

SUMMARY OF BUSINESS ACTIVITIES AND RECORDS

Name of VAT dealer TIN:.....
Circle Division

1. Authorised Person to contact (and status) _____
Telephone number(s) _____
Location of premises _____
2. Effective date of registration _____
3. Accountant (if any) _____
Address _____
Telephone number _____
4. Financial year ends _____
5. Address of principal place of business _____
6. Other business address _____
7. Main business activity _____
8. Subsidiary business activities _____
(provide approximate % of turnover of each activity)
9. Importer (International) YES/NO _____ % OF INPUTS _____
Brief description of imports _____
10. Purchases from other States YES/NO _____ % OF INPUTS _____
Brief description of PURCHASES: _____
11. Exporter YES/NO _____ % OF OUTPUTS _____
Brief description of Exports _____
12. Sales to other States YES/NO _____ % OF OUTPUTS _____
Brief description of Inter-State Sales _____
13. Branch transfer/consignment sales to other states YES/NO _____ % OF OUTPUTS _____
Brief Description of Branch Transfer/Consignment sales _____
14. Description of Principal outputs (Ex: Departmental Stores) _____
1% Rate _____
4% Rate _____
12.5% Rate _____
Zero-Rated - International Exports _____
Zero Rated – Inter State Sale _____
Exempted goods/transactions _____

15. Principal inputs _____
 1% Rate _____
 4% Rate _____
 12.5% Rate _____
 Exempt goods: _____
16. Accounting Method.
 Invoice accounting/Cash accounting for consumers.
17. Current Accounting Records – Describe overleaf the books and records used by business.
 Highlight those used for accounting for VAT. Identify records where the VAT account or VAT calculations are maintained

Date.....	Recorded by:	Officer Name.....	Signature.....
	Checked by:	Officer Name.....	Signature.....
Updated		Officer Name.....	Signature.....
		Officer Name.....	Signature.....
		Officer Name.....	Signature.....