

FOR OFFICE USE ONLY

Date of claim received	09		<u>Received by:</u> Name:..... Rank :..... Signature: <u>Checked by:</u> Name:..... Rank :..... Signature <u>Authorized by:</u> Name:..... Rank :..... Signature
Date of Official Stock check	10		
Result of Official Stock check	11		
Date of verification visit completed	12		
Amount of credit authorized	13		
Date VAT 116 issued to VAT Dealer	14		
Claim refused, date of form VAT 117 issued	15		

NOTES FOR THE COMPLETION OF THE CLAIM FORM FOR SALES TAX CREDIT

Remember, if you are not registered for VAT, you are not eligible to make this claim

- Box 01 Insert the name & Address of your tax office.
- Box 02 Fill in your TIN number shown on your VAT Certificate of Registration.
- Box 03 You should insert the name and address from your VAT Certificate of Registration.
- Box 04 Insert the date your stock-taking.
- Box 05 Insert the name of the person responsible for stock-taking.
- Box 06 Complete the list of goods at stocktaking on which you wish to claim credit of tax. Each column must be complete and you should continue on additional sheets if the space is insufficient. Invoices should not be sent with the claim form but they must be retained and made available for audit. Commercial Taxes Department Officers will visit your business to check the accuracy of your stock-taking record. - see leaflet 20.
- Box 07 *Insert the total sum of credit claimed.***
- Box 08 *Print the name of the PERSON signing the form, and add the TITLE of the person.***
SIGN and DATE the declaration.
- Box 09-15 Are for completion by the Circle Tax Office.
- Note: There are penal provisions for making a false declaration. This claim must be filed at the tax office by 10th April 2005.