Company
Self-Assessment Guidelines

2
0
2
3

Table of Contents

1. PURPOSE

This Guide explains the basics of self-assessment and how it applies to online filing of income tax returns for the tax year 2022 onwards. It contains information to assist a representative of a company to submit returns through the Taxpayer Online Service (TPOS) portal.

2. INTRODUCTION

Company taxpayers that are required to file income tax returns must do so through TPOS, which is a tax information system designed for self-assessment.

The following are the companies for tax purposes:

- incorporated bodies (registered companies) including unit trusts;
- unincorporated bodies such as religious and charitable organisations/bodies, clubs and associations, co-operative societies.

Upon completing an online return, users will be able to check calculations, identify errors and make changes before submitting it. Once a return is submitted, a filing acknowledgment notice confirming receipt of the taxpayer's self-assessment will be issued. Tax owing can be settled through payment or time to pay arrangement. Taxpayers will be able to view all their records, including returns filed, in TPOS.

Note – Taxpayers are encouraged to do tax business online as it is a convenient and secure way to file returns, make payments and request for taxpayer services.

3. SELF-ASSESSMENT

(1) General information

The following applies in a Self-Assessment System:

a) taxpayers have to assess each year's tax liability using their own judgement;
b) the FRCS Chief Executive Officer (CEO) is deemed to have served a taxpayer with a notice of assessment on the date the taxpayer's return is filed online;
c) the last date for filing a return is also the last day for payment of any tax liability on that return;
d) penalties are imposed on overdue returns and unpaid tax immediately after the due date;
e) information in a taxpayer's return will generally be accepted however, is subject to:
review and amendment by the CEO:
- as part of an audit (examination and inspection of the company's books of accounts to ensure compliance with the Income Tax Act 2015);
- as part of a taxpayer request that will result in an increase or decrease in tax liability.

(2) FRCS' responsibility

FRCS is required to help taxpayers assess their tax liability. Technical guidance on specific tax issues to assist in preparation of returns is available on our website: www.frcs.org.fj or in any of our offices Fiji wide. Contact us (Telephone number:324-3000, Hotline: 1326, Helpdesk e-mail: info@frcs.org.fj TPOS Helpdesk: tpos@frcs.org.fj) or consider seeking independent professional advice from a tax adviser (refer FRCS website on this link https://www.frcs.org.fj/our-services/taxation/tax-agents/contact-a-tax-agent/) if there are any points you are unsure of.

FRCS is also responsible for checking that taxpayers correctly disclose their income and expenses.

Therefore, the CEO can review assessments and correct errors or omissions within six (6) years from the date a return is submitted or an assessment is amended. There is no time limit for amending suspected fraud cases.

(3) Taxpayer's responsibility

Taxpayers are responsible for:

a) ensuring that their tax information is up to date before filing the next return and must advise of any change within 21 days through TPOS - Change of Circumstances on-line service; e.g. change in name, address, contacts, bank account etc.; or deregistration e.g. closure of business).
b) reporting taxable income and deductions correctly in returns;
c) filing returns by the due date;

Example 1

Year End	Tax Return Year	Chargeable income	Tax payable	Due date to file return	Due date for payment
31/12/2022	2022	$20000	$5000	31/03/2023	31/03/2023
31/08/2022	2022	$20000	$5000	30/11/2022	30/11/2022

Example 2 - Due date when time to file extended

Year End	Tax payable	Due date to file return	Extended due date to file return	Due date for payment
31/12/2022	$5000	31/03/2023	30/06/2023	31/03/2023
31/08/2022	$5000	30/11/2022	28/02/2023	30/11/2022

Note - Taxpayers can request for extension of time to file a return before the due. An extension of time to file is not an extension of time to pay. Late payment penalty applies on any tax not paid by the original return due date.

d) paying tax on or before the due date - payments can be made by cash or EFTPOS at FRCS or through internet banking, with the following details - company's TIN, relevant return 'Filing Confirmation Number', tax type for the payment and period the payment relates to;

Note - Late payment penalty (LPP) applies when tax is not paid by the due date. So if an electronic payment is delayed, LPP will apply. Taxpayers can request for remission of penalty and provide evidence to support that payment arrangements were made before the due date. The decision to approve, partially approve or reject the request will be based on taxpayer's compliance history.

e) applying for amendments to self-assessment returns within two (2) years of the date that the return was filed.

Example

Year End	Tax Year	Due date for return and payment	Date return filed	Last day to submit amendment request	Late lodgement penalty
31/12	2022	31/03/2023	04/09/2023	04/09/2025	Calculation will be based on filing due date

(4) Record Keeping

Taxpayers must keep records used in the preparation of returns for seven (7) years after the end of the tax year to which they relate. Company records include any information about sales, other income (e.g., interest, rent) withholding tax paid, expenses, assets and liabilities. Records can be paper-based and/or in electronic form.

Example

Year End	Tax Year	Return Period	Due date to file return	End of record keeping period
31/12	2022	01/01/2022 - 31/12/2022	31/03/2023	31/12/2029
31/07	2022	01/08/2021 - 31/07/2022	31/10/2022	31/07/2029

4. COMPANY INCOME TAX RETURN ONLINE FILING GUIDE

This Guide explains how to complete the online return and the self-assessment that forms part of it. The notes in this Guide follow the online CIT return format.

GETTING STARTED

- To file a return online, you must first have a TPOS account. If you don't have a TPOS account. sign up at: https://www.frcs.org.fj/our-services/taxpayer-online-service-tpos/
- You can familiarise yourself with the return filing system by doing the following:
  - get a paper return form from our office or download it from our website: https://www.frcs.org.fj/our-services/taxpayer-online-service-tpos/tpos-forms/
  - identify the return lines applicable to the taxpayer you're representing;
  - identify parts that need attachments e.g., for deductions, withholding tax claims.
- Save documents to be submitted with the return on your laptop or computer desktop. Acceptable formats are pdf, jpeg, jpg and png.
- Transfer amounts from working papers (e.g. profit and loss statement, balance sheet etc.) to the appropriate lines in the paper form, including your calculation of tax liability (payable/refund/loss/nil).
  Note - if eligible for tax credits, first check that the person who withheld tax from payments made to you has submitted monthly summaries. You can check this at the "Withholding Tax Statements" process under the "Requests" tile. The user manual is available under this link in FRCS website https://www.frcs.org.fj/wp-content/uploads/2021/02/Withholding_Tax_Statement_User_Manual_v3.0-External.pdf

> *Note - If for some reason a taxpayer cannot use TPOS, a paper form can be hand delivered or emailed to FRCS. An FRCS officer will check and advise if any detail or information is missing and the time frame to submit it. Incomplete returns will not be accepted.*
>
> - *Use the online fillable form or download a form and write clearly in capital letters using a blue ink ball pen.*
> - *Make entries in designated entry fields only.*
> - *Attach the required documents given in the checklist.*
> - *Make a copy of the completed return for the company's record.*
>
> *An FRCS officer will upload the return and attachments in TPOS*

<u>Important reminders</u>:

1. Submitted returns will form part of your permanent record so ensure that TPOS entries and uploaded documents are correct.
2. If using the paper return (or working papers) as a guide:
   - transfer the figures to the relevant TPOS form lines/fields;
   - double check your entries and the TPOS calculations;
   - adjust your entries and/or calculations if the TPOS auto filled amounts are different;
   - before submitting the online return, compare the tax assessment result in the 'Summary Section' with the amount in your working papers.
3. Keep a copy of your working papers.

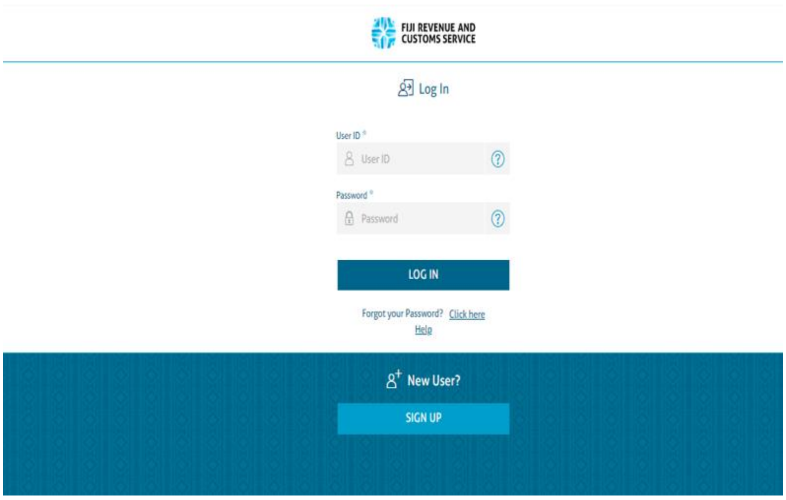
Note: You can also download a copy of your form before you submit it – Go to the Declaration Section for details.

Part A - INSTRUCTIONS

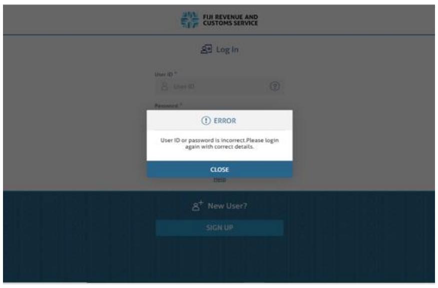
Log In

- Click on the website link: https://tpos.frcs.org.fj/taxpayerportal/logon#/Logon to access the log in page.

- Enter your Username in the User ID field, enter your Password and click on 'LOG IN'.



A message will be displayed if a User ID and/or password is incorrect. Click on 'çlose' and try again or follow the Instructions given on the 'Log in' page.



Note - Go to Appendix 1 for tips on how to complete the online form and upload documents

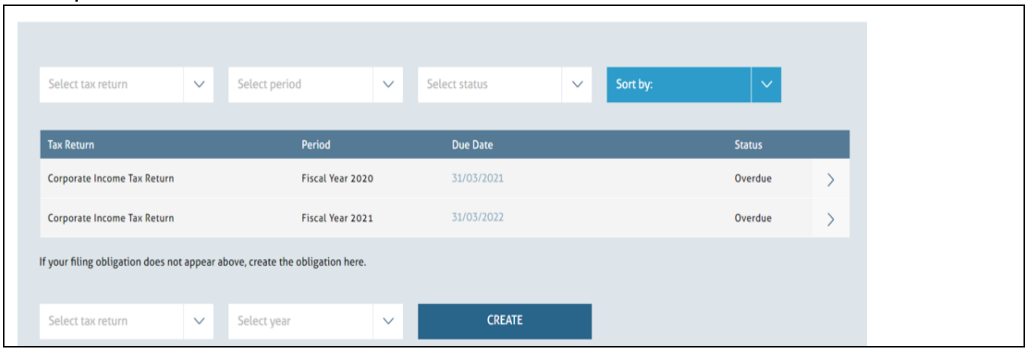
Filing Obligations

- Click on the 'Filing Obligations' tile.

- Click on the arrow beside the filing status 'due' or 'overdue' to begin filing your return or contact us if the income tax return you wish to file is not visible.

> *Note - Taxpayers are encouraged to file overdue returns first as information from past years' returns are or may be needed for the current year's assessment e.g. COGS opening balance, losses available for carry forward.*
>
> *Go to Appendix 2 for additional information on filing obligations.*

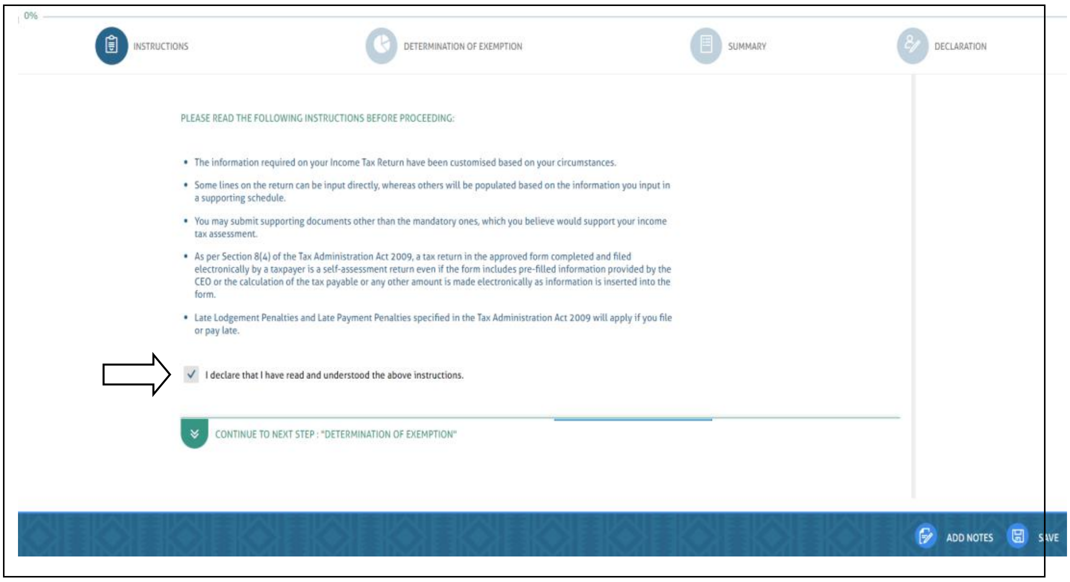
Example



Return Filing Instructions

- Read the instructions, tick the check box to indicate that you have understood the Instructions and click on 'Continue to Next Step: "Determination of Exemption".

> *Note - if you wish to include explanatory notes to support your entries, click on 'Add Note' which is visible at the bottom right-hand corner of each page. Once saved, entries cannot be deleted but you can make changes to the content.*



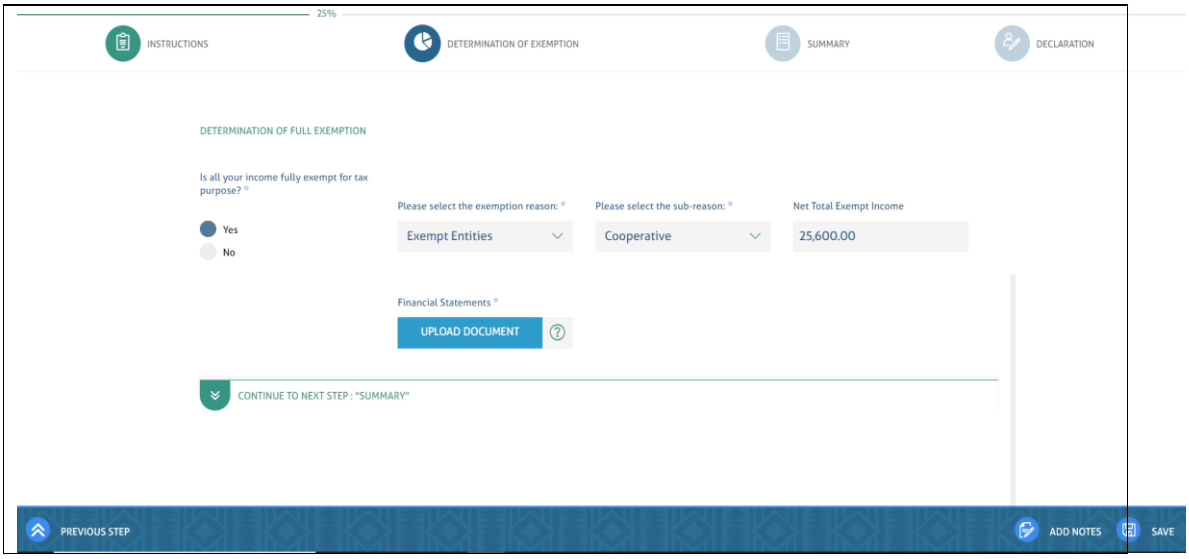
Part B - DETERMINATION OF EXEMPTION

Determination of full exemption

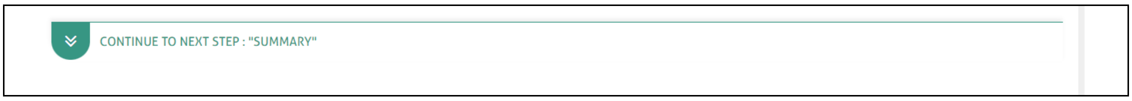
First answer the question: ‘*Is your income fully exempt for tax purposes?’*

- If “Yes”:
  - select a reason from the drop-down list provided (for ‘Others’, enter details in the space provided);
  - if applicable, select a sub-reason (exempt entities and social policy exemptions only);
  - enter the total amount of net exempt income;
  - attach your financial statements (maximum size 25MB).

