

VALUE ADDED TAX AUDIT VISIT REPORT

Circle

Division

1. Name of VAT Dealer _____
2. TIN _____
3. Address(es) visited _____
4. Person(s) interviewed _____
5. Date and time of visit from _____ to _____

Summary of Trading activities and Record (Form VAT 300) – Updated and signed _____

Basic Checks (Tick when completed)

- i. Inspected VAT Registration Certificate
- ii. Checked VAT Return Filing Record
- iii. Checked VAT Payment Record
- iv. Compared VAT A/c to Official Summary
- v. Record Tax periods checked _____

Details of control checks out. Note the records examined, periods that the checks were applied to, and any discrepancies found.

Record Calculation of under declaration and assessments issued.

Agreement from the VAT Dealer:

The calculation of under declaration of VAT in any records against VAT return submitted for the period from _____ to _____ is understood and I accept to pay the VAT due along with the penalty and interest as calculated by the audit officer.

Date:

Signature
Status, Stamp & Seal

Audit Officer Name
Designation

Audit Officer Signature