



Page 1 General details

1. Name of applicant

Please give your full name. You can include your title e.g. Mr, Mrs, Ms, Miss, Dr, etc.

Please do not abbreviate names.

For example:

Sole Proprietor/Sole Trader	Please give your full name. You can also include your title e.g. Mr, Mrs, Ms, Miss, Dr, etc.
Limited Company	Please give the full name of the company
Partnership/limited partnership	Please give the partners full names, <u>or</u> Enter the trading name (business name) provided the trading name is registered with company registry and you submit a copy of the business name certificate with the application. You must also complete the form VAT2MAN stating the partners details.

2. Type of entity

What is the type of legal entity that is applying to register for VAT? Legal entities include Sole Proprietor, Partnership, Limited Company etc.

Other types of legal entities include Association, Local Authority, Public Corporation, Sports Club, Trustees of a Trust etc.

A registered trading name is not a legal entity.

For companies please submit a copy of the **Certificate of Incorporation** and a copy of a **current register of directors**. IOM Certificates can be obtained from IOM Company's Registry <https://www.gov.im/categories/business-and-industries/companies-registry/>



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3. Business address

Principal place of business is the primary location where the business operates. This may be commercial premises (e.g. a shop or offices) or where the business books and records are kept. The principle place of business is often where the management personnel are located.

You may wish to choose another address as the postal address e.g. if you have commercial premises but keep business records at you home address or want correspondence to go to your Accountant.

4. Contact details

Please give full contact details of an individual (it may be you, your accountant or other suitable person) who we can contact about your VAT matters; both in relation to the VAT application and future contact. We require these details on all applications. The person should have sufficient knowledge of your VAT returns and business activities.

5. Establishment

The Isle of Man [‘IOM’] and the United Kingdom are treated as one jurisdiction for VAT purposes. We need to ensure that you are registering in the correct place for VAT. If there is **no** establishment in the Isle of Man you may need to apply to HMRC instead.

Examples of an IOM establishment:

- The main establishment is the IOM a company is run and controlled on (or from) the IOM, by IOM based directors. Or when the IOM is the usual place of residence of a sole proprietor.
- IOM fixed establishments could include a branch of an overseas company with an IOM office and IOM based staff i.e. IOM human and technical resources.

If you are VAT registering on the Isle of Man then you must be able to provide any records and information we request in a reasonable amount of time.



Page 2 Business details

6. Business activities

Please explain as fully as possible what the business does. Do not use generic terms like 'consultant' or 'shop'.

If you sell goods please explain –

- what type(s) of goods you sell
- where do you sell them to (are they all sold in the IOM/UK or do export goods to customers outside the IOM/UK or do the goods never enter the IOM/UK)
- do you manufacture, wholesale or retail the goods you sell

If you supply services please explain –

- what type(s) of services you supply
- where are your customers located (are they all in the IOM/UK or outside the IOM/UK)
- are your customers other businesses or private individuals

If your business is complex please explain in a cover e-mail or letter and refer to the attached correspondence.

We require copies of appropriate evidence of trading (or the intention to trade) with ALL applications. This evidence can include, but is not limited to –

- sales invoices (sales quote for intending trader)
- contracts with customers (draft sales contract with named parties for intending trader)
- copies of menus / advertising material / some of your internet trading site pages
- property lease agreement for businesses who operate from commercial premises
- property purchase agreement for businesses who develop or supply property
- licence for businesses that require one e.g. commercial fishing licence

7. Other business

Attach a list if need be, then at Q7 you can say 'please refer to attached list'.



Reason for VAT Registration (Questions 8 to 12)

Please only complete 1 of the questions 8 to 12, then go to question 13

The registering for VAT section of our IOM Customs & Immigration site states the current IOM/UK VAT threshold. If a business makes **taxable supplies that exceed the VAT threshold** they are required to VAT register on a compulsory basis.

- Taxable supplies **include** supplies of goods and services at the zero, reduced and standard rate of UK VAT (as well as purchases of services from suppliers based outside the IOM/UK, that are subject to reverse charges).
- Taxable supplies **excludes** supplies that are exempt from UK VAT, supplies that are outside the scope of UK VAT (like services to business customers outside the IOM/UK).

8. Voluntary registration

If –

- your taxable supplies are below the VAT registration threshold*, or
- if all your supplies are outside the scope of VAT to customers outside the IOM/UK,

you are not required to be VAT registered, but if you wish to register for VAT on a voluntary basis then complete this section.

9. Compulsory registration*

If your taxable supplies are above the VAT registration threshold, or you expect this to occur within the next 30 days, complete this section.

