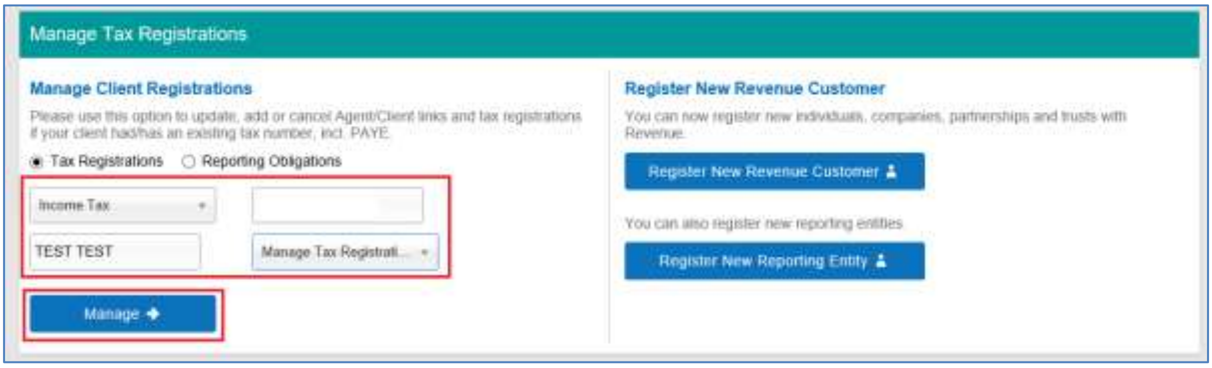
How to eRegister a client for CGT – Solicitor

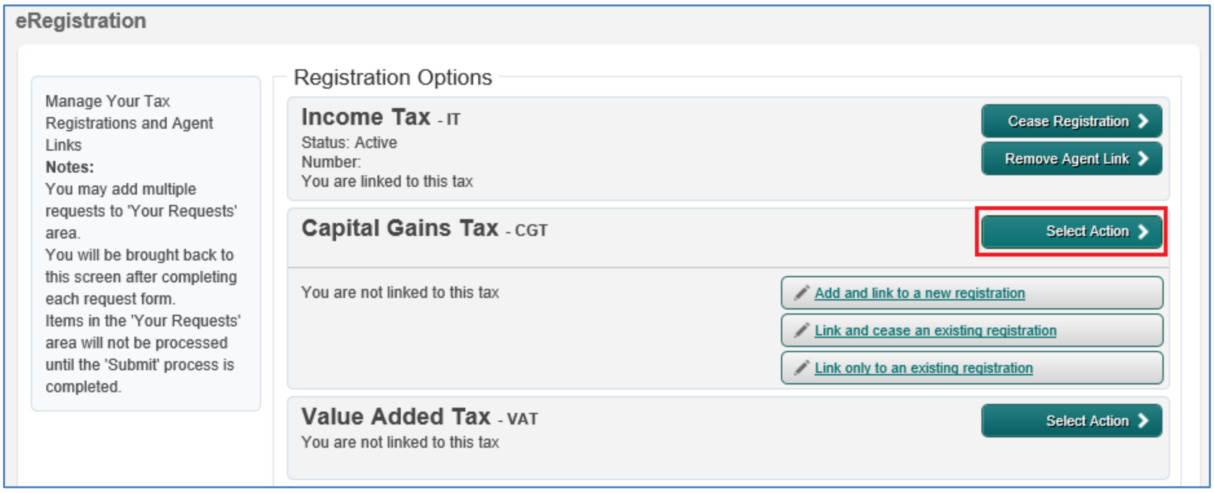
- Log into ROS on your TAIN digital certificate. Please note that you will not have access to client Eregistration options if you log on to ROS using an individual or business certificate.

If you have not already registered for ROS as an TAIN, you can do so by selecting “A Tax Agent” and using your Solicitor TAIN on the ROS Registration page.

- On the Agent Services page, scroll down to the “Manage Tax Registrations” section.
- Under the “Manage Client Registrations” heading, enter a tax type your client is already registered for e.g. PAYE-Ind, Income Tax, etc. Enter their tax registration number and official name. Select “Manage Tax Registrations” from the drop down list and click on “**Manage**”.



