



Date: 14/06/2019

The Ministry of Finance issued a circular addressed to ministries and public administration informing them of the letter issued by Finance Minister Ali Hassan Khalil and stipulating the need for all the employees in ministries and public administrations to adopt a Tax Number.

The letter that is in accordance with the Tax Procedures Code, the decision on the implementing regulations of Law 44 (Tax Procedures) and the Council of Minister's Circular no. 5 dated 04/03/2015, stipulates the below:

“Whereas the adoption of a Tax Number is the basis of all transactions and correspondence, especially those related to employees,

Whereas the Ministry of Finance, in accordance with the Tax Procedures Code, is under the obligation to adopt a Tax Number for its employees instead of the Financial Number and the Automated Number,

Whereas an employee transaction that does not include his/her personal Tax Number cannot be completed, notably the disbursement of his/her salaries,

Therefore,

We hereby request you to instruct your employees to abide by the following:

- 1- Having the Tax Number of the employee written on any of his/her transaction (such as the Appointment Decree in case the employee was previously appointed to another position, the Transfer Decision and other documents.)
- 2- Informing the Ministry of Finance, by virtue of the relevant

form, of any new employee joining your Ministry, as a result of a transfer or any other procedure, within a week from the day on which he/she starts working there, in order to allow the Directorate of Expenditures at the Ministry of Finance to disburse his/her salaries and other financial benefits.”