10. Request for exception or exception from registration*

Exception

You may be able to apply for exception if your taxable supplies briefly exceeded the VAT registration threshold but you will not exceed the VAT deregistration threshold in the next 12 months. This means you will not need to become VAT registered: Include an explanation of the circumstances of why and when you exceeded the threshold, and why you do not expect to exceed the de-registration threshold in the next 12 months. Also include a REG5MAN turnover sheet.



Exemption

You may be able to apply for exemption from VAT registration if your taxable supplies are wholly or mainly zero rated. This means you will not become VAT registered. Include an explanation of the type of supplies your business makes. You must be able to show us that if the business was VAT registered the VAT recoverable on purchases would normally be higher than any VAT due on sales.

11. VAT Group

The VAT Group registration will be in the name of the VAT representative member (see Notice 700/2 for more information).

- You must also include a VAT 50 MAN, in the name of the representative member, and
- a VAT 51 MAN for each member of the VAT Group (excluding representative member). The person who signs the VAT 50 MAN must sign all VAT 51 MAN forms.

12. Business transfers

Example of business transfers include a sole proprietor transferring their business into a limited company (change of legal entity), taking over a business from a third party as a going concern (see Notice 700/9 for further information).

***REG 5 MAN - turnover sheet**

A REG 5 MAN must be submitted if your business has made 'taxable' supplies before the application date. This will assist us in determining whether you have exceeded the VAT threshold and from what date you may be required to be registered from.

- Please provide a monthly total of the value of your taxable supplies (sales) from commencement of your business to date.
- You will need to include any reverse charges due on services purchased from outside the IOM/UK.
- If VAT registering a limited company include any pre-incorporation supplies made e.g. as a sole proprietor or partnership.

Do not include

- Supplies of services where the place of supply is outside the IOM/UK.
- Supplies that are exempt from UK VAT.



Supplementary information

13. Value of supplies

Please indicate the estimated value of supplies you expect to make in the next 12 months.

<https://www.gov.uk/guidance/rates-of-vat-on-different-goods-and-services>

Taxable includes supplies made in the IOM/UK at the standard & reduced rate of VAT as well as purchases of services from outside the IOM/UK that are subject to reverse charges.

Zero rated includes supplies made in the IOM/UK that are zero rated and exports of goods from the IOM/UK to destinations outside the IOM/UK (that meet conditions for zero rating).

Exempt includes supplies made in the IOM/UK that are exempt from VAT.

Other includes supplies made outside the IOM/UK e.g. supplies of services where the place of supply is outside the IOM/UK or buying and selling goods that *never enter* the IOM/UK.

14. VAT return periods

This is the frequency of when a VAT return will need to be submitted. Most VAT registered businesses choose quarterly VAT returns and often prefer to align this with the business year end (e.g. year end for financial accounts).

Quarterly returns follow one of 3 frequencies, ending of the last day of –

- January, April, July, October;
- February, May, August, November; or
- March, June, September, December.

Monthly VAT returns may help if your business is always in a VAT repayment position. If applying for annual VAT returns see Notice 732.

15. Bank details

Must be a UK clearing bank.



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Further Information

Most VAT notices can be found on HMRC's website:

<https://www.gov.uk/government/collections/vat-notices-numerical-order>

The following VAT Notices may assist with your VAT registration application:

- Notice 700 VAT guide
- Notice 700/1 Who should register for VAT (& supplement with historic VAT thresholds)
- Notice 700/2 Group and divisional registration
- Notice 700/9 Transfer of a business as a going concern
- Notice 732 Annual accounting
- Notice 741A Place of supply of services (section 5 explains reverse charge)

Contact Details

If you need more advice or information please contact the Customs and Excise Advice Team:

Custom House
North Quay
Douglas
Isle of Man
IM99 1AG
Tel: (01624) 648120
Email: registration.customs@gov.im
Web: www.gov.im/customs

Privacy Notice

The Treasury collects information about you in order to administer taxation and carry out other functions for which it is responsible (e.g. National Insurance, customs and excise duties, property rates, social security benefits, state pensions and legal aid etc.), and for the detection and prevention of crime.

Whilst that information will primarily be provided by you, where the law allows we may also get information about you from other organisations, or give information about you to them. This may be to check the accuracy of the information provided, prevent or detect crime or protect public funds in other ways. These organisations may include other government departments, the police and other agencies.

To find out more about how we collect and use personal information, contact any of our offices or visit our website at: <https://www.gov.im/about-the-government/departments/the-treasury/privacy-notice/>