- Under Capital Gains Tax (CGT), click on “**Select Action**” to view the options available to you.



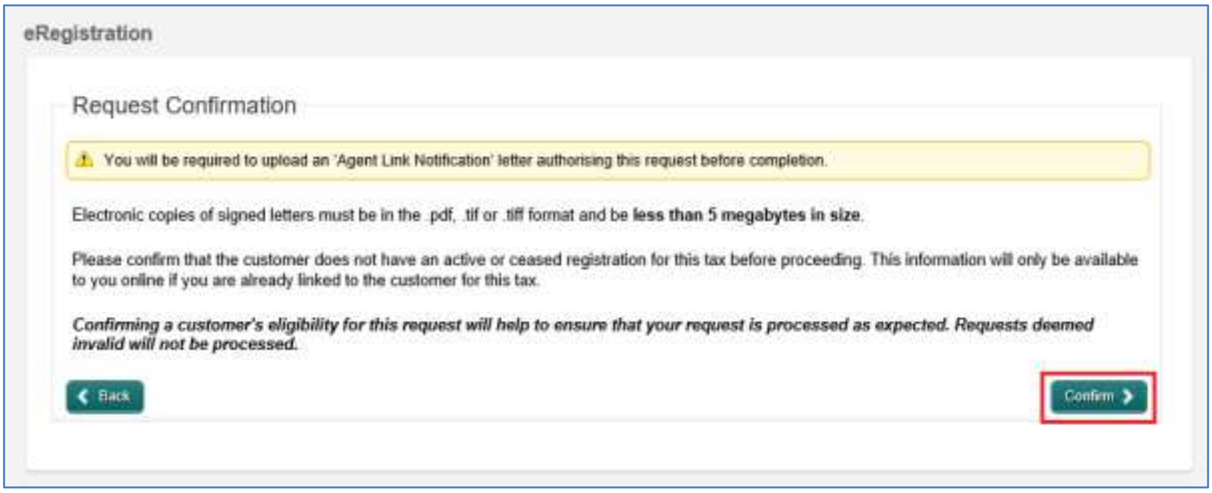
The three options are:

"**Add and link to a new registration**" - used to register a client for CGT and to link to them for that tax type.

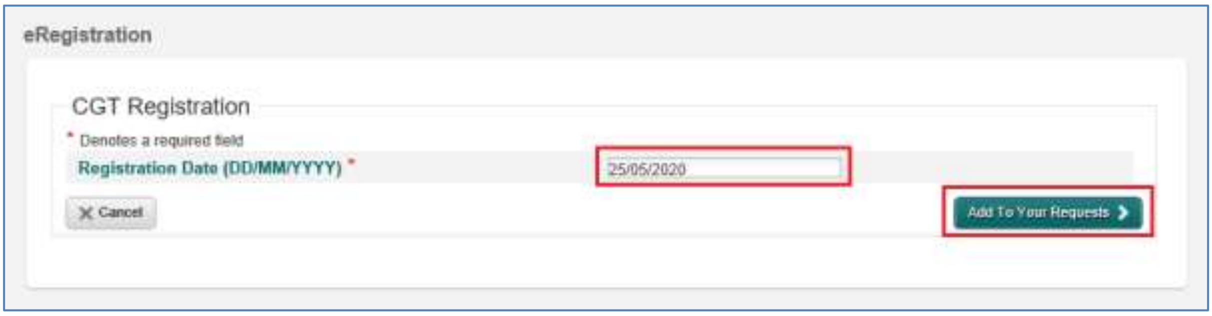
"**Link and cease an existing registration**" - used to de-register a client for CGT.

"**Link only to an existing registration**" - used where the client is already registered for CGT but you are not linked as the agent.

- In this example, to register a client for CGT and to link yourself as agent, click on "**Add and link to a new registration**" option.
- You will receive notification that you will need to upload an "Agent Link Notification" (please see a bit further down for more information on this).
- Click on "**Confirm**".



