



CHECKLIST FOR CAPITAL GAINS TAX APPLICATIONS

Proof of Identity (Mandatory)

☐ Tax Identification Number/ TIN Letter
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For All Applications:

☐ CGT Return Form (IRS 230)	☐ Copy of current stamped transfer document
☐ CGT Declaration Form (IRS 228)	☐ Copy of previous transfer dealing

1. Disposal of Vacant Land and Structural Improvement:

☐ Approved House plan and Engineers Certificate (Certified true copy)	☐ Evidence of Capital Improvement
☐ Evidence of source of funds e.g. i. Copy of Loan offer letter ii. Confirmation of FNPF withdrawal	☐ Copy of title
☐ Sale and Purchase Agreement if: i. Commercial property ii. Selling furniture & fittings with property	☐ Depreciation schedule if disposing business asset
☐ Undertaking from Solicitor or Bank Guarantee from the bank	☐ Funds trail if funds transferred from overseas

2. Transfer by Natural Love and Affection, By Way of Gift and Non-arm's Length:

☐ Valuation Report
☐ Evidence of relationship

3. Transfer by Way of Administration/Transmission by Death:

☐ Copy of Probate	☐ Copy of Deed (if any) such as: • Deed of Renunciation
☐ Copy of last will	☐ Evidence of relationship

4. Disposal of Shares:

☐ Return of Allotment and members resolution for Share transfer	☐ Calculation sheet of retained earnings if claimed deemed dividend section 8 (2) (a) (ii) of the ITA
☐ Particulars of Shareholders if transfer to another shareholder	☐ Copy of share valuation if non-arm's length transaction
☐ Copy of recent annual return	☐ Copy of Share certificate

5. Disposal of Yacht and Vessel

☐ Bill of Sale	☐ Ownership certificate for vessels
☐ Customs Entry	☐ Details of financing and exchange Rate
☐ Evidence of capital improvement	☐ Sales and Purchase Agreement

Other Matters

☐ Updated Tax Affairs: • Lodgement of returns • No outstanding tax or arrears with satisfactory arrangement with DMU	☐ RBF exchange rate if consideration quoted in overseas currency
☐ Documentary Evidence if claim for principal place of residence, for example: Water bill, City Council or Town Council Bills, Housing Authority Statements, TLTB & Lands Dept. Notices/Bills etc.	☐ VAT implication letter for capital asset disposed by registered person
☐ Copy of passport if: • Non-resident for tax purposes • Vendor is in overseas	☐ Valuation report for: • Non-arm's length transaction • Disposing property below cost