-resident**.

Select your **supporting document type (e.g., NIB Card)** and enter the **Supporting Documentation Number**.

Home Help & Support

Application ID : BIN_REG_NEW_125026 Save Form

1 Purpose Of Registration 2 Eligibility 3 Personal Details 4 Contact Details 5 Taxpayer Profile 6 Supporting Documents

Eligibility

2.1) Document to Support Application *

NIB Card

2.1.a) Supporting documentation Number *

12345678

Back Save and Close Save and Next

Click "Save and Next".

12. PERSONAL DETAILS

Step 3 of 6

After providing your documentation and completing your eligibility step, you now need to enter or confirm your personal details. Information such as your name and date of birth, from the registration phase will automatically populate the fields. You will be able to add, or modify information as needed.

Fill in or confirm:

- Title (Mr., Mrs., Ms., Dr.)
- First, Middle, and Last Name (pre-filled from registration)
- Date of Birth (pre-filled)
- Gender (Male, Female or Unspecified)
- Country of Citizenship
- Country of Residence

The screenshot shows a web application interface for the 'Personal Details' step. At the top, there are two tabs: 'Home' (selected) and 'Help & Support'. The main content area is titled 'Personal Details' and contains several form fields:

- 3.1) Title ***: A dropdown menu with 'Mr.' selected.
- 3.2) Name**: Three input fields for '3.2.a) First Name *' (containing 'John'), '3.2.b) Middle Name' (containing 'N/A'), and '3.2.c) Last Name *' (containing 'Doe').
- 3.3) Date of Birth**: A date picker showing '1990/01/01'.
- 3.4) Gender ***: A dropdown menu with 'Male' selected.
- 3.5) Country of Citizenship ***: A dropdown menu with 'Bahamas' selected.
- 3.6) Country of Residence ***: A dropdown menu with 'Bahamas' selected.

At the bottom right of the form, there are three buttons: 'Back', 'Close', and 'Save and Next'. The 'Save and Next' button is highlighted with a white circle and a mouse cursor.

Once all the information has been inputted and verified, Click "**Save and Next**".

13. CONTACT DETAILS

Step 4 of 6

After entering and confirming your personal details in the previous step, now you can confirm your contact details. Confirm your **email** and **phone number** which will be (pre-filled) from the registration.

Then enter and fill in your **Home Address**:

- Address Line 1 is a mandatory field to be filled, address line 2 and line 3 are optional.
- Country must be selected from the drop-list and Island/State, and City are to be filled.
- You have the option to choose whether your **Mailing Address** is the same as your home address, or enter a separate one.

The screenshot shows a web application interface for BIN registration. At the top, there are tabs for 'Home' and 'Help & Support'. Below them, a dark blue bar displays 'Application ID : BIN_REG_NEW_125026'. A progress bar indicates the current step is '4 Contact Details', with previous steps 'Purpose Of Registration', 'Eligibility', and 'Personal Details' marked as complete. The 'Contact Details' section contains several fields: '4.1) Email Address' with the value 'johnndoeel242@gmail.com', '4.2) Phone Number' with '+1 242-604-8032', and '4.3) Home Address' which is split into three sub-fields: '4.3.a) Address Line 1 *' (filled with 'Shops at Carmichael Plaza'), '4.3.b) Address Line 2' (filled with 'Street address'), and '4.3.c) Address Line 3' (filled with 'Landmark, additional instructions'). Below these are '4.3.d) Country *' (a dropdown menu showing 'Bahamas' with a flag icon), '4.3.e) Island/State *' (a dropdown menu showing 'New Providence'), and '4.3.f) City *' (a dropdown menu showing 'Nassau'). At the bottom of the form, there is a section for '4.4) Mailing Address Mode *' with two radio buttons: 'Same as Home Address' (which is selected) and 'Use a separate Mailing Address'. At the very bottom right, there are three buttons: 'Back', 'Save and Close', and 'Save and Next'.

Once all of your information has been entered and verified, Click "**Save and Next**".

14. TAXPAYER PROFILE

Step 5 of 6

During this step you will be required to complete your taxpayer profile.

Complete your profile:

- Marital Status (e.g., Single)
- Number of dependent children (e.g. Children)
- Occupation (e.g., Admin Assistant)
- Responsibilities — Select all that apply (e.g., Sole Trader) from the list.