> *Note: if you have not prepared financial statements for tax purposes, attach a copy of the company’s financial statement required under the Companies Act 2015 or a statement of income and expenditure for the period.*



- Click on ‘Continue to Next Step: “Summary”’



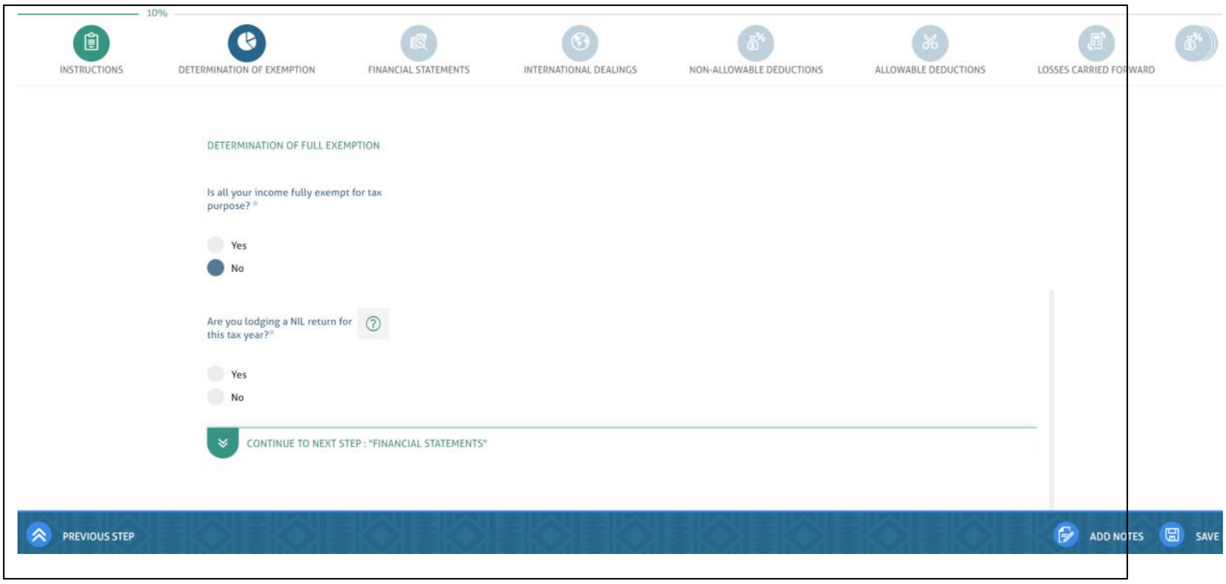
Note - You will not be required to fill the return lines. In the Summary Section (Part I of this Guide) view the calculation of penalties (if any) then complete the steps to submit your form.

- If you select 'No', proceed to the next question.

Nil Return

Answer the question**:** ***'****Are you lodging a Nil return for this tax year?'*

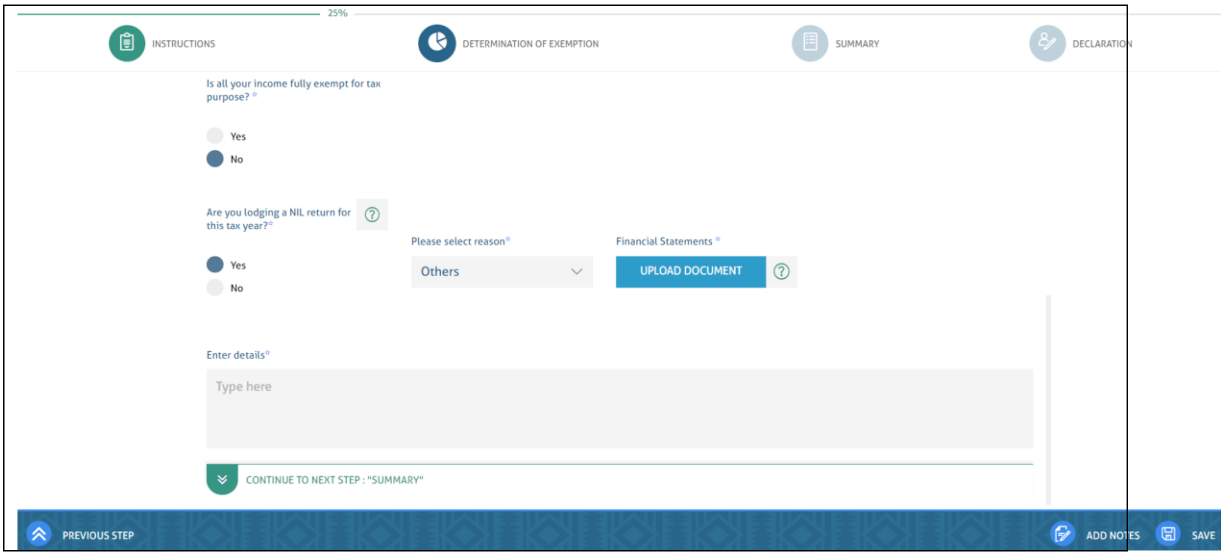
This applies if there was no income and no expenses for the tax year.



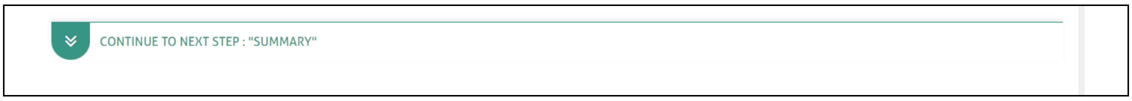
- If 'Yes', select a reason from the drop-down list (e.g. business being set up, temporary closure, dormant and for 'Others' enter details in the space provided).

- Attach your financial statements.

Note: if you have not prepared financial statements for tax purposes, attach a copy of the company's financial statement required under the Companies Act 2015 or a statement of income and expenditure for the period.



- Click on 'Continue to Next Step: "Summary".

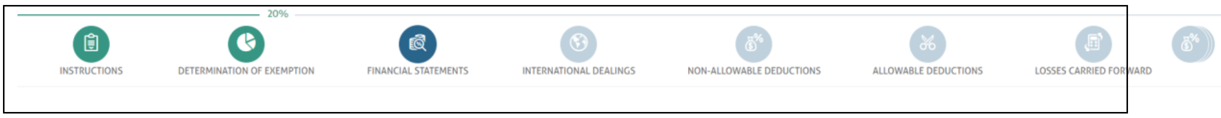


Note - You will not be required to fill the return lines. In the Summary Section (Part I of this Guide) view the calculation of penalties (if any) then complete the steps to submit your form.

- If you select 'No', click on 'Continue to Next Step: "Financial Statements"'. (Part C of this Guide)

Part C - FINANCIAL STATEMENTS

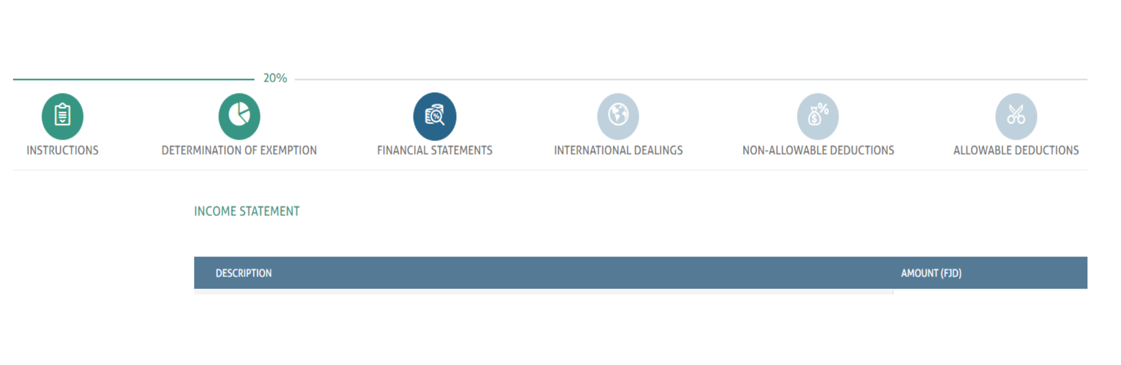
This Part is for reporting information that would normally be included in the Company's profit and loss account (operating income, expenses, non-operating income and net profit), balance sheet and accompanying notes.



Income Statement

- Enter details of income received/earned and expenses incurred in the relevant lines. Where applicable, click on the schedule icon , complete the schedule and attach supporting documents.

> *Note - Income from activities that do not form part of your core business and do not have a specific return line in this part of the online form are to be reported as follows:*
> - *Net Gain - include in 'Non-Allowable Deductions' (Part E of this Guide)*
> - *Net Loss - include in 'Allowable Deductions' (Part F of this Guide)*



Operating Income

This part is for reporting business income from the company's core or principal revenue generating activities.

1. Domestic sales - gross revenue from the core or normal business operations (excluding gross export sales).
2. Export sales - gross export revenue (this is required to calculate export income deduction).
3. **Total Sales** (Domestic sales + Export sales) - **auto populated line.**

   Example

Total Sales $238594 = (Domestic Sales $173594 + Export Sales $65000)

DESCRIPTION	AMOUNT (FJD)
Domestic Sales	173,594.00
Export Sales	65,000.00
Total Sales	238,594.00

Cost of Goods Sold/Cost of Sales (COGS)

This applies to taxpayers that keep inventories for items bought, produced or manufactured for the purpose of resale, exchange or manufacturing.

4. **Cost of Goods Sold/ Cost of Sales** (Opening Stock + Purchases *Less* Closing Stock) - This line is **auto populated** after trading stock details are updated.
   - Opening Stock - value of materials available for sale or use at the start of the accounting period (inventory or unsold goods from the previous year).

> Note:
> - if business started during the year, opening value is nil;
> - if business started before 2022, enter the closing stock value for 2021

- Total Purchases ((Closing Stock *Less* Opening Stock) + COGS) - value of materials or items purchased during the accounting period.

  > *Note - include direct costs such as direct labour and distribution in the Total Purchases return line.*

- Closing Stock (Inventory for sale) - ending inventory value is recorded in the Current Assets section of the balance sheet.

Example

COGS \$136755 = (Opening Stock \$28142 + Purchases \$112568) *Less* Closing stock \$3955

DESCRIPTION	AMOUNT (FJD)
Cost Of Goods Sold/ Cost Of Sales	136,755.00
Opening Stock	28,142.00
Total Purchases	112,568.00
Closing Stock	3,955.00

5. **Gross Profit** (Total sales *Less* Cost of goods sold/cost of sales) - **auto populated** line.

Example

Gross Profit \$101839 = Total sales \$238594 *Less* COGS \$136755

DESCRIPTION	AMOUNT (FJD)
Total Sales	238,594.00
Cost Of Goods Sold/ Cost Of Sales	136,755.00
Opening Stock	28,142.00
Total Purchases	112,568.00
Closing Stock	3,955.00
Gross Profit	101,839.00

Operating Expenses

This applies to recurring or annual costs to run a business such as selling, general and administrative expenses.

1. Operating expenses – expenses to run a business such as rent, utilities, rates, insurance, marketing/advertising, transport, postage, business travel, overhead expenses (e.g. administrative/selling expenses), office supplies, depreciation etc.

   > *Note – Subtract from operating expenses all items included in 2 – 7 below.*

2. Management fees - amounts paid for management services.
3. Royalty expense - amounts paid for the removal of natural resources (e.g. mineral, gravel, sand, timber) or for the use of a copyright or patent.
4. Interest expense - amounts incurred for an income-producing purpose e.g. bank fees/charges or interest on business loans charged by a lender.

5. Repairs and maintenance expense – costs incurred by a taxpayer to repair or maintain an asset used in the business and which are not capital in nature.
6. Salaries and wages - payments for employee services.
7. Other expenses - any other business expense that does not fall in any of the specific categories above (e.g. donations, subscriptions. legal expenses, valuation fees).
8. **Total expenses** (*Operating expenses + management expenses + royalty + interest repairs /maintenance +salaries/wages + other expenses)* - **auto populated** line.

Example

Total expenses $30941 = (Operating expenses $8141 + Other expenses $22800)

Operating Expenses	8,141.00
Management Fees	500.00
Royalty Expense	1,000.00
Interest Expenses	200.00
Repair And Maintenance Expense	870.00
Salaries And Wages	20,000.00
Other Expense	230.00
Total Expenses	30,941.00

Non-operating Income

This part is for reporting business income that does not fall under the core or principal revenue generating activities such as property income and other gains.

1. **Non-Operating Income** - this line is **auto-populated** based on entries in the following 6 income return lines (interest, rental income, net farming income, royalty, dividend and other net income).
2. Interest income - income from investments (bank accounts, loans, bonds).

Example

Interest Income Schedule

1. Click on 'Add New';
2. enter Payer's TIN, date income received and amount;
3. click on 'Confirm';

INTEREST INCOME

TIN OF PAYER	NAME OF PAYER	DATE OF RECEIPT	GROSS INTEREST (FJD)
2900883673	ORANGE CO LTD .	01/09/2022	650.00
TOTAL			650.00

ADD NEW +

CONFIRM

4. verify that the interest return line is filled.

Interest Income	650.00

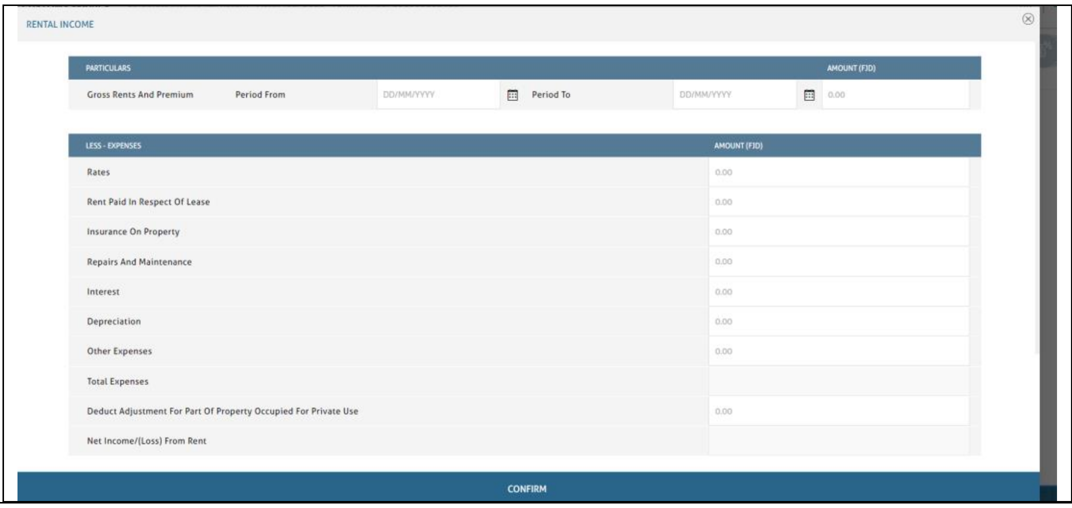
3.Rental income - income from leased property. If you have more than one property, enter the combined totals.

Example

Rental Income Schedule

- Enter the applicable fields:
- ➢ Period - enter start and end date e.g. if your tenant stayed in the property for the whole year: 01/01/2022 - 31/12/2022; for part year: 12/08/2022 - 31/10/2022.
- ➢ Gross Rents and Premium - enter amount received during the year;
- ➢ Expenses - **enter** amounts in the applicable fields;
- Confirm that the auto calculated 'Total Expenses' matches the figures in your working papers. If they do not match, review your calculations and entries;
  Note: Total expenses = Rates+ Rent paid in respect of Lease+ Insurance on Property+ Repairs and Maintenance+ Interest+ Depreciation+ Other Expenses);
- If applicable, enter the amount of adjustment for part of the property occupied for private use;
- Click on the 'Confirm' button.

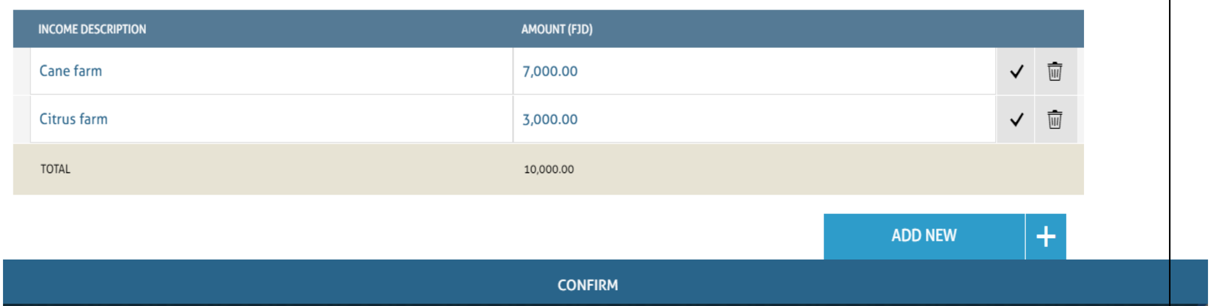
Note: Parts with errors will be highlighted if the schedule is incomplete. You can make corrections or delete the entry.



