



FORM INSTRUCTIONS: PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING

1. Use this form to request for extension of time to file. For quicker processing of your application use the Taxpayer Online Service (TPOS) which you can access at: <https://tpos.frcc.org.fj/taxpayerportal/ logon#/Logon>.
2. This service may be used by a person who requires time to file an income tax return.
3. To qualify for filing extension, the person must submit the request before the filing due date.
4. State the return type (i.e. Personal Income Tax or Corporate Income Tax) for which extension is requested.
5. State the due date for the return.
6. Select the reason for your request from the available options.
7. Provide a brief description on the reason selected.
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*

Enter Individual/Entity name

EXTENSION REQUEST DETAILS

Tax Type*

State the Tax Type in which the extension is requested e.g. Income Tax

Tax Year*

State the tax year in which the extension is requested e.g. 2018

Return Type*

State the Return Type in which the extension is requested e.g. Personal Income Tax or Corporate Income Tax

Due Date*

State the due date of filing for the return

Reason for Request*

Unforeseen circumstances

Demise

Other

Natural Disaster

Medically unfit

Please provide additional details regarding the reason for submitting this request*

Provide more details of the reason 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 Taxpayer Request for Filing Extension Form
- Supporting Documents (relating to reason for request)
- Valid TIN of Applicant or Representative submitting the form
- Valid Photo ID of Applicant or Representative submitting the form