

**No. 52**

**THE VALUE ADDED TAX ORDINANCE 2001**

(Ordinance 10 of 2001 as amended by Ordinances 16 of 2002 and 36 of 2002, Public Instrument 18 of 2003 and Ordinance 38 of 2003.)

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**NOTICE UNDER REGULATION 17(4) OF THE VALUE  
ADDED TAX (GENERAL) REGULATIONS 2002**

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In exercise of the powers under regulation 17(4) of the Value Added Tax (General) Regulations 2002, the Commissioner of Value Added Tax hereby gives notice as follows—

**1.** Any tax return which a taxable person is required to make under regulation 17(4) of the said Regulations shall be made in the form set out below—

**Sovereign Base Areas  
Value Added Tax**

**For official use**

**Stamp of receipt**

**FINAL TAX RETURN**

For the period from ..... to .....

VAT registration number: .....

Date: .....

**This return must be completed and submitted to the Commissioner of Value Added Tax by ....., otherwise you will be liable to a penalty. Also by this date all VAT due from you must be paid, otherwise you will be liable to a surcharge equal to ten percent (10%) of the VAT due.**

Before you complete the form please read carefully the explanatory notes on the reverse side. Complete all boxes clearly in black or blue ink and enter "nil" where appropriate. Do not put dashes and do not leave any box blank. If there are no cents, enter "00" in the column for cents. Do not enter more than one amount in any box.

		Pounds	Cents
For official use	Output tax due this period	1	
	Input tax to be deducted for this period	2	
	VAT payable or VAT to be refunded (difference between boxes 1 and 2)	3	
	Total value of supplies made by you (excluding VAT)	4	00
	Total value of zero-rated supplies made by you	5	00
	Total value of supplies received by you (excluding VAT)	6	00
	Value of imported goods from member States of the European Union (EU)	7	00
	Value of exported goods to member States of the European Union (EU)	8	00
<b>STATEMENT</b> :I declare that the information contained in this form is complete and accurate. Name of person signing:..... Capacity of the person signing: self-employed/ partner/ director/ authorised person (delete as appropriate) . Signature..... Date.....			

**RECEIPT OF PAYMENT**

Pounds cent

Amount payable (written in words).....

**For official use**

**Bank stamp**

Date of payment

VAT code

Code number

VAT account code

This copy must be submitted to the Commissioner of Value Added Tax.

**Explanatory notes to assist you in completing your final tax return correctly (in these notes “the Ordinance” means the Value Added Tax Ordinance 2001)**

**Box 1**

In this box you must include VAT chargeable on the value of the assets of your business which you retained in your possession on the date on which your registration in the VAT Register was cancelled. If this VAT does not exceed two hundred Cyprus pounds (£200) then do not include it.

Also in this box you must include, but only if you did not include it in your tax return for the period in which the date of the cancellation of your registration fell, the VAT chargeable on supplies made by you in this period, the VAT chargeable on services you have received from abroad (self-supplies), the VAT shown on any valid credit notes you have issued in this period relating to supplies charged at a positive rate, as well as any other amounts of VAT represented by positive or negative entries in the VAT payable portion of your VAT Account for this period, subtracting or adding the relevant amounts, as the case may require.

**Box 2**

Only if you did not include it in your tax return for the period in which the date of the cancellation of your registration fell:

In this box enter the total amount of VAT charged by your suppliers on supplies you have received in this period, the amount of VAT you have paid on the importation of goods, the amount of VAT chargeable on services you have received from abroad (self supplies) and deduct the VAT shown on any valid credit notes you have received from your suppliers in this tax period.

Do not forget that you must possess an invoice with a date falling within this tax period (for supplies charged at a positive rate) and customs documents proving the payment of VAT in this period on goods you have imported. Also do not forget that the amount you may include in this box is only the amount of input tax which is permitted to be deducted in accordance with the Ordinance and regulations. In this box you may also include any amount of VAT which, under section 27 of the Ordinance may be refunded by way of bad debt relief. It is emphasized again that you should only include the above, where you have not included them in your tax return for the period in which the date of the cancellation of your registration fell.

**Box 3**

In this box enter the difference between boxes 1 and 2. If the difference arising is negative (namely if the amount in box 2 is greater than the amount in box 1) then you must write the amount of the difference in brackets, as an indication that the amount is negative.

**Box 4**

In this box you must include the value of the assets of your business which you retained in your possession on the date on which your registration in the VAT Register was cancelled.

Also in this box you must include, but only if you did not include it in your tax return for the period in which the date of the cancellation

of your registration fell: the total value of the supplies (excluding VAT), which you have made in this tax period (i.e. supplies which are chargeable at the standard rate, or at a reduced rate or the zero rate as well as exempt supplies) and also the value of services you have received from abroad (self-supplies).

### **Box 5**

In this box enter the total value of zero-rated supplies of goods and services which you have made in this tax period (including exports). These supplies are described in the Sixth Schedule to the Ordinance (e.g. foodstuffs, medicines, children's wear and footwear). Note that you will have already included this amount in box 4.

### **Box 6**

**Only where you have not included it in your tax return for the period in which the date of the cancellation of your registration fell:**

In this box enter the total value (excluding VAT) of all supplies (goods and services) that you have received for the purposes of your business in this period (including supplies which are charged at the standard rate, a reduced rate, or the zero rate as well as supplies which are exempt). You must also include the value of goods which were cleared through customs in the said period and the value of services you have received from abroad (self-supplies). Do not include salaries, and daily wages, contributions to various funds, gifts of money, interest, dividends, taxes and other expenses which did not relate to supplies to you for the purposes of your business.

### **Box 7**

In this box enter the total customs value, excluding VAT, of all goods that you have imported for the purposes of your business this period (including imports which are charged at the standard rate, reduced rate, zero rate and exempted imports) from member States of the European Union (EU).

### **Box 8**

In this box enter the total customs value, excluding VAT, of all goods that you have exported for the purposes of your business this period to member States of the European Union (EU).

### **Directions for payment**

If the amount in box 3 is positive, then you must pay that amount in accordance with the same procedure that you were required to follow for your normal tax returns.

### **Directions for the submission of the tax declaration return**

After you have paid the amount, **you must send the original of your tax return to the Commissioner of Value Added Tax or deliver it personally to your local VAT Office.** It is very important that the return is submitted to the Commissioner at the latest by the date shown on your tax return for its submission (which appears on its upper part). You should retain the pink copy.

**Even if the amount in box 3 is negative, the original of your tax return must nevertheless be submitted on time.**

Do not forget to enter your name and sign your declaration at the appropriate place.

Declarations which are not properly completed and signed will be considered as not having been submitted and as result you will be liable to a penalty and possibly a surcharge.

If you have any questions on how to complete your tax return you may contact your local VAT Office. Also do not forget that if the nature of your activities or the particulars of your business have changed (address, telephone nos. etc.) you are obliged to inform your local VAT Office in writing without delay.

2. P.I. 67/2003 is hereby revoked.

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Dated this 23 day of March 2004.

Arthur Dunlop  
Commissioner of Value Added Tax  
Sovereign Base Areas.

(SBA/128/210/1)

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