The screenshot shows a web application interface for a taxpayer profile. At the top, there is a navigation bar with 'Home' and 'Help & Support' links. Below the navigation bar, the application ID 'BIN_REG_NEW_125026' is displayed. A progress bar indicates the current step is '5 Taxpayer Profile', with previous steps 'Purpose Of Registration', 'Eligibility', 'Personal Details', and 'Contact Details' marked as complete. A 'Save Form' button is located in the top right corner. The main form area is titled 'Taxpayer Profile' and contains the following fields:

- 5.1) Marital Status *: A dropdown menu with 'Single' selected.
- 5.1.a) Children *: A text input field with '0' entered.
- 5.2) Occupation *: A text input field with 'Admin Assistant' entered.
- 5.3) Responsibilities *: A dropdown menu with 'Sole Trader' selected.

At the bottom right of the form, there are three buttons: 'Back', 'Save and Close', and 'Save and Next'.

Once your information has been entered and reviewed, Click "**Save and Next**".

15. SUPPORTING DOCUMENTS

Step 6 of 6

Your final step is to upload all of the necessary and supporting documentation to complete your BIN registration and application.

First, upload the required documents in the following format(s), **(PDF, JPG, or PNG; max 5MB each)**:

Ensure all the documents are clear and readable. **Do Not** upload documents that are **password-protected** and cannot be opened.

To complete your application, upload your supporting documents in following order and into the corresponding field:

6.1a) Document to Support Application — Upload your **NIB Card** or other eligibility document.

6.2a) Upload your photo – Ensure the photo is clear headshot or passport photo that can easily be seen.

6.2b) Upload your signature – Upload a clear picture of your signature to be verified.

The screenshot shows the 'Supporting Documents' section of the BIN registration process. At the top, a progress bar indicates the following steps: Purpose Of Registration (checked), Eligibility (checked), Personal Details (checked), Contact Details (checked), Taxpayer Profile (checked), and **6 Supporting Documents** (active). The 'Application ID' is BIN_REG_NEW_125028. Below the progress bar, a dark blue box lists instructions: 'Accepted file formats: PDF, JPG, PNG', 'Maximum file size: 5 MB', 'Ensure the document is clear and readable', and 'Do not upload password-protected files'. The form is divided into two main sections: '6.1) Document A (Selected - NIB Card) *' and '6.2) Your Photo and Signature *'. Under '6.1)', there is a field for '6.1a) Document to Support Application *' with a 'No file chosen' button and an 'Upload Document' button, and a field for '6.1b) Supporting Document Number' with the value '12345678'. Under '6.2)', there are fields for '6.2.a) Upload your photo *' and '6.2.b) Upload your Signature *', each with a 'No file chosen' button and an 'Upload Document' button. An 'Attach file' link is present between the 6.1 and 6.2 sections.

After each submission, click **"Upload Document"** for each file. A green banner confirms "File uploaded" for each upload.

The screenshot shows a web form with a header bar containing "Home" and "Help & Support" links. The form is divided into sections for document uploads. The first section, "6.1) Document A (Selected - NIB Card) *", includes a sub-section "6.1.a) Document to Support Application *". It features a file upload area with "NIB.png" and an "Attach file" button, followed by a text input for "6.1.b) Supporting Document Number" containing "12345678". The second section, "6.2) Your Photo and Signature *", includes "6.2.a) Upload your photo *" with a "Passport.png" file and "6.2.b) Upload your Signature *" with a "Signature.png" file. Both have "Attach file" buttons. A third section, "6.3) Add Additional Supporting Document", has an "Add a new document +" button. At the bottom, there is a checkbox for a confirmation statement and three buttons: "Back", "Save and Close", and "Submit". A blue "Upload Document" button is overlaid on the right side of the form.

This screenshot shows the same form after a successful upload. A green banner at the top right displays a checkmark and the text "File uploaded successfully". The "NIB.png" file is now listed in a table with a "Remove" button next to it. The "Upload Document" button is still present. The "Supporting Document Number" field remains "12345678". The header bar now includes a "Session Timer: 19:57" and a "Accessibility Options" dropdown menu. The "Home" and "Help & Support" links are still visible.

If necessary, you can delete a document by clicking **"Remove"**, then re-submit and, click **"Upload Document."**

16. APPLICATION SUBMISSION

Once all your documentation has been successfully uploaded you are ready to submit your application.

