

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Introduction

The Refund Registration Workbook (hereinafter in these notes referred to as “the workbook”) is designed to implement the registration provisions of Legal Notice 80 of 2008 [Tax Refunds and Registration Procedure Rules, 2008]. Any person making a claim pursuant to paragraph (ii) of the proviso to article 48(4) or pursuant to article 48(4A) of the Income Tax Management Act needs to be registered with the Commissioner of Inland Revenue in accordance with provisions of the above-mentioned Legal Notice. The Commissioner has determined that such registration needs to be effected by electronic means in accordance with the provisions of the said Legal Notice utilising the workbook.

Design

The workbook consists of three sheets namely:







- Index
- Company details
- Registration

Furthermore, the Index sheet gives the possibility of generating three additional Change forms or sheets.

To access any of the sheets, the user needs to click on the tabs at the bottom of the workbook.

Colour codes

The workbook utilises a number of different colour codes, each colour code having a different meaning as follows:

	Denotes data input cells
	Denotes that no input is required
	Denotes that amount is calculated by the workbook
	Denotes the use of a dropdown list
	Denotes a Warning Message
	Denotes an Error Message that prevents Finalisation

INDEX

The Index sheet is the main navigation screen and the starting point in the completion of the workbook. It provides, for each type of transaction required, the sheet reference and its status, as well as the finalisation and action buttons. The following is the initial screen layout:

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Year of Assessment

Generate new Registration Form

Transaction	Date	Sheet Reference	Sheet Status	Finalisation	Action Buttons
Company Details		Co_Details	Incomplete	Cannot be finalised	
Original Registration for the year		Registration (1)	Incomplete	Cannot be finalised	Button inactive

Change Registration details	Date	Change form generated			Action Buttons
					Button inactive
					Button inactive
					Button inactive

Note that once a form is finalised entries could no longer be modified or changed on the same form.

Screen shot 1

Data to be input in the Index Sheet

The only input required in the Index sheet is the *year of assessment* which is found on the top left hand corner. The year of assessment is only entered once a year upon initialization and is required for the completion of all other sheets. The year of assessment is validated and cannot be less than 2008 or more than two years of assessment ahead from the current year of assessment.

Finalisation of Workbook

Finalisation is always required before submission of the registration forms. However, it is important to note that under the heading “Transaction” one finds two entries: one refers to company details and the other to the original registration for the year. Both references are initially indicated in red denoting that the sheet(s) status is/are incomplete [under Sheet Status].

No finalisation can be effected unless these Sheet(s) Status is indicated as complete. Once the relevant company and registration details have been entered and confirmed as correct and complete [see below], the following takes place –

- the transaction colour is turned to blue;
- the Finalisation header denotes that the sheets are ready to be finalised; and
- the action button is activated [click to Finalise] awaiting finalisation.

Ref: 994155726 Registration Example Company Limited Year of Assessment

Generate new Registration Form

Transaction	Date	Sheet Reference	Sheet Status	Finalisation	Action Buttons
Company Details		Co_Details	Complete	To be finalised	
Original Registration for the year	06/03/2008	Registration (1)	Complete	To be finalised	Click to Finalise

Change Registration details	Date	Change form generated			Action Buttons
					Button inactive
					Button inactive

Screen shot 2

The initial registration may now be finalised by clicking on the ‘Click to Finalise’ button. As indicated above, finalisation is always required before the sheets are filed to the IRD and the workbook is designed so that the user is always prompted

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

to confirm finalisation. It is important to note that no changes can be made to the registration after it has been finalised. Note also that once finalisation has been effected, the action button becomes Inactive.

The screenshot shows a software interface for a Refund Registration Workbook. At the top left, it displays 'Ref: 994155726 Registration Example Company Limited'. At the top right, there is a 'Year of Assessment' field set to '2008'. Below this is a button labeled 'Generate new Registration Form'. The main area contains a table with the following columns: Transaction, Date, Sheet Reference, Sheet Status, Finalisation, and Action Buttons. The table has two rows of data. The first row is for 'Company Details' with a 'Co. Details' button, 'Complete' status, and 'Form finalised' finalisation. The second row is for 'Original Registration for the year' with a date of '06/03/2008', 'Registration (1)' sheet reference, 'Complete' status, 'Form finalised' finalisation, and an 'Action Buttons' field containing a 'Button inactive' button. Below the table is a section for 'Change Registration details' with a 'Date' field and a 'Change form generated' button. At the bottom right of this section is another 'Button inactive' button. A red arrow points to the 'Button inactive' button in the 'Action Buttons' column of the second row.

Transaction	Date	Sheet Reference	Sheet Status	Finalisation	Action Buttons
Company Details		Co. Details	Complete	Form finalised	
Original Registration for the year	06/03/2008	Registration (1)	Complete	Form finalised	Button inactive

Change Registration details

Date	Change form generated

Screen shot 3

The lower part of the Index Sheet is used to generate and finalise Change sheets described later on.

Generation of New Registration Forms

On the top left hand side one finds the Registration Form generation button. This button may only be resorted to when a registration has already been finalised and the user:

1. requires a new Registration Form for the relevant company for a subsequent year of assessment; or
2. wishes to effect a change, provided that such change is being reported within the time-limit for filing the registration. In such cases, one does not generate a Change sheet (found in the lower part of the Index Sheet).

In both these instances, a screen similar to *screen shot 1* is displayed [The notes in this section equally apply to this screen]. However, the workbook is populated with all relevant information reported on the last finalised data sheet.

Note that before generating a new workbook for a subsequent year of assessment, the user is prompted to save the previous one. Once the new workbook is generated the user is then asked to save the new workbook under a different file name to distinguish it from the one relating to the previous year.

COMPANY DETAILS

In accordance with the provisions of Legal Notice 80 of 2008 [Tax Refunds and Registration Procedure Rules, 2008], the registration of a person for the purposes of a refund claim may only be made by the company that will eventually distribute the relevant dividends. The purpose of this sheet is to capture all the standing data relating to such company. Such data includes:

- the Company name;
- the Income Tax Registration Number;

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

- the Registrar of Companies number; and
- a description of the Trading activity or activities of the company.

