



TAX CLEARANCE CERTIFICATE APPLICATION FORM

A. TAXPAYER DETAILS

1. Taxpayer Names: _____

2. Business Name: _____

3. Tax regime: Large Medium Small

4. TIN

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5. Region _____ 6. District _____

7. Give reasons for requesting tax clearance certificate

1 Bidding for Government contracts	<input type="checkbox"/>
2 Bidding for Non-Governmental contracts	<input type="checkbox"/>
3 Renewing existing business license	<input type="checkbox"/>
4 Requesting new business license	<input type="checkbox"/>
5 Property transfer	<input type="checkbox"/>
6 Non-Resident taxpayer leaving the country	<input type="checkbox"/>
7 Requesting tax exemption	<input type="checkbox"/>

8. When did you start your business _____

Phone Number: _____ Signature _____ Date ____/____/____

B. TAXPAYER REGISTRATION UNIT [OFFICE USE ONLY]

1. Taxpayer registration Date _____

2. Tax centre _____

3. Taxpayer Identification Number.

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4. Business activity. _____

5. Cleared

6. Not cleared If not cleared, give reasons _____

Responsible person _____ Signature _____ Date ____/____/____

C. TAX RETURN UNIT AT HQ/DISTRICT [OFFICE USE ONLY]

1. Tax responsibility	2. Filed Returns	3. Missing Returns	4. Tax over due
a) Employment income tax/payroll	<input type="checkbox"/>		
b) Rental income tax	<input type="checkbox"/>		
c) Provisional income tax	<input type="checkbox"/>		
d) GST/Sales tax	<input type="checkbox"/>		
e) Excise tax	<input type="checkbox"/>		
f) Corporate Income Tax (CIT)	<input type="checkbox"/>		
g) Individual business income tax	<input type="checkbox"/>		
h) Withholding taxes	<input type="checkbox"/>		
i) Other administrative fees or taxes	<input type="checkbox"/>		

5. Cleared

6. Not cleared If not cleared, give reasons _____

Responsible person _____ Signature _____ Date ____/____/____

D. REGIONAL COORDINATOR [IRD TO COMPLETE]

1. Cleared

2. Not cleared If not cleared, give reasons _____

Responsible person _____ Signature _____ Date ____/____/____

E. TAX CLEARANCE UNIT [IR TO COMPLETE]

1. Cleared

2. Not cleared If not cleared, give reason _____

Responsible person _____ Signature _____ Date ____/____/____

F. TAXPAYER ADVICE

1. If the taxpayer is not cleared, please contact tax clearance section for more information

2. If the taxpayer is cleared, please contact tax clearance section for your Tax Clearance Certificate.

ABOUT TAX CLEARANCE CERTIFICATES

When you need a Tax Clearance

Section 9 of Somaliland's Revenue Act No 72 of 2016 requires your business to have a Tax Clearance Certificate if you wish to do any of the following:

1. leave Somaliland if you are a non-resident taxpayer
2. Have a notary issue property transfer of ownership documents.
3. Obtain a new or renewed business license.
4. Bid for any contracts or tenders from Government institutions.

The Inland Revenue Department of the Ministry of Finance issues tax clearance certificates. Government agencies and non-state actors cannot obtain such a certificate.

Requirements for issue of tax clearance certificates

Before you can get a tax clearance certificate, you must:

- be registered as a taxpayer and have your TIN handy, and
- have paid all your outstanding taxes and have no arrears.

Guidelines for completing the Tax Clearance Application Form

Taxpayers needing clearance should complete only the section of the form in yellow.

Section A: Taxpayer's details

A1-Taxpayer's name; Provide your name same as one provided during your business registration

A2- Business name: Provide your business name you provided during your business registration.

A3-Tax regime; Please indicate if you are large, medium or small taxpayer and if you don't know ask taxpayer registration office.

A4-Taxpayer's TIN: provide your tax identification number (TIN) if you are already registered. If not registered obtain one from registration office.

A5-Region: Provide name of the region (Maroodi-Jeh, Awdal, Togdheer, Sanaag, Sool) that relates to your location.

A6-District: Indicate the district within the region where your business is located

A7- Reason for requesting tax clearance: Tick the relevant boxes indicating why you need a tax clearance, and insert the date your business started.

A8-When did you start your business: Indicate the date your business commenced.

Signature and date: Sign and put the date of application

Sections B-E: Inland Revenue Department Staff will complete these sections.

IRD staff will complete a number of compliance checks before deciding whether to issue you with a tax clearance certificate.