



GHANA REVENUE AUTHORITY

DOMESTIC TAX REVENUE DIVISION

COMPANY SELF ASSESSMENT RETURN



(Please refer to the completion notes overleaf for guidance in completing this form)

Select currency in which data is presented.

GHS ☐ US\$ ☐ £ ☐ € ☐
(Tick as appropriate)

CURRENT TAX OFFICE

LTO	MTO	STO	
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(TICK ONE)

(NAME OF GRA TAX OFFICE)

YEAR OF ASSESSMENT

(YYYY)

PERIOD:

FROM

(dd / mm)

TO

(dd / mm)

COMPANY
NAME

TIN

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POSTAL ADDRESS

LOCATION ADDRESS

TELEPHONE NO

CELL PHONE NO

E-MAIL

WEBSITE

Tenancy Status of Business Premises:

Rented

☐

Owned

☐

(If rented, provide particulars of Landlord) if more than ONE provide the same information on a separate sheet

NAME

ADDRESS

PHONE NO

TIN

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3. DATE OF INCORPORATION

(dd / mm / yyyy)

4. LISTED ON STOCK EXCHANGE: YES

☐

NO

☐

5. BUSINESS LOCATION: ACCRA / TEMA

☐

REGIONAL CAPITAL

☐

OTHER

☐

(Tick as appropriate)

6. DO YOU ENJOY ANY TAX HOLIDAYS? YES ☐ NO ☐ *If yes, provide details below*

(i)Type of holiday(e.g.: farming etc)	(ii) Effective date of holiday	(iii) Date of first production: if applicable

7. DO YOU HAVE A TAX CONSULTANT? YES ☐ NO ☐ (if yes, provide particulars of the consultant below)

8. NAME

9. TIN

10. e- mail

11. Website

12. Telephone No

13. BALANCE SHEET AS AT

dd / mm / yyyy

Current Assets:		Trade Payables	
i. Cash assets held in currency of Return		i. Trade payables in currency of Return	
ii. Cash assets held in other currencies (convert to currency of Return)		ii. Trade payables in other currencies (convert to currency of Return)	
a. Total of Cash Assets (sum i and ii)		h. Total of Trade Payables (sum i and ii)	
b. Stocks/Inventories		Other Payables	
c. Account Receivables		i. Other payables in currency of Return	
d. Total Current Assets (sum a, b and c)		ii. Other payables in other currencies of Return (convert to currency of Return)	
e. Fixed Assets		i. Total of Other Payables (sum i and ii)	
		j. Total Payables (sum h and i)	
f. Other Assets		k. Shareholders' Fund	
g. Total Assets (sum boxes d, e, and f)		l. Total Payables & Fund (sum j and k)	

INCOME STATEMENT

Business Income				
(i) Local				
(ii) Export				
14. Total Business Income				
15. Investment Income				
16. Other Income (specify).....				
17.Total Company Income (sum 14, 15 and 16)				
LESS EXPENSES:				
Operating expenses/cost of sale/direct cost				
(i) In Currency of Return				
(ii) In Other currencies (convert to, In currency of Return)				
18. Total Operating Expenses (Sum i and ii)				
General and Administrative Expenses				
i. Directors' remuneration				
ii. Staff / Labour Costs				
Interest Expenses				
(1) In Currency of Return				
(2) In other currencies (convert to currency of Return)				
iii. Total Interest Expenses (Sum 1 and 2)				
19. Total General and Administrative Expenses (Sum i to iii)				
20. Depreciation				
21. Foreign exchange losses (If applicable)				
22. Other General & Administrative Expenses				
23. Total Expenses (sum 18, 19 ,20 ,21, and 22)				
24. Net Company Profit / Loss (17 minus 23)				

. COMPUTATION OF TAX

25. Net Company Profit /(Loss) (from 24)			
Add backs:			
26. Non- allowable Deductions (e.g. Depreciations)			
27. Adjusted Net Profit/Loss (sum 24 and 26)			
Deduct:			
28. Non-Taxable Income			
29. Adjusted Income (27 minus 28)			
Deduct: Allowable Deductions			
a. Capital Allowance			
b. Carry Forward Losses –. (see computational notes B)			
c. Other Allowable Deductions			
30. Total Allowable Deductions (sum a , b and c)			
31. Total Chargeable Income (29 minus 30) Spilt into Boxes 32. And 33 if applicable			
32. Chargeable Income Taxed at <i>Different Rate</i>			
33. Chargeable Income Taxed at <i>Normal rate</i>			
34. Tax Code (C) & Normal Tax Rate (R) (Refer to Schedule 1B for the appropriate Tax Code & Tax Rates %)	C	R	
35. Tax liability (33 multiplied by 34)			
Tax Rebate(If applicable)			
36. Rate of Tax Rebate (%) (Refer to Schedule 1B for the appropriate Rebate Rate %)			
37. Amount of Tax Rebate (35 multiplied by 36)			
38. Tax Payable (35 minus 37)			

