



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

1. This form allows a Company to file a Corporate Income Tax (CIT) return. The CIT return is a self-assessment return and may be submitted through the Taxpayer Online Service (TPOS) which you can access at: <https://tpos.frcs.org.fj/taxpayerportal/login#/Login>.
2. This form can be used as a guide for completing the 2021 online CIT return.
3. Foreign tax credit (FTC) - this can be claimed by a resident company if:
  - the foreign income is included in gross income
  - tax was paid on that income

The amount of the FTC is limited to the Fiji income tax payable on the foreign-source income. For example, if Fiji tax on foreign source income is \$100 and foreign tax credit is \$120, the claim for foreign tax credit is limited to \$100. The computation of FTC must be provided.
4. You may use the footnotes provided in the return lines for calculation purposes.
5. When filing the online CIT return you will need to save documents on your computer desktop for ease of uploading via TPOS. The files must either be in PDF, JPEG, JPG or PNG formats. Refer to the checklist at the end of this form for documents that you will need to provide with this return.
6. Complete the Declaration section by filling all details in the designated space. The representative must provide his/her TIN and designation e.g. Accountant, Chief Financial Officer, Company Secretary, Director, Manager, Partner or Tax Agent.
7. Once your return is submitted online, you will receive a filing confirmation notice.
8. If you have made a mistake in your return, you may apply to the CEO for an amendment to be made to your self-assessment. The amendment request must be submitted to the CEO within 2 years of the date the self-assessment return was filed.
9. Please consult with a Customer Service Officer if you need help to complete the Form. If you find it difficult to file online, you can bring the completed return to FRCs for assistance.

**TAXPAYER DETAILS**

**Taxpayer TIN:**

(State your Company TIN. The TIN must consist of either 9 or 10 digits)

**Taxpayer Name:**

(State the Company Name)

**TAX PERIOD DETAILS**

**Derived during the year ended 31st December**  **OR the substituted year ended**

**INCOME TAX RETURN DETAILS**

**1 NET PROFIT/LOSS As Shown In Profit and Loss Account**  **\$**

**ADD - ITEMS NOT ALLOWED AS DEDUCTION**

|           |                                                      |                                |
|-----------|------------------------------------------------------|--------------------------------|
| <b>2</b>  | Depreciation Charged In Accounts                     | \$ <input type="text"/>        |
| <b>3</b>  | Capital Expenditure                                  | \$ <input type="text"/>        |
| <b>4</b>  | Legal Expenses                                       | \$ <input type="text"/>        |
| <b>5</b>  | Fines & Penalties                                    | \$ <input type="text"/>        |
| <b>6</b>  | Preliminary Expenses                                 | \$ <input type="text"/>        |
| <b>7</b>  | Audio Visual Production Income                       | \$ <input type="text"/>        |
| <b>8</b>  | Unrealized Exchange Loss                             | \$ <input type="text"/>        |
| <b>9</b>  | Impairment Loss                                      | \$ <input type="text"/>        |
| <b>10</b> | Fair Value Losses on Assets and Liabilities          | \$ <input type="text"/>        |
| <b>11</b> | Additions to Provisions and Reserves                 | \$ <input type="text"/>        |
| <b>12</b> | Donations and Subscriptions                          | \$ <input type="text"/>        |
| <b>13</b> | Gain on Disposal of Fixed Assets for Tax Purposes    | \$ <input type="text"/>        |
| <b>14</b> | Losses on Disposal of Assets for Accounting Purposes | \$ <input type="text"/>        |
| <b>15</b> | Income Taxes, SRT, CGT                               | \$ <input type="text"/>        |
| <b>16</b> | Debt Forgiveness                                     | \$ <input type="text"/>        |
| <b>17</b> | Forfeited Deposits                                   | \$ <input type="text"/>        |
| <b>18</b> | Indemnity                                            | \$ <input type="text"/>        |
| <b>19</b> | Other Items (Attach Details)                         | \$ <input type="text"/>        |
| <b>20</b> | <b>Sub Total (Sum of amounts in Lines 2 to 19)</b>   | <b>\$ <input type="text"/></b> |