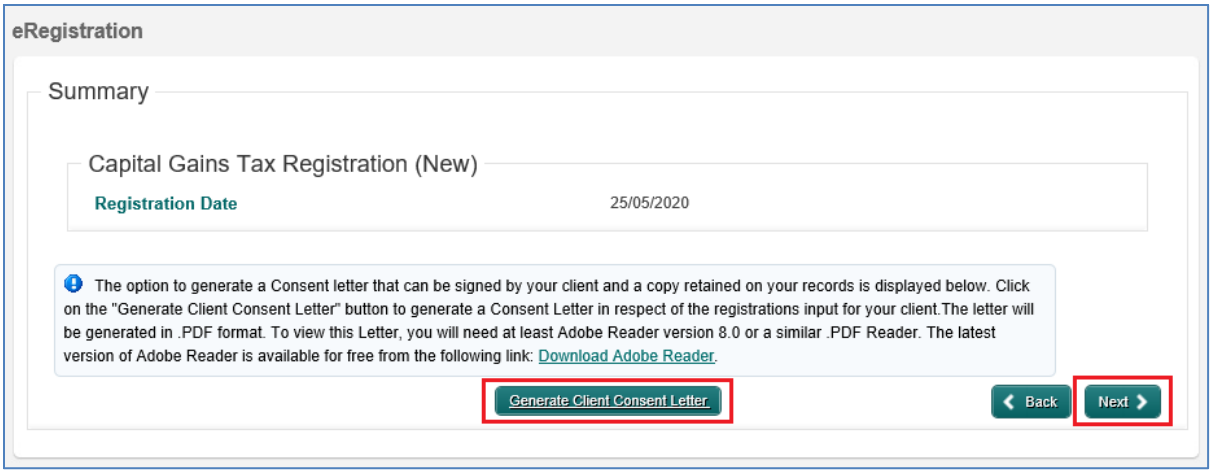
- Enter the date you want the CGT registration to be active from and click on "**Add to Your Requests**".



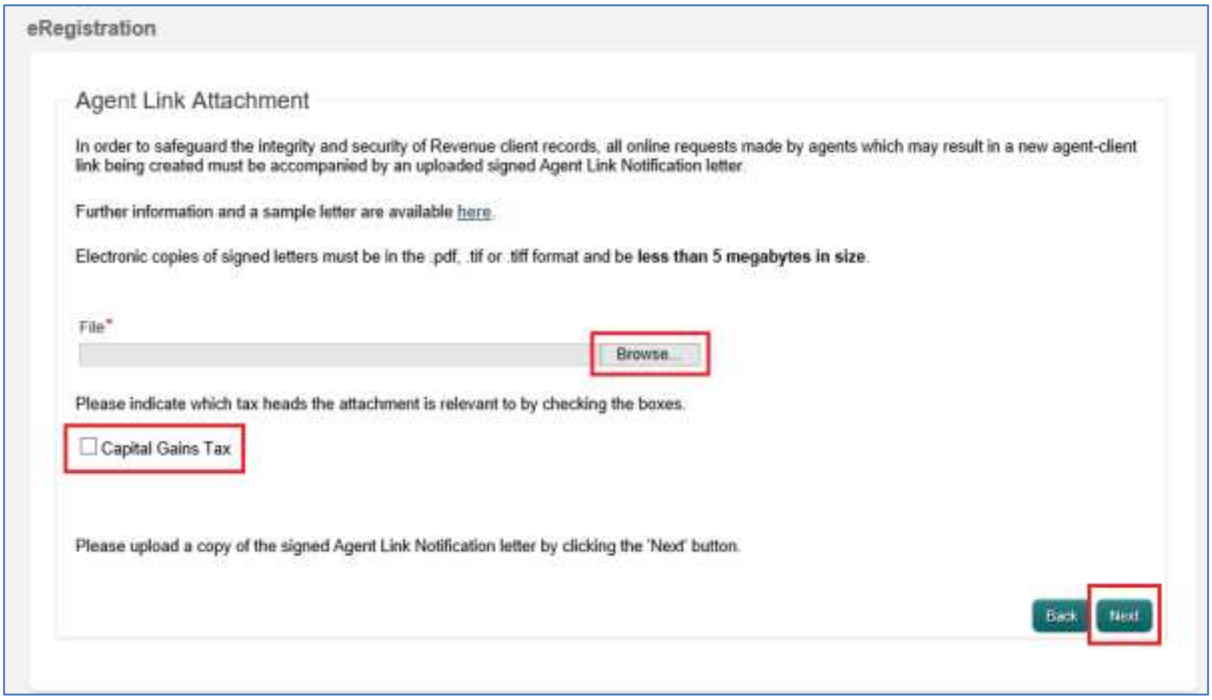
- You will now see the new CGT registration added to "Your Requests" on the right.
- Click on "**Submit**".