The workbook caters for input validations on these four fields. All these fields (found in Part A) are mandatory and the absence of any input in any of these fields will preclude the finalisation of the workbook. In fact, error messages are displayed next to such mandatory data input fields including various date inputs. Also, an error message is displayed in the top right hand corner if the year of assessment is not entered in the Index Sheet.

REGISTRATION OF SHAREHOLDERS FOR THE PURPOSES OF A CLAIM FOR REFUND FOR YIA
(under paragraph (b) of the proviso to article 49(4)(a) or 49(4A) of the Income Tax Management Act)

Part A - Details about the Malta operating company

Company Name Required:

Tax Registration Number Required: Partnership (ROC) number Required:

Please give a detailed description in the space provided below, of the activity or activities carried out by the company
 Required:

Is this the company's first accounting period? Required:
Relevant accounting period [Start date] Required:
Relevant accounting period [End date] Required:

Has an approval been issued by the Inland Revenue Department to adopt the accounting period indicated? Required:
Has a determination of exemption under Article 47 of the Duty on Documents and Transfers Act been issued? Required:
Tax settlement date for this year of assessment Required:
Has the company effected tax payments (other than the 1st PT) in respect of the relevant accounting period? Required:

Date by which the company must register for the refund under the Regulations

Currency in which the Share Capital is denominated [Please choose] Required:

SHEET INCOMPLETE - ALL RELEVANT DATA REQUIRED!

Is this part correct and complete? Required:

Please use the space provided below to give further explanations or information relevant to this Registration

Note: A red circle in the top right corner highlights the text 'Y.A. Required (Index Sheet)'.

Screen shot 4

Part A also includes other data input requirements mainly relating to tax relevant dates. Validations are present on data input of such dates and also on compliance with the statutory registration requirements. Required dates are always highlighted denoting that they are mandatory. The start and end dates for the relevant accounting period, are required. Both dates are validated according to the year of assessment indicated.

Furthermore, if the relevant accounting period indicated is not a calendar year or less than twelve months, the company must have an approval to this effect issued by the IRD. This validation is eased with starting cases indicated in the first dropdown list. A message in blue is displayed, in the case of continuing cases, indicating a relevant accounting period of less than 6 months.

This part also requires simple 'Yes' or 'No' replies to different questions that must be answered. One such question relates to the determination under the provisions of Article 47 of the Duty on Documents and Transfers Act. This affects the tax settlement date for the year of assessment that is automatically calculated.

This sheet also prompts the user to indicate whether any tax payments have been effected in relation to the relevant accounting period. If the answer is in the affirmative, the date of payment has also to be indicated. Validations on these two

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

fields have been eased for the year of assessment 2008, in view of the lateness in the publication of the regulating legal notice.

The date by which the company must register for the refund under the Regulations is automatically calculated. The currency in which the share capital is denominated has to be indicated from the list of currencies provided as a dropdown list.

Confirmation of the Correctness and Completeness of data for this sheet

A confirmation of the correctness and completeness of data provided in this sheet is to be indicated by a 'Yes' or 'No' provided by way of a dropdown list against the relevant question. If a 'No' is indicated or if any errors are indicated in red on the sheet, no finalisation can take place.

Any further information

At the bottom of the sheet some free space is provided as a means of disclosing further information and explanations that the user considers necessary for the purpose of the Registration.

REGISTRATION OF SHAREHOLDERS FOR THE PURPOSES OF A CLAIM FOR REFUND FOR Y/A 2008
(under paragraph (ii) of the proviso to article 48(4)(a) or 48(4A) of the Income Tax Management Act)

Part A - Details about the Malta operating company

Company Name: Registration Example Company Limited

Tax Registration Number: 994155726 Partnership (ROC) number: C 52398

Please give a detailed description in the space provided below, of the activity or activities carried out by the company

Real estate management

Is this the company's first accounting period? Yes

Relevant accounting period [Start date] 12/12/2006 [End date] 31/12/2007

Has an approval been issued by the Inland Revenue Department to adopt the accounting period indicated? Yes

Has a determination of exemption under Article 47 of the Duty on Documents and Transfers Act been issued? Yes

Tax settlement date for this year of assessment 30-06-2009

Has the company effected tax payments (other than the 1st PT instalment where applicable) in respect of the relevant accounting period? No

Date by which the company must register for the refund under the Regulations 30-06-2009

Currency in which the Share Capital is denominated Euro Currency

Is this part correct and complete? Yes

Please use the space provided below to give further explanations or information relevant to this Registration

Screen shot 5

Once the sheet is finalised for transmission it is automatically locked. The only changes permitted for the year relate to the Company Name, Activity description, currency and the bottom space provided for information and explanations.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

REGISTRATION

The Registration sheet is divided into four parts:

Part A- Details about the Malta operating company

Part B- Direct Shareholding

Section 1- Identification of direct shareholders in the Malta operating company entitled to dividends

Section 2- Holdings by shareholders in the Malta operating company entitled to dividends

Part C- Details of the ultimate individual beneficiaries in the indirect shareholder line

Part D- Details of the tax representative filing this return certifying the declaration signed by the director(s) of the Malta Operating company

Part A - Details about the Malta operating company

REGISTRATION OF SHAREHOLDERS FOR THE PURPOSES OF A CLAIM FOR REFUND FOR Y/A
(under paragraph (b) of the proviso to article 48(4)(a) or 48(4A) of the Income Tax Management Act)

Please correct and complete the Co_Details sheet before proceeding!!

Part A - Details about the Malta operating company

Company Name

Tax Registration Number Partnership (ROC) number

Please enter today's date [filing date] **Required!** Registration (1)
Original Registration for the year

Capital Structure

Currency in which Share Capital is denominated

Type of Security	Class	Issued [Number of Shares]	Dividend Entitlement (fixed dividend, % of profit or both)	% Entitlement to profits after fixed dividend	Fixed Dividends (Net Amount after Tax)	Holdings for which a refund claim has been registered

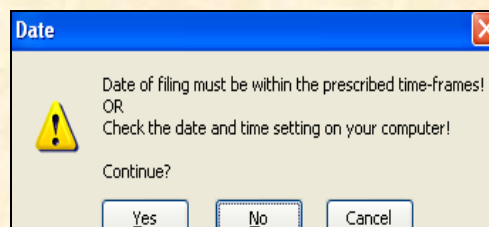
Not equal to 100% 0.00% 0

Please correct all errors indicated before proceeding to the next part!

