



# Simplified Guideline To Deregister Taxpayer Identification Number (TIN)



## This Manual aims to clarify

This Manual aims to clarify how to deregister TIN in the following cases:



Deregistration of the commercial register



Revocation of licenses



Liquidation



Acquisition



Merger



Transfer of ownership of commercial records



Transformation of entities from an organization to a company and vice versa

## Knowing that the deregistration of TIN is only done if:



VAT and excise tax are deregistered.



The taxpayer shall not have any late declarations or amounts due Or open cases (examination / objection / escalation).

## What is the TIN?

It is a taxpayer identification number obtained by the establishment when it is registered with ZATCA.



When you are issued a commercial register from the Ministry of Commerce.



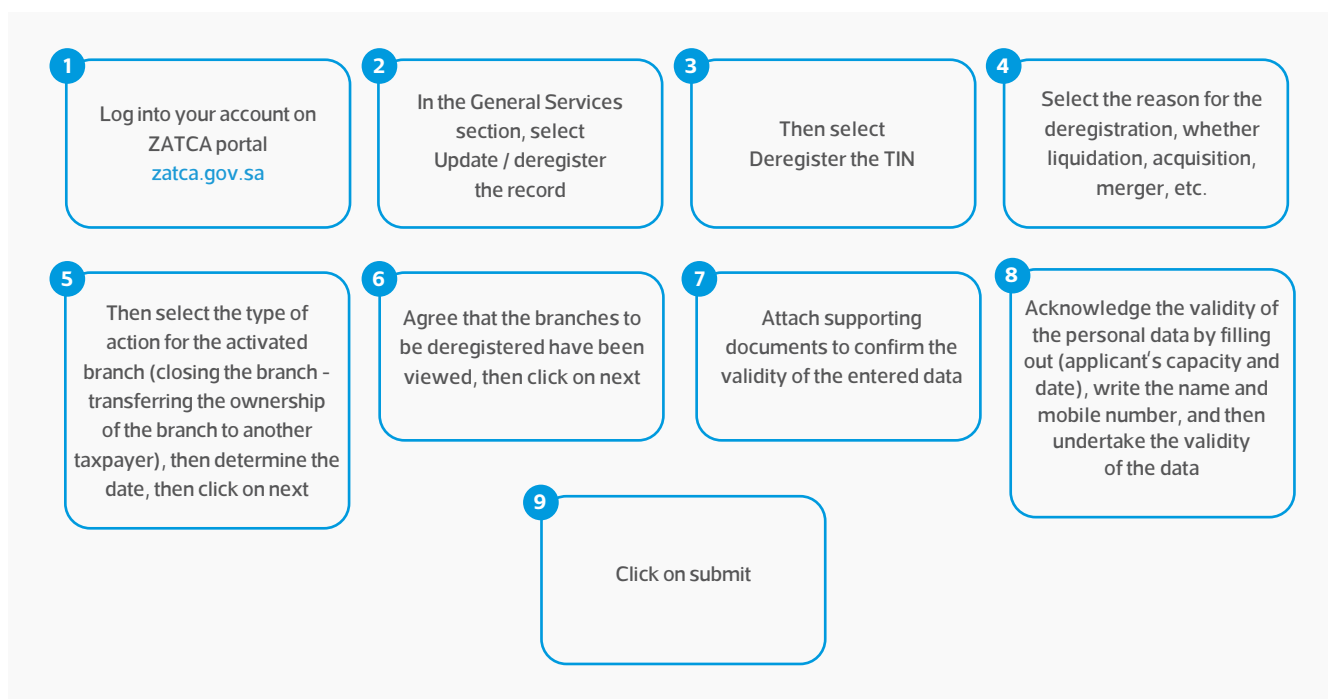
A TIN is issued to your establishment



First

## Mechanism of requesting to deregister TIN on ZATCA Portal

A request to suspend all activities, if the current owner does not have other records, is submitted by following the steps below:

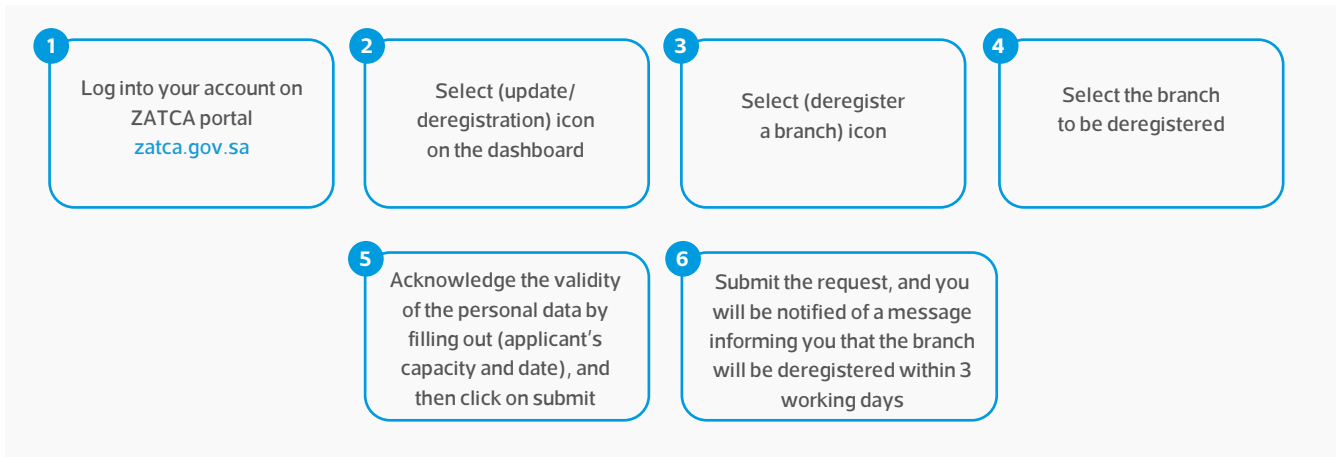




## Second

### Mechanism of requesting to deregister TIN

Deregistration of a branch, if the current owner has other records, is made by following the steps below:

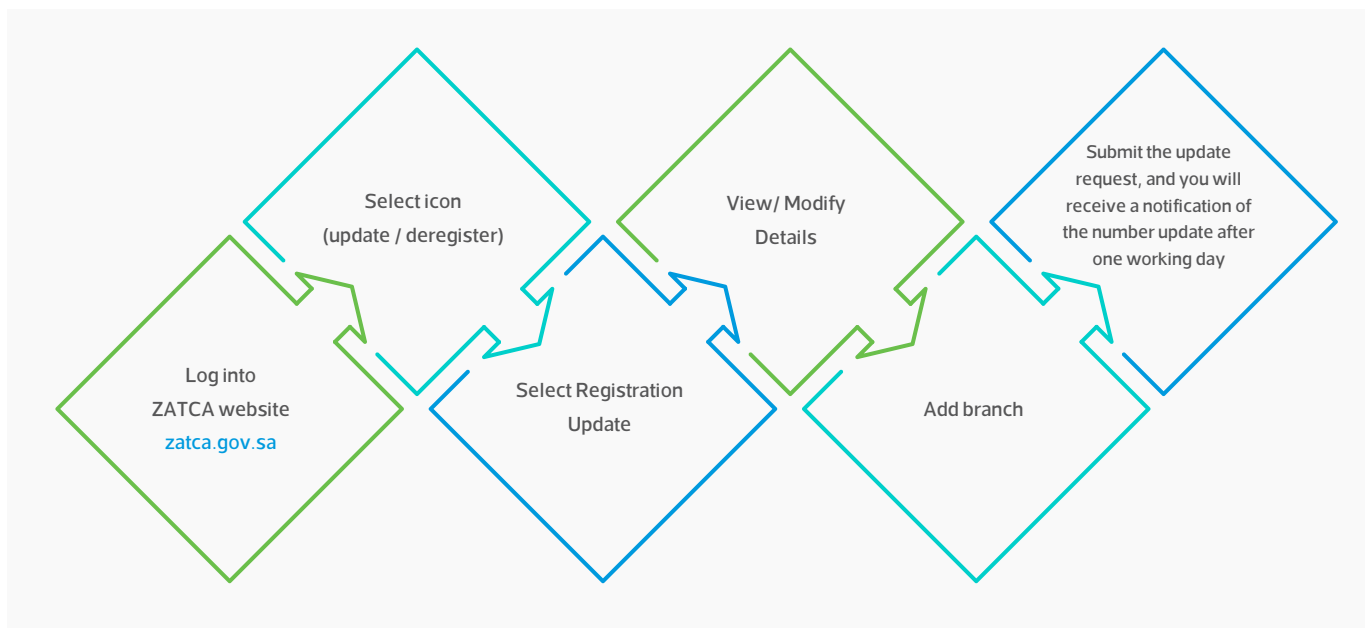




Third

**In the event that a new commercial register is issued for the same entity, whether a company or an establishment, the branch is added by following the steps below to update the TIN.**

Steps below are followed to update the TIN:



