# Change of Taxable Period and Accounting Basis

## SECTION A: CHANGE OF TAXABLE PERIOD
- You should fill in this section ONLY if you wish to change your taxable period.
- You may seek approval to change your taxable period under Section 24(b) of the Goods and Services Tax Act.
- You may request to change your taxable period from monthly to quarterly ONLY if both monthly averages in items 1 and 2 below are less than MVR 1,000,000.
- You may use an alternative taxable period ONLY upon written approval from the Commissioner General of Taxation.

1. Actual value of taxable supplies during the previous 12 months
   - Total value (MVR)
   - Monthly average (MVR)

2. Forecast value of taxable supplies for the next 12 months
   - Total value (MVR)
   - Monthly average (MVR)

3. Your preferred taxable period
   - Monthly
   - Quarterly

## SECTION B: CHANGE OF ACCOUNTING BASIS
- You should fill in this section ONLY if you wish to change your accounting basis.
- You may seek approval to change your accounting basis under Section 34(b) of the Goods and Services Tax Act.
- You may request to change your accounting basis ONLY if the answer to any of the questions in 1 below is “Yes”.
- You may use an alternative accounting basis ONLY upon written approval from the Commissioner General of Taxation.

1. Tick the appropriate answer below.
   - (a) Are you a local council, or any other government administration? Yes No
   - (b) Are you a non-profit body? Yes No
   - (c) Is your annual taxable sales less than MVR 2,000,000? Yes No

   If the answer to question (c) above is “Yes”, go to Question 2. If not, proceed to Question 3.

2. Taxable sales
   - Actual during the previous 12 months (MVR)
   - Forecast for the next 12 months (MVR)

3. Your preferred accounting basis
   - Invoice basis
   - Payment basis
   - Hybrid basis

### Declaration
I declare that the information given on this form is true and correct, and that I am authorised to sign this application.

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For Office Use Only

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