Screen shot 6

Note that the company name, tax registration, partnership (ROC) number, and currency are all imported from the Co_Details sheet.

The date of filing is required for the purpose of ensuring synchronisation with the computer's inbuilt date. An input warning pops up if the date inputted differs from the date when the sheet is being prepared.



NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

The last element in this part is a detailed description of the capital structure of the Malta operating company.

REGISTRATION OF SHAREHOLDERS FOR THE PURPOSES OF A CLAIM FOR REFUND FOR Y/A
(under paragraph (b) of the proviso to article 48(4)(a) or 48(4A) of the Income Tax Management Act)

Please correct and complete the Co. Details sheet before proceeding!

Part A - Details about the Malta operating company

Company Name

Tax Registration Number Partnership (ROC) number

Please enter today's date [filing date] Required! Registration (1)
Original Registration for the year

Capital Structure

Currency in which Share Capital is denominated

Type of Security	Class	Issued [Number of Shares]	Dividend Entitlement [fixed dividend, % of profit or both]	% Entitlement to profits after fixed dividend	Fixed Dividends (Net Amount after tax)	Holdings for which a refund claim has been registered
Not equal to 100%!				0.00%	0	

Screen shot 7

In this part the user is requested to describe the issued share capital of the company by giving details of the:

- Type of security;
- Class;
- Number of shares issued;
- Dividend entitlement carried by each type and class of shares;
- A dropdown list provides three descriptions to choose from:
 1. Fixed dividend only
 2. Percentage of profits only
 3. A combination of both fixed dividends and percentage of profit
- The percentage of profit, if any, attaching to each type and class of security;
- The fixed dividends (net), if any, to each type and class of security.

The column headed *Holdings for which a refund claim has been registered* is automatically updated **with the number of shares registered for a claim for refund** entered in the next part.

It is very important that the correct data is inputted. Input messages are displayed to indicate the type of data required, or the structure of the data that is expected

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Part B - Direct Shareholding

This part is divided in two sections both describing the direct shareholding in the Malta operating company. Input is only required in Section 1 and the relevant input is replicated automatically in Section 2.

Section 1

This Section requires details about all shareholders in the Malta operating company irrespective of whether a claim for refund is made on their behalf. The number of shareholders is required for validation purposes. The type and class of securities is automatically displayed in the first column and follows the sequence entered in Part A until all shares are allocated among the different shareholders. Full details about each shareholder are required next to each security description. It is important that the correct shareholder details are entered and no rows are skipped.

Part B - Direct Shareholding
(Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)

Section 1 Please indicate the number of shareholders in Example Co. Limited **Required!**

Identification of direct shareholders in the Malta operating company entitled to dividends

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)	Number of Securities held
Ordinary A							

Input data (do not skip rows)!

Screen shot 9

The shareholder data required is:

- Name – This field is always required irrespective of the type of person.
- Surname – This field is required only in the case of individuals.
- Type of person – The appropriate choice from the dropdown list is always required. The type of person can be:
 - Individual
 - Company
 - Trustee/Nominee
 - Other person
- Whether resident in Malta or not – A ‘Yes’ or ‘No’ is required in respect of each shareholder.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

- Tax Registration number – This is only required in the case of Maltese residents or other non-resident persons that are registered for tax purposes [e.g. an OC company]. Input validations are present in these fields. Where a person is not resident and therefore holds no tax registration number 'n/a' should be entered.
- Registration of a claim – Again a 'Yes' or 'No' is required in respect of each shareholder.
- Number of securities held by each shareholder

Input messages, indicating the type of data required, are displayed near the active cell in which data is being entered. There are a number of input validations which are activated immediately upon data entry. These take the form of Pop-up windows that display a message on the type of error.

Other validations are present on data after it has been inputted or where input is required but the cell is left blank. Below is a list of all error messages (in red) and a brief description of each error.

Input data (do not skip rows)!

Self explanatory

All details required!

Indicates the presence of blank cells where data is required

Invalid input - No data required in this row!!

Shareholder details entered next to no type and class of shares in column B

Delete surname!

Shareholder not indicated as individual and surname has been entered

Wrong IT Registration Number!

Self explanatory. This message is also displayed where 'n/a' is entered for a Maltese Resident

Shareholder with same type/class of security!

Self explanatory. Unique shareholders must be entered for each type and class of Security.

Check number of securities!

The number of securities indicated next to a shareholder exceeds the total issued shares indicated in Part A.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Part B - Direct Shareholding
 (Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)

Section 1 Please indicate the number of shareholders in Example Co. Limited **Check!**

Please ensure that the number of shareholders entered in cell F38 corresponds to the number of rows of individual details inputted, and that each shareholder is ONLY indicated once for each type and class of security held!

Identification of direct shareholders in the Malta operating company entitled to dividends

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)	Number of Securities held
Ordinary A	John	Abela	Individual	Yes	103M	No	10
Ordinary A	Colin	Huskins	Individual	Yes	n/a	Yes	30
Ordinary A	John	Abela	Individual	Yes	103M	No	50
Ordinary A	ABC Limited		Company	No	n/a	Yes	40
Ordinary B	XYZ Limited		Company	No		Yes	40
Ordinary B							
	GHF Limited		Company	No	n/a	Yes	20
Ordinary B	POI Limited	Bong	Company	No	n/a	Yes	30
Ordinary B							

Wrong IT Registration Number!
 Shareholder with same type/class of security?
 Check number of securities!
 All details required!
 Input data (do not skip rows!)
 Invalid input - No data required in this row!
 Delete surname!
 Input data (do not skip rows!)

Screen shot 10

Note also that the number of shareholders entered in cell G38 is validated against the count of shareholders indicated. This error is highlighted on the top right hand side.

Section 2

No input is required in this part. This Section reproduces, in part, the data entered in Section 1. The duplication in Section 2 is simply an exercise to facilitate the calculations at the bottom of Part C displaying:

- the calculation of the Maximum Tax on fixed dividend distribution that can be claimed as a refund under Art 48(4)(a) or 48(4A) [assumed company tax rate 35c]; and
- % profit distribution after payment of fixed dividends for which claim for a refund under Art 48(4)(a) or 48(4A) has been made.

