

TCC- Blanket Tax Clearance Monthly Summary

User Manual



**FIJI REVENUE AND
CUSTOMS SERVICE**



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Basic Information

Introduction – Blanket Tax Clearance (BTC) Monthly Summary

Blanket Tax Clearance facility is provided to those taxpayers who have proven records of tax compliance, reputation and goodwill.

The taxpayer will be required to submit a BTC Monthly Summary (Schedule of remittances abroad) by 15th of every month following the month it was remitted abroad.

General Process Description

The holders of Blanket Tax Clearance Certificates include entities having business activities for sending overseas remittances. A blanket tax clearance is generally issued for a period of a year. When applying for a BTC, a taxpayer will have to indicate an estimated monthly and annual amount of expected remittance on the prescribed BTC application form.

The taxpayer is also required to submit a BTC Monthly Summary (Schedule of remittances abroad) by 15th of every month following the month it was remitted abroad. For example, all remittance for the month of August, the BTC Monthly Schedule would be due on the 15th of September. If there are no transactions during the month, then the taxpayer has to file a NIL BTC summary for that month.

Upon successful submission, the application will go through an internal review process.

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Blanket Tax Clearance Monthly Summary

Log-In

- You can access the FRCS Portal via public link
<https://tpos.fracs.org.fj/taxpayerportal#/Logon>.

After entering this URL, Taxpayer Portal will be displayed where you need to click on login button after entering valid user credentials.

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Log In

User ID ^{*}

PUBLICATIONS123 ?