CHARGEABLE INCOMES TAXED AT DIFFERENT RATES Figure is the same as in Box 32. (Apportion appropriately below)			
A i. Chargeable Income Taxed at Different Rate			
ii. Tax Code (C) & Tax Rate (R) (Refer to Schedule 1B for the appropriate Tax Code & Tax Rates %)	C	R	
iii. TAX PAYABLE			
B i. Chargeable Income Taxed at Different Rate			
ii. Tax Code(C) & Tax Rate(R) (Refer to Schedule 1B for the appropriate Tax Code & Tax Rates %)	C	R	
iii. TAX PAYABLE			
C i. Chargeable Income Taxed at Different Rate			

ii. Tax Code (C) & Tax Rate(R) (Refer to Schedule 1B for the appropriate Tax Code & Tax Rates %)	C	R		
iii. TAX PAYABLE				
39. Total Tax on Chargeable Incomes taxed at different Rate (sum of A(iii) , B(iii) and C(iii))				
40. TOTAL TAX PAYABLE (SUM 38 AND 39)				
Less: Direct payment & Tax Credits				
a. Withholding Tax Credits				
b. Taxes Paid directly				
c. Prior period credits				
41. Total Direct payment & Tax Credits				
42. Income Tax outstanding/Overpayment (40 Minus 41)				
43. Statutory Levies (.....) of (.....)				

44. DIRECTORS REMUNERATION / LOANS

When the director gives out loans put the amount in bracket

*all directors without TIN need to register for it prior to submission of this return

Name of Director	Resident status	TIN*	Director's Fees	Salary	Interest	Other Allowances	Total	Loans

DECLARATION

I, hereby declare that the Information in this Return to the best of my Knowledge is true, correct and complete.

(Full name)

Signature

Designation / Position

Date

FOR OFFICE USE ONLY

GRA OFFICE

NAME RECEIVING OFFICER

DATE

OFFICIAL STAMP

COMPLETION NOTES ON COMPANY INCOME TAX RETURN

If you need further clarification or assistance in completing this form please contact your nearest Domestic Tax Revenue Division Office

The return should be completely filled. All boxes should be completed. Where a response is not applicable enter N/A for text or zero (0) for value or number boxes.

1	CURRENT TAX OFFICE:	This is the GRA office assigned to the taxpayer where taxpayer transacts tax business.
	YEAR OF ASSESSMENT:	The financial year to which the return relates
	PERIOD :	This is the beginning of the basis period and the end of the basis period (e.g. 01/01 to 31/12)
	Company Name	This is the legally registered name of the company at the Registrar General Department.
	TIN:	This is new TIN -Tax Identification Number. (Eleven digits)
2	POSTAL ADDRESS	This refers to the postal contact address of the company.
	LOCATION ADDRESS	This refers to the geographical description of where the business is carried out (Including any prominent land mark).
	TELEPHONE No	Telephone Numbers of the Company
	CELL PHONE No	Mobile Numbers of the Company
	E- Mail	The e- mail address of the Company
	WEBSITE	The Website address of the Company
	Tenancy Status of Business	Rented or owned (you are expected to tick one) If rented then provide the information on the Landlord as stated below. (if more than ONE LANDLORD provide the same information on separate sheet.)
	Name	The name of the Landlord
	Address	This relate to the active postal address of the Landlord
	Telephone No	Telephone Numbers and mobile number of the Landlord
	TIN	This is new TIN -Tax Identification Number. (Eleven digits) of the Landlord
3.	DATE OF INCORPORATION:	This refers to the date the company was registered by the Registrar General's Department.
4.	LISTED ON THE STOCK EXCHANGE	Tick whether the company is listed on the Ghana Stock Exchange or Not.
5.	BUSINESS LOCATION	Tick as applicable, the location where business activity is carried out.
6.	DO YOU ENJOY TAX HOLIDAYS	Tick 'Yes' or 'No'
	i. Indicate Type of Holidays	
	ii. Effective Date of Holiday	
	iii. Date of First Production	
7.	DO YOU HAVE A TAX CONSULTANT	Tick 'Yes' or 'No' If 'Yes', provide the following information about the consultant:
8.	Name:	The name of the Tax Consultant
9.	TIN:	This is TIN -Tax Identification Number. (Eleven digits) of the Consultant

