



**ZANZIBAR REVENUE BOARD / BODI YA MAPATO ZANZIBAR**  
**VALUE ADDED TAX RETURN/RITANI YA KODI YA ONGEZEKO LA THAMANI**  
*(Made under section 26)*

Note/Tanbihi : Before filling this form please read carefully instructions provided overleaf.  
 Kabla ya kujaza fomu hii tafadhali soma kwa uangalifu maelezo yaliyopo nyuma ya fomu.

VAT registration number (VRN)/Namba ya usajili wa VAT	
Taxpayer Identification Number(TIN)/Namba ya Utambulisho	
This return is for the Month of/Ritani hii ni ya mwezi wa.	
Full name of business/ Jina kamili la biashara	
Postal address/Anuani ya posta	
For NIL return tick (✓) here/ <input type="checkbox"/> 01 <input type="checkbox"/> Kwa ritani isiyo na malipo weka alama (✓) hapa	

Supplies of goods & or services/ Mauzo ya bidhaa na/au huduma	Value (Excluding VAT)/ Thamani (bila kodi)	VAT Rate/ (Kiwango)	VAT amount/ (Kiasi cha kodi)
Standard rated supplies/ Mauzo yanayotozwa VAT	02	03	04
Zero rated supplies/ Mauzo yanayotozwa kiwango cha sifuri.	05		
Exempt supplies/Mauzo yaliosamehewa kodi	06		
Special relief deferred supplies/Mauzo kwa watu waliopewa nafuu maalum	07		
Purchases (Inputs)/ Manunuzi	Value (Excluding VAT)/ Thamani (bila kodi)	VAT Rate/ (Kiwango)	VAT amount/ (Kiasi cha kodi)
Exempt (local & imports)purchases/ Manunuzi yaliyosamehewa VAT	08		
Non-Creditable purchases/ Manunuzi yasiyostahili marejesho ya VAT	09		
VAT deferred purchases/ Manunuzi ambayo VAT imeahirishwa	10		
Standard rated purchases/Manunuzi ya hapa nchini yanayotozwa kodi	11	12	13
Standard rated imports/ Manunuzi kutoka nje yanayotozwa kodi	14	15	16
Total input tax/Jumla ya VAT kwenye manunuzi			17
Total VAT Payable/Refundable/Kiasi kinachostahili kulipwa/kurejeshwa			18
VAT credit brought forward/Marejesho yaVAT yatokanayo na mwezi uliyopita			19
Total VAT due/ Kiasi kinachostahili kulipwa			20

**Declaration/Tamko**

I hereby certify that the information given in this form is true and complete./Nathibitisha kuwa taarifa niliyotoa kwenye fomu hii ni sahihi na kamili.

.....  
Name (Jina)

.....  
Signature (Saini)

.....  
Date (Tarehe)

**FOR OFFICIAL USE ONLY/ KWA MATUMIZI YA OFISI TU.**

Date of receipt	/ /	Receipt No.		Issued by	
Amount paid		Payment type		Date paid	/ /
Cheque No.		Posted by		Designation	

**NOTES FOR COMPLETING THE VAT RETURN (FORM VAT 201)**  
**MAELEZO YA JINSI YA KUJAZA RITANI YA VAT (FOMU VAT 201)**

- NOTE/TANBIHI**
- i) To be filled in triplicate without use of carbon/Jaza nakala tatu bila ya kutumia carbon.
  - ii) This return must be lodged and submitted to VAT office not later than the fifteenth day of the month after the end of the prescribed accounting period./Ritani hii ni lazima yawasilishwe katika afisi ya VAT si zaidi ya tarehe kumi na tano ya muda uliotajwa wa hesabu.
  - iii) The payment must be submitted to the VAT office not later than twenty fifth day of the month after the end of the prescribed accounting period ./Malipo ya kodi yawasilishwe katika afisi ya VAT si zaidi ya tarehe ishirini na tano baada ya kumalizika muda uliotajwa wa hesabu.
  - iv) If the fifteenth day or twenty fifth day of the month is a public holiday the payment must be submitted on the last working day before the fifteenth or twenty fifth day of the month./Ikiwa tarehe kumi na tano au tarehe ishirini na tano ni siku ya mapumziko taarifa ya makusanyo ya kodi au malipo yawasilishwe siku ya mwisho ya kazi kabla ya tarehe kumi na tano au ishirini na tano ya mwezi.
  - v) Do not leave any box blank. If you have no entry for the box, insert "NIL"/Kila sanduku ni lazima lijazwe. Iwapo huna cha kujaza, andika "NIL".
  - vi) Write in full the name of person signing the form, finally sign and date the declaration/Andika jina kamili la anayesaini fomu hii. Kisha weka saini na tarehe.
  - vii) Declaration of details relating to Purchase Tax Invoices and Sale Documents (form VAT 201A) should be submitted with this return./ Taarifa ya maelezo yahasuyo Ankara za kodi za manunuzi na Hati za Mauzo (fomu VAT 201A) ni lazima iambatanishwe na ritani hii.

