



**INSTRUCTIONS FOR COMPLETING
REGISTRATION FOR
EMPLOYMENT TAXATION SCHEME**

The form is for registration of an employer under the Employment taxation scheme. The scheme allows, under certain conditions, a 150% tax deduction for wages paid to employees who have not worked before.

An employer must complete this form and give it to the FIRCA to be registered under the Employment taxation scheme. If an employer is not registered they cannot claim the deduction under the scheme.

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

Tax Identification Number

In this space write the Tax Identification Number (TIN) of the employer.

Employer's name

In this space write the employer's name.

Authorised officer/Precedent Partner

If the employer is a company write the name of the authorised officer in this space. If the employer is a partnership write the name of the precedent partner in this space.

Declaration

The employer or the employer's authorised person should sign and date the form, and state what their capacity to sign is (eg owner, authorised officer, precedent partner).

What to do with completed form

You may either post the form to the FIRCA or bring it into any FIRCA office.

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 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:

Charan Jeath Singh Building
Jaduram St
Labasa