



CIRCULAR NO. 43/2009

From: CHIEF EXECUTIVE OFFICER

To : ALL STAFF

**Subject: INVESTMENT APPROVAL CHECKLIST -
REGISTRATION FOR TAX PURPOSES**

As part of Government's ongoing program to improve investment climate in Fiji, Cabinet at its meeting on 9 June 2009, approved that all Government and statutory authorities have hard copies of their investment approval checklist at the counter of their respective agencies available to the public by 15 June 2009.

To ensure effective implementation of the above, all Customer Enquiry Centers (CEC's) are requested to make available hard copies of the attached checklist to the public.

Your usual support and co-operation will be appreciated.

Jitoko Tikolevu
CHIEF EXECUTIVE OFFICER
17 June 2009

Attachment: "Registration for Tax Purposes"

FIJI ISLANDS REVENUE & CUSTOMS AUTHORITY

Name of approval

Give the official name of approval used with investors

Registration for Tax Purposes

Purpose of approval

Provide a description of what the authorization provides to investors

A TIN is necessary for FIRCA to process income tax and VAT returns and correctly assess taxpayers to the relevant tax.

Name of agency issuing the approval

Give official title of the body with the authority to grant the approval to investors

Fiji Islands Revenue & Customs Authority

Contact information for the agency

Provide the title of the person that is the first contact for the approval, and their contact information: street address, mailing address, telephone fax numbers, and e-mail/website address. If the authority has several different locations, contacts should be identified for each location.

Download form from www.frca.org.fj or get it from all FIRCA's offices in Suva, Lautoka and Labasa.

Process that must be followed to obtain the approval

Provide a brief description of the basic steps the investor must follow in order to obtain the approval. This should include identification of other agencies that the responsible authority must consult with in processing the application.

Note: written guidelines and an application form should be provided as separate documents.

Documentation to be provided:

1. Sole Trader

- Application form (Application for Registration of Salary/Wage Earners or Sole Trader Businesses) – IRS001
- VAT Registration Supplementary Form
- Certificate of Business Registration (from Registrar of Companies)
- Form for Provisional Tax Calculation for New Sole Trader Businesses (IRS100)
- Evidence of Identity – Birth Certificate + a Valid ID (FNPF, Drivers License, Passport photo etc)
- Fiji Audio Visual Commission (FAVC) approval for those in the film industry.
- Bank Name and address, Bank Account

2. Partnership

- Application form (Application for New or changes to Registration of Companies, Partnerships, Trust or Estates) – IRS003
- VAT Registration Supplementary Form
- Certificate of Business Registration (from Registrar of

Companies)

- Partnership Agreement
- Fiji Audio Visual Commission (FAVC) approval for those in the film industry.
- Bank Name and address, Bank Account

All Partners need to be registered for Income Tax purpose.

Requirements:

- Application form (Application for Registration of Salary/Wage Earners or Sole Trader Businesses) – IRS001
- Evidence of Identity – Birth Certificate + a Valid ID (FNPF, Drivers License, Passport photo etc)

3. Company

- Application form (Application for New or changes to Registration of Companies, Partnerships, Trust or Estates) IRS003
- VAT Registration Supplementary Form
- Certificate of Incorporation (from Registrar of Companies)
- Memorandum and Articles of Association
- FTIB Approval (Non-Resident Directors)
- Fiji Audio Visual Commission (FAVC) approval for those in the film industry.
- Bank Name and address, Bank Account

All Directors need to be registered for Income Tax purpose.

Requirements:

- Application form (Application for Registration of Salary/Wage Earners or Sole Trader Businesses) – IRS001
- Evidence of Identity – Birth Certificate + a Valid ID (FNPF, Drivers License, Passport photo etc)

4. Hotel

- Registration form
- Certificate of Incorporation (from Registrar of Companies)
- Memorandum and Articles of Association
- Fiji Islands Hotels and Licensing Board approval
- FTIB Approval (Non-Resident Directors)
- Bank Name and address, Bank Account

All Directors need to be registered for Income Tax purpose.

Requirements:

- Application form (Application for Registration of Salary/Wage Earners or Sole Trader Businesses) – IRS001
- Evidence of Identity – Birth Certificate + a Valid ID (FNPF, Drivers License, Passport photo etc)

How decisions are made

Briefly explain (a) who has the power to grant the approval, and (b) what criteria are used to approve or reject an application. If there is a lot of information used in the decision-making process it can be included in a separate document.

This is purely administrative process. A complying application for registration should result in the issue of a TIN.

Processing time of the Approval

Identify how long in days or weeks it takes from the point of submission of an application by the investor until a decision is made. This should be the average processing time. The authority should avoid stating a processing time they know cannot currently be met.

TIN registrations can normally be processed in 3 working days. However, there may be some delay if a site inspection cannot be made within this time.

For VAT purpose, site inspections will have to be carried out before the VAT registration is issued. Note also that depending on type of supply, the VAT registration will be deemed once the respective sales threshold have been exceeded. Supply sales threshold for deemed registration are \$30,000 and \$15,000 for Goods and Services respectively.

Cost of the approval

Identify the official cost(s) the investor is required to pay the agency in order to obtain the approval.

No fees are charged.