



VALUE ADDED TAX APPLICATION FOR REFUND

(FOR USE BY DIPLOMATS/DIPLOMATIC, CONSULAR MISSIONS, DONORS TO APPROVED CHARITABLE ORGANIZATIONS AND TAXPAYERS WHO HAVE OVERPAID V.A.T.)

Full name of applicant

Tax Identification Number (if any)

Telephone Number(s)

Address

Fax Number(s)

Email Address

Period of Claim

From

To

DETAILS OF CLAIM

Total value of goods and or services (inclusive of V.A.T.)

V.A.T. charged

V.A.T. claimed

Customs Declaration or Receipt Number (if V.A.T. was overpaid)

CERTIFICATE

Tick as appropriate: 1 = Diplomats; 2 = Diplomatic or Consular Missions; 3 = Donor to Approved Charitable Organizations
4 = Persons who have overpaid V.A.T.

- 10 I certify that the articles acquired and/ or services performed which form part of this application for refund were *exclusively for my personal use* and that no other application for refund of tax has been previously submitted
- 20 I certify that the taxable supplies acquired which form part of this application for refund were *exclusively for use in connection with the work* of the Diplomatic or Consular Mission and that no other application for refund of tax has been previously submitted
- 30 I certify that the taxable supplies which form part of this application for refund were provided to (insert name of Charitable Organization) _____ as an *unconditional gift not for resale* and that no other application for refund of tax has been previously submitted.
- 40 I certify that I am not a V.A.T. registered taxpayer, that the V.A.T. paid on the articles acquired and/or services performed was overpaid and that no other application for refund of tax has been previously submitted.

Name

Organization

Title

Signature

Date

FOR INLAND REVENUE USE ONLY

Received

Approved by (please sign)

Position

Date Cheque Issued

Day Month Year

Day Month Year

Amount approved

Cheque Number

Document Number

Taxpayer Number

Notes

NOTES REGARDING APPLICATION FOR REFUNDS DIPLOMATS

1. A prescribed schedule of purchases accompanied by original receipts must be attached to each application.
2. The amount (of the refund) applied for must be the sum total of the tax shown on the receipt(s) from this supplier.