



APPLICATION FOR REGISTRATION for New Business Taxpayers

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| 1. Name | | | |
| 2. Date of Birth (if a sole trader) | | | |
| 3. a) Has this business been registered before? b) Has there been a change of ownership of business? | <input type="checkbox"/> No <input type="checkbox"/> Yes - please provide business name and TIN..... <input type="checkbox"/> No <input type="checkbox"/> Yes - please provide name of business and TIN, and name of previous owners..... | | |
| 4. Business Trading Name/s | | | |
| 5. Business Structure (Please tick applicable box <input checked="" type="checkbox"/> and attach required information) | <input type="checkbox"/> Individual / Sole Trader <input type="checkbox"/> Partnership – Please advise the names of all Partners (Q6), their share in the partnership and attach a copy of any written Partnership Agreement. <input type="checkbox"/> Company – Please advise the Directors names (Q6) Please also attach a copy of the Certificate of Incorporation or advise the Company Haus registration number. <input type="checkbox"/> Trust – Please attach a copy of Trust Deed and advise the name of Trustee operating the business (Q6) <input type="checkbox"/> Special status – NGO/School etc., please detail: | | |
| 6. Associated individuals/entities | | | |
| 7. Date the Business started | ____/____/____ (day /month /year) | | |
| 8. Financial year end date | ____/____/____ (day /month /year) | | |
| 9. Bank account details (if more than one, please attach details) | Bank: | Account Holder: | |
| | Account number(s): | | |
| 10. Main business activities | | | |
| 11. Is the Business a resident of the Solomon Islands? | <input type="checkbox"/> Resident <input type="checkbox"/> Non – Resident Country of residence | | |
| 12. For Provisional Tax please advise | Estimated Annual Turnover \$..... Estimated Annual Profit for first year \$..... | | |
| 13. Address where business located | | | |
| 14. Postal Address | | | |
| 15. Telephone Numbers | Landline: | Mobile: | |
| 16. Email address (if any) | | | |
| 17. Contact Name | | | |
| 18. Accounting Firm Name: | | | |
| 19. What taxes do you need to register for? (tick <input checked="" type="checkbox"/>) | <input type="checkbox"/> Income Tax (on business income) (includes Withholding Tax and Stamp Duty) <input type="checkbox"/> PAYE (if you are an employer) <input type="checkbox"/> Goods Tax <input type="checkbox"/> Have you had an IRD inspection? <input type="checkbox"/> Sales Tax | | |
| | <input type="checkbox"/> Wholesaler <input type="checkbox"/> Manufacturer | List goods sold by wholesale: List goods manufactured: | |

Please refer to notes over the page for declaration and notes

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| Declaration: I, _____ declare that the information is true and correct | | |
| Signature | Title (e.g. director, partner) | Date |
| Notes: | | |
| 1 | Name | Provide the name of the individual or 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. |
| 2 | Date of birth | If the business is being run by you as an individual, please advise your date of birth |
| 3 | Previous registration or change of ownership | <p>If you operate a business as a sole trader and it is sold, a new TIN is required for the new owner. If your business is operated by a company or partnership and is sold, a new TIN is required by the new owner. In both cases, your TIN will be cancelled unless you maintain or start another business.</p> <p>If you are a sole trader and form a company to run your business, you retain the same TIN unless there is a change of ownership. If your business is operated through a company and there is only a change in the shareholders and/or directors of the company, there is no need for a new TIN.</p> |
| 4 | Business trading name/s | If it has any, provide the business trade name/s. This is the name the customers would see. |
| 5 | Business Structure | <p>Select the type of structure the business is operating under.</p> <p>Partnerships – if the partnership is a trading business we'll register the partnership and the partners. Sole Traders -A business owned by an individual person will be registered under the individual's name. Company - If a company, it must be registered with Company Haus.</p> |
| 6 | Associated Individuals and Entities | This may be the Directors names, associated Companies, Partners or individuals (if known please advise the TIN numbers) |
| 7 | Date the business started | This is usually the date the business started to operate. |
| 8 | Financial year end date | This is also known as "balance date" or "accounting period". In most cases it will be 31 st December. |
| 9 | Bank account | Please provide bank account details, if you already have a bank account. |
| 10 | Main business activities | What does the business do? Please be as specific as possible. Examples – taxi, construction, hotel etc. |
| 11 | 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. |
| 12 | Annual turnover and profit | <p>Annual turnover is also known as gross earnings or gross income.</p> <p>Annual profit is the annual turnover less expenses.</p> |
| 13 | 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. |
| 14 | Postal Address | This will usually be a box number |
| 15 | Telephone Numbers | Please provide both a landline and mobile number if you have them. |
| 16 | Email address | Please provide an email address. Sometimes this may be a partners or directors email address. |
| 17 | Contact Name | This will be the main contact person for us. It maybe the name of a partner or director or accountant |
| 18 | Accounting Firm Name: | If you are represented by a tax agent or accountant, provide their name. |
| 19 | What taxes do you need to register for? | <p>Income Tax – generally you will be liable for income tax if generating business income</p> <p>PAYE – if you are employing staff you need to register for PAYE</p> <p>Goods Tax – you may need to register for Goods Tax if you are a wholesaler or manufacturer</p> <p>Sales Tax – if you provide certain goods and services then you may need to register for Sales Tax</p> <p>Withholding tax – In some cases you may only need to register for withholding tax e.g. a tenant deducting withholding tax from rental payments.</p> |
| Would you like to attend one of our new business tax advisory seminars? | | <input type="checkbox"/> Yes |
| <div style="display: flex; justify-content: space-between;"> <div> <p> Telephone us on 21493</p> <p> Email us at taxeducationteam@mof.gov.sb</p> <p> Visit our website www.ird.gov.sb</p> </div> <div> <p> Send mail to PO Box G9, Honiara</p> <p> Visit the Inland Revenue office at the MOFT building</p> </div> </div> | | |