

DTD 002 COMPLETION NOTES

If you have branch(es) please ask for 'DTD 003A Form' for the Branch(es)

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

GUIDANCE NOTES This form is to be completed for Businesses other than Sole Proprietorships or Individuals. Attach a photocopy of Certificate of Registration. Request for the other two forms- **DTD003A** to complete the DTIS registration.

- 1 - Enter name of business as entered on Certificate of Incorporation or registered name of the partnership
- 2 - If you have a trading name different from that at [1] above - enter here. If not leave it blank.
- 3 - Enter your Taxpayer Identification Number (TIN)
- 4 - Enter the current mobile number of the business
- 5-9 - Enter all your active bank accounts details. If you have more than three (3) bank accounts fill another form for the remaining account(s)
- 10 - The year of assessment is the period of twelve months ending on 31st December which is referred to as the "ordinary year of assessment. A substituted year of assessment is a different twelve month period different from the ordinary year of assessment.
- 11-12 - Tick the tax type (s) applicable to your business/Entity
- 13-16 - Certificate to be completed as follows:
 - * **Sole Proprietor**- only 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
- 17-19 - DO NOT FILL ITEMS 17-19