



# ***Guide to Completing the VAT Registration Form***

***Version: September 17, 2014***

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## 1 PURPOSE

The present guide is intended to provide step-by-step instructions on completing each field of the VAT Registration Form for both non-individual and individual applicants. This guide should be used in conjunction with the VAT Registration Guide. Refer to the VAT Registration Guide for further information when completing the form.

## 2 INSTRUCTIONS FOR FORM 7A – NON-INDIVIDUAL

### *Q1 - Are you registering for VAT Account or TIN only?*

You must make a selection.

- VAT Account with TIN.** Check this option if the applicant must or wishes to register for VAT. Refer to section 7 of the VAT Registration Guide for further information.
- TIN only.** Check this option if the applicant does not have to and does not wish to register for VAT, but needs a TIN for conducting business with the Government of The Bahamas. Refer to section 7 of the VAT Registration Guide for further information.

Note: Do not answer questions 33 to 45 if the applicant is applying for a TIN only

### *Q2 - Organization Type*

You must make a selection.

- Company.** Select this option if you are completing the registration of a company that has been registered under the Companies Act. Examples of these would be private limited companies, companies limited by guarantee, public companies, foreign companies that are not

incorporated in The Bahamas but operate a branch locally. Also, select this option if the applicant is a private or institutional trust company. Do not select this option if the applicant is a public enterprise, foundation or an institute set up by statute.

- Partnership.** Select this option if the applicant is a general or a limited partnership.
- Government.** Select this option only if the applicant is a Bahamas Government ministry, agency or department.
- Embassy / Diplomatic Mission.** Select this option if the applicant is an embassy, high commission, consulate or other foreign or diplomatic mission. The applicant must be registered with the Ministry of Foreign Affairs to be considered an embassy or diplomatic mission.
- International Org.** Select this option if the applicant is an international organization that is affiliated with the United Nations or similar body to which the Government of The Bahamas is party. The applicant must be registered with the Ministry of Foreign Affairs to be considered an international organization.
- Non-Profit.** Select this option if you are registering a Non-profit as defined by the Companies Act. Do not select this option if the applicant has been granted charitable status by the Ministry of Finance.
- Other.** Select this option if you are registering a public enterprise or statutory body, a foundation, an organization that has been granted charitable status by the Ministry of Finance, or if you are registering an entity that does not fit under any of the previous categories.

### *Q3 - Registered Business Name*

You must fill out this field.

- If the applicant is registered with the Registrar General's Department (RGD), enter the applicant's business name as it was registered with RGD.
- If the applicant is a partnership that has not registered its business with RGD, enter the name registered with the Business License Department.
- If the applicant is a government ministry, agency or department, enter "The Government of The Bahamas".
- If the applicant is an embassy, diplomatic mission or international organization, enter the name under which they are registered with the Ministry of Foreign Affairs.
- If none of the above apply to the applicant, enter the business name under which the applicant is operating.

#### **Q4 - Trade Name**

You must fill out this field.

- If the applicant has a business license, enter the name that was registered at the Business License Unit.
- If the applicant does not have a business license, enter the name that the entity is known by.
- If the applicant is a government ministry, agency, or department, enter the name of the ministry, agency or department.

#### **Q5 – Business NIB Number**

If the applicant is an employer, enter the Business NIB number as issued by the National Insurance Board.

This number is composed of 9 digits.

#### **Q6 – Incorporation Date**

If the applicant is incorporated, enter the date of incorporation as recorded at RGD.

#### **Q7 – RGD Number**

If the applicant has a number issued by the Registrar General's Department, enter it in this field.

This number should be composed of 5 digits.

#### **Q8 – RGD Code**

If the applicant has a code issued by the Registrar General's Department, select the appropriate option from the available list.

#### **Q9 – Business License Control Number**

If the applicant has a Control number issued by the Business License Unit, enter it in this field. If the applicant has more than one Control number, enter the one associated with the trade name entered in question 4.

This number should be composed of 7 digits.

#### **Q10 – Business License Number**

If the applicant has a business license number issued by the Business License Unit, enter it in this field. If the applicant has more than one business license, enter the one associated with the trade name entered in question 4. The others will be entered in question 51.

This number should be composed of 8 digits.

#### **Q11 – Business License Issue Date**

If the applicant has a business license enter the date it was last renewed. Use the following format dd-mm-yyyy.

#### **Q12 – Real Property Tax Assessment Number(s)**

If the entity owns property or properties, enter the assessment number issued by the Real Property Tax Unit. If the entity has more than three assessment numbers, use an additional sheet to provide these.

#### **Q13 – Primary Nature of Business**

You must fill out this field.

- If the applicant is a government ministry, agency or department, enter 8411 for the Code, and “General public administration activities” for the Description.
- If the applicant is an embassy or diplomatic mission, enter 9900 for the Code and “Activities of extraterritorial organizations and bodies” for the Description.
- For other Organization Types, refer to <http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27>, and select the Code and Description of the activity that best matches the applicant’s business.

Refer to section 7 of the VAT Registration Guide for further information.

