



NATIONAL REVENUE AUTHORITY
Domestic Tax Department (DTD)
Republic of Sierra Leone

DTD 001 G

Section A

APPLICATION FOR GST REGISTRATION

Business / proprietor / Establishment Name [1] _____

Trading Name (if different from above) [2] _____

Business Address [3] Street _____
 Town/District/Region _____

Telephone No. and E-mail [4] Land Line _____ Mobile _____
 Email Address _____

Trading Commenced (or will commence) [5] Day / Month / Year _____ Taxpayer Identification No.(TIN) {if any} [6] _____

Type of Business (Tick One) [7] Sole Proprietor Partnership Private Ltd Company Public Ltd Company
 State owned Enterprise Others If others specify [8]

Date you became liable to register [9] Day / Month / Year _____

Value of Total Sales/ Turnover (for the last 12 Months) [10] In Words
 Figures (Le) _____

Value of taxable sales/ turnover(including zero rated) during last 12 months [11] In Words
 Figures (Le) _____

Describe your business activities. E.g.restaurant,Legal Service, Sale of used car [12] _____

Are you an Exporter? [13] (Mark X in appropriate box): YES No

Are you an Importer? [14] YES No Are your accounts computerised [15] YES No

Section B

CERTIFICATE

[16] I _____ declare that the informaton given above are correct and complete
 (Full name of signatory in BLOCK LETTERS) Day / Month / Year

Position .Eg Proprietor, Partner,Director etc [17] _____ Signature [18] Date [19] _____

Section C

FOR NRA OFFICIAL USE ONLY

Office Code [20] _____ Reg. Type [21] _____ Business Sector Code [22] _____
 Day / Month / Year

Date of Receipt [23] _____ Effective Date of Registration (EDR) [24] _____
 Day / Month / Year

Approved by officer [25] _____ Taxpayer Identification No.(TIN) [28] _____

Entered By [26] _____ Reference no [27] _____

GST 001 COMPLETION NOTES

If you have branch(es) please ask for 'GST 001A Form' for the Branch(es)

If you need clarification or assistance in completing this form please contact the Domestic Tax Department (DTD), Groundfloor, Gladvic House, 19 Wellington Street, Tel Nos. 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
- 2** - If you have a trading name different from that at [1] above - enter here. If not leave it blank.
- 3** - Enter details for your principal place of business - the address from which your day to day business affairs are conducted.
- 4** - Current E-mail address, number of land- line and mobile phone of the business
- 5** - Enter the date you commenced or intend to commence your trade.
- 6** - Enter your Taxpayer Identification Number (TIN).
- 7-8** - 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.
- 9** - Enter the date you became liable to be registered for GST under the GST Act 2009.
- 10** - Enter the total value of all sales/turnover for the last 12 month period. This should include standard rated, zero rated, exempt and institutional relief sales. (Give the figures to the nearest thousand leones).
- 11** - Enter the total value of sales/turnover for the last 12 month period. This should comprise standard and zero rated sales/turnover only. (Give the figures to the nearest thousand leones).
- 12** - State the main business activity(ies) and type of supplies.
- 13-15** - Tick box(es) as applicable.
- 16 - 19** - 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
- 20 - 28** - DO NOT FILL ITEMS 19-26
- Please remember - If you do not apply for registration at the appropriate time you are committing an offence and will be liable to a penalty .