The screenshot displays a web application interface for submitting an application. At the top, there are navigation links for "Home" and "Help & Support". The main form area is divided into several sections:

- 6.1.a) Document to Support Application ***: A file upload field containing "NIB_Card.png" with a "Remove" button and an "Upload Document" button. Below the field is an "Attach file" link.
- 6.1.b) Supporting Document Number**: A text input field containing the number "12345678".
- 6.2) Your Photo and Signature ***:
 - 6.2.a) Upload your photo ***: A file upload field containing "photo.png" with a "Remove" button and an "Upload Document" button. Below the field is an "Attach file" link.
 - 6.2.b) Upload your Signature ***: A file upload field containing "signature.png" with a "Remove" button and an "Upload Document" button. Below the field is an "Attach file" link.
- 6.3) Add Additional Supporting Document**: A button labeled "Add a new document +".

At the bottom of the form, there is a declaration checkbox with the text: "By submitting this application, I confirm that all the information I have provided is true and complete to the best of my knowledge. I understand that providing false or misleading information may lead to disqualification or withdrawal of approval. I acknowledge that submission does not guarantee acceptance, and that my application is subject to review and verification. *". The checkbox is checked.

At the bottom right of the form, there are three buttons: "Back", "Save and Close", and "Submit".

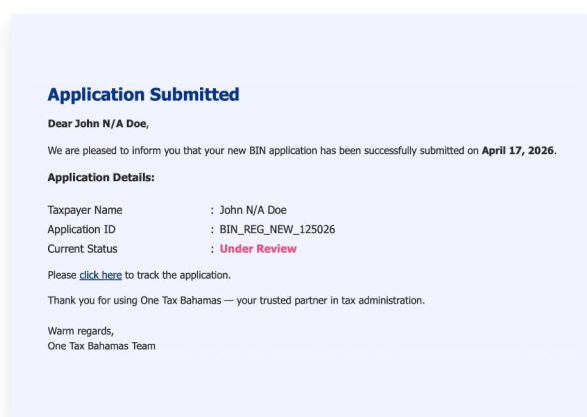
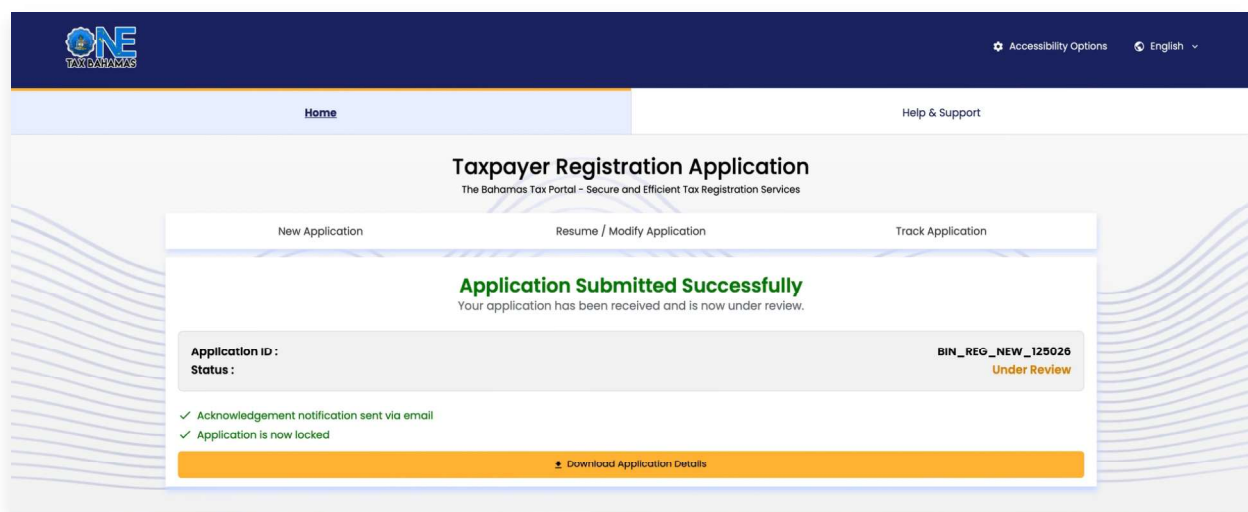
Check the declaration checkbox confirming all your information is true and complete, then click **"Submit"** Your application has now been successfully completed and submitted.

