

## CHECKLIST FOR COMPLUSORY CONSUMPTION TAX REGISTRATION

*(Please attach checklist & any documents requested to your CT registration form)*

The following checklist should be used by new and existing businesses wishing to register for CT.

Under the Consumption Tax Act 2003 a person shall apply to the Chief Commissioner for registration for CT:

1. **at the beginning of any 12 month period if there are reasonable grounds to expect that the total value of taxable supplies** to be made by the person in the person's enterprise in that period **will be \$100,000 or more** or
2. **at the end of any 12 month or less period**, if in that period the **total value of taxable supplies** made by the person in the person's enterprise **is \$100,000 or more**.

The following information/ questions will help you work out if you need to be registered for CT.

### NEW OR EXPANDING BUSINESSES:

1. Do you have a current business licences? **YES**  **NO**   
( If yes attach a copy including any foreign investor investment licence)  
**NOTE:** if a company attach a copy of your certificate of incorporation or if a partnership attach a copy of the partnership agreement
2. When do you intend to start your business/or if started when did you start?
3. Do you have a fixed place of business? **YES**  **NO**   
(Attach a copy of rental agreement)
4. Do you or do you intend to employ staff? **YES**  **NO**   
(If so how many and intended salary)  
**NOTE:** all staff are required to have a Taxpayer Identification Number (TIN);
5. What type of record keeping system do you keep? **MANUAL**  **ELECTRONIC**   
(If Electronic name of accounting system used –e.g., MYOB )
6. What records do you keep (tick all that apply)?  
**Cash Receipts**  **Receipts**  **Debtors Ledger**  **Creditors Ledger**   
**Cash Payments Book**  **Petty Cash Book**  **Sales Invoices**   
**Bank Statements**  **Cheque Butts**  **Credit Card vouchers**   
**Bank Reconciliation**  **Till Tapes**   
(Attach a copy of a summary of sales (if applicable))
7. Please provide Bank Account details **Name of Bank** **Account Number**  
(Attach a copy of the current bank statement)
8. Have you made or do you intend to make imports of goods? **YES**  **NO**   
(Attach details –type of goods and cost)
9. What evidence do you have that you expect to reach \$100,000 in the 12 month period?  
(Copies of contracts or letters of intent to buy or other evidence of potential purchasers of goods or services should be supplied)
10. Do you have a business plan and/or projection revenue and expenses? **YES**  **NO**   
(Attach a copy of plan or projection and detail how it was worked out)
11. On a separate sheet, give a detailed description of the business and why you believe you will reach the threshold of \$100,000 taxable supplies in the next 12 months.

**NOTE:** The Chief Commissioner can refuse to register a person if they are **only making exempt supplies** or are **not carrying on an enterprise**.