

16. How much of your supplies is:	(a) Zero-rated supplies (b) Exempt supplies (c) Exports
17. Registration Details of the sole trader, directors, partners, joint ventures or members of a company.	Please enter the requested information as required, together with the supporting documentation.
18. Bank Information	Enter all details as it relates to the bank information of the business. These include the business' bank name, address and account number.
19. Declaration	Enter the full name in block letters on the first line with your usual signature and the Title or position in the business on the subsequent lines with the date completed.

VAT REGISTRATION is FREE, so if you qualify, be sure to register today.

These notes are for guidance only. They reflect the Law and the Department's position at the time of publication. They do not replace the Legislation or affect your Rights of Appeal about your tax position.

If in doubt, consult the Inland Revenue Department, VAT Section.

Each leaflet covers just one topic. Other leaflets you may find useful include:

- What is VAT?*
- Should I be registered for VAT?*
- How to register for VAT?*
- After Registration*
- Basic Supply Rules*
- Mixed Supply Rules*
- Accounting for VAT*
- Reporting the VAT*
- Penalties and Offences under the VAT Act*
- VAT Legislative Overview*
- VAT and the Consumer*
- Filing VAT Returns*
- VAT Documents*
- Input Tax Deductions*
- VAT & Entertainment*
- Transitional Provisions*

You can get further help and forms and information leaflets from the Inland Revenue Department in Castries, Vieux Fort and Soufriere or The VAT Section, Manoel Street, Castries.

For further information contact us at:

Tel: (758) 468 1420
Email: vatcoordinator@vat.gov.lc
vatinfo@vat.gov.lc

Website: www.vat.gov.lc

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How To Register For VAT



This leaflet speaks to the criteria for and gives guidance on how to Register for VAT.

What do I need in order to register for VAT?

To register, an **Application for Registration Form VAT 001 and Registration details Form VAT 001a** needs to be filled out. This form can be obtained from the VAT Section located on Manoel Street or from any Inland Revenue Department Office and can be downloaded from our website, www.vat.gov.lc.

The completed form(s), with any extra information requested should be sent to the VAT Section or any Inland Revenue Department Office (Castries, Vieux Fort and Soufriere). The Application for Registration form should be sent in promptly as failure to notify the Department of eligibility for registration may result in the payment of a penalty equal to double the amount of output tax payable from the time you were required to apply for registration until you file an application with the Comptroller.

Other Documentation Required For VAT Registration

When you apply for VAT registration, to prevent delay, it is necessary to submit copies of the relevant documents mentioned below with the Application for Registration form.

SOLE TRADER

Where a sole trader has a registered business name, a copy of the Business Names' Certificate should be submitted.

PARTNERSHIPS

For a partnership, a copy of the Business Names' Certificate should be forwarded to the Department.

COMPANY

For a company, copies of the complete incorporation documents of when the company was incorporated need to be submitted.

JOINT VENTURE

Where there is a joint venture agreement, a copy of the joint venture agreement must be supplied.

Before Returning Your Application Form Please Ensure That You Have Completed:

- All the sections of the Application for Registration Form VAT 001
- The Declaration
- The VAT Form 001a, if the application is for a company, partnership, joint venture, trust/estate or unincorporated body that has more than two (2) officers.
- Signed the form VAT 001

THE FOLLOWING SECTIONS OF THE REGISTRATION FORM MUST BE COMPLETED BY EACH APPLICANT WHERE APPLICABLE IN BLOCK LETTERS OR BY PRINTING.

1. Name of Taxpayer	Enter the business' legal name if incorporated. If a sole trader or partnership, enter owner's or partners name/ names. Or state enterprise.
2. Trade Name	Enter the trade name of the business
3. Address	Enter the street addresses where the business operates from. (if operating multiple branches enter the head office address).
4. Mailing Address	Enter the mailing address of the business. This address will be used for all correspondence with the Inland Revenue Department (VAT Section)
5. Telephone Numbers	Enter the telephone numbers of the business.
6. Fax Numbers	Enter the fax number of the business.
7. Email Address	Enter the email address for ease of contact.
8. Representative	Please enter the name of the representative/ agent if an official has to be contacted.
9. Position	Enter the position of the representative; This person should be the Financial Controller; Accountant; General Manager; Owner; Partner; Liquidator; Trustee
10. Primary Business Activity	Enter the business' primary activity; that is the activity generating the highest taxable sales. (eg): a vehicle sales business with a mini garage.

10. Gross Sales of Primary Business Activity	Enter the gross taxable sales or a reasonable estimate of your expected sales for a 12 month period.
11. Secondary Business Activity	Enter the activity which has the second highest sales.
11. Gross Sales of Secondary Business Activity	Enter the gross taxable sales or a reasonable estimate
12. Date Taxable Activity Commenced	Enter the start date of your taxable activity
13. Value of Taxable Supplies	This total will be the value of all taxable supplies for a twelve month period immediately preceding the date of your application. If in business for less than 12 months, state total taxable supplies. Ignore if this is a new business.
14. Type of Business	An (X) should be placed in the applicable box
15. Please tick as appropriate Answer (YES) or (NO)	<p>(a) Do you expect taxable supplies for the next twelve (12) months to exceed \$ 180 000?</p> <p>(b) Are you registered for another tax such as Income Tax?</p> <p>(c) Do you carry out taxable activities in more than one location? If yes, attach a list of the trade names and location.</p> <p>(d) Are you registering voluntarily? (If yes complete Form VAT 001b)</p> <p>(e) Do you make zero-rated and /or exempt supplies? (If yes complete line 16)</p> <p>(f) Are your accounting records computerized?</p> <p>(g) Are you a promoter of public entertainment?</p> <p>(h) Do you supply accommodation in a hotel, inn, guest house or other similar establishment?</p>