



**FORM INSTRUCTIONS: PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING**

1. Use this form to submit a request for a Possession Agreement. For quicker processing of your application use the Taxpayer Online Service (TPOS) which you can access on: <https://tpos.fracs.org.fj/taxpayerportal/logon#/Logon>.
2. This service may be used by a person who wishes to retain possession and delay the sale of goods which have been seized under a distress and sale order issued by the CEO.
3. Complete the table by listing the goods that you would like to remain in your possession.
4. You must also state the reason of your request in the designated space.
5. 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.
6. Our approval will be based on the facts provided therefore you may submit documents that you know will support your application.
7. We will advise you once the application is processed.
8. You can request for a review of our tax decision if your application is declined.
9. Please consult with a Customer Service Officer if you need help to complete the Form.

**TAXPAYER DETAILS**

**Taxpayer Identification Number (TIN)\***

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*State your TIN or the Entity TIN. Note that the TIN should consist of either 9 or 10 digits*

**Taxpayer Name\***

*Enter Individual/Entity name*

**POSSESSION AGREEMENT DETAILS (LIST THE GOODS THAT YOU WOULD LIKE TO REMAIN IN YOUR CUSTODY)**

<b>Goods Description</b> <small>State the Description of the Good e.g. Truck, Tractor etc.</small>	<b>Type</b> <small>State the Type of Good e.g. Perishable or Other</small>	<b>State of the Goods</b> <small>Indicate the State of the Goods e.g. New, Used or Damaged.</small>	<b>Quantity</b> <small>State the Quantity of the Goods e.g.150</small>	<b>Estimate Value</b> <small>State the Estimated Value of the Goods in FJD</small>	<b>Location</b> <small>State the exact Location/Address of where the Goods are kept</small>

**Notes**

*State the reason for applying for a Possession Agreement*

**DECLARATION OF TAXPAYER OR REPRESENTATIVE**

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

Taxpayer/Representative TIN

Full Name:

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_ Lodgement Date:

**IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION TO THE CHIEF EXECUTIVE OFFICER**

**FOR OFFICE USE ONLY**

Officer's Name: \_\_\_\_\_ Officer's Signature: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Reference Number: \_\_\_\_\_

**CHECKLIST**

- Completed Possession Agreement Application form
- Supporting Documents (where applicable)
- Valid TIN of Applicant or Representative submitting the form
- Valid Photo ID of Applicant or third party submitting the form