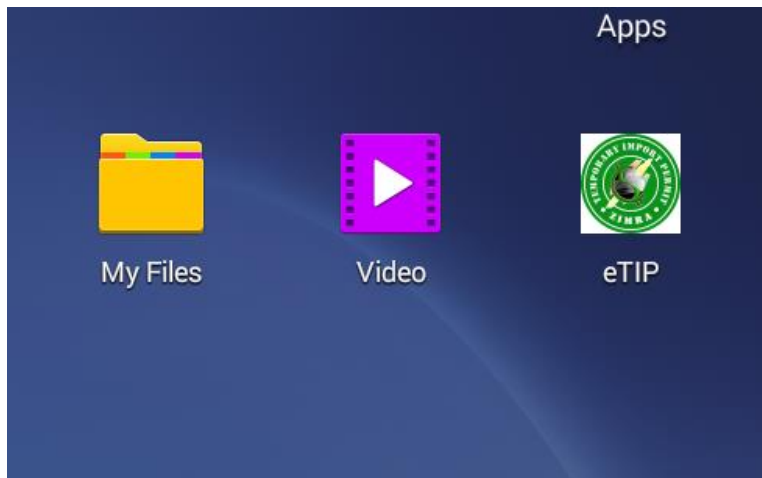
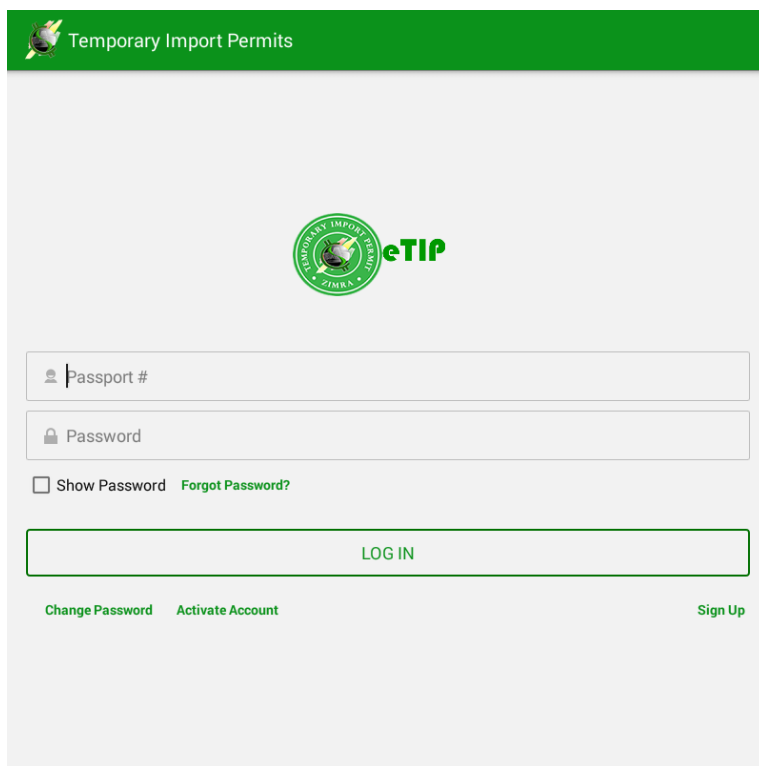


## How to apply for the e-TIP using the ZIMRA e-TIP Portal

### 1. Sign Up on a Mobile app



Select the e-TIP app on your phone

A screenshot of the ZIMRA eTIP mobile app login screen. At the top, there is a green header with a globe icon and the text 'Temporary Import Permits'. Below the header, there is a large green circular logo with a globe and the text 'eTIP'. Underneath the logo, there are two input fields: the first is labeled 'Passport #' and the second is labeled 'Password'. Below the password field, there is a checkbox labeled 'Show Password' and a link labeled 'Forgot Password?'. At the bottom of the form, there is a large green button labeled 'LOG IN'. Below the button, there are three links: 'Change Password', 'Activate Account', and 'Sign Up'.