On the eRegistration Summary page you may generate the Client Consent letter. The letter should be completed by the TAIN/Solicitor and signed by the client. This letter should then scanned or photographed and the electronic version (.pdf, .tif or .tiff are acceptable) should be uploaded on the next page. These files need to be under 5 Mb in size to upload successfully to ROS.

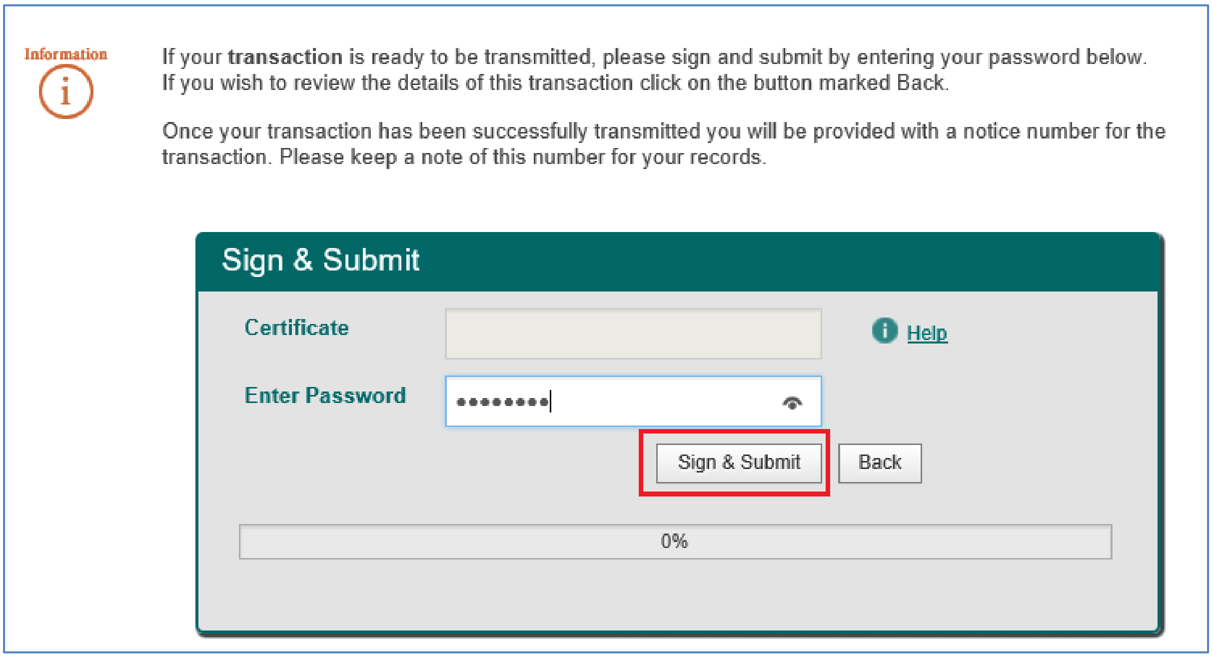
- Once you have the Client Consent letter saved in a digital format click on "**Next**".



