



## INSTRUCTIONS FOR COMPLETING CANE SIRDAR'S PROVISIONAL TAX CERTIFICATE

### **GENERAL INFORMATION**

Cane sirdars must deduct 15% provisional tax from contract payments made to lorry, tractor or trailer owners (called payees).

The certificate allows a cane sirdar to report to his payees and the FRCA regarding payments made.

The certificate should be in four parts:

**ORIGINAL:** Payee's tax return copy.

**DUPLICATE:** To be retained by payee.

**TRIPLICATE:** FRCA copy.

**QUADRUPPLICATE:** To be retained by sirdar.

Complete the return form in black or blue pen. **PRINT CLEARLY.**

### **COMPLETING THE CERTIFICATE**

All items should be completed. If an item is Not Applicable write "N/A" in the box provided

#### **Year of certificate**

At the top of the certificate write the year that the certificate covers eg if it is a certificate for the year ended 31 December 2003 certificate write "03".

#### **Sirdar's name**

Write here the name of the cane sirdar, including father's name.

#### **Sirdar's TIN**

Write here the Tax Identification Number (TIN) of the sirdar. If the sirdar does not have a TIN he can still complete the certificate. However, he should also complete the form "Application for Registration".

#### **Name of gang**

Write here the name of the gang that the sirdar is in charge of.

#### **Payee's name**

Write here the name of the payee, including father's name.

#### **Payee's TIN**

Write here the TIN of the payee.

#### **Gross contract payments**

Write here the total amount paid to the payee for the year under the contract for cane cartage.

#### **Tax deducted**

Write here the amount of total tax the sirdar deducted from gross contract payments.

#### **Signature**

The sirdar should sign and date the certificate.

**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 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, 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.