

Approved form for: **Application for a Tax Identification Number (TIN)**  
 (as set out in Part 2 of the Tax Administration Act No.37 of 2018)

**Applicant details**

Full name of individual person or entity for whom the TIN is requested						
Applicant type (please <input checked="" type="checkbox"/> tick only one)	Individual:	<input type="checkbox"/>	Partnership:	<input type="checkbox"/>	Estate/Trust	<input type="checkbox"/>
	Company:	<input type="checkbox"/>	Club:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Trading name: (if applicable)						
Postal / Business Address:						
Physical Address: (if different from above mailing address)						
Registered Office Address: (if applicable)						
Province:						
Contact person (if an entity)						
Contact phone number/s	Business:					
	Mobile:					
Tax Agent name and contact details (if applicable)						
Email address						
Language (please <input checked="" type="checkbox"/> tick your preferred language)	Bislama	<input type="checkbox"/>	English	<input type="checkbox"/>	French	<input type="checkbox"/>

**Reason for application** - This application for a TIN number is being made because ( tick one or more):

<b>VAT Registration</b>	The applicant is registering for VAT and will be submitting Form CT 201 <i>Application for VAT Registration</i>	<input type="checkbox"/>
<b>Business Licence Application</b>	The applicant requires a Business Licence will be submitting their 1 <sup>st</sup> Business Licence application form.	<input type="checkbox"/>
<b>Rent Tax</b>	The applicant is subject to Rent Tax and will be furnishing Rent Tax Returns	<input type="checkbox"/>
<b>Motor Vehicle Drivers Licence</b>	The applicant will also be applying for a Motor Vehicle Drivers Licence	<input type="checkbox"/>
<b>Other - If this option selected, please specify reason:</b>		<input type="checkbox"/>

## Business Activity (if applicable)

<b>Nature of Business</b>	(provide a description of the business e.g. Retailer, Farmer)	
<b>Commencement date</b>	(from what date did or will the business activity begin)	

## Evidence of Identity - This application for a TIN is accompanied by the following evidence of identity:

			✓ Tick
<b>For an Individual who is a citizen of Vanuatu</b>	Passport	A certified* copy of the personal information page of the applicant's current Vanuatu passport	
	or Drivers Licence	A certified* copy of the personal information page of the applicant's current Vanuatu driver's licence	
	or Birth Certificate	A certified* copy of the applicant's birth certificate with a current photo of the applicant certified as a true photograph of the applicant by a Commissioner of Oaths	
	or National Identity Card	A certified* copy of the applicant's National Identity Card	
<b>For an Individual who is NOT a citizen of Vanuatu</b>	Passport	A certified* copy of the personal information page of the applicant's current foreign passport	
	or Drivers Licence	A certified* copy of the personal information page of the applicant's current Vanuatu driver's licence. Or certified* copy of foreign driver's licence provided it includes a photograph of the applicant.	
	or Birth Certificate	A certified* copy of the applicant's birth certificate with a current photo of the applicant certified as a true photograph of the applicant by a Commissioner of Oaths	
	AND Residency Visa or Work Permit	A certified* copy of the individual's residency visa or work permit.	
<b>For an incorporated Company</b>	Certificate of incorporation or registration	A certified* copy of the certificate of incorporation or registration of the company.	
<b>For a Partnership</b>	Certificate of registration	A certified* copy of the certificate of registration of the partnership.	
<b>For an unincorporated body of persons</b>	Certificate of registration or other document	A certified* copy of the certificate of registration or other document evidencing the creation or formation of the body.	
<b>For a Trust or Foundation</b>	Deed of settlement or other document	A certified* copy of the deed of settlement or other document evidencing the creation or existence of the trust or foundation.	

\* Certified copies of identity documents must be provided by the applicant, or the applicant's tax representative. Or the original documents can be provided (in person by the applicant) and Department of Customs and Inland Revenue staff are then able to take copies and certify them.

## Declaration

I declare that the information given on this application form is true and correct:

*Name of applicant or authorised person*

*Signature*

*Date*

## Notes for applicants:

Who must have a TIN	<ul style="list-style-type: none"> <li>A person or entity is required to apply for a TIN if they are subject to a tax law – including Value Added Tax Act [Cap 247], Rent Taxation Act [Cap 196], Business Licence Act [Cap 249].</li> </ul>
TIN's are replacing CT numbers	<ul style="list-style-type: none"> <li>If you have previously been issued with a CT number this becomes your TIN. You do not have to apply for a new TIN.</li> </ul>
Evidence of Identity is required	<ul style="list-style-type: none"> <li>Certified copies of identity documents must be provided by the applicant, or the applicant's tax representative, in person.</li> <li>Or the original documents can be provided and Department of Customs and Inland Revenue staff are then able to take copies and certify them.</li> </ul>
Use of the TIN	<ul style="list-style-type: none"> <li>A TIN is unique to the person /entity it is issued. It cannot be used by another person/entity.</li> <li>The TIN that is issued must be used in all future contact with Department of Customs and Inland Revenue</li> </ul>
Notification of Changes	<ul style="list-style-type: none"> <li>After being issued with a TIN, if you change your contact details or any other relevant information, then you must notify the Department within 21 days of the change occurring.</li> </ul>
If you intend leaving Vanuatu	<ul style="list-style-type: none"> <li>After being issued with a TIN, you must notify the Department if you are leaving Vanuatu permanently at least 14 days prior to departure.</li> </ul>
Penalties and Offences	<ul style="list-style-type: none"> <li>The Tax Administration Act provides for penalties and makes it an offence for a person to:             <ul style="list-style-type: none"> <li>Fail to apply for a TIN when required to do so</li> <li>Fail to notify changes in circumstances or departure from Vanuatu</li> <li>Allow their TIN to be used by another person or use the TIN of another person</li> </ul> </li> </ul>

## Office Use:

Date application received:			
Date application processed:			
TIN number allocated:			
Date notice provided to applicant:			
Processed by:	Officer name	Signed	Date