

**SUMMARY OF BUSINESS ACTIVITIES AND RECORDS**

Name of VAT dealer ..... TIN:.....  
Circle ..... Division .....

1. Authorised Person to contact (and status) \_\_\_\_\_  
Telephone number(s) \_\_\_\_\_  
Location of premises \_\_\_\_\_
2. Effective date of registration \_\_\_\_\_
3. Accountant (if any) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_
4. Financial year ends \_\_\_\_\_
5. Address of principal place of business \_\_\_\_\_
6. Other business address \_\_\_\_\_
7. Main business activity \_\_\_\_\_
8. Subsidiary business activities \_\_\_\_\_  
(provide approximate % of turnover of each activity)
9. Importer (International) YES/NO \_\_\_\_\_ % OF INPUTS \_\_\_\_\_  
Brief description of imports \_\_\_\_\_
10. Purchases from other States YES/NO \_\_\_\_\_ % OF INPUTS \_\_\_\_\_  
Brief description of PURCHASES: \_\_\_\_\_
11. Exporter YES/NO \_\_\_\_\_ % OF OUTPUTS \_\_\_\_\_  
Brief description of Exports \_\_\_\_\_
12. Sales to other States YES/NO \_\_\_\_\_ % OF OUTPUTS \_\_\_\_\_  
Brief description of Inter-State Sales \_\_\_\_\_
13. Branch transfer/consignment sales to other states YES/NO \_\_\_\_\_ % OF OUTPUTS \_\_\_\_\_  
Brief Description of Branch Transfer/Consignment sales \_\_\_\_\_
14. Description of Principal outputs (Ex: Departmental Stores) \_\_\_\_\_  
1% Rate \_\_\_\_\_  
4% Rate \_\_\_\_\_  
12.5% Rate \_\_\_\_\_  
Zero-Rated - International Exports \_\_\_\_\_  
Zero Rated – Inter State Sale \_\_\_\_\_  
Exempted goods/transactions \_\_\_\_\_

15. Principal inputs \_\_\_\_\_  
 1% Rate \_\_\_\_\_  
 4% Rate \_\_\_\_\_  
 12.5% Rate \_\_\_\_\_  
 Exempt goods: \_\_\_\_\_
16. Accounting Method.  
 Invoice accounting/Cash accounting for consumers.
17. Current Accounting Records – Describe overleaf the books and records used by business.  
 Highlight those used for accounting for VAT. Identify records where the VAT account or VAT calculations are maintained

Date.....	Recorded by:	Officer Name.....	Signature.....
	Checked by:	Officer Name.....	Signature.....
Updated .....		Officer Name.....	Signature.....
		Officer Name.....	Signature.....
		Officer Name.....	Signature.....