

**ADVISORY VISIT REPORT**

1. VAT Certificate TIN Number \_\_\_\_\_
2. Name of the VAT dealer \_\_\_\_\_
- 3 Address visited \_\_\_\_\_
4. Person(s) interviewed \_\_\_\_\_
5. Date and time of visit \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
6. Registration Application checked \_\_\_\_\_
7. Registration Certificate checked \_\_\_\_\_
8. Return filing and tax payment procedures explained \_\_\_\_\_  
VAT taxable person accounting system \_\_\_\_\_
9. Particular legal provisions specifically related to the business \_\_\_\_\_
10. Explanation of VAT return completion provided \_\_\_\_\_
  - i. Particulars of VAT features \_\_\_\_\_
  - ii. VAT rulings given \_\_\_\_\_
  - iii. Transitional issues \_\_\_\_\_
  - iv. Value of stock on hand \_\_\_\_\_
  - v. Estimated value of assets on hand \_\_\_\_\_

11. ASSESSMENT OF REVENUE RELIABILITY

POOR	
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AVERAGE	
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GOOD	
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Officer: Name \_\_\_\_\_ Rank \_\_\_\_\_ Signature \_\_\_\_\_

Senior Officers : Name \_\_\_\_\_ Signature \_\_\_\_\_

Checked by Head of Section: Name \_\_\_\_\_ Signature \_\_\_\_\_