Select Sign Up if you don't have an account

Sign Up

LastName

FirstName

Passport Number

Email Address

Tel Code    Mobile Number

Password \*

Confirm Password \*

\* passwords must contain at least one digit/special character/lowercase/uppercase letter and be at least ten characters long

CANCEL    SUBMIT

Capture your Sign Up details

Sign Up

Makanaka

Princess

AN121258

kpanganai@zimra.co.zw

277    2354698

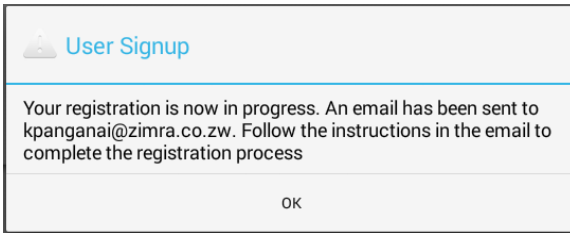
.....

.....

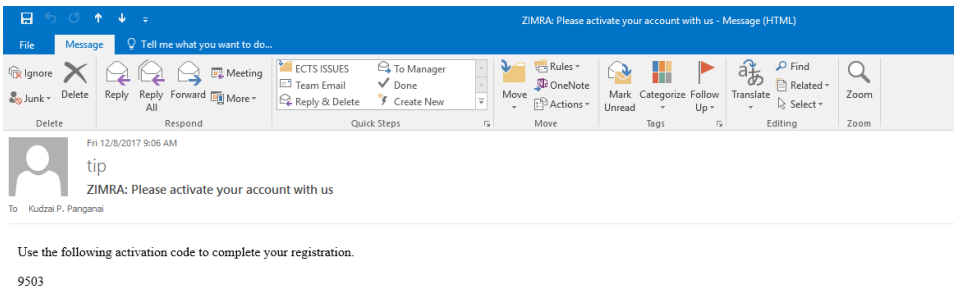
\* passwords must contain at least one digit/special character/lowercase/uppercase letter and be at least ten characters long

CANCEL    SUBMIT

Select "SUBMIT" and a message dialogue box is displayed

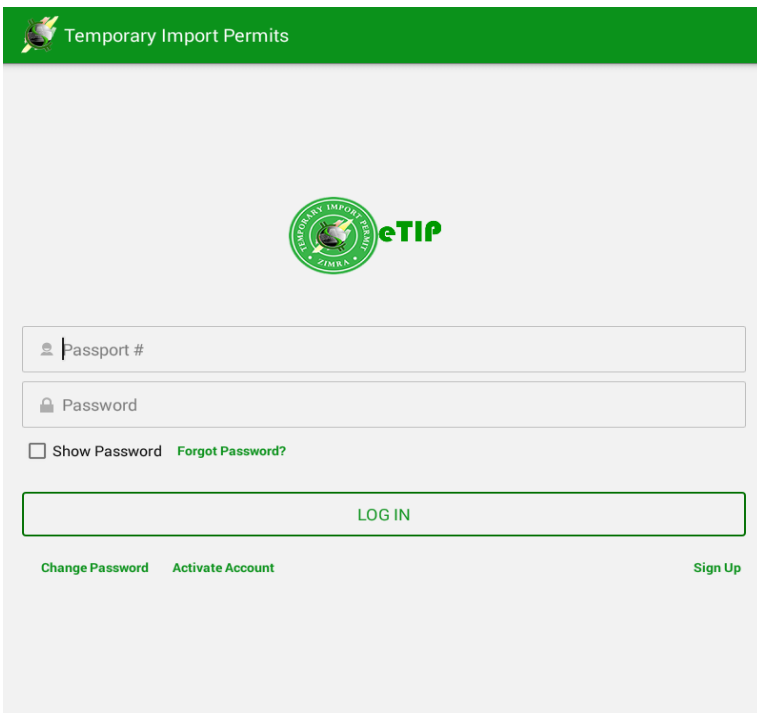


Click 'OK'



Check the activation code from email to complete the registration process

Take note of the Activation code and return to the Mobile App



Click on Activate Account and an Activate Account box is displayed

Activate Account

|

CANCEL ACTIVATE


Enter the activation code

Activate Account

9503

CANCEL ACTIVATE


Select Activate and a message dialogue box is displayed confirming success


 Account Activation Complete

Your account has been successfully activated

OK

Click "OK" and the Log In page is displayed

 Temporary Import Permits



Passport #

Password

Show Password [Forgot Password?](#)