4. Net farming income - income from any type of agricultural activity.

Example

1. Click on 'Add New';
2. enter Income description line;
3. enter amount of net profit;
4. click on 'Add New' for any additional entries
5. click on 'Çonfirm';



6. verify that the return line is filled with the total or combined totals.

5. Royalty - income from allowing someone to use your property (e.g. copyright works, franchises, natural resources, patents).
6. Dividends - income from the distribution of a company's profits to its shareholders.
7. Other income - any other income that does not fall in the categories listed above such as investment gains, gain on disposal of depreciable assets, exchange gains etc.

> *Note –*
> *1. To report a gain from an undertaking or scheme, disposal of revenue asset or sale of asset acquired for disposal at a profit, use the specific line included in the 'Non-Allowable Deductions' section.*
> *2. To report a loss from an undertaking or scheme, disposal of revenue asset or sale of asset acquired for disposal at a profit, use the specific line in the 'Allowable Deductions' section.*

Example

Non-operating income $2257 = Interest $650 + Dividend $455 + Other income $1152

Non-Operating Income	2,257.00
Interest Income	650.00
Rental Income	0.00
Net Farming Income	
Royalty Income	0.00
Dividend Income	455.00
Other Income	1,152.00

- Verify that the amount in the **Net Profit Before Tax** line is correct. This line (Gross Profit Less Expenses + Non-operating income) is **auto-populated** based on your return line entries.

Example

NPBT $73155 = (Gross profit $ 101839 – Expenses $30941) + Non-operating income $2257

Net Profit Before Tax (NPBT)	73,155.00

Foreign Income

- If applicable, click on the schedule icon and enter details of foreign income.

Example

1. Click on 'Add New';
2. enter income type;
3. enter name of the business from which the income was sourced;
4. select 'Yes' or 'No' in the 'Exempt' field;
5. enter gross amount received;
6. enter amount of any tax paid;
7. click on 'Çonfirm';
8. repeat Step 1 for additional income ; and

FOREIGN TAXABLE INCOME

TYPE	SOURCE	EXEMPTED?	TAXABLE INCOME	FOREIGN TAX CREDIT
Business Income	NZ Co	No	5,000.00	1,250.00
Dividend	NZ Co	Yes	1,000.00	100.00
TOTAL			6,000.00	

ADD NEW +

9. check that entries are correctly displayed in the return line.

Foreign Taxable Income	5000.00
Total Taxable Amount	5000.00

Note - Exempt income is not included in the 'Foreign Taxable Income' return line therefore Foreign Tax Paid on exempt income is not included in the calculation of Foreign Tax Credit

VAT Declaration - VAT is an expense for non-registered persons. VAT- registered taxpayers that submit VAT inclusive income tax returns are required to include VAT adjustments.

- Select "VAT inclusive" if all or some accounts are VAT inclusive; or "VAT exclusive" if all accounts are VAT exclusive.

Are the figures declared above VAT-inclusive or VAT-exclusive?

- VAT-Inclusive
- VAT-Exclusive

Statement of Financial Position

- Click on the schedule icon and enter the value of assets, liabilities and equity in the lines of each Schedule applicable to your business.

Note – If the value of any item is $100 million or more, contact the TPOS Helpdesk: tpos@frcs.org.fj
Go to Appendix 3 for guidelines on completing the Total Assets, Total Liabilities and Total Equity Schedules

- Compare the amounts auto filled in the return lines with your calculations - the sum of your total liabilities and total equity must be equal to total assets (Assets = Liabilities + Equity).

Example

Total Assets $365725 (Current assets + Non-current assets)
Total Liabilities $258578 (Current liabilities + Non-current liabilities)
Total Equity $107147

DESCRIPTION	VALUE AT YEAR END (FJD)
Total Assets	365,725.00
Total Liablities	258,578.00
Total Equity	107,147.00

Cash Flow Statement

- If applicable, complete the Cash Flow Statement. This field will be visible if Total Sales for the tax year is $1.25 million or more.

CASH FLOW STATEMENT

DESCRIPTION	AMOUNT (FJD)
Net Cashflow From Operating Activities	0.00
Net Cashflow From Investing Activities	0.00
Net Cashflow From Financing Activities	0.00

Accounting Method - This part will be visible when a return is filed in the CIT New format for the first time. Companies are required to use the accrual method of accounting.

- Verify that the accounting method in TPOS correctly reflects the method of accounting adopted by the Company.

Please select your method of accounting : *

Accrual

Cash

Attachments

- Attach the Company's Financial Statements in one single upload (PDF maximum size is 25MB)

Note: if you have not prepared financial statements for tax purposes, attach a copy of the company's financial statement required under the Companies Act 2015 or a statement of income and expenditure for the period.

ATTACHMENTS

Financial Statements*

UPLOAD DOCUMENT

Note – After completing the Income Statement proceed to Parts D – H. You can skip Parts E and F if you don't need to make income or expenditure adjustments.

- Click on 'Continue to Next Step "International Dealings"'.

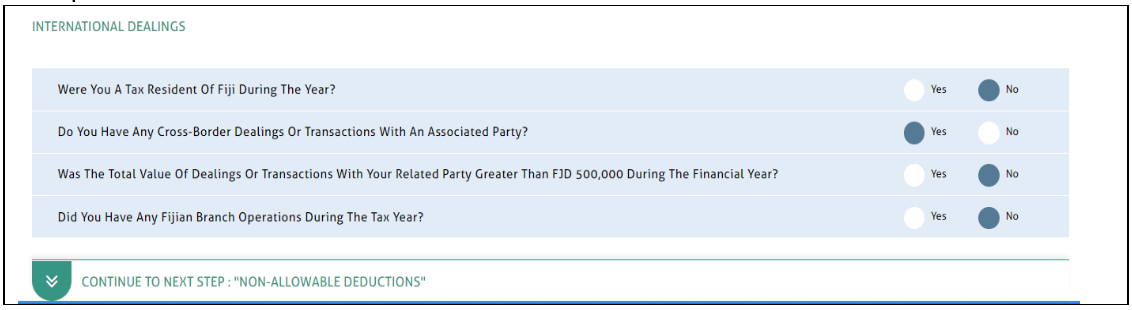
Part D - INTERNATIONAL DEALINGS

This Part is for information on international dealings you may have with related parties.

- Select either 'Yes' or 'No' to the following questions. Additional questions will be visible depending on each response.
  1. Were you a tax resident of Fiji during the year?
  2. Do you have any cross – border dealings or transactions with an associated party?
  3. Was the total value of dealings or transactions with your related party greater than $500,000 during the year?
  4. Did you have any Fiji branch operations during the year? (Non-residents only)

- If you don't have any relevant dealings or the value of transactions is not more than $500,000, click on 'Continue to Next Step: "Non allowable deductions".

Example



- If you have relevant dealings, complete the rest of the fields and lines.

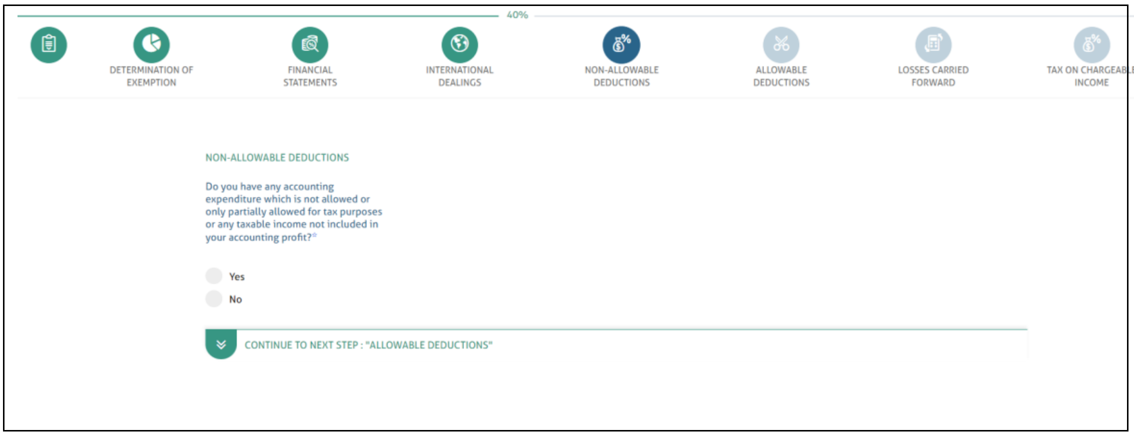
Note - The FRCS Transfer Pricing Guidelines are available on our website at:
https://www.frcs.org.fj/wp- content/uploads/2023/01/Transfer-Pricing-Guidelines.pdf

Go to Appendix 4 for guidance on completing the International Dealings Section

Part E – NON-ALLOWABLE DEDUCTIONS

This Part is for making the following adjustments:
(1) to add back any accounting expenditure included in the Income Statement which is not deductible for tax purposes; and
(2) to include taxable income not included in the Income Statement

- First answer the following question: *"Do you have any accounting expenditure which is not allowed or only partially allowed for tax purposes, or any taxable income not included in your Income Statement?"*



- If applicable, select 'No' and click on 'Continue to Next Step: "Allowable Deductions"' (Part F of this Guide).

NON-ALLOWABLE DEDUCTIONS

Do you have any accounting expenditure which is not allowed or only partially allowed for tax purposes or any taxable income not included in your accounting profit?*

Yes

No

CONTINUE TO NEXT STEP : "ALLOWABLE DEDUCTIONS"

- If applicable, select 'Yes' and complete the relevant lines for any income or expense adjustment.

Note: Go to Appendix 5 for Explanatory notes and examples on Non-Allowable Deductions

Example - Adjustment for non-deductible expenses

NON- ALLOWABLE DEDUCTIONS (ACCOUNTING EXPENDITURE NOT ALLOWED FOR TAX PURPOSE AND TAXABLE INCOME NOT INCURRED IN ACCOUNTING PROFIT)

DESCRIPTION	AMOUNT (FJD)
Depreciation Charged In Accounts	0.00
Donations & Subscriptions	100.00
Income Taxes, SRT, CGT	0.00
Fines And Penalties	200.00
Legal Expenses	0.00
Addition To Provisions And Reserves	0.00

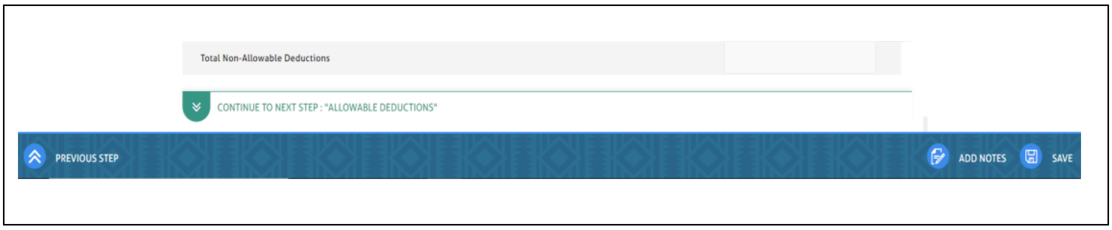
- Compare the amount in the '**Total Non-Allowable Deductions'** line (Total of Lines 1 – 42 which is auto-**populated** based on return line entries) with the amount in your working papers.

  Example

  Total Non-Allowable Deductions $300 = Donations & Subscriptions$100 + Fines & Penalties $200

- If the TPOS total does not match your calculations, make the necessary changes then click on 'Continue to Next Step: "Allowable Deductions"' (Part F of this Guide).



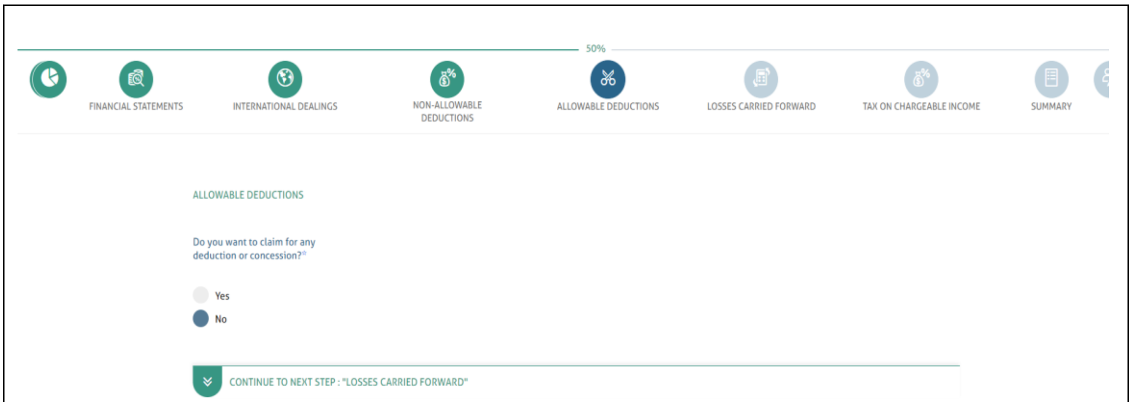
Part F - ALLOWABLE DEDUCTIONS

This Part is for the following adjustments:
(1) to claim additional deductions for certain expenditure allowed under the Income Tax Act 2015;
(2) to deduct any exempt income included in the Income Statement
(3) to deduct any gain for accounting purpose (NB - the adjustment for tax purposes must be included in Part E).

- First answer the following question: *"Do you want to claim for any deduction or concession*?"

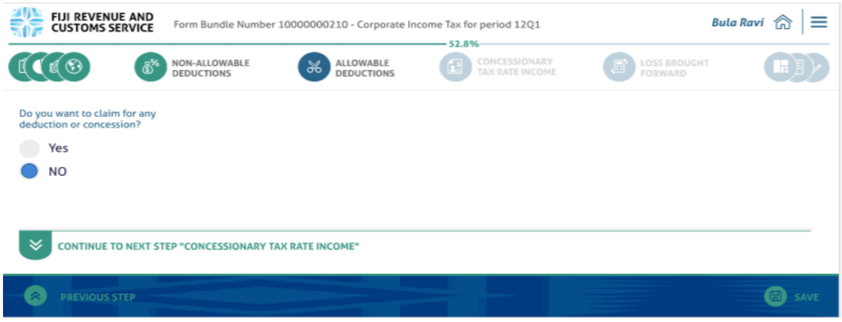
  Note: Adjustments are not required in the following cases:
  - the correct amount for tax purposes is entered in Part B and there are no other deduction or exemption claims;
  - for auto-filled lines, select 'Yes' and verify that amounts in relevant lines and the Non-Allowable deductions total is correct.

- If applicable, select 'No' and click on 'Continue to Next Step: "Losses carried forward"'. (Part G of this Guide)



Note - For companies entitled to a concessionary tax rate, the next step will be to click on

'Continue to Next Step: Concessionary Income Tax Rate"'.

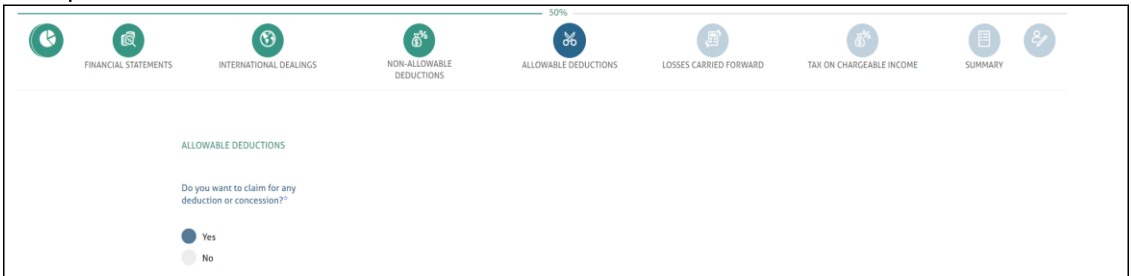


- If applicable, select 'Yes'.

Note:

1. *Deduction lines will be visible when 'Yes' is selected.*
2. *For each deduction claimed, attach either a supporting document (e.g. tax invoice, receipt, payment voucher, statement, letter etc or complete the schedule provided. This will assist you to fill the return correctly.*
3. *If more than one tax invoice for a deduction line, scan and upload as one single document or attach a summary of tax invoices.*
4. *To complete a schedule either:*
   (1) click on 'Add New' and enter details directly in the relevant fields; or
   (2) click on 'Download template', complete the excel template then click on 'import file' - this will populate the fields in the schedule.
5. *For revenue expenses such as salary/wages and employee incentives, the actual amount should be included in your Income Statement before you make adjustments.*

Example



- Enter the amount of deduction claimed or adjustment for accounting/tax purposes or exempt income.

Note – Go to Appendix 6 for explanatory notes and examples on Allowable Deductions

Example

Adjustment for decrease in provisions:

- enter $100 in the return line;
- click on the paper clip icon;
- attach calculation details.