#### **Q14 – Subsidiary Nature of Business**

If the applicant’s business carries out more than one activity, enter the corresponding fields, following the instructions provided in question 13.

#### **Q15 – Country of Residence**

Enter the country where the applicant is resident or incorporated. For most corporate entities this will be The Bahamas.

#### **Q16 – Representative TIN**

If someone will be managing the VAT affairs of the applicant, enter their Tax Identification Number. During the initial registration on introduction of VAT this number may not be available yet. It should be provided subsequently during an update of the applicant’s account information.

#### **Q17 – Representative Name**

Enter the Trade Name of the representative, as it is recorded with the VAT Department.

#### **Q18 – Relationship to Taxpayer**

Enter the relationship of the representative to the applicant. Examples are “accountant” or “lawyer”.

Refer to section 5 of the VAT Registration Guide for further information.

#### **Q19 – Email address**

Enter the applicant’s primary email address which will be used for receiving correspondence from the VAT Department.

#### **Q20 – Telephone Number**

Enter the primary phone number, cell number and fax number where the applicant wishes to be contacted by the VAT Department.

#### **Q21 –25 Business Address**

Enter the address of the physical location of the applicant, or of the head office if the applicant has multiple branches. The Business Address cannot be a PO Box number.

#### **Q26 –32 Mailing Address**

Select the appropriate option and enter the mailing address to which correspondence from the VAT Department should be directed. The Mailing Address may be a PO Box

#### **Q33 – From which date do you wish to start charging VAT?**

Enter the date on which the applicant should, or should have, started charging VAT. You may enter a past or future date. The date for most applicants will be January 1 2015.

Refer to section 1 of the VAT Registration Guide for further information.

The VAT Department might register the applicant on a date that is different from the date that you indicate here, as registration normally commences on the first of a given month.

**Q34 – What is your total value of taxable supplies?**

Enter the total value of the applicant's taxable supplies over the preceding 12 months.

Refer to section 1 of the VAT Registration Guide.

**Q35 – Do you expect your taxable supplies for the next 12 months to be more than \$100,000?**

Select "Yes" if the applicant's projected sales of taxable supplies exceed \$100K, otherwise select "No".

**Q36 – Are you a Commercial Importer?**

Select "Yes" if the applicant holds a business license and they import regularly or occasionally for their business.

**Q37 – Are you an exporter of taxable supplies?**

Select "Yes" if the applicant currently exports or intends to export taxable supplies as part of their regular business activities. Exporters of taxable supplies may include most categories of "offshore" financial services providers, VAT registered retailers of tax free tourist good, and manufacturers.

**Q38 – What percentage of your business is zero-rated supplies?**

Enter a known or estimated figure that represents zero-rated supplies relative to the applicant's total supplies. Zero-rated supplies include exports.

**Q39 – Do you make exempt supplies?**

Select "Yes" if some of the applicant's current or intended supplies fall under the 2<sup>nd</sup> Schedule, Part I of the VAT Bill. Examples of exempt goods include sales of residential housing, some education services and many local banking and insurance services.

**Q40 – What percentage of your business is exempt supplies?**

Enter a known or estimated share of sales that represents exempt supplies relative to the applicant's total supplies.

**Q41 – Are you covered by the Hawksbill Creek agreement?**

Select "Yes" if the applicant is a Licensee of the Grand Bahama Port Authority or if the applicant is the Port Authority.

**Q42 – Are you a Financial Services Provider?**

Select "Yes" if the applicant is a provider of regulated financial services and is regulated by the Central Bank of The Bahamas, Insurance Commission, Securities Commission or the Compliance Commission.

**Q43 – Do you currently have computerized accounting records?**

Select "Yes" if the applicant does, and specify the type of software.

Note: Spreadsheet software such as Excel qualifies as computerized accounting records.

**Q44 – Treasury Department Vendor ID (if any)**

Enter the applicant's vendor ID as issued by the Government of The Bahamas' Treasury Department, if applicable.

**Q45 – Port Business License Number**

If you answered "Yes" to question 41, enter the applicant's license number issued by the Grand Bahama Port Authority.

**Q46–50 - Banking Information**

Enter Banking information of the applicant. This should include "Account Holder's Name", "Bank Name", "Bank Branch", "Bank Code", and "Bank Account Number". Refer to the bank if any of the information is not readily available to you.

Note: The Account Holder's Name must match the Registered Name or Trade Name of the applicant.

***Q51 - Branch Information***

If the applicant operates from more than one physical location, enter the relevant details associated with each physical location.

If the applicant has different NIB numbers for the various branches, enter them; otherwise, keep the field blank.

***Q52 – Directors' Information***

Enter the relevant information on directors. Note: Shareholders should not be entered here, unless they are also directors.

***Q53 – Partnership Information***

If the applicant is a general or limited partnership, enter the relevant information on partners. Otherwise, leave this section blank.

***Q54 – Major Shareholders' Information***

If the applicant is incorporated, enter the relevant information on shareholders who own at least 10% of the common shares of the entity.

### 3 INSTRUCTIONS FOR FORM 7B – INDIVIDUAL

#### **Q1 - Are you registering for VAT Account or TIN only?**

You must make a selection.

