



APPLICATION FOR MANUAL TAX CLEARANCE BY PROFESSIONALS IN TRADE

This application shall be completed by Professionals in trade who are already in possession of a tax clearance certificate that is more than 30 days. To be completed before applying for licensing by their Professional Body.

1. BASIC INFORMATION (to be completed by client)

Registered Name of Client:

Business Partner Number (BP No.):

CONTACT DETAILS:

Physical Address.....

E-Mail Address.....

Cellphone Numbers.....

Land Line Numbers.....

2. CONFIRM REGISTRATION

Revenue Head	Confirmation of Registration (Tick Where Applicable)	
	YES	NO
VAT		
Paye		
Income tax		
Presumptive tax		
Withholding taxes		

3. BANK DETAILS

Name of Bank	Branch Name & Code	Type of Account	Account Number

Full Name..... Designation

Signature Date.....

4. Check List (to be completed by officer)

NB: Check all registered tax heads.

YEAR:												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PAYE PAYMENT												
P2 RETURN												
VAT PAYMENT												
VAT 7 RETURN												
PRESUMPTIVE												
WITHOLDING TAXES												
PT4 RETURN												
QPD PAYMENT												
I.T.F 12B RETURN												

Checking Officer's Comments.....

Name..... Signature..... Date.....

Supervisor's Comments.....

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Approved/Disapproved

Name..... Signature.....Date.....

Collected by: Signature.....Tax Clearance No.....