

Notes:

1	Business Name	Provide the name of the business, this is the name that the business will be registered under. If registering as a sole trader the business name will be the name of the individual person. If registering as a partnership, enter the name of the partnership.
2	Business Trading Name/s	If it has any, provide the business trade name/s. This is the name the business may use to describe itself to its customers.
3	Business Structure	Select the type of structure the business is operating under. Partnerships – if the partnership is a trading business then we will register both the partnership and the partners. Sole Traders -A sole trader is a business owned by an individual person. We will register it under the individual's name. Company - If a company, it will be registered with Company Haus.
4	Individuals and Entities Associated with this business	This may be the Directors names, associated Companies, Partners or individuals (if known please advise the TIN numbers)
5	Date the Business started	This is usually the date the business started to operate.
6	Financial year end date	This is also known as “balance date”.
7	Main Business Activities	What does the business do? Please be as specific as possible. Examples – taxi, building construction, restaurant, crop farming.
8	Is the Business a resident or non-resident?	Generally, if you are an individual person residing in the Solomon Islands or a company incorporated and operating in the Solomon Islands you will be a resident for tax purposes.
9	For Provisional tax purposes please advise	Annual turnover is also known as gross earnings or gross income. Annual profit is the annual turnover less expenses.
10	Address where business located	This is the physical location of the business, it may include a building name, or street name, or the name of a building close by. Please be as specific as possible.
11	Postal Address	This will usually be a box number.
12	Telephone Numbers	Please provide both a landline and mobile number if you have them.
13	Email address	Please provide an email contact address. Sometimes this may be a partners or directors email address.
14	Contact Name	This will be the main contact person for Inland Revenue. It maybe the name of a partner or director, or the accountant etc
15	Accounting Firm Name:	If you are represented by a tax agent or accountant, provide their name.
16	What taxes do you need to register for?	Income Tax – generally you will be liable for income tax if generating business income PAYE – if you are employing staff you may need to register for PAYE Goods Tax – you may need to register for Goods Tax if you are a wholesaler or manufacturer. Please discuss this with us, form GT1 may need to be completed. Sales Tax – if you provide certain goods and services then you may need to register for Sales Tax. Please discuss this with us. Form ST1 may need to be completed. Withholding tax – In some cases you may only need to register for withholding tax eg a tenant deducting withholding tax from rental payments.

Would you like to attend one of our new business tax advisory seminars?	<input type="checkbox"/> Yes
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Contact Inland Revenue if you need assistance:	
<p> Telephone us on 21493</p> <p> Email us at Taxeducationteam@mof.gov.sb</p> <p> Visit our website www.ird.gov.sb</p>	<p> Send mail to PO Box G9, Honiara</p> <p> Visit the Inland Revenue office at the MOFT Compound on Mendana Avenue</p>