17. APPLICATION CONFIRMATION

Once you have successfully completed your application, a confirmation screen appears.

The screen indicates:

- "Application Submitted Successfully"
- Application ID and Status: **"Under Review"**
- Confirmation that an acknowledgement email has been sent
- Option to **Download Application Details** or **Track the Application**.



To track your application, click into the **email notification** or go to the **Bin Registration** page.

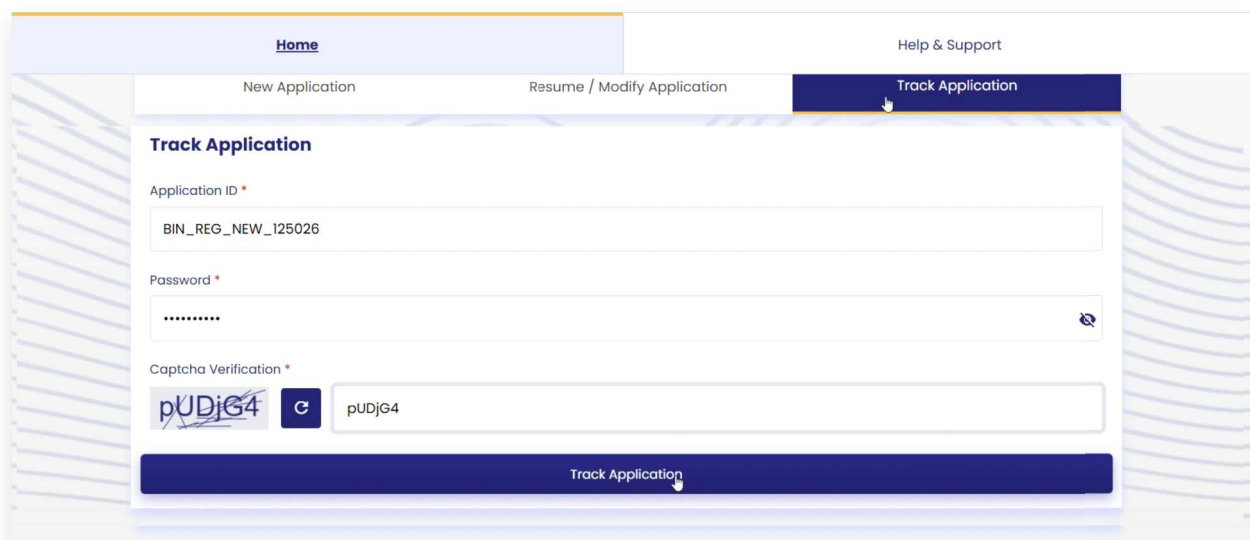
18. TRACKING APPLICATION

Once your application is successfully submitted there are two ways to track its progress.

Firstly, you can utilize the email notification sent after submission, which will allow you to access the bin registration page. The second is to go to binregistration.onetaxbahamas.gov.bs to access the "BIN Registration" page.

Once you are on the **BIN Registration** page:

1. Select the **"Track Application"** tab.
2. Enter your **BIN Application ID**.
3. Enter the password that you used during registration.
4. Enter the **captcha** information.:
5. Select **"Track Application"**.



The screenshot shows the 'Track Application' page of the BIN Registration system. At the top, there is a navigation bar with 'Home' and 'Help & Support'. Below this, there are three tabs: 'New Application', 'Resume / Modify Application', and 'Track Application', with the latter being the active tab. The main content area is titled 'Track Application' and contains three input fields: 'Application ID *' with the value 'BIN_REG_NEW_125026', 'Password *' with masked characters, and 'Captcha Verification *' with a visual captcha 'pUDjG4' and a text input field containing 'pUDjG4'. A large blue button labeled 'Track Application' is at the bottom of the form.

The page will come up with your information to show you the status and progress of your application.

The "Track Application" page will show your application is still under review and when your application was submitted.