Adjustment for exempt dividend income:

- click on the schedule icon;
- enter the dividend details;

- click on 'Confirm';
- verify that the return line is auto-filled with the correct amount.

ALLOWABLE DEDUCTIONS (DEDUCTIONS ALLOWED FOR TAX PURPOSES AND EXEMPT INCOME)

DESCRIPTION	AMOUNT (FJD)
Allowable Depreciation	
Family Care Leave Incentive	0.00
Paternity Leave Incentive	0.00
Maternity Leave Incentive	
Decrease In Provisions	100.00
Dividends Exemption	455.00

- Compare the amount in the 'Total Allowable Deductions' line with your calculations,

  Example

Total deductions $555 = Decrease in provisions $100 + Dividend exemption $455

Total Allowable Deductions	555.00

- Click on "Continue to Next Step: "Losses carried forward" (Part G of this Guide).

CONTINUE TO NEXT STEP : "LOSSES CARRIED FORWARD"

Part G - LOSSES CARRIED FORWARD

Begin this Part by answering the given questions.

- If no losses brought forward, select 'No' and click on 'Continue to Next Step: "Tax on Chargeable Income" '(Part H of this Guide).

Go to Appendix 7 for additional information on losses for tax purposes

LOSSES CARRIED FORWARD

Are There Losses To Carry Forward From Past Years? Yes No

CONTINUE TO NEXT STEP : "TAX ON CHARGEABLE INCOME"

- If losses brought forward, click on 'Yes' and continue to the next question.

Note - if your answer to each question is 'Yes', additional questions will be visible.

Example

Are There Losses To Carry Forward From Past Years?	Yes	No
Was There A Change In Direct Or Indirect Ownership Of The Company During The Year?	Yes	No
Was The Change In The Underlying Ownership Of The Company More Than 50%?	Yes	No
Did The Company Carry On The Same Business After Shareholding Change As It Did Before Shareholding Change?	Yes	No
Did The Company Engage In Any New Business Or Investment After The Change In Shareholding?	Yes	No

- Note - If your answer to the last question is 'yes 'the field for losses carried forward will not be available.

- If applicable, enter the amount of allowable loss brought forward and attach calculation details.

Note - If your answer to the 2nd, 3rd, 4th or 5th question is 'No', the return lines for losses brought forward will be visible

Example

Domestic Losses Carried Forward From Previous Tax Years (FJD)	0.00

- If applicable, enter the amount of allowable foreign loss brought forward and attach calculation details.

Foreign Losses Carried Forward From Previous Tax Years (FJD)	0.00

- Check the subtotal.

Note - The subtotal should match the amount of domestic loss brought forward.

Foreign losses are offset against foreign income only therefore is not included in the subtotal.

Domestic Losses Carried Forward From Previous Tax Years (FJD)	75,000.00
Foreign Losses Carried Forward From Previous Tax Years (FJD)	2,000.00
Subtotal Of Losses Carried Forward (FJD)	75,000.00

- Click on 'Continue to Next Step: "Tax on Chargeable Income" '(Part H of this Guide).

Example

CONTINUE TO NEXT STEP : "TAX ON CHARGEABLE INCOME"

> *Note - You may use the 'Add Note' field to provide details of unutilised losses available for carry forward*

Part H - CHARGEABLE INCOME

- Compare your calculation of chargeable income (gross income less allowable expenses and deductions) with the TPOS amount in this line and the Summary section.

Examples

Chargeable Income $72900

Chargeable Income/Loss	72,900.00

Chargeable Loss - $72900

Chargeable Income/Loss	-72,900.00

- Compare your calculation of tax payable with the amount in TPOS.

> *Note - The company tax rate is 20% of chargeable income.*
> *For companies listed on the South Pacific Stock Exchange, the company tax rate is as follows:*
> - *10% concessional tax rate for the first 7 years (with effect from 1 August 2022*
> - *20% after the first 7 years*
>
> *Any company that has been listed on the stock exchange for more than 7 tax years prior to 1 August 2022 will be subjected to the 20% tax rate from the company's tax year 2023.*
> *Read SIG 2022/08*

Example 1

Tax on Chargeable income = $14580 ($72900 x 20%)

TAX ON CHARGEABLE INCOME

DESCRIPTION	AMOUNT (FJD)
Tax On Chargeable Income Other Than Income Subject To The Concessionary Tax Rate For Regional Or Global Headquarters	14,580.00
Total Tax On Chargeable Income	14,580.00

Example 2

When chargeable income is a nil or loss, tax payable is nil.

Chargeable Income/Loss	-2,100.00

TAX ON CHARGEABLE INCOME

DESCRIPTION	AMOUNT (FJD)
Tax On Chargeable Income Other Than Income Subject To The Concessionary Tax Rate For Regional Or Global Headquarters	0.00
Total Tax On Chargeable Income	0.00

- Click on 'Continue to Next Step:" Summary"'. (Part I of this Guide)

Part I - SUMMARY

The Summary shows how chargeable income is calculated.

- Compare the TPOS amounts with your calculations. If it does not match, make the necessary adjustments.

Example 1

SUMMARY

DESCRIPTION	AMOUNT (FJD)
Net Profit Before Tax	73,155.00
Add: Non-Allowable Deductions	300.00
Less: Allowable Deductions	555.00
Domestic Taxable Income/Loss For Current Year	72,900.00
Less: Domestic Loss Brought Forward	0.00
Taxable Foreign Income	0.00
Chargeable Income/(Loss)	72,900.00

Example 2 - Loss

SUMMARY

CHARGEABLE INCOME

DESCRIPTION	AMOUNT (FJD)
Net Profit Before Tax	73,155.00
Add: Non-Allowable Deductions	300.00
Less: Allowable Deductions	555.00
Domestic Taxable Income/Loss For Current Year	72,900.00
Less: Domestic Loss Brought Forward	75,000.00
Taxable Foreign Income	0.00
Chargeable Income/(Loss)	-2,100.00

Tax on Chargeable Income

- Compare the tax payable with your calculations.

Example

TAX ON CHARGEABLE INCOME

DESCRIPTION	AMOUNT (FJD)
Tax On Chargeable Income/(Loss)	14,580.00
Tax Liability For The Year	14,580.00
Provisional Tax	0.00
Withholding Tax From Interest	0.00
Foreign Tax Credit	0.00
Tax Payable/(Refundable)	14,580.00
Advance Payments	0.00

- Compare the amount of any withholding tax credits pre-populated in the respective lines and schedules with your calculations.

Note –The amount of withholding tax credit will only be pre-populated in the relevant schedules if the person who deducted withholding tax from payments made to you (i.e. the payer) has filed the required monthly withholding tax summaries containing that information.

Provisional Tax

PROVISIONAL TAX

TIN OF PAYER	NAME OF PAYER	PERIOD	AMOUNT PAID (FJD)	AMOUNT WITHHELD (FJD)
No data				
TOTAL			0.00	0.00

Resident Interest Withholding Tax

WITHHOLDING TAX FROM INTEREST

TIN OF PAYER	NAME OF PAYER	PERIOD	AMOUNT PAID (FJD)	AMOUNT WITHHELD (FJD)
No data				
TOTAL			0.00	0.00

- If applicable, compare the foreign tax credit with your calculations.

Note - Foreign tax credit is either the:
(a) foreign tax paid; or
(b) Fiji tax payable on the net foreign income
whichever is less.

Go to Appendix 8 for foreign tax credit examples

Example

FOREIGN TAX CREDIT

DESCRIPTION	AMOUNT (FJD)
Foreign Tax Rate (%)	20.00
Allowable Foreign Tax Credit	1,000.00

- If applicable, compare the amount of Advance Tax Payments with your calculations.

> Note - Advance tax paid will be displayed if payments have been receipted against the system generated installments or cleared by any credit held in the ledger.

ADVANCE PAYMENTS

DATE OF PAYMENT	AMOUNT PAID (FJD)
No data	
TOTAL	0.00

Late Lodgment Penalty

- Review the calculation of penalties. The penalty calculation is 20% of tax payable or $1 for each day of default if there is no tax liability.

> *Note - After submitting your return, you can request for a review of penalties online through this link* : https://tpos.frcs.org.fj/taxpayerportal#/Logon

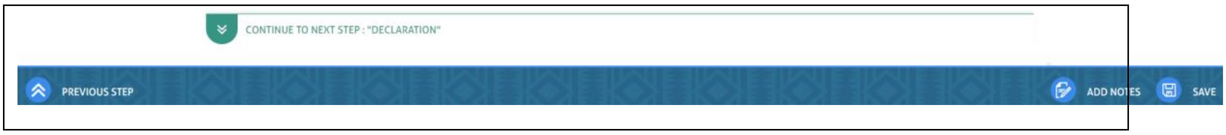
LATE LODGEMENT PENALTY

PENALTY(20% Of Tax Payable)	0.00
PENALTY (5% Of Tax Payable Per Month)	0.00
Advance Tax Shortfall Penalty	0.00

TAX PAYABLE	TOTAL LATE LODGEMENT PENALTY	TOTAL PAYABLE **	CREDITS AVAILABLE	NET PAYABLE **
14,580.00	0.00	14,580.00	0.00	14,580.00

** DOES NOT INCLUDE LATE PAYMENT PENALTIES. LATE PAYMENT PENALTIES WILL APPLY IN ACCORDANCE WITH THE TAX ADMINISTRATION ACT 2009, IF PAYMENT IS MADE AFTER THE DUE DATE.

- Click on 'Continue to Next Step: "Declaration"'.

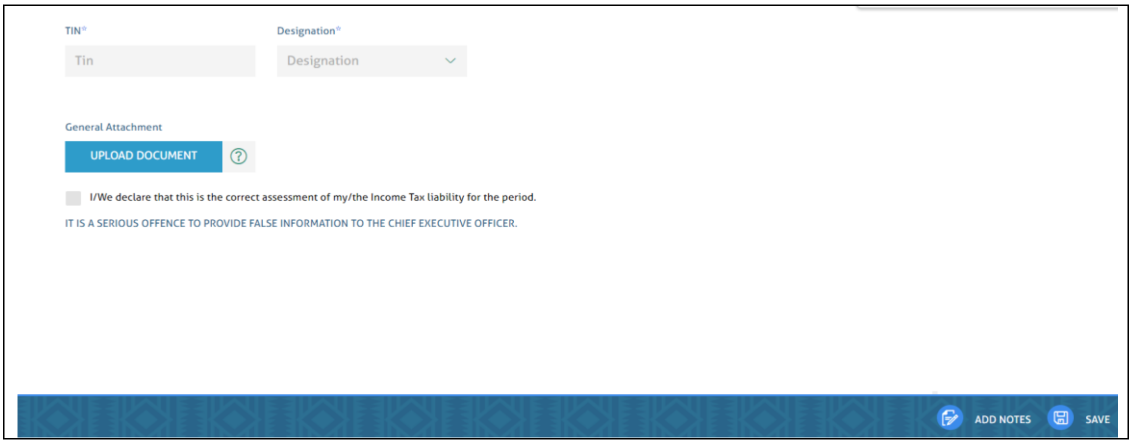


Part J - DECLARATION

This Part is to declare that the return is accurate and in accordance with information provided.

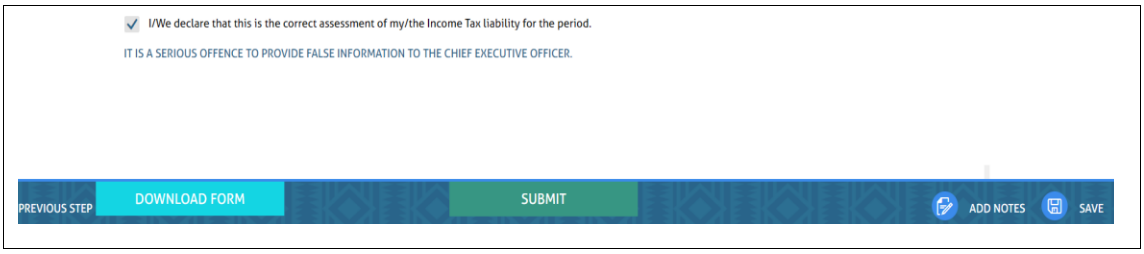
- Complete the Declaration:
  - ➢ enter the TIN of the individual authorised to prepare/submit the return - the individual's name will be auto populated if a valid TIN is entered;
  - ➢ select the person's designation (e.g. manager) by scrolling through the drop down list;

- upload any other document relevant to your self-assessment or that will assist in your next assessment, such as calculation of losses available for carry forward, in the 'General Attachment' field.
- tick the Declaration box - if a tax agent prepares the return, the agent should complete this part and attach the "Declaration by Tax Agent".



Submitting your return

- Click on 'Download Form' to get a print version of your completed return.

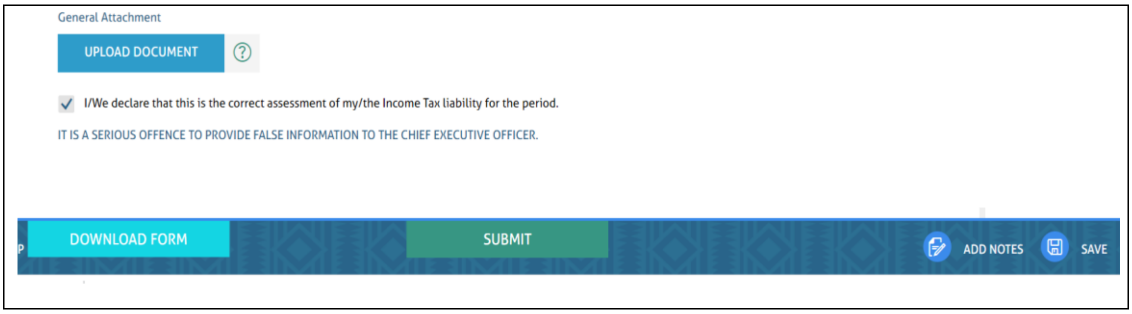


- Review the print version.

Note - the date and time downloaded will be displayed on the form. Example

- Once satisfied that your return is complete, click on 'Submit'.

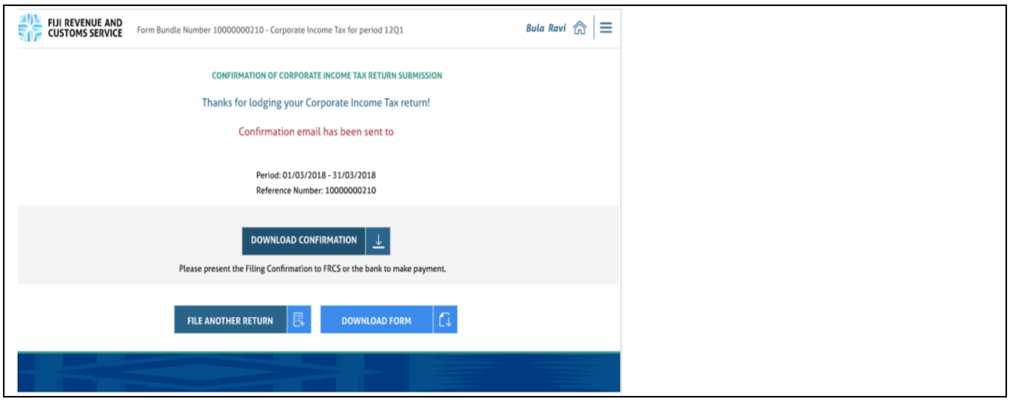
> *Note - if the entire form is error free you will be able to submit it. If messages are displayed, errors must be corrected in order to proceed.*



Acknowledgement of Successful Filing

You will receive an instant acknowledgement of receipt upon successful filing of your return. The same acknowledgement notice will be available in your TPOS correspondence folder.

- Download the filing confirmation notice and verify that your self-assessment is correctly displayed.

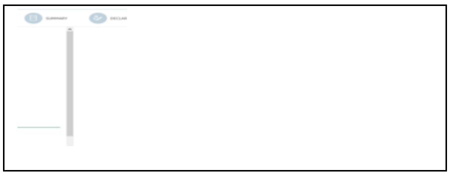


=end

APPENDIX

Appendix 1 - Tips to Navigate the Online Form

1. Use the 'Scroll' bar on the right side of the screen to move up or down the page.



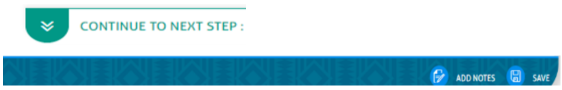
2. Click on "Previous Step" to go back

3. Click on 'Add Notes' at the bottom right-hand corner of each page if you wish to include explanatory notes.

Entries cannot be deleted but you can make changes to the content.