Password ^{*}

***** ?

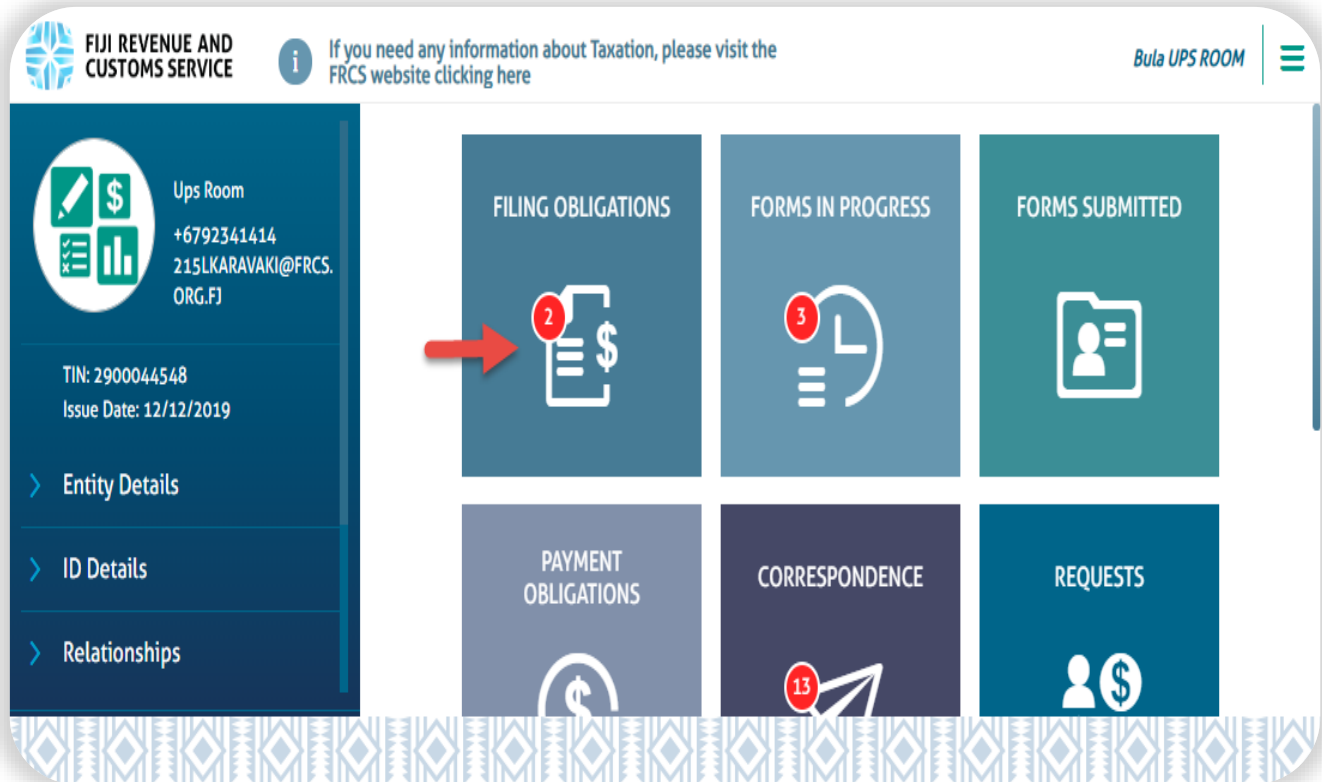
LOG IN

Forgot your Password? [Click here](#)
[Help](#)

New User?



- After successful log-in, you will click on “Filing Obligations” tile where all the obligations would be displayed.





- You will select the month in which you transferred the amount and continue to submit the summary of the Blanket Tax Clearance.

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Filing Obligations

Bula UPS ROOM  



Ups Room
+6792341414
UPSRROOM@GMAIL.CO
M

FILING OBLIGATIONS


FORMS IN PROGRESS


FORMS SUBMITTED


PAYMENT OBLIGATIONS


CORRESPONDENCE


REQUESTS


Sort by: 

Tax Return	Period	Due Date	Status
Blanket Tax Clearance Monthly Summary	August 2019	15/09/2019	>
Blanket Tax Clearance Monthly Summary	September 2019	15/10/2019	>
Blanket Tax Clearance Monthly Summary	October 2019	15/11/2019	>
Blanket Tax Clearance Monthly Summary	November 2019	15/12/2019	Overdue >
Blanket Tax Clearance Monthly Summary	December 2019	15/01/2020	Due >

If your filing obligation does not appear above, create the obligation here.

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Instructions

- Upon selecting the obligation, the "Blanket Tax Clearance form" will be displayed to you.
- You will be required to tick the 'Instructions' checkbox and click on the 'Next Step: Payment Details'.

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Blanket Tax Clearance Monthly Summary - November 2019 - Form
Number 410000000018

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25%

INSTRUCTIONS

PAYMENT DETAILS

TAXES PAYABLE

DECLARATION

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING:

- The BTC monthly summary for remittances sent must be submitted to FRCS on or before 15th day of next month.
- Payment for applicable Withholding Tax and VAT Reverse Charges should be paid to FRCS on or before 15th day of next month.
- You are required to upload required documents to support your submissions.
- The amount of taxes to pay as Withholding Tax and VRC shall be calculated automatically by the system.
- Upon submission, the acknowledgement shall be generated and you may download the copy for your reference.

☒ I declare that I have read and understood the instructions above.

ADD NOTES SAVE



- If you have already remitted some amount, the question to file a 'NIL' Return will be auto-populated as "No".
- In case no remittance has been done, then you will have the option to select "Yes" or "No" for question "Are you lodging a 'Nil' return for this period?"

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Blanket Tax Clearance Monthly Summary - November 2019 - Form Number 410000000018

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INSTRUCTIONS PAYMENT DETAILS TAXES PAYABLE DECLARATION

I declare that I have read and understood the instructions above.

Are you lodging a nil return for this period?*

☐ YES

☒ NO

PAYMENT DETAILS

PREVIOUS STEP ADD NOTES SAVE

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Payment Details

- The payment details will be auto-populated from the system and will be in display mode for you to view.

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INSTRUCTIONS PAYMENT DETAILS TAXES PAYABLE DECLARATION

PAYMENT DETAILS
Complete the payment details to match with your bank statement

PAYMENT DATE	BENEFICIARY NAME	BENEFICIARY TIN	COUNTRY	CURRENCY	AMOUNT	DISCOUNT RATE	AMOUNT (FJD)	PAID FROM BANK
05/01/20	abc	4444	American	AUD	1,000.00	0.00000	1,534.60	BSP BANK
Total (FJD)							2,714.60	

ADD MORE PAYMENTS + UPLOAD DISCOUNT RATE ?

