



**INSTRUCTIONS FOR COMPLETING  
VALUE ADDED TAX (VAT) RETURN FOR  
GOODS SOLD IN SATISFACTION OF DEBT**

The return form allows a person to make a Value Added Tax (VAT) return in respect of goods sold in satisfaction of a debt.

The person completing this form may or may not be required to be a registered person for VAT. A person may be required to complete this form when they repossess and sell goods for which the buyer has defaulted on a loan agreement.

No VAT implication arises where goods sold relate to personal or domestic goods or goods sold relating to exempt activities.

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

**PERSON SELLING THE GOODS**

In the spaces provided, write your name, address, Tax Identification Number (TIN), telephone and fax number.

Write the period for which the return is being made. A return for March 2004, for example, would be written as:

Start – “0304”  
End – “0304”

**PERSON WHOSE GOODS ARE  
BEING SOLD**

Write the name and address of the person whose goods have been sold in satisfaction of a debt.

If you know the TIN of the person (eg from a tax invoice the person has given you), and that person is registered for VAT, write the TIN in the space provided.

**SCHEDULE**

**Day/Month/Year**

Write the date of sale of the goods.

**Description of goods**

Write a brief description of the goods sold.

**Quantity**

Write the quantity of the goods sold

**Selling Price (VIP)**

Write the amount received for the sale of the goods (VAT inclusive price).

**Note:** If the schedule on the form is insufficient, attach your own schedules to the return.

**Total sales**

Total the Selling Price (VIP) column and write the total here.

**VAT Payable**

Work out 1/9 (one-ninth) of the total sales and write the amount here.

The amount of VAT payable should be paid at the same time as this return is lodged.

## Declaration

Write your name, sign, capacity (eg whether principal partner or authorised person of a company) and date the return.

If you have attached any schedules to the return, each schedule should be signed.

**Note:** the VAT Decree provides severe penalties for persons who make false VAT returns.

## What to do with completed form

You may either post the form to the FRCA or bring it into any FRCA 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 FRCA office, take it to the office nearest 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, an 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.