LOG IN

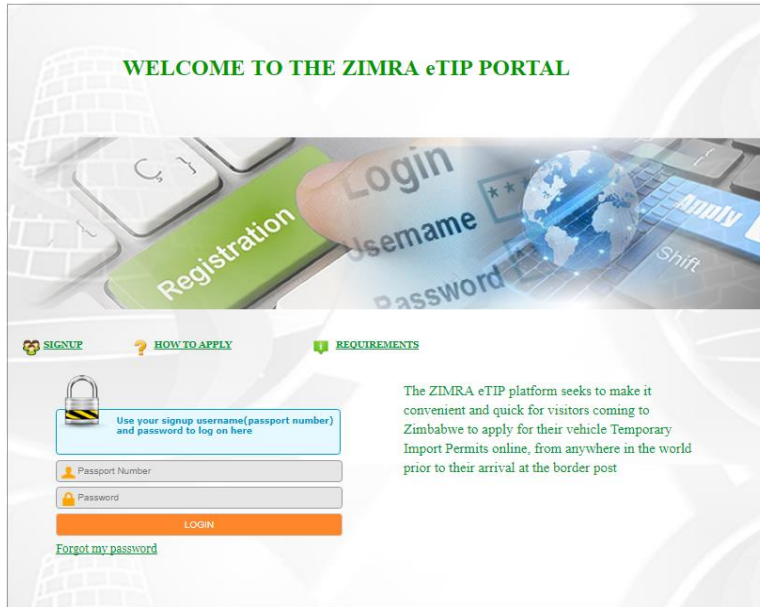
[Change Password](#) [Activate Account](#) [Sign Up](#)

Log on using the passport number and password.

## 2. Sign Up on the web

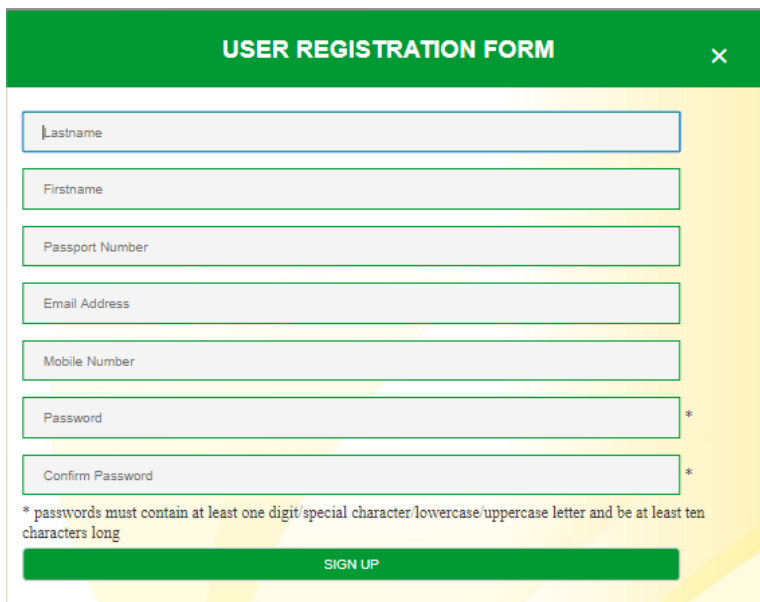
Use the following URL (Link) to get on the ZIMRA e-TIP web page