PREVIOUS STEP ADD NOTES



- You can add more payments by clicking on "Add More Payments" button.

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INSTRUCTIONS PAYMENT DETAILS TAXES PAYABLE DECLARATION

PAYMENT DETAILS

Complete the payment details to match with your bank statement

PAYMENT DATE	BENEFICIARY NAME	BENEFICIARY TIN	COUNTRY	CURRENCY	AMOUNT	DISCOUNT RATE	AMOUNT (FJD)	PAID FROM BANK
05/01/2020	abc	4444	American	AUD	1,000.00	0.00000	1,534.60	BSP BANK
Total (FJD)							2,714.60	

➔ ADD MORE PAYMENTS + UPLOAD DISCOUNT RATE ?

PREVIOUS STEP ADD NOTES



- You will fill in the valid entries and the total amount (FJD) will be displayed.

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INSTRUCTIONS **PAYMENT DETAILS** **TAXES PAYABLE** **DECLARATION**

PAYMENT DETAILS
Complete the payment details to match with your bank statement

PAYMENT DATE	BENEFICIARY NAME	BENEFICIARY TIN	COUNTRY	CURRENCY	AMOUNT	DISCOUNT RATE	AMOUNT (FJD)	PAID FROM BANK
05/01/20	abc	4444	American	AUD	1,000.00	0.00000	1,534.60	BSP BANK
05/01/20	efg	3333	Australia	AUD	5,000.00	.56	2,800.01	ANZ BANK
Total (FJD)							4,334.60	

ADD MORE PAYMENTS **UPLOAD DISCOUNT RATE**

PREVIOUS STEP **ADD NOTES**



- You will navigate further to 'Nature of Payment' section and click on "Add more rows" button to add data to the table.

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INSTRUCTIONS | PAYMENT DETAILS | TAXES PAYABLE | DECLARATION

NATURE OF PAYMENT
Complete the nature of payment and reference/invoice details

Do you have any payments approved by the Minister for Economy?

☐ Yes
☐ No

REFERENCE DATE	REFERENCE NO.	SUPPLIER NAME	COUNTRY	BENEFICIARY TYPE	PAYMENT CATEGORY	NATURE OF PAYMENT	METHOD OF PAYMENT	CURRENCY	AMOUNT	AMOUNT (FJD)
No data										
Total (FJD)										0.00

ADD MORE ROWS +

CONTINUE TO NEXT STEP: "TAXES PAYABLE"

PREVIOUS STEP



- You will select the supplier name from the dropdown as mentioned in the previous step.

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INSTRUCTIONS PAYMENT DETAILS TAXES PAYABLE DECLARATION

NATURE OF PAYMENT
Complete the nature of payment and reference/invoice details

Do you have any payments approved by the Minister for Economy?*

☐ Yes
☐ No

REFERENCE DATE	REFERENCE NO.	SUPPLIER NAME	COUNTRY	BENEFICIARY TYPE	PAYMENT CATEGORY	NATURE OF PAYMENT	METHOD OF PAYMENT	CURRENCY	AMOUNT	AMOUNT (FJD)		
05/01/2022	5424		Austria	Enterp	Select	Select	Select	Select	0.00	0.00	 	
Total (FJD)		abc		4444							0.00	
ADD MORE ROWS		efg		3333								



 CONTINUE TO NEXT STEP: "TAXES PAYABLE"

PREVIOUS STEP  ADD NOTES 



- The Total amount remitted for each beneficiary should be equal to the Payment Details and Nature of Payment.
- If you add a higher or lesser amount in the Invoice Details as compared to the Payment Details, an error message is raised as follows.