The two calculations distinguish between residents and non-residents.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Section 2						
<i>Holdings by shareholders in the Malta operating company entitled to dividends</i>						
Shareholder Details			Holdings in the Malta operating company and entitlement			
Name and type of person (Choose shareholders according to the type and class of securities indicated)	Resident in Malta for tax purposes?	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)?	Type and class of securities held	Number of Securities held	% Entitlement to profits after fixed dividends	Fixed Dividend Entitlement (Net Amount after tax)
John Abela (Individual)	Yes	No	Ordinary A	10	5.00%	
Colin Huskins (Individual)	No	Yes	Ordinary A	10	5.00%	✓
Andrew Abela (Individual)	Yes	No	Ordinary A	30	15.00%	
ABC Limited (Company)	No	Yes	Ordinary A	50	25.00%	
XYZ Limited (Company)	No	Yes	Ordinary B	40	20.00%	
GHF Limited (Company)	Yes	No	Ordinary B	50	25.00%	
POI Limited (Company)	No	Yes	Ordinary B	10	5.00%	

Screen shot 11

This Section also identifies direct shareholders (individuals) in respect of whom a claim for a refund has been registered (flagged on the right hand side).

Part C – Details about the ultimate beneficiaries

This part identifies the ultimate individual beneficiaries of the entities that are direct shareholders in the Malta operating company reported in Part B and that have registered for the purpose of making a claim for refund. Column B is again an automated display of the direct shareholder entity in the Malta operating company with the type/class of securities held.

The level of detail required to identify the individual ultimate beneficiaries is very similar to Section 1. However, full individual details are only required where the investment income provisions apply. It is recognised that there may be difficulties (e.g. the presence of listed companies to arrive at the ultimate beneficiaries) to derive the ultimate beneficiaries. In such instances and in other cases where the investment income provisions do not apply, the ultimate beneficiaries may be grouped together (with an appropriate description under name and surname) indicating the tax registration number as ‘n/a’.

Again, input validations are present and error messages are displayed in red on the right hand side similar to the messages in Part B. Below is a list of all error messages (in red).

- Wrong IT Registration Number!**
- Input data (do not skip rows)!**
- Check details!**
- All details required!**
- Check number of securities!**

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

These error messages have the same explanations given under Part B - Section 1 above.

Part C - Details of the ultimate individual beneficiaries in the indirect shareholder line
 (Please indicate in this part the ultimate beneficiaries if companies, bodies of persons, Trusts, etc. have been indicated in Part B - Section 2)

Direct Shareholder company and type/class of securities held in the Malta Operating company as indicated in Part B (required ONLY where a claim for a refund has been registered)	Details of ultimate Beneficiaries				Indirect Holding (in the Malta operating company)		
	Name	Surname	Do the Investment Income Provisions apply to this individual? [Yes or No]	Tax Registration Number	Number of Securities held INDIRECTLY in the Malta operating company	% Entitlement to profits after fixed dividends	Fixed Dividend Entitlement (Net Amount after tax)
ABC Limited (Ordinary A)			No	n/a	50	25.00%	✓
XYZ Limited (Ordinary B)	Various non-residents		No	n/a	40	20.00%	✓
POI Limited (Ordinary B)	John	Abela	Yes	103M	10	5.00%	✓

Screen shot 12

The picture of the ultimate individual shareholders who may benefit from a claim for a refund is now complete. The following part is for information purposes only and represents an estimate of the maximum amount of tax paid that may be claimed as a refund.

Maximum Tax on fixed dividend distribution that can be claimed as a refund under Art 48(4)(a) or 48(4A) [assumed company tax rate 35%]	
Attributable to Resident ultimate beneficiaries	
Attributable to Non Resident ultimate beneficiaries	
% profit distribution after payment of fixed dividends for which claim for a refund under Art 48(4)(a) or 48(4A) has been made	55.00%
Attributable to Resident ultimate beneficiaries	5.80%
Attributable to NonResident ultimate beneficiaries	50.00%

Screen shot 13

The estimated tax on fixed dividends is based on a 35% company tax rate.

Part D – Declaration

This is the final part of the workbook that needs to be completed. It includes a declaration and requires details of:

- the tax representative completing the form; and
- person or persons who signed the declaration.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Part D - Details of the tax representative filing this return certifying the declaration signed by the director(s) of the Malta Operating company

DECLARATION

Details of Tax Representative filing this registration of claim for refund electronically on behalf of Example Co. Limited.

State whether in sole practice or firm Sole practice Firm PRN number **Required!**

Name **Required!** E-mail address **Required!**

I declare that I am the registered tax representative of Example Co. Limited holding PRN number . I certify that I hold the original declaration, signed by the director(s) indicated below, stating that:

(i) the information given in this form is true, correct and complete;

(ii) a registration for a tax refund made by the submission of this form is only valid if made in accordance with the Tax Refunds and Registration Procedure Regulations, 2008 and other relevant provisions of the Income Tax Acts and within the time period;

(iii) this form has been prepared in full awareness of the heavy penalties contemplated by the Income Tax Acts for rendering incorrect returns;

(iv) all the requirements of the Income Tax Acts in relation to the above declaration have been observed.

Number of Directors signing the declaration: **Required!**

Name of person(s) completing and signing the declaration on behalf of Example Co. Limited	Designation	Tax Registration Number	Address (Required only where person is not registered for tax purposes in Malta)

SRD - Malta Refund Registration draft_ver_1.01_Registration (1) © Joms_RCB 1

Please use the space provided below to give further explanations or information relevant to this Registration

Is the form correct and complete?

Screen shot 14

Where the director(s) signing the registration form do not have a tax registration number, the relative cell has to be left blank. It is sufficient to indicate the country of residence instead of the full foreign address. Since the form is to be submitted by a tax representative, the bottom part complements the declaration in rows 155 and 156.

Space is provided on the bottom part where further information and explanations are considered necessary by the user.

Finally, the form must be confirmed for completeness and correctness after which it would be ready for finalisation (Index Sheet)

CHANGES

During the year changes may take place that must be notified to the IRD. Change sheets need to be generated for filling ONLY when the date for filing the original registration has expired. If the prescribed time-limit for filing the Registration has not yet expired a Change sheet SHOULD NOT be generated. Instead, a Registration form is re-generated using the Action button at the top left hand side of the Index sheet.