- VAT Account with TIN.** Check this option if the applicant must or wishes to register for VAT. Refer to section 7 of the VAT Registration Guide for further information.
- TIN only.** Check this option if the applicant does not have to and does not wish to register for VAT, but needs a TIN for conducting business with the Government of The Bahamas. Refer to section 7 of the VAT Registration Guide for further information.

Note: Do not answer questions 40 to 52 if the applicant is applying for a TIN only

#### **Q2 - Organization Type**

You must make a selection.

- Sole Trader.** Select this option if the applicant is a sole trader, sole proprietor or self-employed person.
- Trustee.** Select this option if the applicant is an individual trustee responsible for administration of a trust's funds. Select this option only if the applicant does not have a business license; a self-employed trustee who has a business license should select "Sole Trader" instead.
- Other.** Select this option if the applicant is neither a sole trader nor an individual trustee.

#### **Q3 - Registered Business Name**

Select the appropriate title of the applicant.

#### **Q4 - First Name**

You must fill out this field.

Enter the first name of the applicant.

#### **Q5 - Middle Name**

Enter the middle name of the applicant, if applicable.

#### **Q6 - Last Name**

You must fill out this field.

Enter the last name of the applicant.

#### **Q7 - Date of Birth (dd/mm/yyyy)**

You must fill out this field.

Enter the date of birth of the applicant in the proper format.

#### **Q8 - Personal NIB**

You must fill out this field.

Enter the personal NIB number of the applicant issued by the National Insurance Board.

This number is composed of 8 digits.

#### **Q9 - Country of Residence**

You must fill out this field.

Enter the country of residence of the applicant.

#### **Q10 - Trade Name**

You must fill out this field if the applicant is a sole trader.

- If the applicant has a business license, enter the name that was registered by the Business License Unit.
- If the applicant does not have a business license, enter the name that the entity is known by.

#### **Q11 - Business NIB Number**



If the applicant is an employer, enter the Business NIB number as issued by the National Insurance Board.

#### **Q12 – Business License Control Number**

If the applicant has a Control number issued by the Business License Unit, enter it in this field. If the applicant has more than one Control number, enter the one associated with the trade name entered in question 10.

This number should be composed of 7 digits.

#### **Q13 – Business License Number**

If the applicant has a business license number issued by the Business License Unit, enter it in this field. If the applicant has more than one business license, enter the one associated with the trade name entered in question 10. The others will be entered in question 59.

This number should be composed of 8 digits.

#### **Q14 – Business License Issue Date**

If the applicant has a business license, enter the date it was last renewed. Use the following format dd-mm-yyyy.

#### **Q15 – Real Property Tax Assessment Number(s)**

If the applicant owns property or properties, enter the assessment number(s) issued by the Real Property Tax Unit. If the applicant has more than three assessment numbers, use an additional sheet to provide these.

#### **Q16 – Primary Nature of Business**

You must fill out this field if the applicant is a sole trader.

Refer to the list provided at <http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27>, and select the Code and Description of the activity that best matches the applicant's business.

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#### **Q17 – Subsidiary Nature of Business**

If the applicant's business carries out more than one activity, enter the corresponding fields, following the instructions provided in question 16.

#### **Q18– Representative TIN**

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#### **Q21 – Email address**

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#### **Q22 – Telephone Number**

Enter the primary phone number, cell number and fax number where the applicant wishes to be contacted by the VAT Department.

#### **Q23 –27 Business Address**

You must fill out this field if the applicant is a sole trader.

Enter the address of the physical location of the applicant, or of the head office if the applicant has multiple branches. The Business Address cannot be a PO Box number.

**Q28 –32 Home Address**

You must fill out this field.

Select the appropriate option and enter the home (residential) address of the applicant. The Home Address cannot be a PO Box number.

**Q33 –39 Mailing Address**

You must fill out this field.

Select the appropriate option and enter the mailing address to which correspondence from the VAT Department should be directed. The Mailing Address may be a PO Box number.

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**Q48 – Are you covered by the Hawksbill Creek agreement?**

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***Q49 – Are you a Financial Services Provider?***

Select “Yes” if the applicant is a provider of regulated financial services and is regulated by the Central Bank of The Bahamas, Insurance Commission, Securities Commission or the Compliance Commission.

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***Q52 – Port Business License Number***

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***Q53–58 - Banking Information***

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Note: The Account Holder’s Name must match the First and Last Name or Trade Name of the applicant.

***Q59 - Branch Information***

If the applicant operates from more than one physical location, enter the relevant details associated with each physical location.

If the applicant has different NIB numbers for the various branches, enter them; otherwise, keep the field blank.

## CONTACT US

Further information can be obtained from the Taxpayers Services help desk: 1 (242) 225 7280

Or you can contact us by email: [vatcustomerservice@bahamas.gov.bs](mailto:vatcustomerservice@bahamas.gov.bs)

Or you can write to:

Value Added Tax Department

Ministry of Finance

P. O. Box N-4866

Nassau, N.P.

Bahamas

[www.bahamas.gov.bs/vat](http://www.bahamas.gov.bs/vat)