(You may provide evidence for amounts entered in any of the return lines 2 to 19 above)

## LESS – ALLOWABLE DEDUCTIONS AND CONCESSIONS

|    |                                                                     |    |
|----|---------------------------------------------------------------------|----|
| 21 | Net Exempt Income (Being Gross Income Less Expenses Incurred)       | \$ |
| 22 | Dividend Deduction                                                  | \$ |
| 23 | Depreciation Allowable                                              | \$ |
| 24 | Decrease in Provisions                                              | \$ |
| 25 | Amortization of Deferred Grant Revenue                              | \$ |
| 26 | Unrealized Exchange Gains                                           | \$ |
| 27 | Reversal of Impairment Loss                                         | \$ |
| 28 | Share of Gain from Investment in Associates                         | \$ |
| 29 | Losses on Disposal of Assets for Tax Purposes                       | \$ |
| 30 | Cash Donations to Approved Organizations/Charities                  | \$ |
| 31 | Hotels Aid Investment Allowance                                     | \$ |
| 32 | ICT Development – 150% Deductions                                   | \$ |
| 33 | Accelerated Depreciation Allowance                                  | \$ |
| 34 | Film Making & Audio-Visual Production – Exempt Income               | \$ |
| 35 | F1 – Contribution to Audio Visual Production (150% of Expenditure)  | \$ |
| 36 | F2 – Contribution to Audio Visual Production (125% of Expenditure)  | \$ |
| 37 | Gain on Disposal of Fixed Assets for Accounts Purpose               | \$ |
| 38 | Commercial Agriculture & Agro Processing                            | \$ |
| 39 | Commercial Agriculture & Agro Processing – Vanua Levu               | \$ |
| 40 | Donation to Sports Fund                                             | \$ |
| 41 | Donation to Fiji Heritage Foundation                                | \$ |
| 42 | Donation Poverty Relief Fund for Education                          | \$ |
| 43 | Donation of Computers to Schools                                    | \$ |
| 44 | Donation to Farmers Emergency Fund Account                          | \$ |
| 45 | Tax Concessions – Small & Micro Enterprises                         | \$ |
| 46 | TFF/TFZ/TFR Concession                                              | \$ |
| 47 | Cyclone Reserve Fund                                                | \$ |
| 48 | Fuel Concession                                                     | \$ |
| 49 | Export Profit                                                       | \$ |
| 50 | Investment Allowances                                               | \$ |
| 51 | Employee Share Scheme                                               | \$ |
| 52 | 150% Deduction – Rural Banking Programming                          | \$ |
| 53 | Vanua Levu Incentive – 40% Deduction on Capital Expenditure         | \$ |
| 54 | Bio-Fuel Production (10 Year Tax Holiday)                           | \$ |
| 55 | Renewal Energy Projects (5 Year Tax Holiday)                        | \$ |
| 56 | Nausori to Ba Tax Free Region Exemption                             | \$ |
| 57 | Medical Investment Inventives                                       | \$ |
| 58 | Residential Housing Development Incentive                           | \$ |
| 59 | Maritime Vessel Investment Allowance                                | \$ |
| 60 | Disaster Rehabilitation Fund                                        | \$ |
| 61 | Listing on Stock Exchange 150% Deduction                            | \$ |
| 62 | ICT Training Institution 150% Deduction                             | \$ |
| 63 | Uniform Made in Fiji 50% Deductions                                 | \$ |
| 64 | Amortization of Business Intangibles                                | \$ |
| 65 | ETS 150% Deductions for Professional Qualification Fees             | \$ |
| 66 | ETS 300% Deductions for First Full Time Employees, Student Employee | \$ |
| 67 | ETS 400% Deduction for Employment of Disabled People                | \$ |
| 68 | Electric Vehicle Charging                                           | \$ |
| 69 | 125% Renovation & Redevelopment (Modernization)                     | \$ |
| 70 | 25% Extension or Redevelopment (Modernization)                      | \$ |
| 71 | 250% for R&D in ICT & Renewable Energy Industries                   | \$ |
| 72 | 55% Tax Deduction for Investments in Electric Buses                 | \$ |
| 73 | 150% Staff Training Cost – Accredited Training Providers            | \$ |