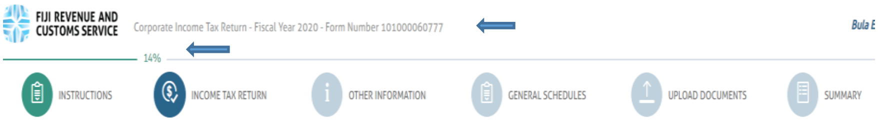
Note - if you wish to include explanatory notes to support your entries, click on 'Add Note' which is visible at the bottom right-hand corner of each page.

4. Click on the "Continue..." button  to go to the next page.



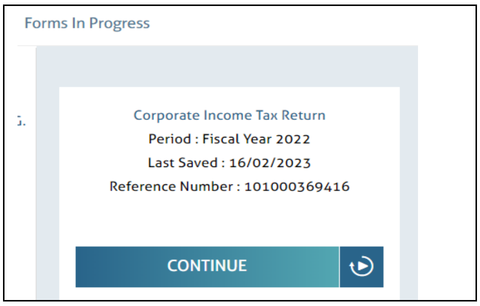
5. Clicking on 'Çontinue to Next Step' saves the form and creates a 'form bundle number (FBN).

The FBN and your rate of progress can be viewed at the top of each page.
Example - filing progress at 14% after completing the Instructions section.



6.To save entries, click on the save button which is located on the bottom right end of each page.

7. If you log out before submitting a return, the screen below will be displayed on your next log in. Click on “Continue” to proceed.

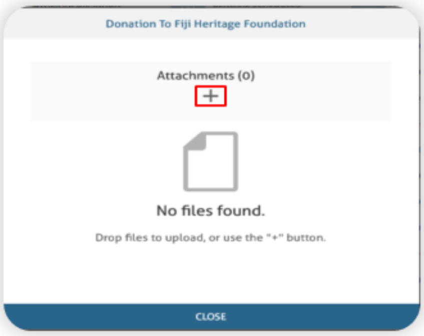


Attachments

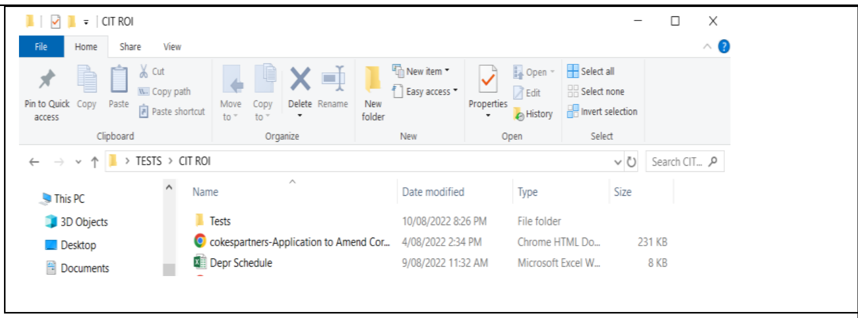
Steps to upload documents.

Reminder - acceptable document formats - jpeg, jpg, png, pdf, depreciation schedule can be in Microsoft excel.

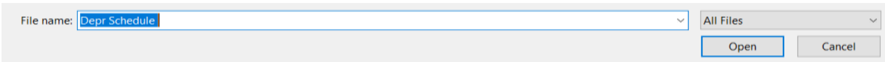
- Click on the paper clip icon
- When the screen below is displayed, click on the add  button.



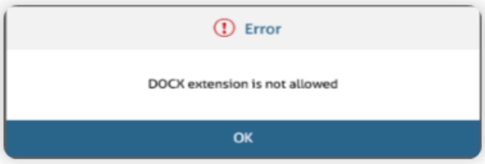
- Browse and select the relevant document from your computer desktop.



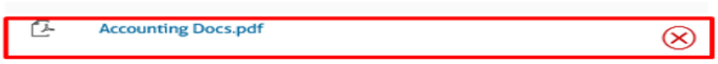
- Click on 'Open' to upload the file.



Note - If a document is not in an approved format, the message below will be displayed. Click on 'OK' and repeat the steps.



- Once uploaded, click on the file name to confirm that it's the correct document.

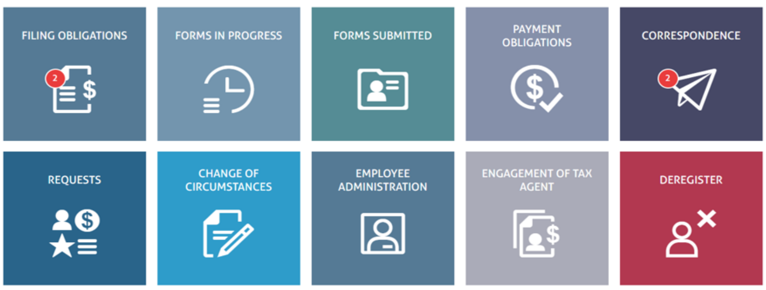


Note - To remove an attachment, click on the ⊗ button.

- Once confirmed, click on 'Close'.

Appendix 2 - Filing Obligations

Filing Obligations Tile



Filing obligations are updated on the day following the end of a tax period. e.g. the CIT filing obligation for the tax year ending 31/12/2022 was displayed in TPOS on 01/01/2023. The return must be filed by 31/03/2023 unless a request for extension of time to file was approved.
The 'Filing Obligations' tile displays the status of returns a taxpayer is required to file. (e.g. VAT, Income Tax, PAYE, FBT etc.):

Example - Filing status

- Overdue - filing due date has passed;
- Due - filing period open and last day to file return has not passed;
- Filed - return is filed successfully (and can be amended);
- In processing - return was submitted and is being processed.

Corporate Income Tax Return	Fiscal Year 2021	31/03/2022	Filed	>
PAYE Periodic Summary (Consolidated)	October 2022	30/11/2022	Filed	>
PAYE Periodic Summary (Consolidated)	November 2022	31/12/2022	In Processing	>
PAYE Periodic Summary (Consolidated)	December 2022	31/01/2023	Overdue	>
PAYE Periodic Summary (Consolidated)	January 2023	28/02/2023	Due	>
Corporate Income Tax Return	Fiscal Year 2022	31/03/2023	Due	>

User will click on the arrow beside the filing status 'due' or 'overdue' to begin filing a return.

Note –

- To file a return that does not appear in the filing obligations, click on 'create '
- To file a return that is not due yet but needs to be filed (e.g. under liquidation), contact us.

Appendix 3 - Assets, Liabilities and Equity

Note – If the value of any item is $100 million or more, contact the TPOS Helpdesk: tpos@frcs.org.fj

Total Assets - this refers to everything a company owns such as cash, equipment, furniture/fixtures and intellectual property. There are two broad categories in a balance sheet:

1. Current Assets - short term assets that a business uses, replaces and/or converts to cash within a normal operating cycle (usually less than 12 months). Examples are available cash and cash equivalents, accounts receivable, inventory, prepaid expenses and other assets that could be converted to cash in less than one year).

- Enter the value of your assets in the Schedule.
  Example

  Current Assets Schedule

CURRENT ASSETS	VALUE AT YEAR END
Cash in Hand and Cash at Bank	25,913.00
Inventory	3,955.00
Trade debtors, excl. related parties	23,188.00
Receivables from related parties	25,809.00
Other current assets	52,474.00

Note – Inventory line will **auto-populate** the COGS line of the Income Statement.

2. Non-Current Assets - long-term (fixed /capital) assets used for years, therefore are those that a business can expect to use, replace and/or convert to cash beyond the normal operating cycle (at least 12 months). Examples are land and buildings, equipment, furniture and fittings, vehicles, - investments, patents, goodwill.

- Enter the value of your non-current assets in the Schedule.

  Note: If land on which a building has been erected is not recorded separately, put the total value of land and building in the building return line.

  Example

  Non-current Assets Schedule

NON CURRENT ASSETS	VALUE AT YEAR END
Land	20,000.00
Building	80,000.00
Plant, machinery and equipment	41,304.00
Furniture and fittings	10,000.00
Motor vehicles	60,799.00
Intangible assets	0.00
Investment in related parties	0.00
Other non-current assets	22,283.00

Total Liabilities - This refers to legal debts a company owes to third-party creditors. They can include accounts payable and loans. The two broad categories of liabilities that appear on a company's balance sheet.

1. Current liabilities - short term liabilities which must be paid within 12 months. Examples include - accounts payable, short-term debt, dividends, notes payable, income taxes owed.

- Enter the value of your current liabilities in the Schedule.

  Example

  Current Liabilities Schedule

CURRENT LIABLITIES	VALUE AT YEAR END
Trade creditors, excl. related parties	11,964.00
Payables to related parties	55,888.00
Dividend payable	7,543.00
Short-term loans	8,784.00
Other current liabilities	32,687.00

2. Non-current liabilities - long term liabilities that are payable beyond 12 months. Examples include long-term loans and lease obligations, bonds payable and deferred revenue.

- Enter the value of your non-current liabilities in the Schedule.

Example

Non-current liabilities Schedule

NON-CURRENT LIABLITIES	VALUE AT YEAR END
Long-term loans	93,735.00
Other non-current liabilities	47,977.00

Total Equity - This refers to the amount of money that owners of a company have put into it or invested in their business. This includes the accumulation of income the company has earned and that has been reinvested.

- Enter the value of equities in the Schedule.

Example

Total Equity Schedule

TOTAL EQUITY

DESCRIPTION	VALUE AT YEAR END
Issued and Paid Up Share Capital	20,000.00
Retained earnings	74,951.00
Asset revaluation reserve	12,196.00

Appendix 4 - International Dealings Notes

This Part is for information on international dealings you may have with related parties. Select either 'Yes' or 'No' to the following questions. Additional questions will be visible depending on your response.

1. Were you a tax resident of Fiji during the year?
2. Do you have any cross - border dealings or transactions with an associated party?
3. Was the total value of dealings or transactions with your related party greater than

$500,000 during the year?

4. Did you have any Fiji branch operations during the year? (Non-residents only)

- If you have cross border dealings/transactions with an associated party and the total value during the tax year is more than $500,000 continue to 'Ownership and Group Structure'.

> Note on Transfer Pricing Methods
> (1) If you did not test the arm's length nature of prices or profits; or
> (2) you used:
> (a) a combination of transfer pricing methods; or
> (b) a transfer pricing method other than the ones listed in the drop down:
> - select one of the listed methods;
> - click on 'Add Note';
> - type the schedule heading; and
> - type the related explanatory notes.
>
> 'Add Note' Examples
>
> International Related Party Dealings
> In addition to the Resale Method, the CUP and TNMM methods were used during the tax year.
>
> Financial Transactions
> None of the listed methods apply therefore we have used a hybrid method. Records are available for your perusal.
>
> Other Transactions
> None of the listed methods apply as the arms-length test was not conducted during the tax year.

Ownership and Group Structure

- Complete the Schedule

Example

- Click on 'Add New'.
- select relationship type: 'Ultimate Parent', 'Immediate Parent' 'Other related parties'.
- scroll down the list of countries provided to select the country of residence of the related party;
- enter type of business in the business activities field.

International Related Party Dealings

- Provide details of dealings with related parties that might involve any of the following:
  a) tangible property - real and personal property such as land, buildings, motor vehicles;
  b) intangible property - intellectual and industrial property, such as copyrights, patents and trademarks, contractual rights with a benefit of more than one year, customer list, distribution channel, or unique name, symbol, or picture, or other marketing intangible;

c) financial transactions - information on interest, transfer pricing methods, services etc.;
d) information on transactions for which no payment was made or received.

Example

- Click on 'Add New';
- select category – tangible/intangible property, other services;
- provide a description;
- enter the amount of expenditure;
- enter the amount of sales/revenue;
- select the relevant transfer pricing method used in the transaction and if applicable click on 'Add Note' and enter explanatory notes.
- enter related party's name.

CATEGORY	TYPE	DESCRIPTION	PURCHASES/ EXPENDITURE (FJD)	SALES/ REVENUE (FJD)	TRANSFER PRICING METHOD	RELATED PARTY
Services	Management	For export goods	5,000.00	50,000.00	Resale price r	NZCo
TOTAL			5,000.00	50,000.00		

ADD NEW +

Financial Transactions

- Provide details of financial dealings with related parties

Example

- Click on 'Add New';
- select the relevant financial transaction (discount, insurance, Interest bearing loan received/given, interest free loan received /given);
- provide a description;
- enter the amount of expenditure;
- enter the amount of sales/revenue;
- enter the interest rate percentage;
- enter the interest amount;
- select the relevant transfer pricing method used in the transaction and if applicable click on 'Add Note' and enter explanatory notes;
- enter related party's name.

FINANCIAL TRANSACTIONS

TYPE	DESCRIPTION	PURCHASES/EXPEN... (FJD)	SALES/REVENUE (FJD)	INTEREST RATE (%)	INTEREST AMOUNT (FJD)	TRANSFER PRICING METHOD	RELATED PARTY
Discount		10,000.00	100,000.00	10	1,000.00	Resale pric	NZCo
TOTAL		10,000.00	100,000.00				

ADD NEW +

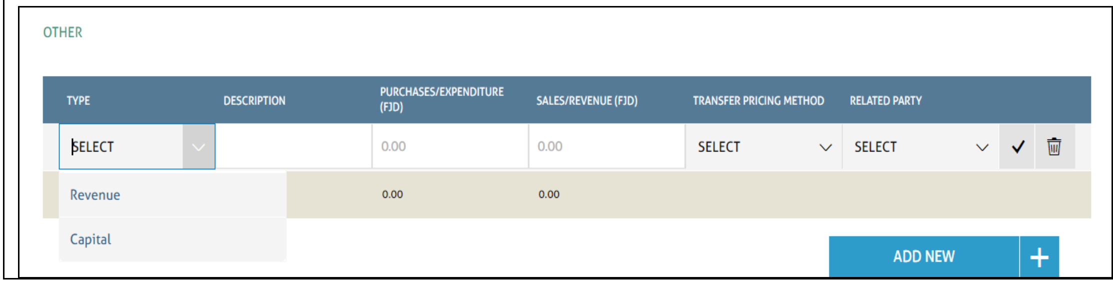
Other Transactions

- Provide details of any other type of transaction not covered in the previous categories.

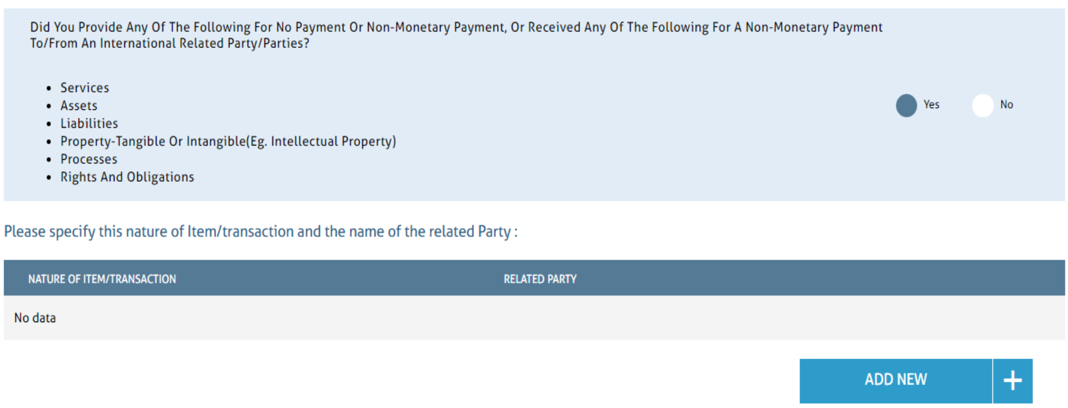
Example

- Click on 'Add New';
- select nature of transaction – 'revenue' or 'capital';

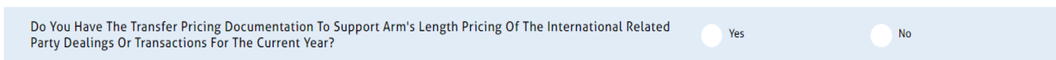
- provide a description;
- enter the amount of expenditure;
- enter the amount of sales/revenue;
- select the relevant transfer pricing method used in the transaction and if applicable click on 'Add Note' and enter explanatory notes;
- enter related party's name.



- Select 'Yes' or 'No' to answer the question on free or non-cash transactions and if applicable, click on add new and enter details in the schedule provided.



- Select 'Yes' or 'No' to answer the question: 'Do you have transfer pricing documentation to support arm's length pricing of the international related party dealings or transactions for the current year?'