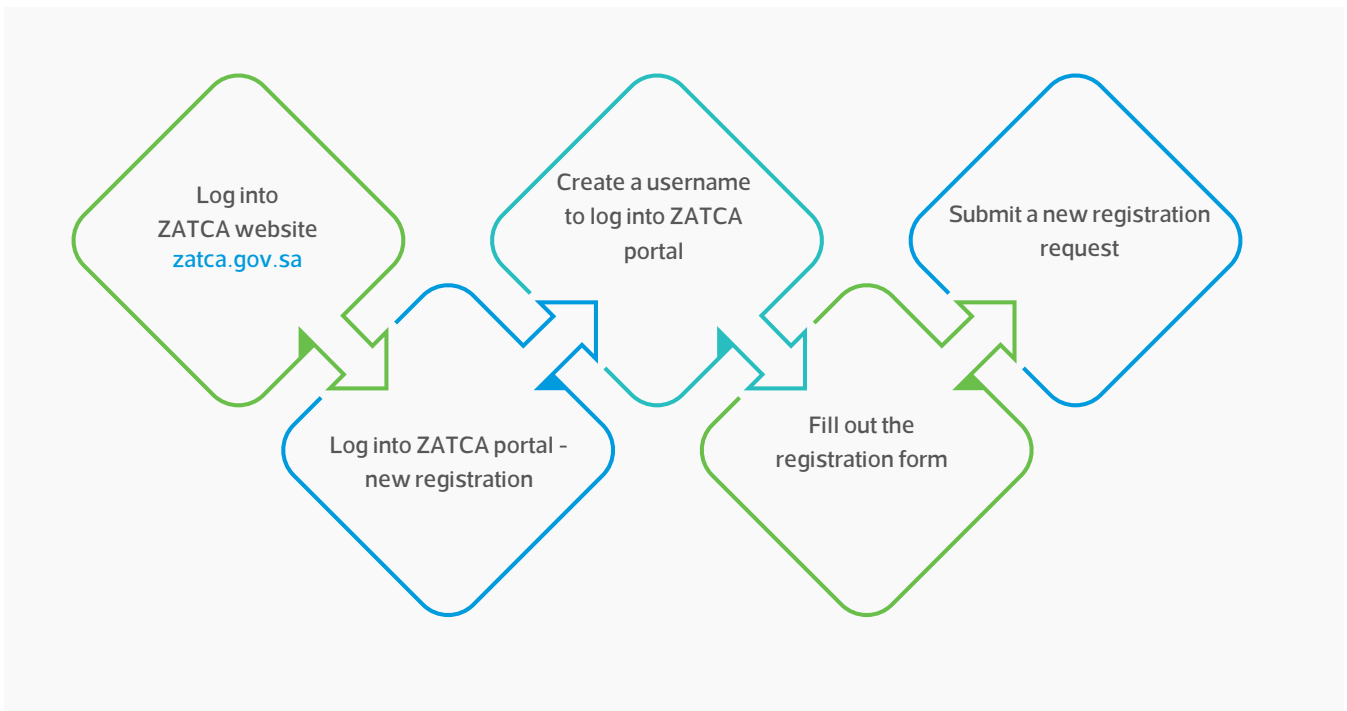


## Fourth

### Submit a new registration request

In the event of transfer of ownership of the commercial records, or the transformation of the entity from an establishment to a company or vice versa, and the new owner does not have a TIN.

Steps below are followed to register and issue the TIN:





Fifth

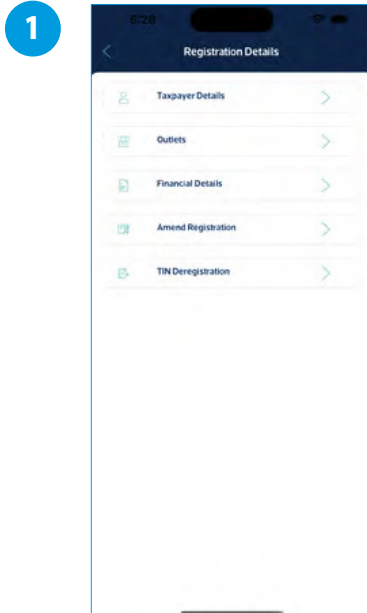
## Mechanism of requesting the deregistration of TIN through ZATCA Application



1. Select update / deregistration icon, then select to deregister the TIN
2. Select the reason for the deregistration, then fill out the required data
3. Review the information of the branch to be deregistered, then click I agree
4. Attach supporting documents, then click next
5. Complete your data, then undertake that the data is valid
6. Click on submit



## 5.1. Select update / deregistration icon, then select to deregister the TIN.







## 5.2 Select the reason for the deregistration, then fill out the required data

1

The screenshot shows the 'TIN Deregistration' screen. At the top, there is a title bar with a back arrow and the text 'TIN Deregistration'. Below the title bar, the word 'Reason' is displayed, followed by the instruction 'Select Reason for Deregistration'. A dropdown menu is open, showing a list of reasons. At the bottom of the screen, there is a blue button labeled 'Next'.