|    |                                                                                                                                                                   |           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 74 | CGT & Income Tax Exemption for SPSE Listing                                                                                                                       | \$        |
| 75 | 150% Deduction – Paternity & Family Care Leave                                                                                                                    | \$        |
| 76 | Incentive for Renovation of Buildings                                                                                                                             | \$        |
| 77 | Development of Housing for Public Rental                                                                                                                          | \$        |
| 78 | Incentive for Retirement Villages and Aged Care Facilities                                                                                                        | \$        |
| 79 | Waste Management at Naboro Tax Free Zone                                                                                                                          | \$        |
| 80 | Construction of Warehouses                                                                                                                                        | \$        |
| 81 | Package for Pharmaceutical Manufacturing                                                                                                                          | \$        |
| 82 | Tax Deduction for Loans for Medical Purposes Inclusive of Interest                                                                                                | \$        |
| 83 | 200% Tax Deduction for Reduction of Commercial Rent Covid 19 & Tax Deduction for Salary/Wages for Quarantined/Isolated Employees (Extended until 31st July, 2022) | \$        |
| 84 | New Incentive Allowance for Subdivision of Lots Residential/Commercial                                                                                            | \$        |
| 85 | New Incentive Package for Investment on Building to be Leased by Government Entities                                                                              | \$        |
| 86 | 300% Tax Deduction for Excess 6% FNPf Employee Contribution Not Exceeding 10%                                                                                     | \$        |
| 87 | 150% Tax Deduction to Hotels & Resorts That Hire Local Artists                                                                                                    | \$        |
| 88 | 200% Deduction for Investment in Fogging Machine                                                                                                                  | \$        |
| 89 | Tax Holiday for Investment in a Network (Submarine) Cabling and Infrastructure Land in Fiji                                                                       | \$        |
| 90 | 200% Deduction for Development or Upgrade of Online Shopping Websites with Integrated Payment Platforms                                                           | \$        |
| 91 | Other Items (Attach Details)                                                                                                                                      | \$        |
| 92 | <b>Total Allowable Deductions and Concessions (Sum of amounts in Lines 21 to 91)</b>                                                                              | <b>\$</b> |

(You must provide evidence for amounts entered in any of the return lines 21-91 above)

## COMPUTATION OF TAX LIABILITY FOR THE YEAR

|    |                                                                            |    |
|----|----------------------------------------------------------------------------|----|
| 93 | Taxable Business Income/Loss for Current Year (Line 1 + Line 20 – Line 92) | \$ |
| 94 | Losses Brought Forward from Prior Years*                                   | \$ |
| 95 | Total Income/(Loss) (Line 93 – Line 94)                                    | \$ |
| 96 | Tax Liability for the Year (Line 95 x 20%)                                 | \$ |
| 97 | Film Tax Rebate*                                                           | \$ |

(You must provide evidence for amounts entered in return lines 94 and 97)

## COST OF GOODS SOLD

|     |                            |           |
|-----|----------------------------|-----------|
| 98  | Opening Stock              | \$        |
| 99  | Purchases                  | \$        |
| 100 | <b>Less: Closing Stock</b> | <b>\$</b> |
| 101 | <b>Cost of Goods Sold</b>  | <b>\$</b> |

## GROSS TRADING INCOME

|     |                                                        |           |
|-----|--------------------------------------------------------|-----------|
| 102 | Total Sales                                            | \$        |
| 103 | Less: Cost of Goods Sold (Refer to amount in Line 101) | \$        |
| 104 | <b>Gross Trading Income</b>                            | <b>\$</b> |

