

3 October 2011

VAT Registered No. «GPART\_\_BP»

«Title\_Company\_Soc\_Suc\_THE\_MANAGER»

«Title\_Individual» «Taxpayer\_Name»

«STREET»

«STR\_SUPPL2»

«CITY1»

Dear Sir/Madam,

### **NEW FORM VAT 3**

Our records show that you have submitted your VAT return on paper form. As you are aware, MRA has been promoting e-filing and has taken several initiatives to shift all taxpayers to that mode of filing. We would again urge you to file your VAT return electronically.

2. However, if you are unable to do e-filing, kindly note that MRA has reviewed the format of the VAT 3 form so as to make it friendly to scanning technologies. MRA will henceforth scan the paper returns for automated data entry.

3. You are hereby requested to use the new approved form, herewith attached, as from the month/quarter ended 30 September 2011. The form as well as the revised notes are available on our website <http://mra.gov.mu>

4. When completing the new VAT 3 form, kindly ensure that:

- (i) the instructions given in the notes are fully complied with,
- (ii) each character is legibly written within the appropriate box,
- (iii) the correct VAT Registration Number is written on the recto and verso of the form, and
- (iv) when downloading the form from our website, the pages 1 and 2 of the form are printed on the recto and verso of the same sheet.

5. The correct completion of the form will speed up the processing of the return and we strongly rely on your usual cooperation. For any further information or clarification, you may phone on our hotline 207 6010 or call at our customer service centre at the under mentioned address.

Yours sincerely,



D. Ramdin  
For Director-General