



Revenue Collection Division

## INSTRUCTIONS FOR COMPLETING COMPANY INCOME TAX RETURN

The return form allows a corporate taxpayer to make an income tax return.

The return should be used by the following types of taxpayers:

- companies (public and private)
- co-operatives
- non-profit organisations (such as charities, clubs and associations)
- statutory bodies required to pay income tax
- unit trusts.

Complete the return form in black or blue pen. **PRINT CLEARLY**. A typewriter may also be used.

You must complete all items. If an item is not applicable write "N/A" in the box.

### Year of return

In the box at the top of the first page of the return, write the period that the return covers. If your tax year ends on 31 December, and, for example, this is your return for 2008, write "2008" in the box after 31 December.

If you have a tax year that ends on a date other than 31 December, write the full date in the box after "or the substituted year ended".

### Identification/Contact details

Complete all the boxes in this section if they are applicable.

If you do not have a Tax Identification Number (TIN) you can still complete the return and lodge it. However, you should also complete the form "Application for Registration", available from the FIRCA.

Write the nature of the entity's business in the box provided. You must be specific, e.g. "retail of motor spare parts", "sugar cane farming", "medical practice", "manufacture of wooden products". If the entity carries on more than one type of business only write down the main business.

Tick the appropriate box to indicate whether the company:

- is private or public
- is a resident or non-resident of Fiji for tax purposes
- is an insurance company

Write the exact location and postal address of the company's registered office. Write the details of the company's authorised officer asked for.

If the company is expecting the return to give a refund, and it wishes to have the refund sent **directly to a bank account**, write the bank name, branch name and account number in the box provided. The nominated bank account must belong to the company.

## INCOME DETAILS

### Net profit as shown in profit and loss account

Transfer the net profit from your profit and loss account to Item 1.

**Note:** You must attach a profit and loss account and, if claiming depreciation, attach depreciation schedule, to the return.

### Items not allowable as deductions

At Items 2 to 22, reduce the expenses in your accounts by amounts that are not allowable for tax purposes.

### Deductions/Concessions

At Items 23 to 55, increase the expenses in your accounts by amounts that are allowable for tax purposes, but not elsewhere deducted in your accounts.

To claim a deduction under the **employee taxation scheme**, you must provide a schedule showing each employee's name, address, FNPF number and wages paid. Before claiming the deductions ensure you meet all the requirements of paragraph 21(r) of the Income Tax Act.

### Information Communication Technology – New Business

Information Communication Technology business includes software developments, call centres and internet service providers but does not include retail or wholesale of information technology products and the repair, sale or service of any product. Refer Section 21E of Income Tax Act.

-150% deduction shall be allowed in respect of cost incurred for ICT

Development by any taxpayer employing 500 or more employees.

### Information Communication technology – Existing Business

Existing taxpayers who are able to have significant increase in capacity and the increase in number of employees shall be allowed tax incentives as follows:

80% income exemption if business is employing 101 employee or more.

60% income exemption if business is employing 60-100 employees or more.

40% income exemption if business is employing 10-59 employee or more.

### Increase in capacity means:-

-In case of employees, an increase of 50 employees

-In case of sales, an increase of at least 50% sales from 01/01/2008

### Recorded Income/(Loss) for current year

To the net profit from the profit and loss statement, add the non-allowable amounts and deduct the deductions/concessions, to arrive at the amount in Item 56.

### Recouped Losses brought forward from prior years

From the recorded income figure, deduct any losses brought forward from prior years, up to the amount of the recorded income (Item 57)

### Chargeable income/(loss)

This is your chargeable income or loss for the year (Item 58).

## **FILM TAX REBATE DETAILS**

At Item 59, if the company is a resident and wishes to claim a film incentive, complete the details in this section. If the company is a **non-resident**, do not complete this return. Instead, complete the “Non-resident Film Tax Rebate Return”.

### **Film Title**

Write here the title of the film in respect of which a rebate of expenditure is being claimed e.g. “The Python Returns”.

### **Name of Outgoing Company**

Tick the “Yes” or “No” box depending on whether production has been taken over from another company. If “Yes”, provide the name of that company.

### **Accounting Firm**

Write here the name of the firm, which handles the accounting for the film, and the name of the contact person in that firm.

### **Auditing Firm**

Write here the name of the firm that audits the accounts.

### **Checklist of Attachments**

Tick the “Yes” or “No” box for each of the four required attachments:

- auditor’s certificate
- final certificate
- expenditure statement
- specific exclusion expenditure statement.
- financial statement for fiscal year

### **Qualifying Fiji Production Expenditure**

Write here the amount of Qualifying Fiji Production Expenditure (QFPE). If you are unsure how to calculate this, the FIRCA can advise you.

**Note:** All five attachments must be attached to the return.

## **Total Production Expenditure**

Write here the amount of Total Production Expenditure (TPE). If you are unsure how to calculate this, the FIRCA can advise you.

### **Rebate amount**

Write here the amount of rebate you wish to claim. Transfer this amount to Item 48 of the return.

## **INFORMATION REQUIRED**

At Items 60 to 74, you must write down information about the company’s business. In some cases, these figures will appear in your profit and loss statement, balance sheet or other business records. You must copy them from those records to the tax return.

### **Balance sheet information**

From your balance sheet write down the value of your total assets (Item 72) and total liabilities (Item 73). A copy of the balance sheet is to be attached to the return signed by either authorized officer or tax agent

### **Details of directors fees paid**

At Item 75, write down the details of fees paid to directors of the company.

### **Details of dividends paid**

If the company is a private company, at Item 76, write down details of dividends paid to shareholders of the company.

### **Details of interest income**

If the company received interest income, at Item 77 provide details.

**Overseas Income**

Please complete details at item 78 if income received from off-shore was subject to withholding tax. Attach necessary documentary evidence to justify w/tax paid offshore

**Details of contract payments received**

If the company received contractual payments provide the details at Item 79.

**Share of joint venture/trust/partnership income**

If the company received income from a joint venture, trusts or partnership provide the details at Item 80.

**Details of directors fees received**

At Item 81, write down the details of fees received by the directors of the company.

**Company tax rates**

The 2008 rate of company tax is 31% for resident and non-resident companies and unit trusts (other than life insurance companies).

The 2008 rate of company tax is 30% for life insurance companies.

For rates of tax for years other than 2008, contact the FIRCA.

**Declaration**

The company's authorised officer should write his or her name, sign and date the return.

If a tax agent prepares the return, the agent should complete the "Declaration by Tax Agent" section.

**Note that the income tax law provides severe penalties for persons who make false returns.**

**What to do with the completed form**

You may either post the form to FIRCA or bring it to any of the FIRCA offices listed below.

If posting the form send it (with a cheque for payment of any tax) to:

For Central & Eastern Division businesses:  
Commissioner of Inland Revenue  
Private Mail Bag  
Suva

For Western Division businesses:  
Commissioner of Inland Revenue  
Private Mail Bag  
Lautoka.

For Northern Division businesses:  
Commissioner of Inland Revenue  
Private Mail Bag  
Labasa.

If bringing the form to FIRCA office, take it to the office nearest to you at the following addresses:

For Central & Eastern Division businesses:  
1st Floor Waisomo House  
Thurston St  
Suva.

For Western Division businesses:  
Revenue House  
19 Tavewa Avenue  
Lautoka

For Northern Division businesses:  
First Floor Rupan Building  
Corner of Nanuku & Jaduram Street  
Labasa.

If bringing the form to FIRCA office, a FIRCA officer will check it and advise if you have missed out any details. If you need help filling in the form ask the FIRCA officer at the counter.