



Ministry Of Finance
VAT Department

**Guide to Completing the VAT Group
Registration Form**

Version: September 17, 2014



1 PURPOSE

The present guide is intended to provide step-by-step instructions on completing each field of the VAT Group Registration Form (Form 7c). Refer to the VAT Registration Guide for further information when completing the form.

2 INSTRUCTIONS

Q1 - Enter a name for the group

You must fill out this field.

You can choose any name for the group. The name does not have to be a registered business name.

Q2 - Name of the authorized person for the group

You must fill out this field.

The authorized person is the main contact person for the group. The authorized person does not have to be associated with the group leader.

Q3 - Position/Title of authorized person

You must fill out this field.

Indicate the title or position of the authorized person.

Q4 – Requested start date of group

You must fill out this field.

- If you are applying for group registration for January 1st 2015, indicate so.
- If you are applying for any other date, consider the following:
 - The start date for the group must correspond with the first day of a tax period for all members.
 - The start date must be a minimum of two calendar months in the future.

Q5-9 – Group Leader's Information

You must fill out all fields.

Enter the relevant information of the proposed group leader.

The group leader is responsible for filing and paying on behalf of all members. The leader does not have to be the largest member, nor the controlling member.

The group leader must also agree to take on any existing tax arrears of all group members before a group can be formed. Tax arrears may include, but are not limited to, arrears related to VAT, Business License fees, property taxes and hotel taxes.

Q10-11 – Other Members’ Information

You must fill out all fields.

Enter the relevant information for proposed members, besides the group leader.

Consider the following:

- All members must be companies
- Members must all be already registered for VAT.
- At least one of the members or the group leader must be a mandatory VAT registrant.
- All members, including the leader, must all be resident or all non-resident in The Bahamas.
- All members, including the leader, must all be Freeport Licensees or none must be.

Q12 – Does the group as a whole qualify to declare consolidated financial statements?

You must make a selection.

Indicate if the group as a whole qualifies to declare consolidated financial statements. Refer to **xyz** for further information on consolidate financial statements.

Q13 – Indicate the percentage of intra-group taxable sales at fair market value, relative to total sales of the group:

You must fill out this field.

Calculate this figure as follows:

- Consider the preceding twelve-month period for your calculations, or, if any of the members is new, since business start.
- Sum up the individual sales figures of each member (Total Y)
- Sum up the individual member-to-member sales, using the fair market value if different from the actual value (Total X)
- Divide X by Y as a percentage

Q14 – Check any support departments that are shared by all group members

Check all applicable, if any. Indicate only those services that are shared by all members.

CONTACT US

Further information can be obtained from the Taxpayers Services help desk: 1 (242) 225 7280

Or you can contact us by email: vatcustomerservice@bahamas.gov.bs

Or you can write to:

Value Added Tax Department

Ministry of Finance

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