

**VAT REFUNDS TO NON-RESIDENT TRADERS
CLAIM FORM**

VAT 018.1

Please read the notes overleaf carefully before completing this form

Particulars of Claimant

1. Name of Applicant: _____
2. Foreign Address: _____
3. Telephone No.: _____ Fax: _____
4. Bank Branch Address: _____
5. Bank Branch Code/Swift Code: _____
6. Bank Account Number: _____

Particulars of Goods (see reverse)

7. Total Value of Goods: P _____ 8. Amount of VAT being Claimed: P _____
9. Amount of VAT being claimed in (words) _____
10. Reason for request of the refund: _____
11. Export document(s): Goods exported per bill of entry/BW 500 No. _____ Dated: _____

DECLARATION:

I _____ (Name of Claimant) in my capacity as _____
of _____ declare that the particulars herein are true and correct.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY			
PORT OF EXIT			<div style="border: 1px solid black; padding: 5px; width: 100%;">Date Stamp</div>
Checked by:	Signature	Date	
Full Name	Signature	Date	
REGIONAL BURS OFFICE			
Date of Receipt of claim	Recommended	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; width: 100%;">Date Stamp</div>
Rotation no.	Not recommended	<input type="checkbox"/>	
	Signature		
	Date		
HEADQUARTERS			
Date of receipt of claim			<div style="border: 1px solid black; padding: 5px; width: 100%;">Date Stamp</div>
Approved	<input type="checkbox"/>	Signature	
Not Approved	<input type="checkbox"/>	Date	
Remarks			

NOTES

VAT REFUNDS TO NON-RESIDENTS TRADERS

Traders exporting from Botswana may claim a refund of VAT paid on goods purchased. The refund is subject to the following conditions:

1. A Claim Form VAT 018.1 must be submitted in triplicate.
2. Original Tax Invoices from the supplier of goods must be attached to the Claim Form.
NB: No limit as to the refund of the amount of tax paid.
3. The export of the goods must be verified by BURS at the point of exit. The goods must be available for inspection and the Claim Form stamped by BURS.
4. The Application Form, export declaration and the original tax invoice(s) must be submitted to the designated BURS Officer at the port of exit.

Once the claim has been processed and checked by BURS, a refund will be made by cheque and posted to the claimant's foreign address.

SUMMARY OF CLAIM

Date	Supplier	Amount (Pula)	VAT (Pula)
TOTAL			

Tax Invoice Particulars

- a) The words "tax invoice" in a prominent place;
- b) The name, address, and VAT registration number of the registered person making the supply;
- c) The name, address, and VAT registration number of the recipient of the supply;
- d) The individualized serial number and the date on which the tax invoices is issued;
- e) A description of the goods or services supplied;
- f) The quantity or volume of the goods or services supplied; and
- g) The total amount of the tax charged, the consideration for the supply and the consideration including tax.