The screenshot shows the 'Track Application' page of the BIN Registration Application. At the top, there is a navigation bar with 'Home' and 'Help & Support'. Below this, the main heading is 'BIN Registration Application' with the subtitle 'The Bahamas Tax Portal - Secure and Efficient Tax Registration Services'. A secondary navigation bar contains three tabs: 'New Application', 'Resume / Modify Application', and 'Track Application' (which is highlighted). The main content area is titled 'Track Application' and includes the instruction 'Track your application with Application Id'. Below this, the 'Application Status' section shows 'Application ID: BIN_REG_NEW_125026' and 'Current Status: Under review'. A yellow box contains the message: 'Your application is currently under review. We will update you by 2026/04/28.' The 'Application Timeline' section lists three events: 'Application ID Generated - Pending for submission' (Completed), 'Application submitted' (Completed), and 'Under review' (Current). At the bottom, there is a button labeled 'Track Another Application'.

[Home](#) Help & Support

BIN Registration Application

The Bahamas Tax Portal - Secure and Efficient Tax Registration Services

New Application Resume / Modify Application **Track Application**

Track Application

Track your application with Application Id

Application Status

Application ID: BIN_REG_NEW_125026

Current Status : Under review

Your application is currently under review. We will update you by 2026/04/28.

Application Timeline

- Application ID Generated - Pending for submission**
Your application is saved but not yet submitted.
Date: 2026/04/17 **Completed**
- Application submitted**
Your application has been successfully submitted.
Date: 2026/04/17 **Completed**
- Under review**
Your application is currently under review. We will update you by 2026/04/28. **Current**

[Track Another Application](#)

To exit the page or return to the main application page, click on track another application.

19. TAXPAYER TYPE ELIGIBILITY GUIDE

Individual – Resident

Section	Details
Eligibility	Select any one of the options below: • NIB card (preferred) • Permanent Residence Permit • Spousal Permit • Permit to Reside • Homeowners Card
Supporting Documents	Upload the required supporting documents: • Document to Support Application (Selected in eligibility section) • Photo (Accepted formats JPG, PNG. Size 100 KB – 5 MB) • Signature (Accepted formats JPG, PNG. Size 100 KB – 1 MB) • Additional Supporting Document (If required)

Individual – Non-resident (property)

Section	Details
Eligibility	Select any one of the options below: • Permit to Acquire Property • RPT Assessment Number
Supporting Documents	Upload the required supporting documents: • Passport • Document to Support Application (Selected in eligibility section) • Photo (Accepted formats JPG, PNG. Size 100 KB – 5 MB) • Signature (Accepted formats JPG, PNG. Size 100 KB – 1 MB) • Additional Supporting Document (If required)

Individual – Non-resident (shares)

Section	Details
Eligibility	1. Select any one of the options below: • Share Certificate • Shareholder Register • Register of Members 2. BIN of resident entity which you own shares (System validates the authenticity of the BIN but no supporting document is required)
Supporting Documents	Upload the required supporting documents: • Passport • Document to Support Application (Selected in eligibility section) • Photo (Accepted formats JPG, PNG. Size 100 KB – 5 MB) • Signature (Accepted formats JPG, PNG. Size 100 KB – 1 MB) • Additional Supporting Document (If required)

Individual – Non-resident (economic activity)

Section	Details
Eligibility	• NIB Card
Supporting Documents	Upload the required supporting documents: • Passport • NIB Document • Photo (Accepted formats JPG, PNG. Size 100 KB – 5 MB) • Signature (Accepted formats JPG, PNG. Size 100 KB – 1 MB) • Additional Supporting Document (If required)

Entity – Resident

Section	Details
Eligibility	• Registrar General Identification Number • Valid Business NIB Number (Option Yes/No)
Supporting Documents	Upload the required supporting documents: • Certificate of Incorporation • National Insurance Registration Certificate (If selected YES for NIB Number in the Eligibility section) • Registered Agent/Registered Office Proof (Required if the name of registered agent is entered in the Taxpayer Profile section) • Additional Supporting Document (If required)

Entity – Non-resident (property)

Section	Details
Eligibility	Select any one of the options below: • Permit to Acquire Property • Real Property Tax Number
Supporting Documents	Upload the required supporting documents: • Document to Support Application (Selected in eligibility section) • Registered Agent/Registered Office Proof • Additional Supporting Document (If required)

Entity – Non-resident (shares)

Section	Details
Eligibility	1. Select any one of the options below: • Share Certificate • Shareholder Register • Register of Members. 2. Bin of resident entity which you own shares (System validates the authenticity of the BIN but no supporting document is required)
Supporting Documents	Upload the required supporting documents: • Document to Support Application (Selected in eligibility section) • Registered Agent/Registered Office Proof • Additional Supporting Document (If required)

