



Revenue Collection Division

**INSTRUCTIONS TO COMPLETING
NOTIFICATION OF MISSING CHEQUE &
INDEMNITY FORM**

GENERAL INFORMATION

This form is to be used by a taxpayer whose cheque has been misplaced, stolen, lost or has not been received.

SECTION A

All the parts in this section have to be completed by the taxpayer, detailing the following:

1. Your registered name.
2. TIN number allocated to you.
3. Period for which you are seeking the stop/indemnity.
4. Your FNPF number.
5. Your valid phone contact.
6. Your current postal address.
7. Your bank account number if mode of payment desired is direct deposit.
8. Appropriate mode of payment desired.

Note:

- While filling in the form you should indicate the reason for which you are requesting the stop payment.
- The form needs to be signed by you in front of a FRCA officer who will witness you.
- You also need to provide a valid photo ID for verification purposes.
- If the form is sent through post then it needs to be witnessed by a Justice of Peace, Notary Public, District Officer or senior Civil Servant.

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

If **bringing** the form to FRCA 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 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.