



**MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 512 KINGSTON
JAMAICA**

ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE
ADDRESSED TO THE FINANCIAL SECRETARY AND THE
FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. i2-21600,15

February 3, 2005

CIRCULAR NO.5
FILE NO. 107/022
DIVISION: PUBLIC EXPENDITURE POLICY COORDINATION DIVISION

Permanent Secretaries
Heads of Departments
Chief Executive Officers

Taxpayer Registration Number (TRN)

Permanent Secretaries, Heads of Departments and Chief Executive Officers are hereby advised that with effect from April I, 2005 the following computerized systems must apply the Taxpayer Registration Number (TRN) for identifying vendors, suppliers, employees, pensioners, investors, lenders, mortgages, clients, etc:

- (a) payroll and pension;
- (b) loan administration and mortgage;
- (c) purchase order;
- (d) sales and invoice order;
- (e) accounts payable and accounts receivable; and
- (f) all other aspects of every accounting and financial management system.

The TRN must be the principal numbering system or identifier to be used. The adoption of this measure is critical to the integration of systems within the public sector and for consolidation of data.

Where there are any special circumstances that will prevent or delay implementation of the above, this must be communicated to this Ministry for consideration to be given for an postponement of the commencement date.

Permanent Secretaries, Heads of Departments and Chief Executive Officers are advised that with immediate effect all documents submitted to this Ministry in respect of pension; miscellaneous and other loans; duty concession; etc. require the TRN of the relevant public officer to facilitate their processing.

Permanent Secretaries, Heads of Departments and Chief Executive Officers must bring this circular to the attention of all relevant officers within their ministries, departments, agencies and statutory bodies.

A handwritten signature in black ink, consisting of a series of loops and curves, positioned above the printed title.

Financial Secretary