

Guidance Notes

What is this form used for?

Section 11 of the VAT Act, 2010 requires the recipients of imported Services to furnish the Comptroller with an import declaration containing the information necessary to calculate the tax payable in respect of the Imported Services. This form is therefore, used to furnish to the Comptroller details regarding services Imported into St. Christopher and Nevis.

Businesses reporting Imported Services are required to submit the **Disclosure of Imported Services** form (VAT-003) along with their monthly VAT returns to provide the Inland Revenue Department with additional details on the services imported. The form is accessible via www.skniird.com and www.sknavat.com.

Do not use this form for the following:

- In place of the monthly VAT Return
- To provide the department with information concerning any business transactions or than imported services
- To make adjustment or changes to information provided regarding imported services previously reported

Instructions to completing the Disclosure of Imported Services Form

Taxpayer Identification Number: Enter your taxpayer number as it appears on your monthly VAT return form.

Name of Registrant: Enter the name of your business as it appears for VAT Registration purposes.

Tax Period: Enter the tax period in which the services were imported for reporting purposes.

SECTION 1

Service Provider: Provide the name of the Company/Individual providing the imported services.

Service Performed: Briefly state the nature of the services imported.

Date: Provide the date on which the service was imported. If the imported service occurs over a period of time, please indicate the duration of the service.

Country of Origin: Provide the name of the country where the imported services originated.

Vale of Service: Enter the value of the services imported during the tax period. This value should **NOT** include VAT.

SECTION 2

Signatory Full Name: Enter your full name.

Signature: Enter your signature as you usually would for official purposes.

Date: Enter the date on which you filed the Disclosure of Imported Services form.

Further Advice

If you failed to include the VAT payable on imported services for previous tax periods, you are required to complete a Disclosure of Errors form accompanied by the Disclosure of Imported Services Form (VAT 003) for each tax period in which the error occurred.

Additional Information

You can find out more about these procedures and any other VAT related information by visiting our websites at www.sknavat.com/www.skniird.com or our office located on the Bay Road, Basseterre, St. Kitts and the IRD Building, Main Street, Charlestown, Nevis.