

Certificate Application Form

This form should be completed as a formal request for any of the certificate listed below. Applicants should ensure that the correct information is featured on the form and that all required field has been completed.

Section A: Applicants Details

Tax Identification Number (TIN): <i>if applicable</i>	
Name of Business: <i>if applicable</i>	
Name of applicant: <i>if applicable</i>	
National Identity Number (NIN)/ passport number: <i>if applicable</i>	
Contact number: <i>Mandatory</i>	
Email address: <i>Mandatory</i>	
Period for Certificate: <i>Mandatory</i>	
State reason for applying the Certificate: <i>Mandatory</i>	

Section B: Certificate details.

*Put a tick in the respective box next to the Certificate/Letter you are applying for.
The applicable fee (non-refundable) for certificate is stated next to each item.*

- | | |
|---|-------------|
| <input type="checkbox"/> Tax Residence Certificate International Business Company | - SCR 400/- |
| <input type="checkbox"/> Tax Residence Certificate Domestic Company | - SCR 400/- |
| <input type="checkbox"/> Tax Residence Certificate Government Bodies | - SCR 400/- |
| <input type="checkbox"/> Tax Residence Certificate Individual/company | - SCR 400/- |
| <input type="checkbox"/> Certificate of Domicile (DGT Form) | - SCR 400/- |
| <input type="checkbox"/> Withholding Tax Certificate | - SCR 400/- |
| <input type="checkbox"/> Tax Exemption Certificate | - NIL |
| <input type="checkbox"/> Tax Confirmation Letter Person | - SCR 100/- |
| <input type="checkbox"/> Income Tax Certificate | - SCR 100/- |
| <input type="checkbox"/> Immovable Property Tax Clearance | - SCR 100/- |

Section C: Declaration

Signature of the Applicant:	
Date:	

Important Notes:

1. The forms can be sent to advisory.center@src.gov.sc or taxresidency@src.gov.sc

2. For an individual, please attach the following documents upon submitting the form
 - ❖ Copy of the ID card/passport of the applicant

3. For company (s) requesting for a Tax Residency Certificate, please provide following documents:
 - ❖ Certificate of Incorporation
 - ❖ Memorandum and Articles of Association
 - ❖ Register of Directors
 - ❖ Register of Members
 - ❖ Register of Beneficial Owner
 - ❖ Letter of License Renewal