Appendix 5 - Non-Allowable Deductions Explanatory Notes

1. Depreciation Charged in Accounts - A deduction is allowed for the yearly decline in value of a depreciating asset. The accounting depreciation must be added back as the amount for tax purposes will be included in the allowable deductions line. Read SIG 2021/04.
2. Donations and Subscriptions - any amount not incurred for the purpose of earning profits including donations to approved charities for which a deduction can be claimed in the 'Allowable Deductions' line (Part F of this Guide).
3. Income Taxes, Social Responsibility Tax, Capital Gains Tax - these expenses are not incurred for the purpose of earning profits, therefore not deductible. Note - Fringe Benefit Tax (FBT) is an allowable expense with effect from 1 August 2020.

4. Fines and Penalties - these are not incurred for business purposes therefore not deductible.
5. Legal Expenses - not deductible if capital in nature or not incurred for the purpose of the trade/business.
6. Additions to Provisions and Reserves - a provision for expenses not incurred yet is not deductible.
7. Gain on Disposal of Depreciable Asset - upon the sale of a depreciable asset, both the depreciation recapture (balancing charge) and any gain above cost on disposal is treated as income.
8. Loss on Disposal of Assets for Accounting Purpose - this must be added back as the amount for tax purposes will be included in the allowable deductions line.
9. Unrealised Exchange Losses – this must be added back as only realised losses are deductible.
10. Forgiven Commercial Debts Owed by Associates - the amount of debt forgiven by an associate is taxable income. Note: debts forgiven in the period 1 April 2020 – 31 December 2022 are excluded. Read SIG 2021/26.
11. Capital Expenditure - this is not deductible except as provided under the Income Tax Act. For example, the purchase of assets to be used in a business is capital expenditure however, a deduction of 100% or more may be allowed as an incentive for some industries.
12. Impairment Loss - unrealised losses are not deductible.
13. Preliminary Expenses - these are incurred before a business is set up therefore is capital in nature. Certain 'pre-commencement expenses' are allowable for business intangibles with effect from 1 January 2016.
14. Fair Value Losses on Assets and Liabilities - unrealised losses are not deductible.
15. Audio Visual Production Income - this income is taxable.
16. Amortisation of Business Intangibles - accounting amortisation must be added back as the amount for tax purposes will be included in the allowable deductions line.
17. Salaries and Wages Expense - this applies when PAYE required to be withheld has not been paid to the CEO. Section 22 (2) defers the deduction until the withholding tax has been paid. Example

Income Statement – salary/wage expense	Income tax applicable	PAYE deducted and paid to CEO	Amount of salary/wage expense to add back due to unpaid PAYE
$31000	$180	$80	$31000

18. Expenditure or Loss of a Domestic or Private Nature - applies to any non-business expense or loss. Expenses incurred partly for business and partly for private/domestic purposes, may be apportioned.
19. Expenditure Incurred to Derive Exempt Income - If exempt income is included in your Income Statement, add back the expenses as they are not deductible. An amount incurred partly to derive an amount included in taxable income and partly for exempt income, must be apportioned.
20. Interest Expense - this applies to interest paid but for which any withholding tax applicable has not been paid to the CEO.
21. Expenditure or Loss in Computing Various Gains and Losses - this is intended to prevent double claims for any expenditure or loss already taken into account to determine a net gain/loss.
22. Trading Stock Adjustment - this applies to an adjustment required for differences between opening and closing stock values.
23. Finance Lease Adjustment - interest derived by a lessor is taxable.
24. Long Term Contract Adjustment - this applies to income from contracts that fall under Section 42 of the Income Tax Act.
25. Contributions to Non-Approved Funds - all retirement funds are non-approved funds except the Fiji National Provident Fund and a CEO-approved fund.
26. Inducement Payments made to Public Officers - no deduction is allowed for payments which constitute a criminal offence under the Crimes Act 2009.
27. Royalty, Insurance Premium, Management Fees, Natural Resource Amount, Fees for Professional and other Independent Services and Equipment Lease Rental Recharge Expenses paid to Non-Residents -

this is not deductible if incurred for a non-business purpose; or if non resident withholding tax has not been paid to the CEO.

28. Commission Expenses Paid for the Provision of Insurance or the Sale of Property and Payments under Contracts for Services - this is not an allowable expense if incurred for a non business purpose or if Provisional Tax is applicable and has not been paid to the CEO.
29. Contributions to Tourism Fiji - add-back the amount contributed to Tourism Fiji in the tax year. This will auto-populate the corresponding 'Allowable Deductions' line with the 150% claimable amount.

Example

Expense amount	Amount to add back in 'Non allowable deductions' line	Allowable deductions line (auto-populated)
$145000	$145000	$217500 ($145000 x 150%)

30. Prescribed South Pacific Exchange Listing Costs - add back the amount of qualifying expenditure incurred during the tax year if included in your Income Statement. This will auto-populate the corresponding 'Allowable Deductions' line with the 150% claimable amount.
Example

Expense amount	Amount to add back in 'Non allowable deductions' line	Allowable deductions line (auto-populated)
$145000	$145000	$217500 ($145000 x 150%)

Note - If the expense is not included in your Income Statement, no adjustment is required.
and the claim for 150% deduction is to be made in the 'Other Allowable Deductions' line.

31. South Pacific Island Countries Export Marketing Expenditure - add-back the amount expensed in the tax year up to $250,000 (maximum amount to claim a deduction). This will auto-populate the allowable deduction line with the 150% claimable amount.
Example

Expense amount	Amount to add back in 'Non allowable deductions' line	Allowable deductions line (auto-populated)
$145000	$145000	$217500
$266000	$250000 (max)	$375000

32. Expenditure on Application Design and Software Development Incurred by ICT Start-Ups
- add back the amount of capital expenditure incurred during the tax year if included in your Income Statement. This will auto-populate the allowable deduction line with the 150% claimable amount.

Example

Expense amount	Add back adjustment in 'Non allowable deductions' line	Allowable deductions line (auto-populated)
$145000	$145000	$217500 ($145000 x 150%)

Note - If the expense is not included in your Income Statement, no adjustment is required and the claim for 150% deduction is to be made in the 'Other Allowable Deductions' line.

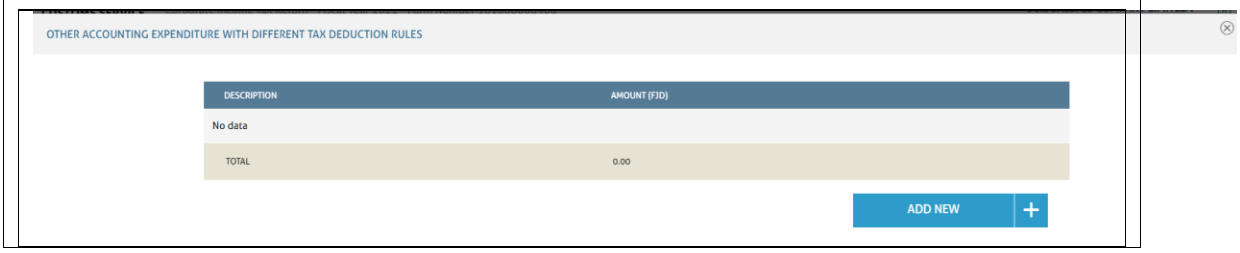
33. Expenditure Incurred by ICT Training Institutions - add back the amount of capital expenditure incurred during the tax year if included in your Income Statement. This will auto-populate the allowable deduction line with the 150% claimable amount.
Example

Expense amount	Add back in 'Non allowable deduction' line	Allowable deductions line (auto-populated)
$145000	$145000	$217500 ($145000 x 150%)

Note - If the expense is not included in your Income Statement, no adjustment is required and
the claim for 150% deduction is to be made in the 'Other Allowable Deductions' line.

34. Expenditure on Repairs to Buildings Funded by Deposits in Natural Disaster Reserve Accounts - an amount withdrawn from a natural disaster reserve account and not used to repair a building damaged in a natural disaster is not a deductible expense.
35. Non-capitalised Scientific Research Expenditure Not Incurred for Deriving Taxable Income - this is not deductible.
36. Excess Thin Capitalisation Interest Expense - a foreign-controlled resident company that has a debt-to-equity ratio in excess of 3:1 at any time during a tax year, is not allowed a deduction for the interest paid by the company during the year on the excess debt for the period.
37. Gain from Venture, Concern, Profit-making Undertaking or Scheme – the term ‘business’ in Section 2 of the Income Tax Act includes the carrying on or carrying out a venture, concern undertaking or scheme. The amount treated as income is the net gain (gross proceeds derived from the venture, concern, undertaking or scheme less expenditures or losses incurred in conducting the venture, concern, undertaking or scheme
38. Gain on Disposal of an Asset Held on Revenue Account - the net gain derived on the disposal of an asset held on revenue account in carrying on a business.is taxable income.
    Note – this does not apply to trading stock or assets acquired venture concern undertaking or scheme. The amount treated as income is the net gain arising from the disposal (gross proceeds less allowable expenses)
39. Net Gain from Disposal of an Asset Acquired for Disposal at a Profit – This is classified as ‘property income’ and is to be included in calculating a person’s chargeable income. The amount treated as income is the consideration for the disposal of the asset reduced by the cost of the asset at the time of disposal.
40. Forfeited Deposits and Instalments on Capital Assets - any part of a deposit or instalment that is not refunded to a customer/client is taxable income.
41. Withdrawals from Natural Disaster Reserve Accounts that are not Applied to the Repair of a Building Damaged by a Natural Disaster - an amount previously allowed as a deduction and not applied to the repair of a building damaged by a windstorm, tidal wave, landslide or like catastrophe is taxable.
42. Others - any expense item that does not fall in a specific category.

Note - for the ‘Others’ line:
- click on the schedule icon;
- click on ‘Add New’;
- enter description of expense to be adjusted;
- enter the amount of expense;
- click on ‘confirm’;
- check that the ‘Others’ return line is filled.



Appendix 6 - Allowable Deductions Explanatory Notes

Note - To complete a schedule either:
(1) click on ‘Add New’ and enter details directly in the relevant fields; or
(2) click on ‘Download template’, complete the excel template then click on ‘import file’ - this will populate the fields in the schedule.

1. Allowable Depreciation - A deduction is allowed for the yearly decline in value of a depreciating asset. The decline in value starts when first used or ready for use. The amount of deduction is reduced by the number of days in use or if partly used for a non-taxable purpose. Read SIG 2021/04.
   Complete the Schedule or use the 'Other Allowable Deductions 'line.

Note –

1. The Depreciation Schedule has 10,000 lines.

2. Information required

Method of Depreciation – Straight Line or Diminishing Value Note - Depreciation rate will be auto filled based on entries in the Schedule								
Asset	Category	Registration no e.g. Vehicles	Acquisition Date	% of use in the business	No of days in use	Cost of asset	Opening WDV

3. Land is not a depreciable therefore is not included in the depreciation schedule

4. Use the 'Other Allowable Deductions' Schedule if you wish to claim the full cost of depreciable assets costing up to $10,000 that was acquired during the tax year.

2. Family Care Leave Incentive - An eligible person can claim 150% of the salary/wages expense for approved Family Care Leave. Read SIG 2022/03. Enter the allowable amount and attach your calculations.
   Example

Salary /wage expense	Calculation of allowable deduction	Amount to enter in deductions line
$248	$248 x 150% = $372	$124 ($372 - $248)

3. Paternity Leave Incentive - An eligible person can claim 150% of the salary/wages expense for approved Paternity Leave. Read SIG 2022/03. Enter the allowable amount and attach your calculations.
   Example

Salary /wage expense	Calculation of allowable deduction	Amount to enter in deductions line
$248	$248 x 150% = $372	$124 ($372 - $248)

4. Maternity Leave Incentive - An eligible person can claim 200% of the salary/wages expense for approved Maternity Leave. Read SIG 2021/19. Complete the Schedule.
   Example

Tax Year	Salary /wage expense	Calculation of allowable deduction	Amount to enter in the Schedule	Allowable deductions line auto-filled
01/01/2022 – 31/12/2022	$248	$248 x 200% = $496	$248	$248 ($496 - $248)

Information to provide in Schedule.

Employee's TIN	Employee's name	Leave start date	Leave end date	Salary/wages relating to maternity leave	Date of payment
000000000	Anna	01/02/2022	30/04/2022	$248	Enter date of last payment in the tax year e.g. 02/05/2022

Note – Use the 'Other Allowable Deductions' line if payment was made after the Year End.

5. Decrease in Provisions - Provisions are usually book entry estimates for future losses. A deduction is allowed if a reduction is in respect of allowable revenue expenditure. Enter the allowable amount and attach details of the estimates and calculations.

6. Dividend Exemption - All dividend income is exempt from income tax. For local dividend included in your Income Statement, complete the Schedule and attach your dividend certificate or statement.
Example

Payers name	Payers TIN	Amount received	Allowable deductions line auto-filled
XYZ Co	000000000	$100.00	$100

7. Export Income Incentive - Exporters of goods and services can claim a 60% deduction for the tax years 2022 to 2024. For agriculture, fisheries or forestry businesses the deduction is 90% for the tax years 2023 and 2024. Read SIG 2021/31. Enter the allowable amount and attach your calculations.
Example

Tax Year	Export sales line	Expenses relating to export sales	Net export income	Calculation of allowable deduction	Amount to enter in allowable deductions line
2022	$128653	$55000	$73653	$73653 x 60%	$44191.80

8. Loss on Disposal of Depreciable Asset - Applies to assets used in the business. Read SIG 2021/04.

Note - Use the 'Other Allowable Deductions' line to claim a deduction for "loss on disposal of a depreciable asset for tax purposes." The amount of loss for accounting purposes reported as an expense in your income statement would be added back in the non-allowable deductions section

Example

Depreciation Method - Select Straight Line or Diminishing Value
Type of asset e.g. car, table
Asset category - select from drop down list e.g. motor vehicle, furniture;
Registration number - applies to assets that must be registered under another law; e.g. motor vehicles
Date purchased e.g. 02/04/2020
Date sold /disposed e.g. 01/08/2022
% used in the business - 100% if wholly used for business purposes, 80%, 70% etc. if also used for non-business purposes
Purchase price e.g. $4000
Written down value (WDV) e.g. $3000
Consideration received on disposal e.g. sale price.

Year	**Cost**	**Depreciation (25%)**	**WDV**	**Sale Price**	**Gain/(Loss)**
2020	$4000	$1000	$3000		
2021		$1000	$2000		
2022				$1500	($500)
Total		$2000			

9. Gain on Disposal of Asset for Accounting Purpose - Only the amount of gain for tax purposes is taxable, therefore this accounting adjustment is required.

Note - Use the 'Other Allowable Deductions' line to claim a deduction for "loss on disposal of a depreciable asset for accounting purposes".

Example

Year	Cost	Depreciation (25%)	WDV	Sale Price	Gain/(Loss)
2020	$4000	$1000	$3000		
2021		$1000	$2000		
2022				$3000	$1000
Total		$2000			

10. Reduction of Commercial Rent Covid 19 Incentive - An eligible person can claim 200% of the reduction in commercial rent charged to tenants before 31 July 2021 and the rent payable in the period 1 August 2021 - 31 July 2022. Read SIG 2021-34
Enter the allowable amount and attach your calculations.
Example

Rent as at 31/07/2021	Rent as at 31/07/2022	Reduction	Deduction calculation	Amount to enter in allowable deductions line
$1200	$900	$300	$300 x 200%	$600

11. Uniforms made in Fiji - An eligible person can claim 150% of the cost of uniforms provided free of charge to employees. Complete the Schedule.
Examples

Total cost of uniforms	Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in Schedule	Allowable deductions line auto-filled
(1) $100	$100	$150 ($100 x 150%)	$100	$50 ($150 - 100)
(2) $100	$60 ($40 paid by employees)	$90 ($60 x 150%)	$ 60 ($40 paid by employees)	$30 ($90 - $60)

12. Employment Incentive for First Time Employees - An eligible person can claim 300% of the amount of any salary or wages paid to a qualifying employee in the first 12 months starting from the date of appointment, with effect from 1 April 2020. Read SIG 2021/19. Complete the Schedule.
Example

Salary /wage expense	Calculation of allowable deduction	Amount to enter in the Schedule	Allowable deductions line auto-filled
$12000	$12000 x 300% = $36000	$12000	$24000 ($36000 - $12000)

Information to provide.

Employee's TIN	Employment start date e.g. 31/08/2022	Salary/wages paid e.g. $12000 - salary paid in the period 31/08/22 to 31/12/2022
Note - Allowable employment start dates falling in 2020 and 2021 that qualify for the 300% deduction in the 2022 tax year are 01/09/2020 – 31/07/2021. If an employment start date in respect of an employee's salary and wages eligible for a deduction in the2022 tax year does not result in an additional 200% deduction, use the 'Other Allowable Deductions 'line.		

13. Unrealised Exchange Gain - This applies to accounting adjustments for foreign exchange differences on unrealised transactions that are revenue in nature. They are deductible as income has not been earned or accrued.
Enter the allowable amount and attach your calculations.

