



REPUBLIC OF BOTSWANA

DEPARTMENT OF CUSTOMS AND EXCISE
Return For Remittance Of Value Added Tax

PART I: PARTICULARS OF REGISTERED PERSON

1. NAME & ADDRESS :

2. VAT REGISTRATION #

3. TAX PERIOD

4. RETURN DUE BY

PART II: DECLARATION OF VAT PAYABLE

A. VAT DECLARED (Output tax)

N.B. READ NOTES OVERLEAF

	OUTPUT TAX CALCULATED (EXCLUDING VAT) (Nearest Pula)			TOTAL OUTPUT TAX DUE	
	EXEMPT	ZERO RATED	STANDARD RATE (10%)	P	T
5. GOODS & SERVICES SUPPLIED					
6. CAPITAL GOODS SOLD					
7. ADJUSTMENTS (eg. change of use)					
8. TOTALS				9	

B. VAT CLAIMED (Input tax)

N.B. READ NOTES OVERLEAF

	CLAIMABLE INPUT TAX INCURRED (EXCLUDING VAT) (Nearest Pula)		TOTAL INPUT TAX CLAIM	
	NB: Do not claim private or exempt expenses (see notes)	STANDARD RATE (10%)	P	T
10. LOCAL PURCHASES AND EXPENSES				
11. CAPITAL GOODS PURCHASED (Local)				
12. IMPORTED PURCHASES				
13. IMPORTED CAPITAL GOODS				
14. SECOND HAND GOODS (Claim tax fraction only - see notes)				
15. ADJUSTMENTS (eg. bad debts, credit notes issued etc - see notes)				
16. TOTALS			17	

PART III: CALCULATION OF VAT PAYABLE / REFUNDABLE

	P	T
18. TOTAL OUTPUT TAX (Block 9)		
19. LESS TOTAL INPUT TAX (Block 17)		
20. AMOUNT PAYABLE / REFUNDABLE (Block 9 - Block 17)		
21. ADD: PENALTY		
INTEREST		
22. TOTALS	23	

I CERTIFY THAT THE PARTICULARS IN THIS RETURN ARE TRUE AND CORRECT

NAME CAPACITY SIGNATURE DATE

D	D	M	M	Y	Y	Y	Y
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THERE ARE SEVERE PENALTIES FOR FALSE DECLARATIONS, FAILURE TO PAY TAX WHEN DUE, OR SUBMITTING THE RETURN LATE.

VAT REGISTRATION #

NAME:

TAX PERIOD:

AMOUNT (Block 23)

P	T
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 DATE SUBMITTED

D	D	M	M	Y	Y	Y	Y
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 STAMP