Three Change Sheets can be generated for any year of assessment. Each change sheet can be activated by entering the change details [choosing from a dropdown list] and the date. Input through the dropdown list and the date insertion are only permitted after the finalisation of the original Co_Details and Registration sheets.

The dropdown list under the heading 'Change Registration details' contemplates four scenarios that are self explanatory and describe the following possible changes and mixes:

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Ref: 990000123 Registration Example Company Limited

Generate new Registration Form

Transaction	Date	Sheet Reference
Company Details		Co_Details
Original Registration for the year	13/03/2008	Registration (1)
Change Registration details	Date	Change form generated
Change in Profit Entitlement		
Change in Profit Entitlement and/or Capital Structure		
Change in Profit Entitlement and Company Details		
Change in Company Details only		

Change
Choose the appropriate description

Screen shot 15

Once the necessary data has been inputted [i.e. change details and date] the action button turns from 'Inactive' to 'Click to Generate'.

Ref: 990000123 Registration Example Company Limited Year of Assessment: **2009**

Generate new Registration Form

Transaction	Date	Sheet Reference	Sheet Status	Finalisation	Action Buttons
Company Details		Co_Details	Complete	Form Finalised	
Original Registration for the year	13/03/2008	Registration (1)	Complete	Form Finalised	Button Inactive
Change Registration details	Date	Change form generated			
Change in Profit Entitlement	13/03/2008				Click to Generate
					Button Inactive
					Button Inactive

Screen shot 16

Note that:

- the change details selected will be used to validate data entered into the Change sheet(s);
- the date entered is also validated to the extent that it:
 - does not refer to a future date; and
 - falls after the date of the original registration.

Once the button is clicked, a pop-up window indicates that a new Change sheet has been generated for completion.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Transaction	Date	Sheet Reference	Sheet Status	Finalisation	Action Buttons
Company Details		Co. Details	Complete	Fees finalised	Button inactive
Original Registration for the year	13/03/2008	Registration (0)	Complete	Fees finalised	Button inactive
Change Registration details					
Change in Profit Entitlement	13/03/2008		Complete	Fees finalised	Button inactive
Change in Profit Entitlement and/or Capital Structure	14/03/2008		Incomplete!	Cannot be finalised	Button inactive

Screen shot 17

The Change sheet replicates the details which were inputted in the last finalised workbook - be it the Registration sheet or another Change sheet. This will avoid unnecessary inputting of the same data.

Note that in the screen above, the Registration sheet and the Change (1) sheet are completely locked and no changes can be effected therein. At this stage the new Change sheet status is marked incomplete and the action button is marked 'Inactive'. If the action button is inadvertently pressed at this stage a pop-up message will be displayed indicating that the sheet is incomplete.

Transaction	Date	Sheet Reference	Sheet Status	Finalisation	Action Buttons
Company Details		Co. Details	Complete	Fees finalised	Button inactive
Original Registration for the year	13/03/2008	Registration (0)	Complete	Fees finalised	Button inactive
Change Registration details					
Change in Profit Entitlement	13/03/2008		Complete	Fees finalised	Button inactive
Change in Profit Entitlement and/or Capital Structure	14/03/2008		Incomplete!	Cannot be finalised	Button inactive

Screen shot 18

Once the relevant data referring to the changes being reported has been entered in the Change () sheet [accessed through the bottom sheet tabs] the action button is activated for finalisation.

Transaction	Date	Sheet Reference	Sheet Status	Finalisation	Action Buttons
Company Details		Co. Details	Complete	Fees finalised	Button inactive
Original Registration for the year	13/03/2008	Registration (0)	Complete	Fees finalised	Button inactive
Change Registration details					
Change in Profit Entitlement	13/03/2008	Change (0)	Complete	Fees finalised	Button inactive
Change in Profit Entitlement and/or Capital Structure	14/03/2008	Change (2)	Complete	To be finalised	Click to finalise

Screen shot 19

On clicking the finalisation button a pop-up window prompts for confirmation. This same pattern and procedure is followed if other changes are subsequently effected.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Note that change sheets can only be activated if the previous transaction has been finalised. The Change sheet is generated by clicking on the action button in the Index sheet that also populates the new sheet with the data entered previously.

Change in Profit entitlement

A change in profit entitlement can be indicated on its own or in combination with another change (Index sheet). The new Change sheet is accessed through the bottom tab. The first required input is the date of change.

REGISTRATION OF SHAREHOLDERS FOR THE PURPOSES OF A CLAIM FOR REFUND FOR Y/A 2008
(under paragraph (ii) of the proviso to article 48(4)(a) or 48(4A) of the Income Tax Management Act)

Part A - Details about the Malta operating company

Company Name

Tax Registration Number Partnership (ROC) number

Please enter the date of change **Required:** Change (1)
Change in Profit Entitlement

Capital Structure Please fill in the date, above, before proceeding!

Currency in which Share Capital is denominated

Type of Security	Class	Number of Securities ISSUED	Dividend Entitlement (fixed dividend, % of profit or both)	% Entitlement to profits after fixed dividend	Fixed Dividends (Net Amount after tax)	(Previous) Holdings for which a refund claim has been registered	(Current) Holdings for which a refund claim has been registered
Ordinary		100	% of profit only	100.00%		100	100

Navigation: Index / Co_Details / Registration / Change (1) /

Screen shot 20

Note that a new column is now displayed in Part A comparing the previous holdings registered for a refund with the current position. Obviously the data in the new column is not yet updated. This new column ensures that there is no increase in holdings registered for a refund. Otherwise, the same validations incorporated within the original Registration sheet are present.

Where the change relates to profit entitlement together with a change in capital structure, a message is displayed as a reminder of the choice made in the Index sheet.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

y entitled to dividends					Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De-registration Reg. 7)
Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)	Number of Securities held	
Individual	Yes	103M	No	20	No Change
Individual	No	n/a	No	10	No Change
Individual	No	n/a	Yes	30	Decrease [6(4)]
Company	No	n/a	Yes	30	Increase [6(4)]
Individual	No	n/a	Yes	10	Cancel [6(5)(b)]
Company	No	n/a	Yes	80	Decrease [6(5)(c)]
Company	No	n/a	Yes	80	De-register [7]
Company	No	n/a	No	20	Changed Holding
					New S'holder

Screen shot 23

Note the three descriptions not reflected in the said Legal Notice, which are:

No Change

Used where the details about the shareholder, as previously reported, are unchanged

Changed Holding

Used where the class and type of shares have been transferred carrying the same registration status

New S'holder

Used where a new shareholder needs to be indicated for the type and class of shares displayed on the left hand side of the row

The range of validations in this part extend beyond the checks attaching to the original Registration described above. The additional validations include:

Please indicate changes!