14. Accelerated Allowance for Depreciation and Improvements (ADA) - An eligible person can claim ADA instead of normal depreciation on certain assets. Enter the amount claimed and attach your calculations.
Examples

- Buildings (20% in 5 out of 8 years or 100% in one year) Read SIG 2021/04
- Electric vehicle for business purposes – 100% Read SIG 2022/08
- New plant and machinery, for manufacturing purposes
- Installation of infrastructure in a fixed line new generation network facility
- Installation of a renewable energy plant or water storage facility

Note - For approved tax incentives, use the 'Income Tax Concession' deduction line.

15. Employment Incentive for Employee's Training - An eligible person can claim 150% of employee training costs conducted through an approved training provider. Please enter the TIN provided by the Trainer. Read SIG 2022/03. Complete the Schedule

Example

Approved Trainer's TIN	Amount included in operating expense line	Calculation of Allowable Deduction	Amount to enter in Schedule	Allowable deductions line auto-filled
000000000	$1234	$1234 x 150% = $1851	$1234	$617 ($1851 - $1234)

Note – All local training providers will have TINs. Use the 'Other Allowable Deductions 'line if the approved trainer was a foreigner and does not have a TIN

16. Excess FNPF Employer contribution not exceeding 10% - An eligible person can claim a 200% deduction for excess FNPF paid in respect of an employee; provided that the additional contribution does not exceed 10% of the employee's total salary or wages. Read SIG 2021/32. Enter the allowable amount and attach your calculations.

Example

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in allowable deductions line
$75	$75 x 200% = 150	$75 (150 – 75)

17. Employment Incentive for Employee's Education Fees - An employer can claim 150% of the amount of education fees it paid for an employee's studies. Read SIG 2019/05. Complete the Schedule with the required information.

Example

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in Schedule	Amount filled in allowable deductions line
$1000	$1000 x 150% = 1500	$1000	$500 (1500 – 1000)

Information required.

Employees TIN	Employees Name	Employment Start Date*	Employment End Date*	Studies Completed? Yes/No	Date of completion of study	Education Fee	Date of payment
000000000	Anna			Select Yes or No	This will be filled only if Yes selected	Enter Total fees paid for the tax year	If more than one payment, put the last date

*'Start' and 'end' date during the tax year is required as this incentive only applies during an employee's period of employment.
Note – Use the 'Other Allowable Deductions' line if payment was made after the Year End.

18. Cash Donations to Approved Academic or Charitable Institutions - An eligible person can claim the amount of cash donation (up to $100,000) to an approved academic or charitable institution. The list of approved charities is available in TPOS and on our website: Complete the Schedule – select recipients name from the drop-down list, enter amount and attach proof of payment.

Examples

Donation in a tax year	Amount included	Add back adjustment	Amount to enter in Schedule	Amount auto-filled in allowable deductions

	in operating expense line	in non-allowable donations line		line
(1) $120,000	$120,000	$120,000	$100,000 (max)	$100,000
(2) $80,000	$80,000	$80,000	$80,000	$80,000
(3) $110,000	0	0	$100,000 (max)	$100,000

19. Cash Donation to Sporting Entity - An eligible person can claim 150% of the amount of cash donation to a sporting entity recognised by the Fiji National Sports Commission. Complete the Schedule and attach proof of payment.
Example

Amount included in operating expense line (e.g., advertising or promotional expense)	Calculation of allowable deduction	Add back adjustment in non-allowable donations line	Amount to enter in Schedule	Amount auto filled in allowable deductions line
$1234	$1234 x 150% = 1851	$1234	$1234	$1851 (1234 x 150%)

20. Cash Donation to Fiji Heritage Foundation - An eligible person can claim 150% of the amount donated. Complete the Schedule and attach proof of payment.
Example

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in Schedule	Amount auto filled in allowable deductions line
$1234	$1234 x 150% = 1851	$1234	$617 (1851 (1234 x 150%) - 1234)

21. Cash Donation to Poverty Relief Fund for Education - An eligible person can claim 200% of the allowable amount donated provided it is more than $50,000. Complete the Schedule and attach proof of payment.
Example

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in Schedule	Amount auto filled in allowable deductions line
$54000	$54000 x 200% = $108000	$54000	$54000 (108000 – 54000)

22. Donation of Computers to Schools - An eligible person can claim a deduction for the cost of computers, laptops and tablets between 10,000 and 100,000 donated to schools registered with the Ministry of Education. The allowable deduction is as follows:
    a. 200% for schools in remote areas;
    b. 150% for schools in non-remote areas.

Complete the Schedule and attach details of computer costs and recipients.
Example

Name of School	Remote/Non remote area	Calculation of allowable deduction	Amount to enter in Schedule	Amount auto filled in allowable deductions line
XYS	Remote area	$54000 x 200% = $108000	$54000	$108000
	Non remote area	$54000 x 150% = $81000	$54000	$81000
Note – if more than one school, use the ‘Other Allowable Deductions ‘line and attach a summary of the donations				

23. Cash Donation to Disaster Rehabilitation Fund - An eligible person can claim 150% of the donated (minimum donation $10,000 and maximum $100,000 in a tax year). Complete the Schedule and attach proof of payment.
Examples

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in Schedule	Amount auto filled in allowable deductions line
(1) $10000	$15000 ($10000 x 150%)	$10000	$5000 ($15000 - $1000)
(2) $120000	$150000 ($100000 x 150%)	$100000 (max)	$50000 ($150000 - $100,000)

Information to provide.

Name of Approved Housing Project	Date of Donation	Amount

24. Cash Donation for Hiring International Sporting Coaches - An eligible person can claim 150% of the claimable amount donated (minimum donation 100,000 and maximum 200,000 in a tax year). Complete the Schedule and attach proof of payment.
Examples

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in Schedule	Amount auto filled in allowable deductions line
(1) $100000	$100000 x 150% = $150000	$100000	$50000 ($150000 - $100,000)
(2) $210000	$200000 x 150% = $300000	$200000 (max)	$100000 ($300000 - 200,000)

25. Cash Donation to Approved Government Housing Projects for Squatters - An eligible person can claim 150% of the claimable amount donated (maximum 50,000). Complete the Schedule and attach proof of payment.
Examples

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in Schedule	Amount auto filled in allowable deductions line
(1) $30000	$30000 x 150% = $45,000	$30000	$15000 ($45000 - $30,000)
(2) $60000	$50000 x 150% = $75,000	$50,000 (maximum)	$25000 (75000 - 50,000)

26. Cash Donation to Covid 19 Pandemic Reserve Fund - A company that maintains a Pandemic Reserve bank account can claim a 150% deduction for the amount deposited in the account wef 01/08/2021. Enter the allowable amount and proof of deposit.
Example

Amount deposited	Calculation of allowable deduction	Amount to enter in deduction line
$500	$500 x 150% = $1500	$1500

27. Cash Sponsorship of not less than $250,000 to Counter Ruck Pte Limited (Fijian Drua) - A person is allowed a 200% deduction for cash sponsorship of $250,000 or more to the company that owns and operates the Fijian Drua Team. Enter the allowable amount and attach proof of sponsorship.
Example

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in deduction line
$255000	$255000 x 200% = $510000	$255000 ($510000 – $255000)

28. Cash Donation to Farmers Disaster Relief Emergency Fund Account - An eligible person can claim 200% of the claimable amount donated (minimum 10,000). Complete the Schedule and attach proof of donation.
Examples

Amount included in operating expense line	Calculation of allowable deduction	Amount to enter in Schedule	Amount filled in deduction line
$10000	$10000 x 200% = $20000	$10000	$20000

29. Amortisation of Business Intangibles - This applies to the decline in the value of a person's business intangibles for a tax year. Complete the Schedule.

    Information required.

Asset	Category	Amorti-sation Rate	Acquisition Date	Useful Life (Years)	% used to derive income	No. of days in use	Cost of asset	Opening Written Down value	Amorti sation	Closing Written Down Value

Note - Use the 'Other Allowable Deductions' line if there are significant differences in the amount allowable and the rounded off figures in TPOS.

30. Salaries and Wages (Section 22 (2)) - Complete the Schedule only if the expense is not included in your Income Statement

Salaries /wages paid (except salary/wages exempt from PAYE)	
Salaries/wages paid which is exempt from PAYE	
Total salaries/wages	
Salary /wages from which taxes have been deducted	
Total salaries/wages deductible	

31. Salary and Wages for Covid 19 Quarantined/Isolated Employees - An eligible person can claim 300% of the amount of salary or wages paid to a qualifying employee in the period 1 April 2020 - 31 December 2022. Read SIG 2020/47.
    Enter the allowable amount and attach details of the payee(s) and calculations.
    Example

Salary /wages expense	Calculation of allowable deduction	Amount to enter in deduction line
$5000	$5000 x 300% = $15000	$10000 ($15000 – $5000)

32. Interest Expense Section 22 (2) – Complete the Schedule only if the expense is not included in your Income Statement

    Information required.

Recipients TIN	Recipient's Name	Interest Amount	Date of Payment	Exempt from Withholding Tax?	Exemption Reason

33. Employment Incentive for Work Placements - An eligible person can claim 300% of salary/wages paid to a qualifying employee who is also a student, for a period of up to 6 months in a 12-month period. This incentive is available between 1 August 2016 and 31 December 2023. Complete the Schedule.
    Example.

Salary/wage expense	Calculation of allowable deduction	Amount to enter in Schedule	Amount auto-filled in allowable deductions line
$1234	$1234 x 300% = $3702	$1234	$2468 ($3702 – $1234)

34. Employment Incentive for Part-Time Workers - An eligible person can claim 300% of the amount of any salary or wages paid to a student for employment of the student in an area related to the student's area of study for a period not exceeding 3 months in a 12-month period. Complete the Schedule.
    Example.

Salary/wage	Calculation of allowable	Amount to enter in	Amount auto-filled in

expense	deduction	Schedule	allowable deductions line
$1234	$1234 x 300% = $3702	$1234	$2468 ($3702 – $1234)

35. Employment Incentive for Persons with Disabilities - An eligible person can claim 400% of the salary/wages paid to a person with a disability, for a consecutive period of 3 years. Complete the Schedule and attach details of the payees and payments.
Example

Salary/wages expense	Calculation of allowable deduction	Amount to enter in Schedule	Amount auto-filled in allowable deductions line
$1234	$1234 x 400% = $4936	$1234	$3702 (4936 – 1234)

36. Hotels & Resorts that Hire Local Artists - A hotel or resort carrying on business in Fiji can claim a deduction for 150% of the amount of any salary or wages paid for the employment of a local artist (craftsperson, dancer or musician). Read SIG 2020/47.
Enter the allowable amount and attach your calculations.
Example

Salary/wages expense	Calculation of allowable deduction	Amount to enter in allowable deduction line
$1234	$1234 x 150% = $1851	$617 (1851 – 1234)

37. Development or Upgrade of Online Shopping Websites with Integrated Payment Platforms - An eligible person can claim 200% of the amount of expenses incurred for the development or upgrade of an online shopping website with an integrated payment platform. Read SIG 2021/34. Enter the allowable amount and attach your calculations.
Example

Development/upgrade cost	Calculation of allowable deduction	Amount to enter in allowable deduction line
$1234	$1234 x 200% = $2468	$2468

38. Investment in Fogging Machine - An eligible person can claim 200% of the cost of investment in a fogging machine used for the purpose of sanitisation or decontamination. Read SIG 2021/34.
Enter the allowable amount and attach your calculations.
Example

Investment cost	Calculation of allowable deduction	Amount to enter in deduction line
$1234	$1234 x 200% = $2468	$2468

39. Bad Debts - A taxpayer can claim the amount of a debt that has been written off in its book of accounts. Enter the allowable amount and attach details.
Information to provide.

Debtor's TIN	Debtors Name	Amount written off	Reason for write-off

40. Amortisation of Deferred Grant Revenue - This refers to accounting adjustments for a reduction in grant (amounts received in advance and recorded as deferred revenue). Enter the allowable amount and attach your calculations.

41. Reversal of Impairment Loss - This refers to accounting adjustments on previously recognised impairment loss that no longer exists or has decreased. Enter the allowable amount and attach your calculations.

42. Royalty, Insurance Premium, Management Fee, Natural Resource Amount, Fees for Professional and Other Independent services and Equipment Lease Rental Recharge Expenses Paid to Non-Residents – Complete this part only if the expense is not included in your Income Statement

43. Commission Expenses Paid for the Provision of Insurance or the Sale of Property and Payments under Contract for Services - Complete this part only if the expense is not included in your Income Statement.

Example

Recipient's TIN	Type of Payment	Amount	Date of payment	Exempt from withholding tax?	Exemption Reason
000000000	Insurance commission	$1234	01/11/2022	Yes/No	

44. Net Loss from Venture, Concern, Profit-making Undertaking or Scheme – A net loss incurred in the conduct a venture or concern in the nature of a trade, commerce, agriculture or manufacture, or in the carrying on or carrying out of a profit-making undertaking or scheme is deductible. A net loss is the amount by which the expenditures or losses exceed the gross proceeds.
    Enter the allowable amount and attach your calculations.
    Example

Nature of Venture, Concern, Profit-making Undertaking or Scheme	Gross proceeds	Expenses	Net loss (Gross proceeds *Less* Expenses)
Bulk purchase, repair and sale of second-hand furniture	$20000	$25000	$5000

45. Loss on Disposal of an Asset Held on Revenue Account – A net loss incurred on the disposal of an asset held on revenue account is deductible. (Note - this does not apply to trading stock or assets acquired under a venture, concern, undertaking or scheme). A net loss is the amount by which the consideration for disposal exceeds the cost of the asset at the time of disposal Complete the Schedule
    Example - sale of financial assets of a banking or insurance company acquired as an investment.

Asset description	Date of purchase	Cost at the time of disposal	Date of disposal	Consideration received	Net loss (Cost of asset at the time of disposal *Less* Consideration received for the asset)
Shares	15/08/2009	$400000	15/08/2022	$300000	($100000)

46. Loss on Disposal of an Asset Acquired for Disposal at a Profit – a net loss incurred on the disposal of an asset acquired for disposal at a profit is deductible only if the person has notified the CEO in writing, within the given timeframe, that the asset was acquired by the person with the purpose or intention of disposal at a profit. A net loss is the amount by which the consideration for the disposal exceeds the cost of the asset at the time of disposal. Complete the Schedule
    Example - Sale of buildings where it was confirmed that the seller's intention at the time of acquisition was to sell it at a profit.

Asset description	Date of purchase	Cost at the time of disposal	Date of disposal	Consideration received	Net loss (Cost of asset at the time of disposal *Less* Consideration received for the asset)
	15/08/2007	$800000	15/08/2022	$500000	$300000

47. Contributions to Tourism Fiji - If you are eligible for this incentive, add-back the amount expensed in the tax year in the 'Non- Allowable Deductions' line. This will auto-populate the allowable deduction line with the 150% claimable amount.
    Example

Amount included in operating expense	Add back adjustment in 'Non-Allowable Deductions' line	Amount auto filled in allowable deductions line
$145000	$145000	$217500 (145000 x 150%)

48. Prescribed South Pacific Stock Exchange Listing Costs - an eligible person can claim 150% of the prescribed costs incurred in a tax year in preparation for listing on the South Pacific Stock Exchange. Either add-back the amount expensed in the tax year in the non-allowable deductions line to auto-populate the allowable deduction line with the 150% claimable amount or use the 'Other Allowable Deductions" line if this expense is not included in operating expenses.

Example 1

Amount included in operating expense	Add back in 'Non-Allowable Deductions' line	Amount auto filled in allowable deductions line
$145000	$145000	$217500 ($145000 x 150%)

Example 2

Capital expense	Amount to enter in 'Other Allowable Deductions' Schedule	Amount auto filled in 'Other allowable deductions' line
$145000	$217500	$217500 ($145000 x 150%)

49. South Pacific Island Countries Export Marketing Expenditure - An eligible person can claim 150 % of the expenditure, not exceeding $250,000. If you are eligible for this incentive, add-back the amount expensed in the tax year. This will auto-populate the allowable deduction line with the 150% claimable amount.

Examples

Amount included in operating expense	Add back in 'Non-Allowable Deductions' line	Amount auto filled in allowable deductions line
(1) $145000	$145000	$217500 ($145000 x 150%)
(2) $266000	$250000 (max)	$375000 ($250000 x 150%)

50. Capital Expenditure Incurred in Respect of an Existing Business in Vanua Levu - An eligible person can claim 40% of allowable capital expenditure incurred. This does not apply to a business enjoying tax free region incentives. "Capital expenditure" means expenditure of an amount not less than $50,000, excluding the cost of labour, incurred for the purpose of the extension or renovation of buildings located in Vanua Levu used in business. Enter the allowable amount and attach your calculations.

