

Leaflet 11

REGISTRATION CHANGES

01. WHAT MUST I DO IF THE DETAILS REGARDING MY REGISTRATION FOR VAT OR TURNOVER TAX CHANGE?

You must notify the office which issued your VAT Registration Certificate or TOT Notification of Registration in writing of the details of the changes within 14 days of the changes taking place.

02. WHAT DETAILS ARE REQUIRED TO BE NOTIFIED?

- The changes which are required to be notified include: -
 - A change in the name, address, or place of business defined on the certificate or notification.
 - Any temporary closure or dis-continuation of the business
 - Any change in business activities or in the nature of the sales being made or principal commodities traded.
 - Any changes in the constitution of the firm.
 - A change in bank account details
 - If you commence to execute works contracts for State Government department or local authorities
 - If you cease to execute such contracts.
- If there are other changes in your business or your business activities you should notify the tax office.

03. WHAT WILL HAPPEN AS A RESULT OF THE NOTIFICATION OF THESE CHANGES?

You will receive a response from the tax office and your VAT Certificate of Registration or TOT Notification of Registration will be amended or a new certificate issued if appropriate.

04. WHY IS IT NECESSARY TO NOTIFY THESE CHANGES?

All your VAT accounting responsibilities under the VAT Act 2005 depend upon you having an accurate VAT Certificate of Registration. For example if the tax invoices you issue to your customer do not reflect the changed circumstance he will not be able to claim credit for the VAT he has been charged. In that case he may not wish to continue to conduct business with you.

05. ARE THERE PENALTIES IN THE VAT ACT 2005 FOR THE FAILURE TO NOTIFY CHANGES?

Yes. There are penalties provided for the failure to maintain accurate records in the APVAT Act 2005.

06. WHAT SHOULD I DO TO OBTAIN FURTHER INFORMATION?

Contact your local Tax Office.