Entity – Non-resident (economic activity)

Section	Details
Eligibility	• NIB Card
Supporting Documents	Upload the required supporting documents: • NIB Card • Registered Agent/Registered Office Proof • Additional Supporting Document (If required)

Unincorporated Bodies

Section	Details
Eligibility	Select any one of the options below: • Minutes of Annual General Meeting (AGM) or Organizational Meetings • Certificate of Enrollment • Bylaws/Constitution • Statement of Faith or Doctrine • Membership Records • Financial Records • Other
Supporting Documents	Upload the required supporting documents: • Document to Support Application (Selected in eligibility section) • Registered Agent/Registered Office Proof (Required if the name of registered agent is entered in the Taxpayer Profile section) • Additional Supporting Document (If required)

Partnership & Joint Venture

Section	Details
Eligibility	1. Select any one of the options below • Joint Venture Agreement • Partnership Agreement. 2. Valid Business NIB Number (Option Yes/No)
Supporting Documents	Upload the required supporting documents: • Document to Support Application (Selected in eligibility section) • Registered Agent/Registered Office Proof • National Insurance Registration Certificate (If selected YES for NIB Number in Eligibility section) • Additional Supporting Document (If required)

20. FREQUENTLY ASKED QUESTIONS

REGISTRATION PROCESS

1. What information do I need to register?
You will need: • **Personal details (name, date of birth)** • **Valid email address** • **Phone number with country code** • **Identification document**
2. What is an Application ID?
It is a unique number used to track your BIN application. You will receive this after completing the initial registration form and before proceeding to the full application.
3. What happens after I submit my email?
You will receive a 6-digit OTP (one-time password) to verify your email address.
4. How long does the registration process take?
The registration process typically takes 10-15 minutes to complete. However, the review and approval process may take several business days.
5. Can I save my application and return later?
Yes. You can save your application at any step and return later to complete it. Your progress will be saved.
6. What is the deadline for completing my BIN registration?
BIN registration opened on June 1, 2026. There is no specific deadline, but early registration is recommended to avoid delays in accessing tax services.

TECHNICAL ISSUES

1. 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.
2. What browser should I use to register?
We recommend using the latest versions of Chrome, Firefox, Safari, or Microsoft Edge. Ensure JavaScript is enabled in your browser settings.
3. Why is the page loading slowly?
This may be due to internet connectivity issues or high portal traffic. Try refreshing the page, clearing your browser cache, or trying again at a different time.
4. Will my information be secure during registration?
Yes. The One Tax Bahamas Portal uses encryption and secure protocols to protect your personal information throughout the registration process.

EMAIL & VERIFICATION

1. What if I don't receive the OTP?
Try the following: • Check your spam/junk folder • Ensure the email address was entered correctly • Request a resend of the OTP
2. How long is the OTP valid?
The OTP is valid for 10 minutes. If it expires, you can request a new one to be sent to your email.
3. Can I use a corporate email address?
Yes, you can use any valid email address, including corporate email addresses.
4. What if I entered the wrong email address?
You will need to start a new registration with the correct email address. Contact support if you need assistance.
5. Will I receive email notifications about my application?
Yes. You will receive email notifications at key stages of the registration and approval process.

DOCUMENTS

1. What documents are required?
Required documents vary by taxpayer type but may include: • National ID (e.g., NIB Card) • Registration Certificate or Certificate of Incorporation (required for entities) • Photo (not required for entities) • Signature (not required for entities)
2. What file formats are accepted?
PDF, JPG, or PNG (maximum 5MB each).
3. Can I upload documents in other formats?
No. Only PDF, JPG, and PNG formats are accepted. You will need to convert other file types to one of these formats.
4. What if my document exceeds 5MB?
You will need to compress or reduce the file size. You can use online image compression tools or PDF compressors to reduce file size.
5. Can I upload password-protected documents?
No. Do not upload documents that are password-protected and cannot be opened. The system will reject these files.
6. What if my document is unclear or partially visible?
Documents must be clear and fully readable. Ensure good lighting and image quality when photographing documents. Re-scan or re-photograph if necessary.

7. How many documents can I upload?

The number of documents depends on your taxpayer type. Upload all required documents for your category.