## NET INCOME AND OTHER INFORMATION

|     |                                                           |    |
|-----|-----------------------------------------------------------|----|
| 105 | Gross Trading Income (Refer to amount in return line 104) | \$ |
| 106 | Interest Income                                           | \$ |
| 107 | Dividend Income                                           | \$ |
| 108 | Other Income                                              | \$ |
| 109 | Total Gross Income (Sum of Lines 105 to 108)              | \$ |
| 110 | Total Expenses                                            | \$ |
| 111 | Interest Expenses                                         | \$ |
| 112 | NET INCOME (Line 109 – Line 110 – Line 111)               | \$ |
| 113 | Total Assets                                              | \$ |
| 114 | Total Liabilities                                         | \$ |
| 115 | Gross Salaries and Wages Paid for the Year                | \$ |

## ICT INCENTIVE INFORMATION

|            |                                   |    |
|------------|-----------------------------------|----|
| <b>116</b> | Number of Employees Current Year  | \$ |
| <b>117</b> | Number of Employees Previous Year | \$ |
| <b>118</b> | Total Sales Current Year          | \$ |
| <b>119</b> | Total Sales Previous Year         | \$ |

## 120 DETAILS OF DIRECTOR'S / MANAGEMENT FEES PAID

| TIN OF DIRECTOR | NAME OF DIRECTOR | DIRECTOR'S / MANAGEMENT FEES (FJD) | TAX DEDUCTED (FJD) |
|-----------------|------------------|------------------------------------|--------------------|
|                 |                  |                                    |                    |
|                 |                  |                                    |                    |
|                 |                  |                                    |                    |
|                 |                  |                                    |                    |
|                 |                  |                                    |                    |
| <b>TOTAL</b>    |                  | <b>\$</b>                          | <b>\$</b>          |

(Continue on separate sheet if necessary)

## 121 DETAILS OF OVERSEAS INCOME

| NAME OF COMPANY | GROSS INCOME (FJD) | TAX DEDUCTED (FJD) | FOREIGN TAX CREDIT ALLOWABLE (FJD) |
|-----------------|--------------------|--------------------|------------------------------------|
|                 |                    |                    |                                    |
|                 |                    |                    |                                    |
|                 |                    |                    |                                    |
|                 |                    |                    |                                    |
|                 |                    |                    |                                    |
| <b>TOTAL</b>    | <b>\$</b>          | <b>\$</b>          | <b>\$</b>                          |

(Provide evidence for all foreign income. Continue on separate sheet if necessary)

## 122 DETAILS OF CONTRACTUAL PAYMENTS RECEIVED

| TIN OF CONTRACTOR | NAME OF CONTRACTOR | GROSS PAYMENTS (FJD) | TAX DEDUCTED (FJD) |
|-------------------|--------------------|----------------------|--------------------|
|                   |                    |                      |                    |
|                   |                    |                      |                    |
|                   |                    |                      |                    |
|                   |                    |                      |                    |
|                   |                    |                      |                    |
| <b>TOTAL</b>      |                    | <b>\$</b>            | <b>\$</b>          |

(Provide evidence for all contractual payments received. Continue on separate sheet if necessary)

## 123 DETAILS OF MANAGEMENT FEES RECEIVED

| TIN          | NAME OF THE PAYING COMPANY | GROSS PAYMENTS (FJD) | TAX DEDUCTED (FJD) |
|--------------|----------------------------|----------------------|--------------------|
|              |                            |                      |                    |
|              |                            |                      |                    |
|              |                            |                      |                    |
|              |                            |                      |                    |
|              |                            |                      |                    |
| <b>TOTAL</b> |                            | <b>\$</b>            | <b>\$</b>          |

(Provide evidence for all management fees received. Continue on separate sheet if necessary)

**124 DETAILS OF DIRECTOR'S FEES RECEIVED**

| TIN OF DIRECTOR | NAME OF DIRECTOR | GROSS PAYMENTS<br>(FJD) | TAX DEDUCTED<br>(FJD) |
|-----------------|------------------|-------------------------|-----------------------|
|                 |                  |                         |                       |
|                 |                  |                         |                       |
|                 |                  |                         |                       |
|                 |                  |                         |                       |
|                 |                  |                         |                       |
| <b>TOTAL</b>    |                  | <b>\$</b>               | <b>\$</b>             |

(Provide evidence for all director's fees received. Continue on separate sheet if necessary)