This message is indicated in respect of each direct shareholder whenever a Change sheet is generated

Changed Holding? (Not previously registered)

This message is displayed where, for example, the change refers to an increase and decrease (registered) contemplated in Regulation 6(4) and the shareholder acquiring additional shares was not previously registered. In such instances choose 'Changed holding' from the dropdown list

Check Registration Status!

Where originally a shareholder was not registered and the registration status is changed to 'Yes'

Change 'Registration' Status to 'No'!

This message is displayed where a new shareholder is registered after the due date for filing and the registration status is indicated as 'Yes'

Please indicate proper change description!

The change description indicated in the dropdown list does not correspond to details entered about the shareholder for example, if a new shareholder is included and 'No Change' is indicated this message is displayed

Some examples

A shareholder on behalf of whom a claim for a refund has been registered transfers part of his holdings to:

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

1. an existing shareholder who was not previously registered and Regulation 6(4) of the relevant Legal Notice applies;
2. an existing shareholder who was previously registered and Regulation 6(4) of the relevant Legal Notice applies;
3. a new shareholder;

1. Transfer to an existing shareholder who was not previously registered and Regulation 6 (4) applies.

In this instance the changes are indicated as follows:

- ‘Decrease 6(4)’ indicated next to the shareholder transferring part of his holdings;
- No Change is indicated next to the acquiring shareholder whose holdings were not previously registered;
- Another entry with the details of the person acquiring the shares is required and the change indicated as ‘Increase 6(4)’

Part B - Direct Shareholding								
(Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)								
Section 1 Number of shareholders in the Malta operating company <input type="text" value="4"/> <input type="checkbox"/> Check!								
(Number of different direct holdings entered in this Change sheet)								
Identification of direct shareholders in the Malta operating company entitled to dividends								
Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 43(4)(a) or 43(4)(b)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De-registration Reg. 7)
Ordinary	John	Abela	Individual	Yes	103M	No	10	No Change
Ordinary	Colin	Huskins	Individual	No	n/a	Yes	5	Decrease [6(4)]
Ordinary	Andrew	Abela	Individual	Yes	294M	No	30	No Change
Ordinary	ABC Limited		Company	No	n/a	Yes	50	No Change
Ordinary	John	Abela	Individual	Yes	103M	Yes	5	Increase [6(4)]

Screen shot 24

Note the error message in the top right hand side indicating that the number of shareholders has changed in view of the additional entry. Note also the reduction of 5 shares from the holdings by Colin Huskins and the 5 share increase in registered holdings assigned to John Abela.

If the increase in holdings is reported next to John Abela’s initial holdings that were not previously registered, an error message to this effect is displayed. Holdings that were not initially registered cannot be registered at this stage.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Part B - Direct Shareholding
 (Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)

Section 1 No. of shareholders in the Malta operating company
 (Number of different direct holdings entered in this Change sheet)

Identification of direct shareholders in the Malta operating company entitled to dividends

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(A) or 48(AA)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De registration Reg. 7)
Ordinary	John	Abela	Individual	Yes	993M	No	15	Increase [6(4)]
Ordinary	Colin	Huskins	Individual	No	n/a	Yes	5	Decrease [6(4)]
Ordinary	Andrew	Abela	Individual	Yes	204M	No	30	No Change
Ordinary	ABC Limited		Company	No	n/a	Yes	50	No Change

Changed Holding? (Not previously registered)

Screen shot 25

2. Transfer of shares to an existing shareholder who was previously registered and Regulation 6(4) of the relevant Legal Notice applies

Part B - Direct Shareholding
 (Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)

Section 1 No. of shareholders in the Malta operating company
 (Number of different direct holdings entered in this Change sheet)

Identification of direct shareholders in the Malta operating company entitled to dividends

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(A) or 48(AA)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De registration Reg. 7)
Ordinary	John	Abela	Individual	Yes	103M	No	10	No Change
Ordinary	Colin	Huskins	Individual	No	n/a	Yes	5	Decrease [6(4)]
Ordinary	Andrew	Abela	Individual	Yes	204M	No	30	No Change
Ordinary	ABC Limited		Company	No	n/a	Yes	55	Increase [6(4)]

Screen shot 26

This time the change entry can be effected next to the acquiring shareholder whose holdings had been previously registered. Since the acquiring shareholder is a company the details of the ultimate beneficiaries, in Part C, have to be updated. Note the message to indicate the new data requirement.

Part C - Details of the ultimate individual beneficiaries in the indirect shareholder line
 (Please indicate in this part the ultimate beneficiaries if companies, bodies of persons, trusts, etc. have been indicated in Part B - Section 2)

Direct Shareholder company and type/class of securities held in the Malta Operating company as indicated in Part B (required ONLY where a claim for a refund has been registered)	Details of ultimate Beneficiaries				Indirect Holding (in the Malta operating company)		
	Name	Surname	Do the Investment Income Provisions apply to this individual?	Tax Registration Number	Number of Securities held INDIRECTLY in the Malta operating company	% Entitlement to profits after fixed dividends	Fixed Dividend Entitlement (Net Amount after tax)
ABC Limited (Ordinary)	Various non-residents		No	n/a	50	50.00%	
ABC Limited (Ordinary)							

Input data (do not skip rows!)

Screen shot 27

3. Transfer to a new shareholder

A new row has to be filled in with the details of the new shareholder.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Part A)

4

(Change sheet)

Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De-registration Reg. 7)
-------------------------	--	---------------------------	--

Please ensure that the number of shareholders entered in cell G38 corresponds to the number of rows of individual details inputted!

Screen shot 28

Note the error referring to the mismatch of shareholders indicated in cell G38 and the number of shareholders entered. Once the correct number of shareholders is entered in cell G38 the error message is no longer displayed.