<http://10.16.64.240/etip/#> and the Welcome page is displayed



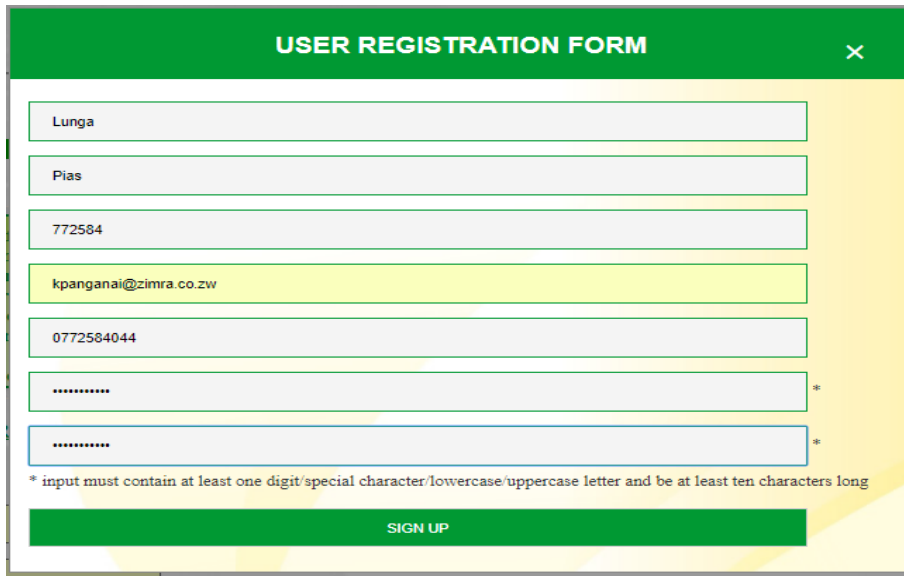
The screenshot shows the ZIMRA eTIP portal welcome page. At the top, it says "WELCOME TO THE ZIMRA eTIP PORTAL". Below this, there are navigation links for "SIGNUP", "HOW TO APPLY", and "REQUIREMENTS". The "SIGNUP" link is highlighted. On the left, there is a login section with a lock icon and the text "Use your signup username(passport number) and password to log on here". Below this are input fields for "Passport Number" and "Password", and a "LOGIN" button. A link for "Forgot my password" is also present. On the right, there is a paragraph of text: "The ZIMRA eTIP platform seeks to make it convenient and quick for visitors coming to Zimbabwe to apply for their vehicle Temporary Import Permits online, from anywhere in the world prior to their arrival at the border post".

Click on "SIGNUP" if it's your first time, otherwise proceed to logging on with your passport number and password and a User Registration Form will appear



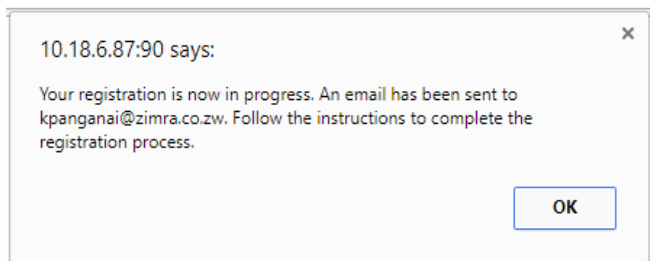
The screenshot shows the "USER REGISTRATION FORM" with a close button (X) in the top right corner. The form contains the following fields: "Lastname", "Firstname", "Passport Number", "Email Address", "Mobile Number", "Password", and "Confirm Password". The "Password" and "Confirm Password" fields are marked with an asterisk (\*). Below the fields, there is a note: "\* passwords must contain at least one digit/special character/lowercase/uppercase letter and be at least ten characters long". At the bottom of the form, there is a green "SIGN UP" button.