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INSTRUCTIONS PAYMENT DETAILS TAXES PAYABLE DECLARATION

NATURE OF PAYMENT

Complete the nature of payment and reference/inv

REFERENCE DATE	REFERENCE NO.	SUPPLIER NAME	AMOUNT	AMOUNT (FJD)
02/11/2019	ref001	aayush	4,000.00	126.70
Total (FJD)				126.70

ADD MORE ROWS

CONTINUE TO NEXT STEP: "TAXES PAYABLE"

PREVIOUS STEP ADD NOTES

Error

Total amount remitted for each beneficiary should be equal in table Payment Details and Nature Of Payment

OK



- Once the invoice and the payment details are the same, you will click on "Continue to Next Step: Taxes Payable".

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INSTRUCTIONS

PAYMENT DETAILS

TAXES PAYABLE

DECLARATION

REFERENCE DATE	REFERENCE NO.	SUPPLIER NAME	COUNTRY	PAYMENT CATEGORY	NATURE OF PAYMENT	METHOD OF PAYMENT	CURRENCY	AMOUNT	AMOUNT (FJD)	
02/11/2019	ref001	aayush	India	Insuran	Genera	Gross-t	INR	4,000.00	126.70	
23/11/2019	ref002	sahil	Americ	Paymer	Know t	Net-off	AUD	4,000.00	6,082.00	
Total (FJD)									6,208.72	

ADD MORE ROWS

+

CONTINUE TO NEXT STEP: "TAXES PAYABLE"

PREVIOUS STEP

ADD NOTES

SAVE

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Taxes Payable

- After clicking on to the next step button, you will be navigated to an auto-populated table where the Total Tax Payable will be calculated.

Total Tax Payable = VRC Payable + NRWT Payable

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Blanket Tax Clearance Monthly Summary - November 2019 - Form Number 410000000018

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INSTRUCTIONS

PAYMENT DETAILS

TAXES PAYABLE

DECLARATION

TAXES PAYABLE

SUPPLIER NAME	METHOD OF PAYMENT	TAXABLE AMOUNT (FJD)	VRC RATE	VRC PAYABLE (FJD)	NRWT RATE	NRWT PAYABLE (FJD)	TOTAL TAX PAYABLE (FJD)
sahil	Net-off	7,155.29	9.00%	643.98	15.00%	1,073.29	1,717.27
aayush	Gross-up	130.64	9.00%	11.76	3.00%	3.92	15.68
Total (FJD)				655.74		1,077.21	1,732.95

CONTINUE TO NEXT STEP: "DECLARATION"

PREVIOUS STEP

ADD NOTES

SAVE

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Declaration

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

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Blanket Tax Clearance Monthly Summary - November 2019 - Form Number 410000000018

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INSTRUCTIONS

PAYMENT DETAILS

TAXES PAYABLE

DECLARATION

TAXES PAYABLE

SUPPLIER NAME	METHOD OF PAYMENT	TAXABLE AMOUNT (FJD)	VRC RATE	VRC PAYABLE (FJD)	NRWT RATE	NRWT PAYABLE (FJD)	TOTAL TAX PAYABLE (FJD)
sahil	Net-off	7,155.29	9.00%	643.98	15.00%	1,073.29	1,717.27
aayush	Gross-up	130.64	9.00%	11.76	3.00%	3.92	15.68
Total (FJD)				655.74		1,077.21	1,732.95

CONTINUE TO NEXT STEP: "DECLARATION"

PREVIOUS STEP

ADD NOTES

SAVE



- Enter a valid individual TIN and select the designation.
- Upon entering the valid individual TIN, the full name and the lodgment date will get auto-populated.

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Number 410000000018

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75%

 INSTRUCTIONS

 PAYMENT DETAILS

 TAXES PAYABLE

 DECLARATION

TIN*

160000311

Designation*

Chief Financial Officer 

Full Name: ekta patil 

Lodgement Date: 06/01/2020

General Attachment

UPLOAD DOCUMENT 

 PREVIOUS STEP

 ADD NOTES

 SAVE



- Upon selecting the 'Declaration' checkbox, the 'Submit' button will be displayed.

The screenshot displays the 'Blanket Tax Clearance Monthly Summary - November 2019 - Form Number 410000000018' in the TPOS system. The progress bar indicates 75% completion. The 'DECLARATION' step is active, showing a declaration checkbox that has been checked. A red arrow points to the 'SUBMIT' button at the bottom of the form.