SUBMISSION

1. What happens after submission?

After you submit your application: • Your status becomes "Under Review" • You receive a confirmation email • You can track your application using your Application ID

2. Can I edit my application after submission?

No. Once submitted, your application cannot be edited. If you need to make changes, you may need to contact support or start a new application.

3. How long does approval take?

The approval process typically takes 5-10 business days. You can track the status of your application at any time using your Application ID.

4. What if my application is rejected?

If rejected, you will receive an email explaining the reason. You can address the issues and submit a new application.

5. Will I be notified when my BIN is approved?

Yes. You will receive an email notification when your BIN has been approved and assigned. Your BIN will appear in your portal account.

TAXPAYER TYPES & ELIGIBILITY

1. Which taxpayer type should I select?

Select the category that best describes you: • Individual – Resident (if you are a Bahamas resident) • Individual – Non-resident (if you are not a Bahamas resident but own property or have business interests) • Entity – Resident or Non-resident (if you are registering a company or organization)

2. What if I don't know my taxpayer type?

Contact the Department of Inland Revenue at otbsupport@bahamas.gov.bs and they can assist you in determining your category.

3. Can I change my taxpayer type after registration?

No. Your taxpayer type is set during registration. If you selected the wrong type, contact support for assistance.

4. Do I need a legacy TIN to register for a BIN?

A legacy TIN is optional. If you have an existing Tax Identification Number (TIN), you can enter it during registration, but it is not required.

PASSWORD & ACCOUNT SECURITY

1. What are the password requirements?

Your password must be: • Minimum 8 characters • At least one uppercase letter • At least one lowercase letter • At least one number (0-9) • At least one special character (e.g., !, %, #, \$)

2. What should I do if I forget my password?

Use the "Forgot Password" link on the login page. You will receive a password reset link via email.

3. Can I use the same password as other accounts?

It is recommended to use a unique password for your One Tax Bahamas account for security purposes.

4. How often should I change my password?

It is good practice to change your password every 90 days for security. You can update it in your account settings.

SUPPORT & NEXT STEPS

1. What do I do after receiving my BIN?

Once you receive your BIN, you can: • Access the One Tax Bahamas Portal • Register for tax services (such as DMTT) • Appoint a Tax Representative if needed • File returns and make payments

2. Who should I contact if I have more questions?

Contact the Department of Inland Revenue: • Email: otbsupport@bahamas.gov.bs •

Phone: +1 (242) 225-7280 • **Website:** www.inlandrevenue.finance.gov.bs

3. Is there a user guide available?

Yes. Detailed step-by-step instructions are available in the BIN Registration User Guide and on the One Tax Bahamas Portal website.

4. Can I register multiple BINs?

No. Each individual or entity receives one BIN. If you need to register for multiple entities, each entity must have its own BIN.

21. TROUBLESHOOTING

Issue	Possible Cause	Solution
Cannot access the registration portal	Website may be down or you have connectivity issues	Verify your internet connection; try accessing from a different browser; clear your cache and cookies
Email address not accepted	Email format is invalid	Ensure email follows standard format(example@domain.com); check for typos
OTP not received	Email delivery delay; incorrect email address; message in spam folder	Wait a few minutes; check spam/junk folder; verify email address entered; request resend
Password does not meet requirements	Password missing required characters	Ensure password is minimum 8 characters with uppercase, lowercase, number, and special character
Phone number showing error	Incorrect format; missing country code	For Bahamas: use +1 242 format; for other countries: select country first, then enter number
Application ID not generated	Browser issue; page not fully loaded	Refresh the page; clear browser cache; try a different browser
Cannot upload documents	File size too large; unsupported format; file corrupted	Ensure file is under 5MB; use only PDF, JPG, or PNG format; try re-saving the file

Issue	Possible Cause	Solution
Document upload fails repeatedly	Browser compatibility issue	Try a different browser (Chrome, Firefox, Safari, Edge); ensure pop-ups are not blocked
Cannot find uploaded documents	Documents not saved properly; session timed out	Verify "File uploaded" confirmation message appeared; log back in and check the upload section
Application status shows "Expired"	Application not submitted within required timeframe	Start a new application; ensure all steps are completed and submitted before deadline
Cannot track application	Incorrect Application ID or password	Verify Application ID is correct; ensure password matches registration; check spam for tracking email link
Application stuck on one step	Session timeout; page not refreshing	Refresh the page; log out and log back in; try a different browser
Receiving multiple confirmation emails	System processing issue	This is normal; ignore duplicate emails; use the most recent Application ID
Password reset not working	Email not received; link expired	Check spam folder; request new password reset link; wait 24 hours and try again
Cannot proceed to next step	Required fields not completed; information not saved	Ensure all fields with asterisks (*) are filled in; click "Save and Next" before proceeding