Capture your personal details in given fields

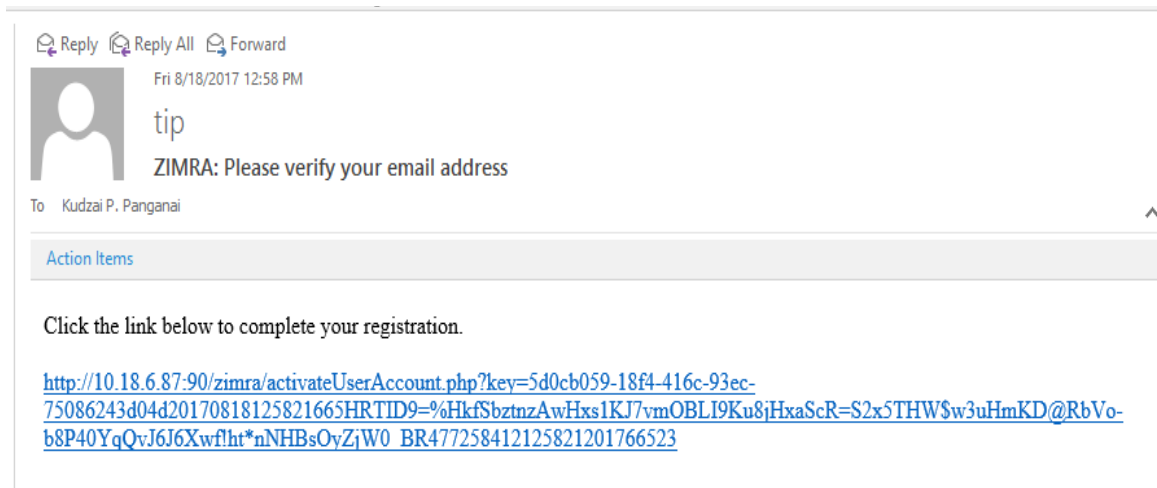


The image shows a 'USER REGISTRATION FORM' with a green header and a yellow background. The form contains several input fields: 'Lunga', 'Pias', '772584', 'kpanganai@zimra.co.zw', '0772584044', and two password fields marked with asterisks. A note below the password fields states: '\*input must contain at least one digit/special character/lowercase/uppercase letter and be at least ten characters long'. A green 'SIGN UP' button is at the bottom.

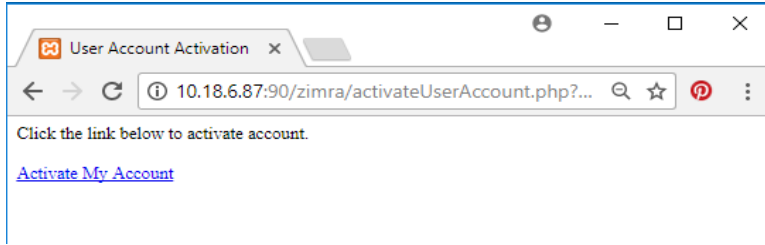
Click 'SIGN UP' at the bottom of the User Registration Form and a dialogue box is displayed



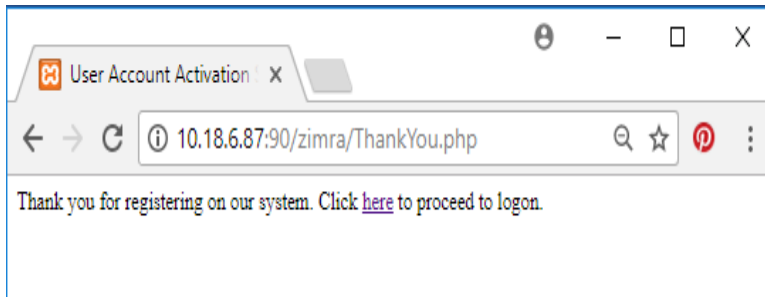
A message dialogue box will default saying your registration is in progress and that an e-mail has been sent to you as shown below.



Follow the instructions by clicking on the given link



Click on 'Activate My Account'



Click on 'here' to proceed to log on



## Logging In

Capture your Passport Number on the Passport number field and password on the password field

**WELCOME TO THE ZIMRA eTIP PORTAL**

[SIGNUP](#)   [HOW TO APPLY](#)   [REQUIREMENTS](#)

Use your signup username(passport number) and password to log on here

BN298768

\*\*\*\*\*

**LOGIN**

[Forgot my password](#)

The ZIMRA eTIP platform seeks to make it convenient and quick for visitors coming to Zimbabwe to apply for their vehicle Temporary Import Permits online, from anywhere in the world prior to their arrival at the border post

