



ZANZIBAR REVENUE BOARD

VALUE ADDED TAX (VAT)

CLAIM FOR REFUND OF VAT PAID BY DIPLOMATS

(Section 11 and item 1 of the Third Schedule to the VAT Act, 1998)

- NOTE:** (i) Refunds claim to be submitted in triplicate;
 (ii) A claim shall be lodged to the Deputy Commissioner for VAT not later than the last working day of the month following the month on which the tax was paid;
 (iii) The Tax Invoice related to the supplies on which refunds claim is made must be attached to the claim.

1. (a) Name and Address of a person claiming the refund:-

.....

(b) Name of Embassy/Mission.....

2. **Particulars of the purchases:-**

Date	Name of the Supplier	Tax Invoice	Taxable Value (Tshs)	VAT (Tshs)

3. **Amount of tax claimed:-**

.....

4. **Declaration:-**

I (Name of the claimant) hereby declare that this claim is genuine. Signature of the claimantand date

5. **Recommendation by the Head of the Mission:-**

Claim approved / disapproved (*delete whichever is inapplicable*)

.....
Head of the Mission

6. Recommendation by the Ministry of Foreign Affairs and International Cooperation.

I (Name of responsible Officer) do/ do not recommend the refund to be effected because of the following reason(s):

.....

.....

Signature date and official rubber stamp

7 FOR OFFICIAL USE BY THE VAT DEPARTMENT

a) VAT Operation Office

(i) I (Name of VAT Verifying Officer)

Hereby certify that the claim for refund made by
.....is corrected/not correct because of the following reason(s);

.....

.....

.....

.....

Signature and title of the Verifying Officer

(ii) Recommendation: I (Name of VIO)

do hereby recommend/not recommend the refund of Tshs.....
(in words)..... to the above claimant.

VIO signature and official stamp.....

(b) VAT HEAD OFFICE

(i) Remarks by the VAT Technical Unit:

.....

.....

.....

Date Signature

(ii) Claim approved / disapproved

Date..... Signature.....Official stamp

DEPUTY COMMISSIONER FOR VAT