



INSTRUCTIONS FOR COMPLETING APPLICATION FOR TAX CLEARANCE FOR COMPANIES AND OTHER NON- INDIVIDUALS

Revenue Collection Division

GENERAL INFORMATION

This form is used by Companies or other non-individuals who remit out of Fiji in the course of their business.

If the application is successful the applicant will be given a Tax Clearance certificate for exchange control purposes.

Before tax clearance is issued, the applicant must:

- have all their tax returns lodged
- have all their taxes paid
- be able to explain the source of the funds being transferred out of Fiji.

COMPLETING THE FORM

Complete the form in black or blue pen.

PRINT CLEARLY.

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

Section A: Applicant details

The applicant should write its name & address, authorised officer and postal address and also address or registered office.

Section B: Details of funds to be transferred

In the spaces provided, write the amount to be transferred out of Fiji, the currency of the transfer, the country of transfer, and the Fiji bank account where the funds are currently held (bank name, branch name and account number).

Section C: Sources of funds

Source of funds may include:

- Company profits
- Savings from Bank account
- Sale of Assets
- Loan

Other sources of fund – provide full details.

Section D: Details of Taxes Paid

Provide details of any tax paid in order to obtain tax clearance certificate. Complete all necessary details as required on the form under this section

Section E: Tax Agent Details

Provide name of Tax Agent and its address

Declaration

Give full name and designation of the Signing Officer. Sign and Date the application form and attach any schedule that may be necessary for processing this form.

What to do with the completed form

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

If **posting** the form send it 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 FRCA office, take it to the office nearest to you at the following addresses:

For Central & Eastern Division businesses:
Revenue & Customs Services Complex
Corner of Ratu Sukuna Road & Queen Elizabeth Drive
Nasese

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