**BOX NUMBER/  
SANDUKU NAMBA**

**COMPLETION NOTES/MAELEZO**

- 01 Should be ticked for NIL return/Weka tiki endapo hukufanya biashara.
- 02 Value of taxable supplies/Thamani ya mauzo yanayotozwa kodi (VAT)
- 03 Rate of tax/Kiwango cha kodi
- 04 Out put tax amount /Kiasi cha kodi kilichotozwa
- 05 Value of zero rated supplies/Thamani ya mauzo ya bidhaa/huduma zinazotozwa VAT kwa kiwango cha asilimia sifuri.
- 06 Value of exempted supplies/Thamani ya mauzo ya bidhaa/huduma zilizosamehewa VAT.
- 07 Value of supplies to relieved persons or to persons entitled to VAT deferment /Thamani ya mauzo kwa bidhaa/huduma zilizo uzwa kwa watu/taasisi zilizopewa nafuu maalum au kwa watu ambao malipo ya VAT yameahirishwa.
- 08 Value of exempted local purchases and imports i.e goods and services listed on the Second Schedule to the VAT Act, 1998./Thamani ya manunuzi yaliyosamehewa VAT (bidhaa na huduma zilizo orodheshwa kwenye Jedwali la Pili la Sheria ya VAT ya mwaka 1998).
- 09 Value of non-creditable local purchases and imports eg. Motor cars or business entertainment. The portion of taxable purchases which relates to exempt supplies should be also included here./Thamani ya manunuzi yaliyolipiwa VAT lakini yasiyostahili marejesho ya VAT, kwa mfano ununuzi wa magari madogo au manunuzi ya viburudisho vinavyohusiana na biashara. Sehemu ya manunuzi inayohusishwa na mauzo yaliyosamehewa VAT nayo pia ihusishwe hapa.
- 10 Value of purchases on which VAT has been deferred/Thamani ya manunuzi ambayo malipo ya VAT yameahirishwa.
- 11 Value of local taxable purchases (from both VAT registered traders and unregistered ones) excluding those on which VAT has been deferred/Thamani ya manunuzi ya hapa nchini yanayotozwa VAT (kutoka kwa wafanyabiashara waliosajiliwa VAT pamoja na wale wasiosajiliwa) bila kuhusisha yale ambayo VAT imeahirishwa.

- 12 Rate of tax/Kiwango cha kodi
- 13 VAT amount as evidenced by tax invoice received from your suppliers this amount may not necessarily be 20% of the value in box 11./Kiasi cha kodi kilichotozwa kama kinavyoweza kudhihirishwa na ankara za kodi kwenye manunuzi.Kiasi hiki sio lazima kilingane na 20% ya thamani iliyopo sanduku la 11.
- 14 Value of taxable imports excluding those on which VAT has been deferred/ Thamani ya manunuzi kwa bidhaa/huduma kutoka nje ya nchi bila kuhusisha yale ambayo VAT imeahirishwa.
- 15 Rate of tax/Kiwango cha kodi
- 16 The amount of input tax paid on imports/Kiasi cha kodi kilicholipwa kwenye bidhaa na/au huduma zilizoingizwa nchini.
- 17 Total input tax (boxes 13+16)/Jumla ya VAT kwenye manunuzi (sanduku la 13+16).
- 18 Enter the difference between boxes 04 and 17, if box 04 exceeds box 17 ,the result is VAT payable in that particular month. Where box 17 exceeds box 04 the result is VAT refundable and this figure must be entered in brackets ( )./Jaza tofauti kati ya sanduku la 04 na 17. Iwapo kiasi kilichopo ndani ya sanduku la 04 ni kikubwa zaidi, tofauti hiyo ni kodi unayostahili kulipa. Endapo kiasi kilichopo ndani ya sanduku la17 ni kikubwa kuliko kile cha sanduku la 04, tofauti hiyo iwekwe katika mabano ( ) na hicho ndicho kiasi unachostahili kurejeshewa katika mwezi huo.
- 19 Enter the amount of any VAT credit brought forward from previous month /Jaza marejesho ya VAT yanayotokana na mwezi uliyopita.
- 20 Enter the amount actually due for payment to ZRB/Jaza kiasi kinachostahili kulipwa ZRB.