

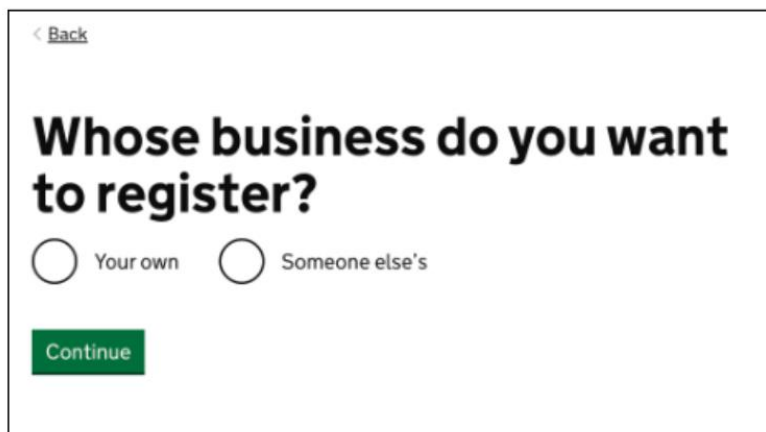
## Briefing note for Agents

To access the new Vat Registration Service you should use the link available from [VAT: registration applications, exceptions and changes - GOV.UK \(www.gov.uk\)](#) [Register for VAT: How to register for VAT - GOV.UK \(www.gov.uk\)](#) and use you agent services account credentials. If you register using this route the staff member will be asked to provide name, phone number and email address (but no other ID questions should be asked). The details are requested only for the purposes of any follow up questions on the application.

If you use the VAT registration service available from your older AOS portal or <https://www.gov.uk/log-in-register-hmrc-online-services> the agent completing the application will need to verify their identity with their NiNo, Name and DoB.

## Utilising the ASA log in

Unless an Agent is registering their own Agency as a business then whilst registering a client they should always select 'Someone else's' on the following screen:



< Back

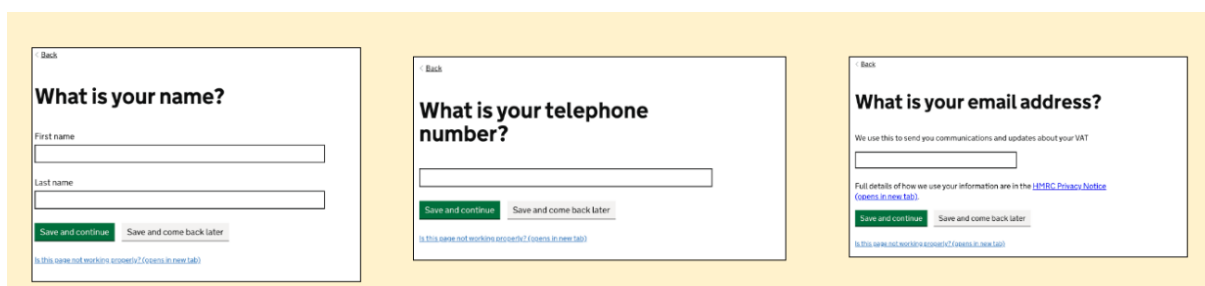
### Whose business do you want to register?

Your own  Someone else's

Continue

User with an ASA enrolment is required to select: "Someone else's" radio button to enter Agent journey

The screens an Agent will see as detailed above utilising the ASA online credentials, will be the following:



Back

### What is your name?

First name  
Last name

Save and continue Save and come back later

[Is this name not working correctly? \(opens in new tab\)](#)

Back

### What is your telephone number?

Save and continue Save and come back later

[Is this name not working correctly? \(opens in new tab\)](#)

Back

### What is your email address?

We use this to send you communications and updates about your VAT

Full details of how we use your information are in the [HMRC Privacy Notice \(opens in new tab\)](#)

Save and continue Save and come back later

[Is this name not working correctly? \(opens in new tab\)](#)

## Client Details

The following screens are all about your client, these need to be completed with the details of the Individual who is being registered for VAT (in the case of a Sole Trader) or the details of a director/person of significant control of the company that is being registered for VAT (In the case of a corporate body). This should never be the director of the Agency who is acting on behalf of a client.

The first screenshot, titled "Who are you registering on behalf of?", includes a "Back" button, a sub-header, a note about matching details, and input fields for "First name" and "Last name". A "Save and continue" button is at the bottom, along with a troubleshooting link. The second screenshot, titled "What is Client's date of birth?", includes a "Back" button, a sub-header, an example date, and three input boxes for "Day", "Month", and "Year". It also features a "Save and continue" button and a troubleshooting link.

The third screenshot, titled "What is Client's National Insurance number?", includes a "Back" button, a sub-header, an explanation of where to find the number, and a single input field. It has a "Save and continue" button and a troubleshooting link. The fourth screenshot, titled "Check your answers", includes a "Back" button and a table of entered information with "Change" links for each row. A "Confirm and continue" button and a troubleshooting link are at the bottom.

First name	Client	<a href="#">Change</a>
Last name	Name	<a href="#">Change</a>
Date of birth	1 January 1945	<a href="#">Change</a>
National Insurance number	SC 00 00 00A	<a href="#">Change</a>

**Nb** These screens could look slightly different dependant on the entity being registered.