

COMPLETION NOTES

If you need clarification or assistance in completing this form please contact the National Revenue Authority - Mobile. 078/077/033/030 970844

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
 - NGO** - Registered name of NGO
2. - Enter details for your principal place of business - the address from which your day to day business affairs are conducted.
3. - Current E-mail address, number of land- line and mobile phone of the business.
4. - Enter your Taxpayer Identification Number (TIN).
5. - Enter the date the change(s) should take effect.
- 6-7. - Who owns the business? - Tick one box only for the legal entity. For "other"s give further details at box [7] below E.g. Clubs, Charities, Diplomatic Missions etc.
8. - Enter the previous detail before the change(s) occur.
9. - Enter the change(s) you want to make.
10. The supporting document(s)(eg. Registration Certificate,Licence etc) to backup the change you want to make.
- 11-13 - 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
 - NGO & Others** - Authorised Person
- 14-17 - DO NOT FILL ITEMS 13-16