Swaziland Revenue Authority

VAT REFUND FOR DIPLOMATS, DIPLOMATIC AND CONSULAR MISSIONS AND INTERNATIONAL ORGANISATIONS

(*Section 50 of the VAT Act, 2011*)

Domestic Taxes Department
P.O. Box 5628
MBABANE
Tel: +268 2406-4000
Fax: +268 2406-4001
E-mail: info@sra.org.sz
Website: www.sra.org.sz

Notes for completion of the form have been provided overleaf

1. Identification

Name of Diplomat			
Country of Diplomat			
Mission / Organisation			
Postal Address			
		Postal code	
Physical address			

Contact Details

Telephone	Facsimile	Cellphone	Email address

2. Bank details

Bank		Branch		Branch code	
Account name		Account number			

3. Details of VAT refund requested

Period	From	D	D	/	M	M	/	Y	Y	Y	Y	to	D	D	/	M	M	/	Y	Y	Y	Y		
Amount requested																								
Full name																			Title					
Signature												Date	D	D	/	M	M	/	Y	Y	Y	Y		

4. For SRA official use

Receipt number		Amount of refund approved	
Date received			
Officer's name and title		Signature	
Officer's name and title		Signature	
Date			
Commissioner VAT		Approved ☐	Disapproved ☐

SUPPLEMENT

Supplement number

Name of Diplomat, Diplomatic Mission or International Organisation

Item (brief description)	Quantity	Name of Supplier	Supplier's TIN	Invoice number	Total price paid	VAT Paid
				TOTAL		

Signature	

Date	D	D	/	M	M	/	Y	Y	Y	Y

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Guide to the refund form for Diplomats, Diplomatic Missions and International Organisations

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1. Identification

a) Give the legal or official name of the Diplomat, Diplomatic Mission or International Organisation. (Choice depends on which of these is making the application.)

b) Give both the physical address which specifies the place where the applicant is found and the postal address specifying the post box number of the applicant.

c) The cellphone number and the e-mail address should be that of the Diplomat applying for a refund or that of a representative of the Diplomatic Mission or International Organisation who is responsible for claiming of refunds.

d) The landline number should be that of the Diplomat or of the office responsible for claiming of refunds if applicant is a Diplomatic Mission or International Organisation.

e) The banking details should be accurate and correct. The account must belong to the Diplomat, Diplomatic Mission or Organisation claiming refund and should bear the name of the applicant.

2. Details of VAT refund requested

a) Indicate the period for which the refund is requested.

b) Give the total amount of refund requested.

c) The full name must be that of the individual making the application. The individual can be a Diplomat, or an authorized representative of a Diplomatic Mission or an International Organisation.

d) The individual making the application is required to state his or her official title and put his or her signature and the day's date.

e) The application must be accompanied by a recommendation by the Head of Mission or International Organization or his/her authorized representative.

3. **Supplement**

a) The first statement requires the applicant to assign a number to the supplement in case he or she uses more than one supplement.

b) The next instruction requires the legal or official name of the applicant in full.

c) Copies of tax invoices must be attached to the supplement as proof of the purchases.

d) The table requires the applicant to list all the items bought.

e) The list must give the following specifications which are written following the order in the application form;

- ✓ In the items column the applicant is supposed to group same goods or services and give a brief description of them then quantify them in the quantity column. For example;

Item (brief description)	Quantity
Sunlight bath soap	5
Five roses tea (100g)	2

- ✓ In the third column indicate the name of the supplier of the goods or services stated in the raw.
- ✓ In the fourth column indicate the invoice number on the tax invoice.
- ✓ The VAT inclusive price of the item is what is required in the next column and a total of these prices at the bottom of the column.
- ✓ Finally the applicant must show the VAT component of the price as it appears on the tax invoice.
- ✓ Sign at the bottom and put the day's date.