Example

Allowable capital expenditure	Calculation of allowable deduction	Amount to enter in allowable deductions line
$50000	$50000 x 40% = $20000	$20000

51. Capital Expenditure Incurred in Rural Banking Programmes - An eligible person can claim 150% of the direct capital expenditure incurred in rural banking programmes undertaken during the tax year.
Enter the allowable amount and attach your calculations.

Example

Allowable capital expenditure	Calculation of allowable deduction	Amount to enter in allowable deductions line
$50000	$50000 x 150% = $75000	$75000

52. Capital Expenditure on Audio Visual Productions (AVP) - An eligible person can claim a deduction for monies of a capital nature, under a contract by way of contribution to the audio-visual production costs in respect of a qualifying AVP.
a) in the case of an Fl AVP - 150% of the monies expended; or
b) in the case of an F2 AVP - 125% of the monies expended.
Enter the allowable amount and attach your calculations.

Examples

Allowable capital expenditure	Calculation of allowable deduction	Amount to enter in allowable deductions line
(1) F1 AVP $50000	$50000 x 150% = $75000	$75000
(2) F2 AVP $50000	$50000 x 125% = $62500	$62500

53. Capital Expenditure Incurred on Improvements to Land Used for Agricultural or Pastoral Purposes - A person engaged in any agricultural pursuit and required to make capital improvements to the land under section 9 of the Land Conservation and Improvement Act 1953, is allowed a deduction in respect of any sum spent in that tax year on certain expenses Alternatively, the claim can be made in the tax year in which the expenditure is incurred and the next succeeding 4 tax years. (Refer Regulation 6, Income Tax (Allowances for Depreciation and Improvements) Regulations 2019.
Enter the allowable amount and attach your calculations.
Example 1

Capital expenditure incurred in tax year 2022	Amount to enter in allowable deductions line
$150000	$150000

Example 2

Capital expenditure incurred in tax year 2022	2022	2023	2024	2025	2026
$150000	$30000	$30000	$30000	$30000	$30000

54. Research and development Incentive for ICT and Renewable Energy Industries - An eligible person can claim 250% of the amount of expenses incurred for research and development of Information Communications Technology and renewable energy industries. Read SIG 2020-47. Enter the allowable amount and attach your calculations.
Example

Capital expenditure	Calculation of allowable deduction	Amount to enter in allowable deductions line
$50000	$50000 x 250% = $125000	$125000

55. Scientific research expenditure – a person is allowed a deduction for expenditure incurred on research activities in the natural or applied sciences field for the development of human knowledge, provided it is for the purpose of deriving taxable business income. Enter the amount allowable and attach details of the research activities and expenditure.
Example

Allowable capital expenditure	Amount to enter if deduction line
Research on developing the person's business or contribution to a scientific research institution to undertake research for the purposes of developing the person's business	Cost of allowable expenses $500000

56. Investment and Reinvestment in Food Processing, Agriculture Processing, Fisheries or Forestry Business - An eligible person can claim the amount incurred in a tax year for investment and reinvestment in that business. The business must be engaged in value adding process using at least 50% of local content (materials labour and other prescribed matters) in a food processing, agriculture processing, fisheries or forestry business.
Complete the Schedule
Example

Type of Business	Type of Investment/Reinvestment Asset	Date	Amount of investment /reinvestment
Food Processing	Grinding machine	01/10/2022	$50000

57. Expenditure on Application Design and Software Development Incurred by ICT Start-Ups - An eligible person can claim 150 % of the capital expenditure. Either add-back the amount expensed in the tax year in the non-allowable deductions line to auto-populate the allowable deduction line with the 150% claimable amount or use the 'Other Allowable Deductions" line if this expense is not included in your profit and loss account.
Example 1

Amount included in operating expense	Add back in 'Non-Allowable Deductions' line	Amount auto filled in allowable deductions line
$145000	$145000	$217500 ($145000 x 150%)

Example 2

Capital expense	Amount to enter in 'Other Allowable	Amount auto filled in 'Other

	Deductions' Schedule	allowable deductions' line
$145000	$217500	$217500 ($145000 x 150%)

58. Expenditure Incurred by ICT Training Institutions - An eligible person can claim 150 % of the capital expenditure. Either add-back the amount expensed in the tax year in the non-allowable deductions line to auto-populate the allowable deduction line with the 150% claimable amount or use the 'Other Allowable Deductions' line if this expense is not included in your profit and loss account.

Example 1

Amount included in operating expense	Add back in 'Non-Allowable Deductions' line	Amount auto filled in allowable deductions line
$145000	$145000	$217500 ($145000 x 150%)

Example 2

Capital expense	Amount to enter in 'Other Allowable Deductions' Schedule	Amount auto filled in 'Other allowable deductions' line
$145000	$217500	$217500 ($145000 x 150%)

59. Capitalised Cost of Minerals, Timber, Gravel, and Rights Connected Therewith - This applies to prospecting expenses or the cost of minerals, timber, gravel, or rights, incurred by a holder of a valid mining right, lease or tenement. Enter the allowable amount and attach your calculations.

Example

Allowable capital expenditure	Amount to enter in deduction line
$50000	$500000

60. Deposit to Natural Disaster Reserve Account - a deduction is allowed for an amount deposited by a company in an account with a financial institution for the purpose of providing a reserve for the loss to a building situated in Fiji caused by a natural disaster. Note
- for a commercial, industrial or agricultural building, the deduction is limited to1.5% of the replacement cost of the building;
- for a residential building, the deduction is limited to the lesser of 1.5% of the replacement cost of the building; or $500. Complete the Schedule or use the 'Other Allowable Deductions' line.

Information to provide.

Full address of building	Type of building (options),	Financial institution	Amount deposited	Replacement cost of building

Example 1 - Commercial building

Amount deposited in tax year 2022	Replacement cost of building	Deduction limit	Allowable deduction
$2400	$ 220000	$3300 ($220000 x 1.5%)	$2400

Example 2 - Residential building

Amount deposited in tax year 2022	Replacement cost of building	Deduction limit	Allowable deduction
$2400	$ 220000	$3300 ($220000 x 1.5%) or $500, whichever is less	$500

61. Deposit to Pandemic Reserve Account - a deduction is allowed for an amount deposited in an account with a financial institution as a reserve for sustaining a business activity affected by a pandemic. Enter the allowable amount and attach your calculations.
Example

Amount deposited	Calculation of allowable deduction	Amount to enter in deduction line
$1234	$1234 x 150% = $1851	$1851

62. Electric Omnibus Incentive - A company is allowed a deduction for 55% of the amount of expenses incurred for investments in electric omnibuses. Enter the allowable amount and attach your calculations.
Example

Investment expenses	Allowable deduction
$200000	$110,000 ($200000 x 55%)

63. Loans taken for Medical Treatment - An eligible person taking a loan from a credit or financial institution for the purposes of medical treatment during a tax year will be allowed deduction on the principal amount and interest. Enter the allowable amount and attach your calculations, loan details and expenditure receipts. Read SIG 2020-47
Example

Loan amount	Expenses supported by receipts	Amount to enter in deduction line
$20000	$15000 - related expenses $5000 - unrelated expenses	$15000

64. Filming Equipment Incentive - An eligible person can claim 200% of the amount of expenses incurred in a tax year on filming equipment imported into Fiji for film making and audio-visual production. Enter the allowable amount and attach your calculations.
Example

Amount included in operating expense	Calculation of allowable deduction	Amount to enter in deduction line
$10000	$10000 x 200%	$20000

65. Share of Gain from Investment in Associates - enter the allowable amount and attach your calculations.

66. Exempt Income of Cooperative Societies - This applies to the exempt income of a co-operative dairy company incorporated in Fiji and registered under the provisions of the Co-operative Dairy Companies Act 1974.
Enter the allowable amount and attach the Exemption Order issued by the Minister for Finance.

67. Income from Small and Micro Enterprises Engaged in Agriculture, Fisheries or Tourism - The income from a prescribed agricultural, fisheries, or tourism industry and where gross income from such activities do not exceed $500,000, is exempt. Enter the amount of exemption and attach your calculations.
Examples

Operating income	Operating expenses line	Add back adjustment for expenses relating to exempt income in non-deductible items	Exempt income deduction line
1)Gross income $500000	$300000	$300000	$200000 (Net exempt income)
2)Gross income $510000	$300000	0	0 (Gross income above $500000)
3) Net income $200000 reported in Farm Income Schedule	0	$0	$200000 (Net exempt income)

68. Income from a Local Backpacker Operation - This income is exempt for a local backpacker operation wholly owned by a Fijian Citizen, with an annual gross turnover not exceeding $1,000,000. Enter the amount claimed and attach your calculations.

Examples

Amount included in operating income line	Amount included in operating expense	Add back adjustment for expenses in non-deductible items	Exempt income deduction line
Gross income $800000	$300000	$500000	$300000
Gross income $1,200,000	$300000	0	0 (Gross income above $1,000,000)

69. Gain from Sale of Shares arising from the Re-organisation, Re-construction or Amalgamation of a Private or Public Company as Part of Listing Process on the South Pacific Stock Exchange - the gain on the sale of shares or any other income of a resident person that may arise from the reorganisation, re-construction or amalgamation of a private or public company for the purposes of listing on the South Pacific Stock Exchange is exempt income.
Complete the Schedule.
Information required for the Schedule.

Name of Listing Company (Select from the drop-down list)	TIN of Listing Company	Amount of Gain on Sale of Shares	Date of Commencement of Reorganisation, Reconsideration or Amalgamation	Date of Listing with the South Pacific Stock Exchange

70. Gain from Sale of Shares in a Company Listed on the South Pacific Stock Exchange - Complete the Schedule
Information required for the Schedule.

Name of Listed Company (Select from the drop-down list)	TIN of Listed Company	Gross Amount of Gain

71. Income other than Business Income of a Non-Profit Organization - The non-business income of a CEO-certified non-profit organisation is exempt. Enter the amount of exempt income and attach your calculations.
Example

Net Rental Income	$ 10000.00
Bank interest	1200.00
Other income - Donations	60000.00
Net Profit Before Tax	71200.00
Less Exempt income	61200.00 (Donations + Bank interest)
Chargeable income	$10000.00

72. Gain on sale subject to Capital Gains Tax - This applies to income that is separately taxed under the capital gains tax rules. Enter the amount of exempt income and attach your calculations.
Example

Net Rental Income	$ 10000.00
Bank interest	1200.00
Other income	500.00
Net Profit Before Tax	11700.00
Exempt income	500.00 (Gain on sale of capital asset))
Chargeable income	$11200.00

73. Income of a Co-operative Dairy Company (Regulation 2, Part 9 Economic Development Exemptions) - This applies to the exempt income of a company registered under the provisions of the Co-operative Dairy Companies Act 1974; derived from the collection, treatment or manufacture and distribution of dairy produce from milk or cream supplied by shareholders, or from the investment of any surplus funds from such activities not distributed to shareholders. Enter the amount claimed and attach calculation details.

74. Interest from Financial Instruments of the Fiji Government, State Owned Entity or Statutory Authority - This applies to the interest received by private companies except financial institutions. Enter the amount claimed and attach the interest statement.

Name of Instrument Issuing Authority	Amount of Interest	Date of Receipt

75. Interest Derived from a Loan Charged on the Public Revenue of Fiji - This applies to income that is exempt under a Ministerial Order. Enter the amount claimed and attach the interest statement and exemption order.

76. Exempt interest - This applies to any other interest income exemption. Enter the amount claimed and attach interest statement.

77. Income Tax Concessions - This applies to any tax concession approved by the Minister. Concession details with approval numbers will be visible to eligible taxpayers in the Schedule provided. Complete the Schedule.

Type of concession	Approval Number	Amount

78. Other allowable deductions - Use this line for any adjustments that do not fall in a specific category. Complete the Schedule and attach calculation details.
Examples

Description	Amount	Attachment
100% deduction for cost of Corporate Sponsorship for employees tuition and living expenses	$20000	Sponsorship details

Appendix 7 - Losses Explanatory Notes

In general, a company has a net loss if allowable deductions for a tax year exceed total gross income for that year. If a net loss is not fully deducted, it can be carried forward for 8 years, however, is subject to the following:

- Change in ownership **-** if there is a change of at least 50% in the ownership or control of a company, a loss brought forward will only be allowed if:
  (1) there is no new business or investment entered into before the loss has been fully deducted; or
  (2) there is a new business or investment and it was not entered into with the principal purpose of utilising the company's tax losses.

- Foreign losses – this can be carried forward for 4 years and is available for set off against the company's taxable foreign income only.

- **Exempt income** - a net loss in respect of income that is exempt for tax purposes is not available for offset against other income in the current or future years. If such income is included in the Income Statement, expenses must be added back in the non-deductible items and in the exempt income deduction line.

- **Mining operations losses** (Section 95 Income Tax Act) - a loss in respect of mining or petroleum operations in a particular (title) area during a tax year, which is carried forward to the next tax year, can only be offset against the gross income derived by the company from that title area. This means that there is a separate computation of the company's chargeable income for each title area.

Example

XCo has a prospector's right for 3 title areas A, B and C.
A loss incurred in title area A can only be offset against future income relating to title area A. The loss cannot be deducted against the gross income derived in relation to the title area B or C in any year.
In addition, losses can be carried forward until the amount is fully deducted or the mining or petroleum operations in the title area ceases.

- **Accelerated Depreciation Allowance for buildings** (Part 4 Income Tax (Allowances for Depreciation and Improvements) Regulations 2019 - where a 20% or 100% depreciation deduction is allowed, any loss resulting from the deduction or the amount carried forward cannot be offset against the income from any other trade or business.

Appendix 8 - Foreign Tax Credit Examples

Example 1

Example

FOREIGN TAXABLE INCOME

TYPE	SOURCE	EXEMPTED?	TAXABLE INCOME	FOREIGN TAX CREDIT
Business Income	NZ Co	No	5,000.00	1,250.00
Dividend	NZ Co	Yes	1,000.00	100.00
TOTAL			6,000.00	

ADD NEW +

Chargeable income $77900 = $72900 Domestic income + $5000 Foreign income (exempt income $1000 excluded)

CHARGEABLE INCOME

DESCRIPTION	AMOUNT (FJD)
Net Profit Before Tax	73,155.00
Add: Non-Allowable Deductions	300.00
Less: Allowable Deductions	555.00
Domestic Taxable Income/Loss For Current Year	72,900.00
Less: Domestic Loss Brought Forward	0.00
Taxable Foreign Income	5,000.00
Chargeable Income/(Loss)	77,900.00

Determination of foreign tax credit
- foreign tax paid = $1250
- Fiji tax payable on the foreign income = $1000 ($5000 x 20%)
Therefore, foreign tax credit = $1000 (as it is less than foreign tax paid)

FOREIGN TAX CREDIT

DESCRIPTION	AMOUNT (FJD)
Foreign Tax Rate (%)	20.00
Allowable Foreign Tax Credit	1,000.00

Tax on chargeable income is reduced by foreign tax credit

TAX ON CHARGEABLE INCOME

DESCRIPTION	AMOUNT (FJD)
Tax On Chargeable Income/(Loss)	15,580.00
Tax Liability For The Year	15,580.00
Provisional Tax	0.00
Withholding Tax From Interest	0.00
Foreign Tax Credit	1,000.00
Tax Payable/(Refundable)	14,580.00

Other FTC Examples

(1) (a) Foreign taxable income = $1000 Foreign tax paid (FTP) = $350

Fiji tax payable on foreign income = $200 ($1000 x 20%)

FTP = $350

FTC = $200 as Fiji tax payable is less than FTP

(b) Foreign income reduced by allowable losses to FJD$800

Fiji tax payable on foreign income = $160 ($800 x 20%)

FTP = $350

FTC = $160 as Fiji tax payable is less than FTP

(c) Foreign income reduced by allowable losses to $0

Fiji tax payable on foreign income = $0 ($0 x 20%)

FTP = $350

FTC = $0 as Fiji tax payable is less than FTP

2 (a) Foreign taxable income = $1000 FTP = FJD$150

Fiji tax payable on foreign income = $200 ($1000 x 20%)

FTP = $150

FTC = $150 as FTP is less than Fiji tax payable

2 (b) Foreign income reduced by allowable losses to FJD$800.

Fiji tax payable on foreign income = $160 ($800 x 20%)

FTP = $150

FTC = $150 as foreign tax paid is less than Fiji tax payable

2 (c) Foreign income reduced by allowable losses to $0

Fiji tax payable = $0 ($0 x 20%)

FTP = $150

FTC = $0 as Fiji tax payable is less than foreign tax paid

Company
Self-Assessment Guidelines

2023