

For Office use only

Refund granted	Fully granted	Partly granted	Not granted
Reason, if not fully granted			

Instructions

1. Please fill all the fields in the form as applicable
2. Please ensure you are claiming refund in respect of taxable purchases only. Tax free purchases do not give rise to any refund claim.
3. To calculate the tax amount use the tax fraction formula as follows:

$$\frac{S \times R}{R + 100}$$

$$R + 100$$

Where S = sale price of taxable goods and R = Rate of VAT or TOT as the case may be.