



FORM INSTRUCTIONS: PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING

1. Use this form to request for a change in depreciation method. For quicker processing of your application use the Taxpayer Online Service (TPOS) which you can access at: <https://tpos.fracs.org.fj/taxpayerportal/logon#/Logon>.
2. This service may be used by a person who wishes to change the depreciation method used for income tax purposes.
3. The following conditions must be met:
 - An income tax return (i.e. Corporate Income Tax/Personal Income Tax) must have been filed; and
 - The filed tax return should have included a claim for depreciation
4. State the current and new depreciation method requested.
5. State the commencement date (future date) for the new method of depreciation.
6. Select the reason for your request from the available options.
7. If you've selected "Other" as the reason for your request, you must provide a description.
8. 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.
9. Our tax advice will be based on the facts provided therefore you must submit all supporting documents.
10. We will advise you once the application is processed.
11. You can also request for a review of our tax advice if the application is declined.
12. Please consult with a Customer Service Officer if you need help to complete the Form.

TAXPAYER DETAILS

Taxpayer Identification Number (TIN)*

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

Taxpayer Name*

State Individual/Entity name

DEPRECIATION METHOD DETAILS

Current Depreciation Method* **New Depreciation Method*** Straight Line Diminishing Value

State the current Depreciation method

Select the new depreciation method

Date of Commencement for New Method of Depreciation*

State the Commencement Date for the new Depreciation method

REASON FOR CHANGE DETAILS

Reason for Change* Change in Legislation Depreciation method no longer applicable
 Method provided earlier was incorrect Other

Please specify reason* State specific reason if Other is selected

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 COC: Change of Depreciation Method form
- Supporting Documents
- Valid TIN of Applicant or Representative submitting the form
- Valid Photo ID of Applicant or third party submitting the form