Click on 'LOGIN' and the Online TIP page will appear

**TEMPORARY IMPORT PERMIT**  
**ZIMRA**

**onlineTIP**

772584 logged on   Don't forget to Logout

**New TIP Application**

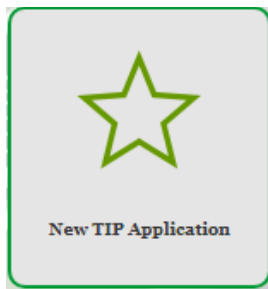
**Edit My TIP Application**

**Activate My TIP Application**



## **NEW TIP Application**

Click on TIP application



A New TIP Application page will open

**New TIP Application**

**1. Driver**    **2. Vehicle**    **3. Trailer**    **4. Owner**    **5. Other Goods**

Title

Title

Surname

Forename(s)

AN121258

Physical Address

Country of Residence

Country Code

Country Telep:  Telephone

Country of Nationality

Nationality Code

Zimbabwean Address

Intended Date of Travel

Intended Port Of Entry

Intended Port Of Entry Code

Email Address

Capture the Driver's details in the fields provided

**New TIP Application**

**1. Driver**    **2. Vehicle**    **3. Trailer**    **4. Owner**    **5. Other Goods**

Ms

Ms.

MAKANAKA

PRINCESS

AN121258

8 ETON

South Africa

ZA

27    0774628688

South Africa

ZA

88 ETON COURT, OXFORD ROAD, AVONDALE

2017-12-09

BEITBRIDGE CUSTOM HOUSE

ZWBB

kpangansi@zimra.co.zw

<   >

Click the Vehicle tab and the vehicle Tab is displayed

**New TIP Application**

**1. Driver**    **2. Vehicle**    **3. Trailer**    **4. Owner**    **5. Other Goods**

Vehicle Make and Model e.g Mazda 323 Familia

Vehicle Body Type ▼

LIGHT

Registration Number

Chassis Number

Engine Number

Engine Capacity

Country Of Manufacture

Country Of Manufacture Code

Year Of Manufacture

Vehicle Value

Currency ▼

Insurance Company

<   >

Capture the vehicles details in the fields

**New TIP Application**

1. Driver    2. Vehicle    3. Trailer    4. Owner    5. Other Goods

TOYOTA BELTA

SEDAN ▼

LIGHT

663GP68

23508FG8098T9000

5787FR88G0

900

Japan

JP

2015

20000

UNITED STATES DOLLAR ▼

MIP

<   >

Click the Trailer tab and the trailer tab will be displayed

**New TIP Application**

1. Driver
2. Vehicle
3. Trailer
4. Owner
5. Other Goods

I have a trailer

Trailer Make

Trailer Body

Trailer Registration Number

Trailer Chassis Number

Trailer Country Of Manufacture

Trailer Country Of Manufacture Code

Trailer Year Of Manufacture

Trailer Value

Currency

Trailer Insurance Company

<
>

If you intend to bring a trailer click the Check box “I have a trailer”, and the fields for trailer details will be open for capturing trailer details. Otherwise if no trailer, click the “Owner” tab

**New TIP Application**

1. Driver
2. Vehicle
3. Trailer
4. Owner
5. Other Goods

I have a trailer

VENTURE

BOX TRAILER

588GP58

656556565

Japan

JP

2010

2000

UNITED STATES DOLLAR

MIF

<
>

Click the "Owner" tab

New TIP Application

1. Driver 2. Vehicle 3. Trailer 4. Owner 5. Other Goods

I am the owner of the vehicle

Owner Last Name

Owner First Name

Owner Address

Capture the Owner details if applicable

New TIP Application

1. Driver 2. Vehicle 3. Trailer 4. Owner 5. Other Goods

I am the owner of the vehicle

MOYO

TADIWA

8 HANSEBERG, PRETORIA

Otherwise if not applicable click the check box and move to "Other Goods" tab

New TIP Application

1. Driver 2. Vehicle 3. Trailer 4. Owner 5. Other Goods

Full description (include serial number) of other goods such as cameras, which are being temporarily imported.

Add Item

No	Description	Serial	Quantity	Currency	Value	Delete?
----	-------------	--------	----------	----------	-------	---------

Driver's Declaration and Undertaking

(Tick the checkbox to proceed to submit)

I, hereby declare that I am a bona-fide visitor to Zimbabwe and undertake, in respect of the vehicle(s) and other goods on this permit-

1. not to sell, pledge or otherwise dispose of them in Zimbabwe; and
2. not to allow them to be used by any resident of Zimbabwe; and
3. to remove them from Zimbabwe on expiry of this permit, or on my departure from Zimbabwe whichever is the earlier.