Issue	Possible Cause	Solution
Personal details not pre-filled	Information not saved from registration phase	Manually enter your information; ensure it matches your registration details
Cannot select taxpayer type	System error or connection issue	Refresh the page; try again; contact support if problem persists
Supporting documents rejected	Documents unclear, incomplete, or wrong type	Re-scan or re-photograph documents; ensure they are clear and readable; verify file format
Signature or photo too small	Image quality or size issue	Re-photograph with better lighting; ensure image is clearly visible; use higher resolution
Application shows "Under Review" for extended period	System processing delay; incomplete documentation	Check for email requests for additional information; contact support if no progress after 10 business days
Received rejection email without clear reason	Email may not have arrived or was unclear	Contact support at otbsupport@bahamas.gov.bs for clarification on rejection reason
Cannot log in after registration	Account not yet activated; incorrect credentials	Wait 24 hours for account activation; verify BIN and password are correct; request password reset
Portal times out during registration	Session expired due to inactivity	Start over; complete registration within one session if possible; avoid leaving the page inactive for extended periods

Issue	Possible Cause	Solution
Browser shows security warning	Security certificate or SSL issue	Ensure you are using the correct portal URL: login.onetaxbahamas.gov.bs ; clear browser data; try different browser
Cannot see CAPTCHA code	Image loading issue; JavaScript disabled	Refresh the page; enable JavaScript in browser settings; try a different browser
CAPTCHA entry shows as incorrect	Incorrect code entered; expired code	Note that codes are case-sensitive; refresh and try again if code expires
File size shows as larger than expected	File metadata or format issue	Compress the file using online tools; save in lower resolution; try converting to different format
Mobile phone number not accepted	Format not recognized for mobile vs. landline	Verify the correct format for your country; include all required digits; check for spaces or dashes
Cannot complete CAPTCHA verification	CAPTCHA not loading or not visible	Disable browser extensions (ad blockers, VPNs); clear cache; try incognito/private browsing mode
Form shows error message but no field highlighted	Multiple errors in the form	Scroll through entire form to identify all required fields; check each field with asterisks (*)
Country of residence dropdown not working	Browser compatibility or script issue	Try a different browser; disable browser extensions; clear cache and cookies

Issue	Possible Cause	Solution
Date of birth format rejected	Incorrect date format entered	Use the format specified: YYYY/MM/DD (e.g., 1990/05/15); verify date is valid
Application won't submit	Missing required information; documents not uploaded	Verify all steps are complete; ensure all required documents are uploaded; check for error messages
Confirmation screen not appearing	Page not fully loaded; browser issue	Refresh the page; wait for page to fully load; check internet connection; try different browser
Cannot download Application ID confirmation	File download blocked; browser settings	Check download folder; allow pop-ups for the site; disable any download blockers; try different browser

GENERAL TIPS FOR SUCCESSFUL REGISTRATION

Use a computer rather than a mobile device for the smoothest experience Use an updated web browser (Chrome, Firefox, Safari, or Edge) Ensure stable internet connection throughout the registration process Prepare all required documents before starting Save your Application ID in a safe place Do not close the browser window until you see the confirmation message Allow pop-ups from the One Tax Bahamas site Disable VPN or proxy services during registration Keep your password secure and do not share it with anyone Bookmark the tracking page for easy access to check your application status.

22. SUPPORT AND ASSISTANCE

If your issue is not listed above or you need further assistance:

Email Support: Send your inquiries to otbsupport@bahamas.gov.bs

Phone Support: Call the helpline at +1 (242)-225-7280 (General)

Official Website: Access resources online at inlandrevenue.finance.gov.bs

One Tax Bahamas Portal: Visit the electronic platform at onetaxbahamas.gov.bs

Hours of Operation: Monday – Friday, 9:00 AM – 5:00 PM (EST)

Please have your Application ID and supporting details ready when contacting support.