**125 SHARE OF JOINT VENTURE/TRUST/ESTATE/PARTNERSHIP INCOME RECEIVED**

| TIN OF TRUST/ESTATE | NAME OF TRUST/ESTATE | INCOME RECEIVED<br>(FJD) |
|---------------------|----------------------|--------------------------|
|                     |                      |                          |
|                     |                      |                          |
|                     |                      |                          |
|                     |                      |                          |
|                     |                      |                          |
| <b>TOTAL</b>        |                      | <b>\$</b>                |

(Continue on separate sheet if necessary)

**126 DETAILS OF INTEREST RECEIVED**

| TIN OF FINANCIAL INSTITUTION | NAME OF FINANCIAL INSTITUTION | GROSS INTEREST<br>(FJD) | TAX DEDUCTED<br>(FJD) |
|------------------------------|-------------------------------|-------------------------|-----------------------|
|                              |                               |                         |                       |
|                              |                               |                         |                       |
|                              |                               |                         |                       |
|                              |                               |                         |                       |
|                              |                               |                         |                       |
| <b>TOTAL</b>                 |                               | <b>\$</b>               | <b>\$</b>             |

(Provide evidence for all interest received. Continue on separate sheet if necessary)

**127 DETAILS OF DIVIDENDS RECEIVED**

| TIN OF COMPANY | NAME OF COMPANY | GROSS DIVIDENDS<br>(FJD) | TAX DEDUCTED<br>(FJD) |
|----------------|-----------------|--------------------------|-----------------------|
|                |                 |                          |                       |
|                |                 |                          |                       |
|                |                 |                          |                       |
|                |                 |                          |                       |
|                |                 |                          |                       |
| <b>TOTAL</b>   |                 | <b>\$</b>                | <b>\$</b>             |

(Provide evidence for all dividends received. Continue on separate sheet if necessary)

**SUMMARY**

|            |                                                                             |           |
|------------|-----------------------------------------------------------------------------|-----------|
| <b>128</b> | Tax Liability for the Year (Refer to amount in Line 96)                     | <b>\$</b> |
| <b>129</b> | Provisional Tax (Refer to total tax deducted amount in Line 122)            | <b>\$</b> |
| <b>130</b> | Withholding Tax (Add Total tax deducted for Lines 123, 124, 126 and 127)    | <b>\$</b> |
| <b>131</b> | Foreign Tax Credit (Refer to FTC amount in Line 121)                        | <b>\$</b> |
| <b>132</b> | <b>Tax Payable/(Refundable)</b> (Line 128 – Line 129 – Line 130 – Line 131) | <b>\$</b> |

## DECLARATION OF REPRESENTATIVE

☐

I declare that the information in this Income Tax Return is true and correct in every detail.

Taxpayer/Representative TIN:

Full Name:

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_ 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

- |                                                                                         |                                                                                         |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Completed Corporate Income Tax Return for Companies Form       | <input type="checkbox"/> Management Fees Received (mandatory if declared)               |
| <input type="checkbox"/> Financial Statements (mandatory)                               | <input type="checkbox"/> Evidence of Overseas Income (mandatory if declared)            |
| <input type="checkbox"/> Items Not Allowed as Deductions (non-mandatory)                | <input type="checkbox"/> Contractual Payments Received (mandatory if declared)          |
| <input type="checkbox"/> Allowable Deductions and Concessions (mandatory if claimed)    | <input type="checkbox"/> Valid TIN of Representative submitting the completed form      |
| <input type="checkbox"/> Losses Brought Forward from Prior Years (mandatory if claimed) | <input type="checkbox"/> Valid Photo ID of Representative submitting the completed form |
| <input type="checkbox"/> Film Tax Rebate (mandatory if claimed)                         | <input type="checkbox"/> Tax Agent Declaration (if form is filed by a Tax Agent)        |
| <input type="checkbox"/> Directors Fees Received (mandatory if declared)                | <input type="checkbox"/> Interest Received (mandatory if declared)                      |
|                                                                                         | <input type="checkbox"/> Dividends Received (mandatory if declared)                     |