



MALDIVES  
INLAND REVENUE  
AUTHORITY

# How to fill the Request for Installment Plan (MIRA 905) form

This is a step-by-step guide to help you fill and submit MIRA 905 form.  
If you need any additional help, call 1415 or send an email to [1415@mira.gov.mv](mailto:1415@mira.gov.mv)

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## Read the following instructions before you read the rest of the guide.

1. This form is submitted to make a request for an installment plan under section 5(a) of the Installment Policy (Policy Number 2022/G-8).
2. Once MIRA receives your request, we will request you to pay a commitment payment determined in accordance with the installment policy. An installment plan will be granted if you pay the commitment payment within the period specified in the letter or email issued by MIRA, subject to other relevant conditions specified in the installment policy.
3. If you are submitting this form via email, scan the original of the complete form and email to [installment@mira.gov.mv](mailto:installment@mira.gov.mv) together with the supporting documents.
4. This form must be signed by the taxpayer or a registered authorized signatory of the taxpayer.
5. You can read the Installment Policy by following this [link](#).

# How to fill in the Request for Installment Plan

## Item 1: Taxpayer information

**TIN (Taxpayer Identification Number):** In this box, enter the TIN as shown on the Notification of Income Tax Registration issued to you. We cannot acknowledge or process your Request for installment plan without your correct TIN

If you are requesting for an installment in relation to any non-tax revenue and you do not have TIN, please specify your National ID Card Number here.

**Taxpayer Name:** In this box, enter the name of the taxpayer as shown on the Notification of Income Tax Registration issued to you. If you're not a taxpayer, enter the name shown on your National ID card.

**Example**

1. Taxpayer information

1	1	1	1	1	1	1
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Taxpayer Identification Number (TIN)

Ahmed Mohamed

Taxpayer Name

## Item 2: Revenue codes in relation to which the request is being made

In this Item, tick the revenue code(s) in relation to which the installment plan request is being made. If you have checked in "Other" you must specify the revenue type.

**Example**

2. Revenue codes in relation to which the request is being made

<input checked="" type="checkbox"/>	Income Tax	<input checked="" type="checkbox"/>	GST
<input type="checkbox"/>	BPT	<input type="checkbox"/>	GRT
<input type="checkbox"/>	Other (please specify) →	<input type="text"/>	

### Item 3: Checklist

In this Item, tick as appropriate.

- ✓ You must file all tax return in relation to the tax type. For instance, if you are requesting to settle income tax dues under an instalment agreement, you must have fulfilled all the filing obligations in relation to income tax. You can check this from your MIRAconnect account. If you have filed all returns, please tick the first check box.
- ✓ If you have not entered into an installment agreement (i.e. installment agreements ongoing or completed or defaulted) in relation to the same dues for which you are requesting for an installment, please tick the second check box.
- ✓ If you are currently under an installment agreement and if you have been making installment payments in accordance with the ongoing installment agreement and on time, please tick the third check box.

#### Example

##### Checklist

- Taxpayer has filed all tax returns and other documents required to be filed pertaining to the tax type in respect to which an installment plan is sought.
- There has been no prior installment agreement granted in respect of this same payment.
- If the taxpayer is currently under an installment agreement, the taxpayer is making payments in accordance with that installment agreement.

### Declaration

Before submitting your Request for installment plan to the MIRA, you or your authorized representative should sign and date it, declaring that the information in it is true and correct and that he/she is authorized to sign the Request for installment plan. Name, designation, contact phone number and email address must be included so that we can communicate important information about your Request for installment plan. Companies and other legal entities must stamp their corporate seal here.

### For Office Use Only

Please leave this section blank.



## FOR QUERIES:



1415



1415@mira.gov.mv

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