

**FIJI REVENUE AND
CUSTOMS SERVICE****Tourist VAT Refund Scheme
Schedule 4 of Value Added Tax Act 1991**

The scheme is open to all **VAT-registered and tax compliant traders.**

APPLICANT: Port:	Date:		
APPLICATION REQUIREMENTS	YES	NO	REMARKS
Tax compliance company and directors.	☐	☐	
Company particulars 1. Structure (List of employees) 2. Profile 3. Current list of: ➤ Directors ➤ Partnerships 4. Company Authorized Personnel to act on behalf of the director, level of decisions delegated. 5. Clear records of Customs Compliance 6. Provide detailed and well-documented procedures for the conduct of all activities that will be undertaken as part of TVRS Operations 7. Provide procedures for monitoring, checking, and auditing the work of TVRS			
Inspection report by FRCS to include: ➤ Location ➤ Opening Hours ➤ Equipment's at the premises such as computer, internet connectivity and printer			
REQUIREMENTS AFTER APPROVAL	Yes	No	
Pay an annual license fee of \$2,500.00 per location	☐	☐	
Upon payment of fee and issuance of license, FRCS will issue the following to the Approved Licensed Retailers: Access to AW system for registration of form 7 Signage for Approved Licensed Retailer. TVRS Brochures.	☐	☐	
Publication of the Approval for the public to respond to within 14 days of any misconduct or grievance in relation to the company			

PROPER OFFICER**APPROVAL FROM PORT MANAGER**

Signature:	
Officer Name:	
Date:	
Port :	