10.	e-mail Address :	The e- mail of the Consultant if any
11.	website	This is the website of the Tax consultant
12.	Telephone Numbers and mobile number:	Telephone Numbers and mobile number Tax Consultant
13.	Balance Sheet	
	<u>Current Assets</u> i. Cash assets held in currency of Return Currencies ii. Cash assets held in other currencies (convert to currency of Return)	(This is made up of the historical cost of following assets.) - currency as used in the Return
(a.)	Total of Cash Assets	This is the Sum of i and ii
(b.)	Stocks/Inventories:	
(c)	Accounts Receivables	(e.g. Debtors)
(d)	Total Current Assets:	Total of all current assets listed under (a) , (b), and (c)
(e)	Fixed Assets:	This includes tangible or intangible assets.
(f)	Other Fixed Assets:	This covers all fixed assets not covered in (d) above
(g)	Total Assets.	This is the sum of (d) ,(e) and (f)
	<u>Trade Payables:</u> i. Trade payables in currency of Return ii. Trade payables in currency of Return (convert to currency of Return)	- currency as is used in the Return -Currencies used other than the one used in the Return .The other currencies must have earlier been appropriately communicated to the Commissioner General
(h)	Total of Trade payables	- The sum of i and ii
	<u>Other Payables:</u> i. Other Payables held in currency of Return ii. Other Payables held in other currencies (correct to currency of Return)	- Currency as is used in the Return. – Currencies used other than the one used in the Return.
(i)	Total of Other payables	- The sum of i and ii
(j)	Total Payables	: This is the total of (h) and (i).
(k)	Shareholders 'Fund:	This is made up of shareholding balance after relevant consideration has been given to Income Surplus Accounts and related reserves in the final accounts of the Company.
(l)	Total Payables & Fund:	This comprises the aggregate of (j) and (k)
	INCOME STATEMENT	
	Business Income: i. Local income ii. Export income	This represents total Turnover/Income derived from the direct operations of the business to be reported in the following categories: - Income from domestic sales/transactions. - Income from external markets to be supported by appropriate export confirmed documents.
(14)	Total Business Income	The sum of (i) and (ii) above.
(15)	Investment Income:	Income from investment of the Company which is not included in the company's business income.
(16)	Other Income	Incomes of the business not mentioned in (14) and (15) above.
(17)	Total Company Income	This is the sum of (14), (15) and (16) above.
	<u>LESS EXPENSES:</u> Operating expenses/Cost of sales/ Direct cost i. In Currency of Return	- This is made up of direct cost of production. – Currency used in the Return.

	ii. Other currencies (convert to currency of Return)	- Currencies used other than the one used in the Return.
(18)	Total Operating expenses/Cost of sales/ Direct cost:	This is the sum of (i) and (ii) above.
	General and Administrative Expenses:	This is made of the general administrative expenses of incurred in the production of the income of the business. The specific categorization should be in accordance with the industry type. It must also be in conformity with the generally accepted accounting principles.
	i. Directors remuneration ii. Staff / labour costs Interest expenses. 1. In Currency of Return 2. Other currencies (convert to currency of Return iii. Total interest expense	- Interest expenses must be stated in two distinct classifications:- – Currency used in the Return of all such interest expenses - Currencies used other than the one used in the Return. - The sum of all the interest expenses incurred during the year. (1 and 2)
(19).	Total General and Administrative Expenses	: The sum of all items under General and Administrative Expenses. (i.e. from i to iii)
(20).	Depreciation:	Cost as defined in generally accepted accounting principles.
(21).	Foreign exchange losses	This is Foreign exchange losses incurred.
(22)	Other General and Administrative Expenses	This comprises of any other expenses that are not included in the list above.
(23)	Total Expenses	This comprises the sum of 18, 19, 20, 21, and 22.
(24)	Net Company Profit / Loss	Total Company Income(17) less Total Expenses(23)
TAX COMPUTATION		
(25)	Net Company Profit/loss:	as derived from 24 above
	Add Back:	
(26)	Non- allowable deductions	Non- allowable deductions in accordance with the tax legislations (e.g. Depreciations)
(27)	Adjusted Net profit/ Loss	This is the totals of all Non- allowable deductions and the Company's Net Profit/loss.(sum boxes 25and 26)
	Deduct:	
(28)	Non- Taxable Income	These are Non- Taxable Income not included in computing the corporate chargeable Income
(29)	Adjusted Income	The Difference between the Adjusted net profit/ Loss and the Total Deduction of Non- Taxable Income (box 27 minus box 28)
	Deduct : Allowable Deductions	
(30)	a. Capital Allowance b. Carry forward losses. c. Other Allowable Deductions Total Allowable Deduction	This is the sum of the Capital Allowances, Carry forward losses and the Other Allowable deductions. (sum a, b, and c)
(31)	Total Chargeable Income:	This figure is the Chargeable Income that is to be Taxed at Normal tax rate (according to the industrial classification of the business) PLUS the Incomes that are taxed differently from the normal operation of the business Income. Enter zero (0) for (32) and (33) if 31 is negative or 0. <i>NB: This Chargeable income is split if and only if part of the company's Chargeable income is to be charged at different rate</i> <i>See the schedule of corporate tax rates : RATES OF INCOME TAXED UPON COMPANIES & REBATE RATES (Schedule 1B)</i>
	LESS : CHARGEABLE INCOME TAXED AT NORMAL RATE	
(32)	Chargeable Income taxed at Different rate	This figure is taxed at the different corporate tax rates per the schedule of corporate tax rates & Rebate Rates (Schedule 1B)

