



FREQUENTLY ASKED QUESTIONS (FAQs)

What is VAT Stamp?- VAT Stamp is an indirect tax on business and property transactions, calculated based on the value of the instrument.

Who pays VAT? – Any entity or individual transferring real or personal property.

Why pay VAT?- Paying VAT is a legal requirement that helps the government meet its financial commitments.

In 2019 The Department of inland Revenue became responsible for the collection of Vat Stamp

What is the VAT Stamp Unit?

The VAT Stamp Unit is responsible for collecting VAT and stamp duty payable on real estate, business transactions, and other documents requiring stamping. A stamp is affixed to the document by the Department of Inland Revenue (DIR) upon submission and after payment of any due VAT or stamp duty.

The Stamping Process

If the document relates to real property, request a tax statement and pay all outstanding real property tax on the property. If a real property tax assessment number has not been assigned to the property, a Real Property Tax declaration must be submitted to the DIR.

Submit the document to be stamped, all supporting documents and full payment of VAT and/or stamp duty (if the transaction is taxable) to the Stamping unit at the DIR for processing.

The DIR will review the documents and determine if any additional amount is payable or confirm if the transaction is exempt from tax before stamping the documents.

Once stamped, you can collect your documents from DIR within 3 business days. Registrant then can submit documents for recording at the Registrar General's Office.

How long does processing of documents take? – Processing takes 3 business days.

What are the main documents submitted for Vat Stamp? – Conveyances, Mortgages, Satisfactions and Affidavits.

Does the RPT have to be paid before submitting a document? – Yes, it must be paid for documents related to real property.

How do I pay for my documents after it was processed? - Payment can be made online, via credit card, wire transfer or by cheque

Do I have to place an assessment number on my documents?- Yes, as of October 1, 2022, all documents related to real property must include an assessment number.

When are documents considered late? - Documents are considered late six months after the execution date on the document.

How are the late charges calculated? - 10% of the Vat or Stamp duty amount