



FORM INSTRUCTIONS: PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING

1. Use this Form to request for a Time to Pay Arrangement (TTPA).
2. You can request for TTPA on one tax type in this Form. A separate application form is required for each tax type.
3. Provide reasons for the TTPA request and attach any supporting documents.
4. Complete the Declaration section by filling all details in the designated space. For non-individuals, the representative must also provide his/her TIN and designation e.g. Accountant, Chief Financial Officer, Company Secretary, Director, Manager, Partner or Tax Agent.
5. Check that all tax returns are filed, as this will be considered in the processing of your application.
6. We will advise you once your application is processed.
7. Where a TTPA installment is late, the TTPA will be withdrawn. This means that the whole tax liability will be payable immediately.
8. Please consult with a Debt Management officer if you need help to complete the Form.

TAXPAYER DETAILS

Taxpayer Identification Number (TIN)

Taxpayer Name
Enter Individual/Entity name

TIME TO PAY ARRANGEMENT DETAILS

1. Select One Tax Type:

Capital Gains Tax <input type="checkbox"/>	FBT Confidential <input type="checkbox"/>	PAYE Consolidated <input type="checkbox"/>	Service Turnover Tax <input type="checkbox"/>
ECAL Plastic Bag <input type="checkbox"/>	FBT Non-Confidential <input type="checkbox"/>	PAYE Confidential <input type="checkbox"/>	Telecommunications Levy <input type="checkbox"/>
ECAL Prescribed Services <input type="checkbox"/>	Gambling Turnover Tax <input type="checkbox"/>	PAYE Non-Confidential <input type="checkbox"/>	Value Added Tax <input type="checkbox"/>
FBT Consolidated <input type="checkbox"/>	Income Tax <input type="checkbox"/>	Provisional Tax <input type="checkbox"/>	

2. Reason for Extension:

Cash Flow problems Natural disaster Fire Bankruptcy/ Insolvency/ Winding up/ Temporary ceased operation
 Medical reason Others Provide additional details _____
Specify the reason if other is selected

3. Fill below the relevant liabilities for TTPA

Reference No.	Description	Period	Amount	Due Date

4. State the duration for the TTPA _____
(Duration between 2 - 12 months)

5. State the down payment Rate _____
(Eg. 10 %)