Other examples

Cancellations in terms of Regulation 6(5)(b)

Part B • Direct Shareholding
 (Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)

Section 1 No. of shareholders in the Malta operating company
 (Number of different direct holdings entered in this Change sheet)

Identification of direct shareholders in the Malta operating company entitled to dividends

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De-registration Reg. 7)
Ordinary	John	Abela	Individual	Yes	103M	No	10	Cancel [6(5)(b)]
Ordinary	Colin	Huskins	Individual	No	n/a	Yes	5	Cancel [6(5)(b)]
Ordinary	Andrew	Abela	Individual	Yes	201M	No	30	No Change
Ordinary	ABC Limited		Company	No	n/a	Yes	50	No Change
Ordinary	Pete	Hanslow	Individual	No	n/a	Yes	5	No Change

Please indicate changes!

Changed Holding? (Not previously registered)
 Change 'Registration' Status to 'No'!

Screen shot 29

Two cancellations are indicated for the first two shareholders and in both instances an error message is displayed.

1. The first shareholder was not previously registered and therefore no cancellation is required.
2. The error message for the second shareholder requires the registration status to be set to 'No' after the cancellation.

The following screen shot shows the correct entries.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Part B - Direct Shareholding
(Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)

Section 1 No. of shareholders in the Malta operating company
(Number of different direct holdings entered in this Change sheet)

Identification of direct shareholders in the Malta operating company entitled to dividends

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De registration Reg. 7)
Ordinary	John	Abela	Individual	Yes	103M	No	10	No Change
Ordinary	Collin	Huskins	Individual	No	n/a	No	5	Cancel [6(5)(b)]
Ordinary	Andrew	Abela	Individual	Yes	204M	No	30	No Change
Ordinary	ABC Limited		Company	No	n/a	Yes	50	No Change
Ordinary	Pete	Hanslow	Individual	No	n/a	Yes	5	No Change

Screen shot 30

The same error messages are displayed for similar circumstances indicated as deregistration.

Increase in refund claims following a change in profit entitlement.

An overall validation ensuring that no increase in refund claims is made is included in Part A under capital structure.

REGISTRATION OF SHAREHOLDERS FOR THE PURPOSES OF A CLAIM FOR REFUND FOR Y/A 2008
(under paragraph (ii) of the proviso to article 48(4)(a) or 48(4A) of the Income Tax Management Act)

Part A - Details about the Malta operating company

Company Name
 Tax Registration No Partnership (ROC) number
 Please enter the date of change Change (1)
 Change in Profit Entitlement and Capital Structure

Capital Structure
 Currency in which Share Capital is denominated

Type of Security	Class	Issued	Dividend Entitlement (fixed dividend, % of profit or both)	% Entitlement to profits after fixed dividend	Fixed Dividends (Net Amount after tax)	(Previous) Holdings for which a refund claim has been registered	(Current) Holdings for which a refund claim has been registered
Ordinary	A	100	% of profit only	50.00%		60	80
Ordinary	B	100	% of profit only	50.00%		50	50
Preference	6% Cum.	100	Fixed Div. only		600	0	0

Registered refund claims cannot be increased!

Screen shot 31

The message, above, emanates as a consequence of the increase in the percentage claims originally registered.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Part B - Direct Shareholding
 (Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)

Section 1 Please indicate the number of shareholders in Example Co. Ltd
 (including ALL shareholders in the original Registration)

Identification of direct shareholders in the Malta operating company entitled to dividends

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4)(b)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De-registration Reg. 7)
Ordinary A	John	Abela	Individual	Yes	103M	Yes	15	Increase [6(4)]
Ordinary A	Colin	Huskins	Individual	No	n/a	Yes	5	Decrease [6(4)]
Ordinary A	Andrew	Abela	Individual	Yes	103M	Yes	40	No Change
Ordinary A	ABC Limited		Company	No	n/a	No	40	No Change
Ordinary B	XYZ Limited		Company	No	n/a	Yes	40	No Change
Ordinary B	GFF Limited		Company	No	n/a	Yes	50	No Change
Ordinary B	POI Limited		Company	No	n/a	Yes	10	No Change
Preference 0% Cum	John	Abela	Individual	Yes	103M	Yes	100	No Change

Please indicate proper change description!

Check Registration Status!

Screen shot 32

In the screen, above, note the error message displayed next to a 'No Change' indicated for the shareholder in the 4th row, when the registration status has been changed. Another error is displayed in the 8th row for an entry in respect of a new shareholder in respect of whom a registration is made through the change sheet when the time frame for his registration has expired.

The following screen shows the error message displayed (1st row) where an increase in profit entitlement under Regulation 6(4) of the relevant Legal Notice is indicated for an existing shareholder who was not previously registered.

Part B - Direct Shareholding
 (Details about shareholders entitled to a dividend whose holding is directly represented in the capital structure in Part A)

Section 1 Please indicate the number of shareholders in Example Co. Ltd
 (including ALL shareholders in the original Registration)

Identification of direct shareholders in the Malta operating company entitled to dividends

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4)(b)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De-registration Reg. 7)
Ordinary A	John	Abela	Individual	Yes	103M	No	15	Increase [6(4)]
Ordinary A	Colin	Huskins	Individual	No	n/a	Yes	5	Decrease [6(4)]
Ordinary A	Andrew	Abela	Individual	Yes	103M	Yes	40	No Change
Ordinary A	ABC Limited		Company	No	n/a	No	40	No Change
Ordinary B	XYZ Limited		Company	No	n/a	Yes	40	No Change
Ordinary B	GFF Limited		Company	No	n/a	Yes	50	No Change
Ordinary B	POI Limited		Company	No	n/a	Yes	10	No Change
Preference 0% Cum	John	Abela	Individual	Yes	103M	Yes	100	No Change

Changed Holding? (Not previously registered)

Please indicate proper change description!

Check Registration Status!