(33)	Chargeable Income taxed at Normal rate	This figure is taxed at the normal corporate tax rates (according to the Industrial classification of the business) per the schedule of corporate tax rates & Rebate Rates (Schedule 1B).
(34)	Tax Code & Normal tax rate:	This is the Tax Code(C) & Rate (R) relating to the classification of businesses operations from the schedule of different tax rates & Rebate rate (Schedule 1B).
(35)	Tax Liability	This is the Company's Income Tax Liability this is the tax on the normal industrial classification of the company's business See schedule of different tax rates and Rebate Rates (schedule 1B).
	TAX REBATE:	This is the percentage reduction in taxes granted to specified companies. See schedule of different tax rates and Rebate Rates (schedule 1B).
(36)	Rate of Tax Rebate:	This is the rate related to the rebate granted
(37)	Amount of Tax Rebate:	The result of multiplying the rate of rebate by the Company's Income Tax liability
(38)	Tax Payable	The amount of Tax less the amount of Tax Rebate
CHARGEABLE INCOMES TAXED AT DIFFERENT RATE: This section is to be completed by companies that are granted special tax concessions under the law. (E.g. banking institutions that lend to the farming enterprises etc.) <i>Note: A, B and C have the same completion notes as follows</i>		
	i. Chargeable Income Taxed at Different Rate:	This refers to the portion of the chargeable Income that is to be taxed at the different rate.
	ii. Tax code & Tax Rate:	This is the code & Rate which relate to the portion of the chargeable Income of a Business which is to be charged at different rate <i>(Refer to Schedule 1B for the appropriate Tax Code & Tax Rates (%))</i>
	ii. Tax Payable:	The tax amount from the Chargeable Income Taxed at the different rate
(39)	Total Tax on Chargeable Incomes Taxed at Different Rate:	The Total tax amount from the Chargeable Incomes Taxed at the different rate.
(40)	TOTAL TAX PAYABLE	The sum of the Company's Income Normal Tax Liability (38) and the Total tax accruing from the Chargeable Incomes Taxed at the different rate (39).
	Less: Direct Payment & Tax Credits	
	a. withholding tax credit b. Taxes paid directly: c. Income Tax Credit (Prior Period Credit).	- Credit not accounted for in the previous years.
(40)	Total payments	Total of direct tax payments, withholding taxes & Tax Credits(The sum of a, b, and c) Above
(41)	Income Tax Due (Outstanding/ overpayments).	This is the Tax that must be paid to the GRA or Refund to the Tax payer in terms of overpayment
(42)	Add Statutory levies and others...	or impost administered by the Commissioner General under the dispensation of Domestic Direct Taxation and which is determined on the basis of corporate tax returns.
(43)	Directors remunerations /loans:	This is the financial benefits paid to the directors of the Company <i>(NB: Directors without TIN need to register prior to submission of return.)</i>
	i. Name of Director	This is the full name of the directors of the company

ii. Resident status	This is the residential status of the Directors.
iii. TIN	This is the new TIN of the individual director
iv. Director's fees paid to him	This relates to the fees received by the director from the company during the period
v. Salary paid to him/her	This relates to the salaries received by the director from the company during the period
vi. Interest payments	- Interest payments to Directors, on any loans advanced by the Directors to the company; or interest paid by the Directors to the company for any loans received from the company.
vii. Other allowances	- Other allowances received by the Director(s).
viii. Total	- The sum of [iv, v, vi (if only vi. is interest paid to him/her) and vii].