2

The screenshot shows the 'TIN Deregistration' screen. The dropdown menu is open, and 'Bankruptcy' is selected. Below the dropdown menu, there are two buttons: 'Close all Outlets' and 'Transfer all Outlets to a Single Transferee'. At the bottom of the screen, there is a blue button labeled 'Next'.

3

The screenshot shows the 'TIN Deregistration' screen. The dropdown menu is open, and 'Bankruptcy' is selected. Below the dropdown menu, there are two buttons: 'Close all Outlets' and 'Transfer all Outlets to a Single Transferee'. Below these buttons, there is a section for 'Deregistration Date' with a toggle switch and a date picker. At the bottom of the screen, there is a blue button labeled 'Next'.



### 5.3 Review the information of the branch to be deregistered, then click I agree

1

TIN Deregistration

**Outlet Details**  
Review the outlets that will be deregistered

**Outlet Name**

Outlet Number	00000
Commercial Name	Outlet Name
Address	99999 الخبر الأحساء
Permit Type	Commercial Registration ID
Permit Number	1010834219
Valid From	1439/04/14
Deregistration Date	2021/11/27
Deregistration Reason	Closed

I agree about that, I see the outlets that will be deregistered

Next



## 5.4 Attach supporting documents, then click next

1

The screenshot shows the 'Attachment' screen in the 'TIN Deregistration' app. The title is 'Attachment' and the instruction is 'Provide the supporting documents:'. There are two sections for attachments: 'Attachments - Green Certificate of Individual History' and 'Attachments - Copy of CR After Closing (Optional/Mandatory)'. Each section has an 'Upload your Document' button. At the bottom, there is a blue 'Next' button.

2

The screenshot shows the 'Attachment' screen with a file selection overlay. The overlay has a 'Done' button at the top right. Below it, there is a list of files with the following details: 'Models.TaxPayerProfile.pdf', 'Sun, 27 Nov 2022 18:29:36 GMT +05:30'. At the bottom of the overlay is an 'Add Attachment' button. The background screen is dimmed, showing the 'Next' button at the bottom.

3

The screenshot shows the 'Attachment' screen with the file 'Models.TaxPayerProfile.pdf' successfully uploaded. The file name is displayed in a box with a close button (X). Below it, there is another 'Upload your Document' button. At the bottom, there is a blue 'Next' button.

## 5.5 Complete your data, then undertake that the data is valid

1

The screenshot shows the 'Declaration' screen in the 'TIN Deregistration' app. The title is 'Declaration' and the instruction is 'Complete the below details'. There are four input fields: 'Name' (Ahmed Khaled), 'Registration' (Head), 'Mobile Number' (+966 56), and 'Date' (2022/11/27). Below the fields is a checkbox labeled 'I declare that all entered data are Valid' which is checked. At the bottom, there is a blue 'Next' button.



## 5.6 Click on submit

1

**TIN Deregistration**

### Summary

Review the below details

**Reason**

Reason	Death
What do you want to do with active outlets?	Close all Outlets
Deregistration Date	2022/11/27

**Attachments**

Attachments - Death Certificate of Individual(Mandatory)	...Profile.pdf
Attachments - Copy of CR After Closing/ Update(Mandatory)	...Profile.pdf

**Declaration**

Name	Ahmed Khaleid
Designation	Head
Mobile Number	0096
Date	2022/11/27

2

**TIN Deregistration**

**Reason**

Reason	Death
What do you want to do with active outlets?	Close all Outlets
Deregistration Date	2022/11/27

**Attachments**

Attachments - Death Certificate of Individual(Mandatory)	...Profile.pdf
Attachments - Copy of CR After Closing/ Update(Mandatory)	...Profile.pdf

**Declaration**

Name	Ahmed Khaleid
Designation	Head
Mobile Number	0096
Date	2022/11/27

**Submit**

3

**TIN Deregistration**

Your TIN Deregistration is submitted successfully

Name: Ahmed Khaleid

Application Number: 1000192536

Date: 27/11/2022

**Download Acknowledgment**

**Go to Dashboard**

## External document

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