Screen shot 33

Note what happens in rows 5 and 8 (below) under the heading number of securities held when a decrease under Regulation 6(4) of the relevant Legal Notice is reported for the shareholder in row 2 and decreasing the number of his shares.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Section 1 Please indicate the number of shareholders in Example Co. Ltd
(including ALL shareholders in the original Registration)

Type and class of Securities held	Name	Surname (in the case of individuals only)	Type of person	Resident in Malta for tax purposes?	Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De-registration Reg. 7)
Ordinary A	John	Abela	Individual	Yes	103M	No	10	No Change
Ordinary A	Colin	Heskies	Individual	No	n/a	Yes	5	Decrease [144]
Ordinary A	Andrew	Abela	Individual	Yes	103M	Yes	40	
Ordinary A	ABC Limited		Company	No	n/a	No	40	
Ordinary A	XYZ Limited		Company	No	n/a	Yes	40	
Ordinary B	GHI Limited		Company	No	n/a	Yes	50	
Ordinary B	POI Limited		Company	No	n/a	Yes	10	
Ordinary B	John	Abela	Individual	Yes	103M	Yes	500	
Preference 6% Cum								

Please indicate changes!
Please indicate changes!
Check number of securities!
Please indicate changes!
Please indicate changes!
Check number of securities!
Input data (do not skip rows!)

Screen shot 34

Some shareholder details after the 2nd row are distorted vis-à-vis the type and class of securities. Company XYZ Limited is now disclosed as having Ordinary A shares when it is not the case. This can happen when new rows have to be filled in and where there are different classes of shares issued. When there are changes, the following important message is displayed. This message is also repeated in Part C following changes.

Please ensure that with the changes indicated, the details are correct and that the security descriptions correspond, and are allocated to the proper shareholders!			
Tax Registration Number	Registration of a claim for a refund under Articles 48(4)(a) or 48(4A)	Number of Securities held	Change(s) in profit entitlement (sub-Reg 6(4), 6(5) OR De-registration Reg. 7)

Screen shot 35

Since the workbook replicates data entered in the original Registration OR other Change sheet, it is IMPORTANT to ensure that the proper and correct details for each shareholder are still reflected when the changes are made.

When there are changes Part C might also require amendments or further inputs.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Change in company details

The Co_Details sheet will only allow changes to the Company Name, Activity description, and Currency. The other data inputted at Registration stage is completely locked. Note that the relevant dates entered in the original Registration will remain static for the whole year of assessment.


Note that when the change refers to company details only, a Change sheet is still generated and must be completed before finalisation. Basically, the previous data entered is just confirmed in the new Change Sheet. The user just needs to indicate a 'No Change' next to each shareholder.

TRANSMISSION OF THE WORKBOOK TO IRD


Transmission of this workbook will be effected through a new on-line service introduced by the IRD identified as the Electronic Taxpayer Service or e-TPS. The e-TPS is an on-line application implemented to facilitate communication with the Inland Revenue on specific tasks such as the Claim for Refunds Registration.

The Registration form will be available for completion by the tax representative. Once the form is attached and transmitted to the IRD it will be routed to designated officer for the necessary vetting and any further action required. The information exchanged will be always available for the tax representative. This traceability and the structured format in which the information is provided are major advantages over standard e-mail.

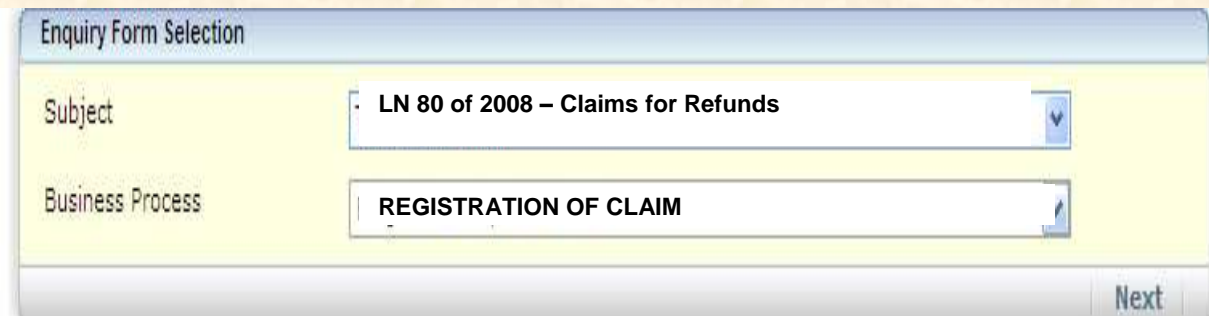
The e-TPS screen is divided into 2 sections, an Inbox and an Outbox. The Inbox lists messages received by taxpayer or representative whilst the Outbox discloses messages sent by taxpayer or representative.



Taxpayer	Subject	Detail	Date Sent
ALL THE NINES LTD	Registration of claim for refund		3/11/2008 09:26:08
ALL THE NINES LTD	Residence Certificate		3/6/2008 08:51:24

New transactions are initialised by clicking the  button near the inbox and the following screen pops-up.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK



Enquiry Form Selection

Subject: LN 80 of 2008 – Claims for Refunds

Business Process: REGISTRATION OF CLAIM

Next

From this screen the subject and business process are chosen. After pressing the 'Next' button the user is presented with the next screen.



ALL THE NINES LTD - 999999999

Request Description: write why you are making this request

Attachment: C:\Registration Co_Ltd.xls

Browse...

Submit

This screen provides the Browse facility through which the finalised workbook is attached. On clicking 'Submit' the file is sent to IRD for processing. On submission a message from the IRD is received. Such a message can be one of 3 types:



Request Accepted

This message indicates that the request has been processed and accepted by IRD. A copy of the approval for every accepted request may be downloaded.



Request Rejected

IRD may reject a request made by the taxpayer [for example the worksheet is not finalised]. Such a message is conclusive and replies can no longer be sent to IRD on the particular thread.



More Information Required

There may be instances where IRD will require further information in order to process a request. A reply to this message may be sent to provide the information requested by the IRD.

NOTES ON COMPLETING THE REFUND REGISTRATION WORKBOOK

Where more information is requested by the IRD open the message and click 'Reply'

IRD Correspondance

ALL THE NINES LTD - 999999999

John Doe Message written on 05/03/2008

need more info

Reply

ALL THE NINES LTD - 999999999

Request Description

The activity description is incomplete

Attachment

Registration.xls

Once the reply button is clicked the following screen is displayed. Enter the information requested together with any updated attachments and click 'Send'. Note the availability of the Browse button to access the corrected file.

IRD Correspondance

ALL THE NINES LTD - 999999999

this is some additional info as requested by the inland revenue department

Browse...

C:\replicate2008-03-03.log ✖

C:\replicate2008-03-05.log ✖

-----John Doe Message written on 05/03/2008-----

need more info

Send