FIJI REVENUE AND CUSTOMS SERVICE Blanket Tax Clearance Monthly Summary - November 2019 - Form Number 410000000018 *Bula UPS ROOM*

75%

INSTRUCTIONS **PAYMENT DETAILS** **TAXES PAYABLE** **DECLARATION**

160000311 Chief Financial Officer

Full Name: ekta patil
Lodgement Date: 06/01/2020

General Attachment

UPLOAD DOCUMENT

☒ I declare that the information in this application is true and correct in every detail

It is a serious offence to provide false information to the chief executive officer.

PREVIOUS STEP **SUBMIT** **ADD NOTES** **SAVE**

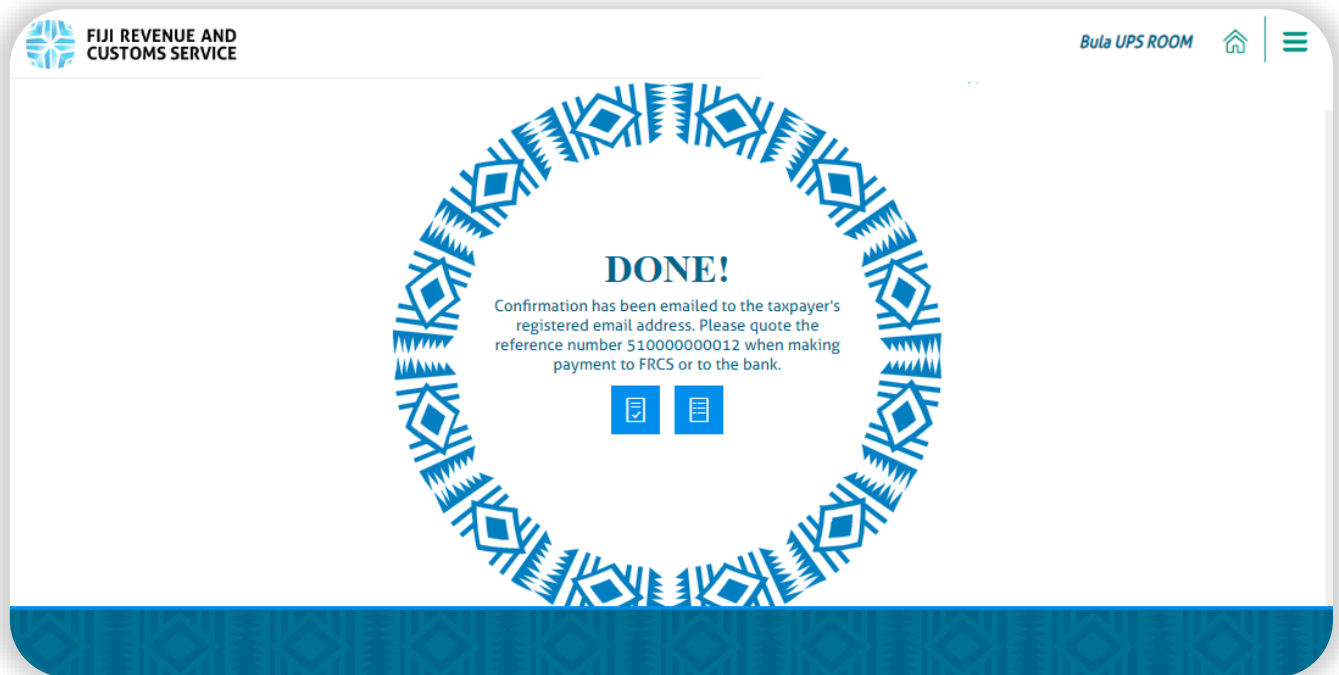
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Acknowledgement Page

After clicking on 'Submit' button the form is successfully submitted.

You can download acknowledgement letter by clicking on the download button.



- The Tax liability for Non-Resident Withholding Tax (NRWT) and VAT Reverse Charge (VRC) will be posted to the Taxpayer account and application will go through an internal review process.

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