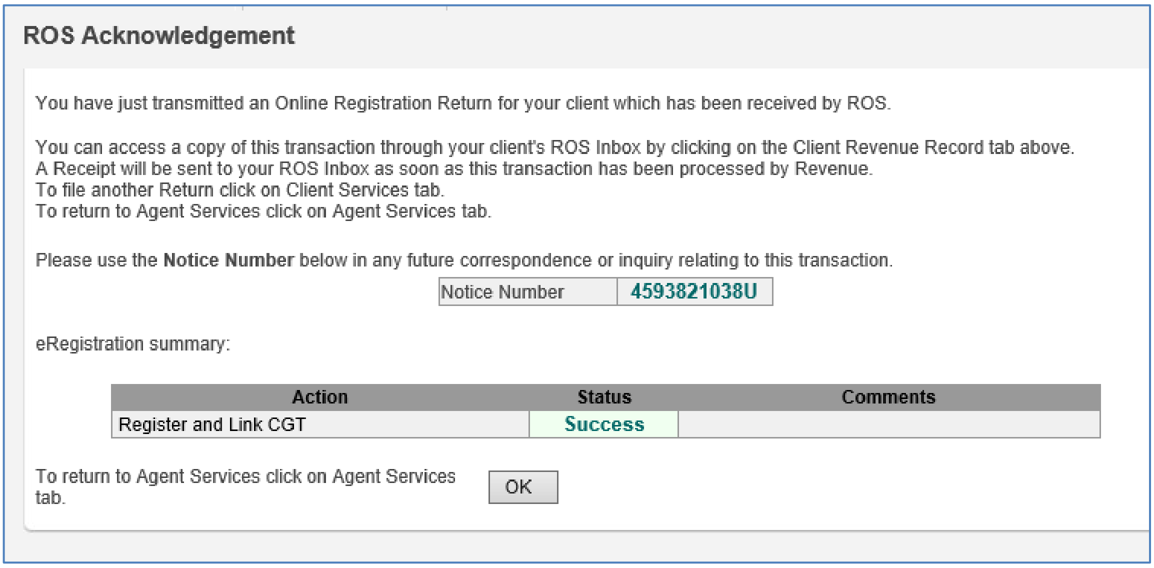
- Click on "**Browse**" or "**Choose File**" and upload your file.
- Tick the "**Capital Gains Tax**" box.
- Click "**Next**".



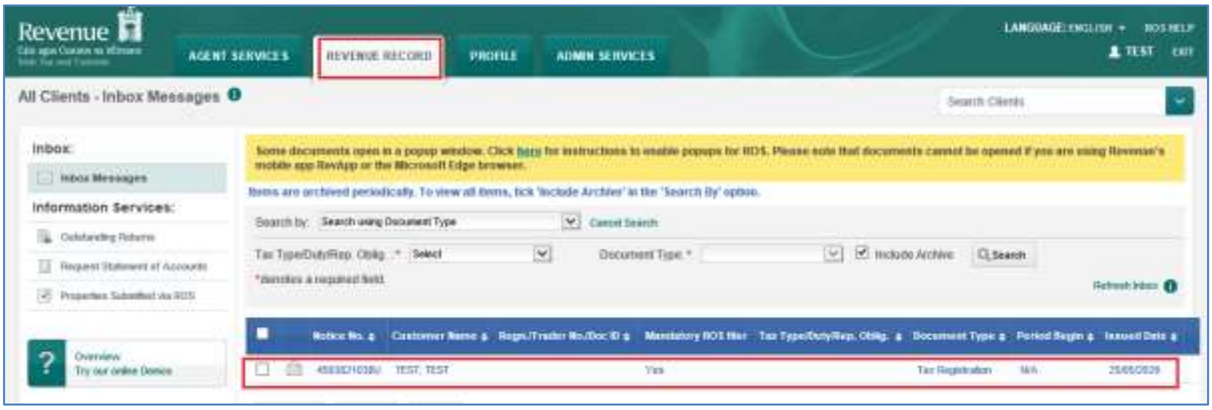
- Click on "**Sign & Submit**" on the bottom of the page.
- On the next page enter your password and click on "**Sign & Submit**".



You will receive a ROS Acknowledgement with an eRegistration summary which indicates whether the registration/linking was successful.



You will also receive a registration confirmation to your ROS Inbox (on the Revenue Record tab in ROS).



Once completed, it may take up to 3 working days for the registration to reflect in ROS.