



**JOINT TAX BOARD (JTB)**  
**UNIQUE TAXPAYER IDENTIFICATION NUMBER (UTIN) PROJECT**  
**Bi-Annual Performance Appraisal Form for UTIN Project**  
**Steering Committee Members**

**APPRAISAL FORM**

Overall Scores	
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**PART A**

**Committee Members Information**

Name.....

Organization.....

Academic Qualifications/National Honours.....

Membership of Sub-Committee.....

Date of Posting to the Project.....

Evaluated By.....

**PART B**

**(1) Details of Key Activities**

S/N	KEY ACTIVITIES	KEY PERFORMANCE INDICATORS (KPI)
A	<b><u>Education &amp; Publicity Sub-committee</u></b> i. To workout joint publicity by the Stakeholders. ii. To organize workshops, symposia and seminars to promote UTIN.	
B	<b><u>Finance &amp; Funding Sub-committee</u></b> i. To solicit for and obtain funding from Stakeholders (FIRS and SBIR) and Donor	

	Agencies for the Project. ii. To workout joint publicity by the Stakeholders.	
C	<b>Infrastructure &amp; Systems Sub-committee</b> i. To adopt best practices in the UTIN generation methodologies. ii. To develop a basis for receiving third party data to facilitate the issuance of the UTIN.	
D	<b>All Committee Members</b> i. Develop and agree on a work plan. ii. To develop strategies to enable FIRS and SBIR to issue Taxpayer Identification Numbers to all taxable persons in the country. iii. Monitor performance.	

(2) Have you agreed to the activities with your Supervising Officer/Chairman JTB?  
Yes/No.....

## **PART C**

### **Performance Evaluation**

#### **RATINGS**

S/N	Personal Attributes/Description	Excellent (5.0)	Good (4.0)	Satisfactory (3.0)	Average (2.5)	Below Av (1.5)	Poor (1.0)
1	<b>Attendance</b> Attends UTIN Steering Committee, sub-committee and other related meetings regularly as agreed or directed.						
2	<b>Punctuality</b> Maintains high level of punctuality to UTIN Project issues, comes regularly and on time too.						
3	<b>Contributions</b> Organizes and contributes meaningful ideas during and after the project meetings						
4	<b>Frequency of reports</b> Writes reports of decisions taken by Steering Committee members during meetings to organization represented and						

	submits a copy of same to the UTIN Secretariat regularly.						
5	<b>Teamwork</b> Works on Projects as part of a team, exchanging ideas and contributing skills that complement those of the team members. Fulfils commitments to team members.						
6	<b>Commitment</b> Is highly committed to issues of the project. Regularly leaves commitments in his office to attend to issues of the UTIN Project as needs arise.						

**General Observation**

- What were your specific accomplishments during this appraisal period?

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- Which goals or standard did you fall short of meeting?

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- How could my Chairman help me to do a better job?

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- Is there anything that the Project Management team does to hinder my effectiveness?

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- What changes will improve my performance?

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- Does the present status quo make the best use of my capabilities? How could I become more productive?

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**PART D**

**(i) Steering Committee member's Comments**

I agree with the Evaluation/I do not agree with the evaluation.

**Comments:**

Name.....

Sign/Date.....

**(ii) Chairman JTB's Comments:**

Name.....

Sign/Date.....

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**PART E**

**SUMMARY SCORE**

<b>S/N</b>	<b>PERSONAL ATTRIBUTES</b>	<b>SCORE</b>
1.	Attendance	
2.	Punctuality	
3.	Contribution	
4.	Frequency of reports	
5.	Teamwork	
	<b>TOTAL</b>	