



**NATIONAL REVENUE AUTHORITY
DOMESTIC TAX DEPARTMENT(DTD)
Republic of Sierra Leone**

DTD 003A

HEAD OFFICE DETAILS

DTD BRANCH FORM

Section A

Name of Business or Proprietor [1]			
Address of Principal place of business [2]			
	Town/District/Region	/	/
Taxpayer Identification No.(TIN) {if any} [3]	<input type="text"/>	<input type="text"/>	Mobile [3] <input type="text"/>

BRANCH 1

BRANCH DETAILS

Section B

Branch Name [5]			
Branch Address [5]			
	Town/District/Region	/	/

BRANCH 2

Branch Name [4]			
Branch Address [5]			
	Town/District/Region	/	/

BRANCH 3

Branch Name [4]			
Branch Address [5]			
	Town/District/Region	/	/

BRANCH 4

Branch Name [4]			
Branch Address [5]			
	Town/District/Region	/	/

CERTIFICATE

Section C

[6] I	<input type="text"/>	declare that the informaton given above are correct and complete
	(Full name of signatory in BLOCK LETTERS)	Day Month Year
Position [7]	<input type="text"/>	Signature [8] Date [9] <input type="text"/>

FOR NRA OFFICIAL USE ONLY

Section D

Approved by officer [10]	<input type="text"/>	Taxpayer Identification No.(TIN)	[12] <input type="text"/>
Entered By [11]	<input type="text"/>		

If you need clarification or assistance in completing this form please contact the Domestic Tax Department (DTD) 17/19 Wellington Street Freetown

Box Number

- 1** - Enter FULL NAME as follows
- * **Sole Proprietor** - Title (Mr./Mrs./Miss/Dr.) followed by other name (s) and surname
 - * **Partnership** - Registered name of the partnership.
 - * **Company** - Name of company as entered on the Certificate of Incorporation
- 2** - Enter details for your principal place where the Head Office day to day business is conducted.
- 3** - Enter your Taxpayer Identification Number (TIN).
- 4** - Enter the full name of your branch. If you have more than four(4) branches, then you must request for a supplementary form from GST Administration Unit or make photocopies of this fill sections A,B and C and attach the completed forms.
- 5** - The Physical location of each branch(es) must be enter. Provide streets address(es) and leave out phrases like "near the bridge" etc.
- 6 - 9** - Certificate to be completed as follows:
- * **Sole Proprietor** - only by the Sole Proprietor himself/herself
 - * **Partnership** - one of the Partners
 - * **Company** - a Director or Company Secretary
 - * **SOE/Public Corporation** - a Director or Company Secretary
 - * **Others** - Legally responsible person
- 10 - 12** - DO NOT FILL ITEMS 10-12