SUBMIT

If you intend to bring Other goods temporarily such as cameras, laptops click on “Add Item”

The screenshot shows a modal window titled "Enter Other Goods" with a close button (X). It contains five input fields: "Description" (highlighted in yellow), "Serial Number", "Currency" (a dropdown menu), "Value", and an "Add" button at the bottom.

Capture other goods details

The screenshot shows the "Enter Other Goods" form with the following details entered: "626 hp laptop" in the Description field, "24fr545q" in the Serial Number field, "UNITED STATES DC" in the Currency dropdown, and "700" in the Value field. The "Add" button is visible at the bottom.

Click on “Add”

The screenshot shows the "New TIP Application" interface. At the top, there are five tabs: "1. Driver", "2. Vehicle", "3. Trailer", "4. Owner", and "5. Other Goods". The "5. Other Goods" tab is selected. Below the tabs, there is a red instruction: "Full description (include serial number) of other goods such as cameras, which are being temporarily imported." Below this is an "Add Item" button. A table displays the added item:

No	Description	Serial	Quantity	Currency	Value	Delete?
1	626 hp laptop	24fr545q	1	USD	700	delete

Below the table, there is a "Driver's Declaration and Undertaking" section with a checkbox and three numbered points. At the bottom, there is a "SUBMIT" button. An "Enter Other Goods" modal window is overlaid on the bottom right, showing the same form as in the previous screenshots, with the "Add" button highlighted.

The item will be added, enter any additional item if necessary, otherwise close the “Enter Other Goods” dialogue box.

Click the ‘Driver’s Declaration and Undertaking’ check box after reading and understanding it

New TIP Application

1. Driver 2. Vehicle 3. Trailer 4. Owner 5. Other Goods

Full description (include serial number) of other goods such as cameras, which are being temporarily imported.

Add Item

No	Description	Serial	Quantity	Currency	Value	Delete?
1	626 hp laptop	24fr545q	1	USD	700	delete

Driver's Declaration and Undertaking

(Tick the checkbox to proceed to submit)

I, hereby declare that I am a bona-fide visitor to Zimbabwe and undertake, in respect of the vehicle(s) and other goods on this permit-

1. not to sell, pledge or otherwise dispose of them in Zimbabwe; and
2. not to allow them to be used by any resident of Zimbabwe; and
3. to remove them from Zimbabwe on expiry of this permit, or on my departure from Zimbabwe whichever is the earlier.

SUBMIT

Click the ‘Submit’ button at the bottom to submit your TIP application

10.16.64.240 says:

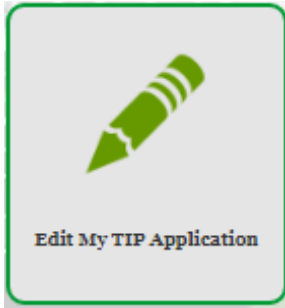
Your TIP application has been successfully submitted. Your reference number is AN121258\_0, and has been sent to kpanganai@zimra.co.zw. This is the reference number that will be used to process your TIP application at your port of entry.

OK

An auto-generated message will pop up informing you that your application has been successfully submitted and also giving you your Reference number to be submitted to the ZIMRA officer at the port of entry on the day of travelling. The same message will be automatically sent to your e-mail address you captured during registration.

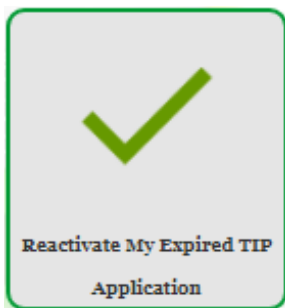


### **Edit My TIP Application**



Edit is used to amend a TIP that has been submitted. If one feels they have made a mistake or need to put additional information on the submission, click on Edit and enter the submitted TIP reference number.

### **Reactivate My Expired TIP Application**



When a submitted TIP application has expired (passed the intended date of travel and client failed to travel), extension of the intended date of travel can be edited to activate the e-TIP.