

Guide to Registering with the Income Tax Office

Guide No.7 in the Tax Guide Series

About This Guide

This Guide has been prepared to help you understand the income tax registration requirements. If you still have some questions after reading it, please call into the Income Tax Office.

1. When does a business need to register with the Income Tax Office?

This section apply in relation to any activity which produces gross annual income of £20,000 and over.

2. What information do I need to provide when I register?


The Income Tax Office has a form for people to complete when registering. You will be asked to provide:

1. The name of everybody who is carrying on the activity;
2. The date on which the activity commenced;
3. The places where the activity is carried on;
4. The address to be used for correspondence.

If the activity is carried on by a company, the information required is:

1. The registered name of the company;
2. The company registration number;
3. The place of incorporation of the company.

A copy of the application for registration form is shown below:

|  | | Government of St Helena Income Tax Office Application for Registration | IT 1 |
|---|--|---|------|
| 1. Tax Registration Number | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| | | <small>For Office Use Only</small> | |
| 2. Name | | Title <input type="text"/> | |
| Family Name | | <input type="text"/> | |
| First Names | | <input type="text"/> | |
| or | | | |
| Company Name | | <input type="text"/> | |
| Place of Incorporation | | <input type="text"/> | |
| Registered Number | | <input type="text"/> | |
| 3. Business Name | | <input type="text"/> | |
| 4. Address For Correspondence | | <input type="text"/> <input type="text"/> <input type="text"/> | |
| 5. Telephone | | <input type="text"/> | |
| 6. Date of Birth (if applicable) | | <input type="text"/> <input type="text"/> <input type="text"/> <small>Day Month Year</small> | |
| 7. Nature of Self Employment or Business | | <input type="text"/> <input type="text"/> | |
| 8. Place of Self Employment or Business | | <input type="text"/> <input type="text"/> | |
| 9. Date of Commencement | | <input type="text"/> <input type="text"/> <input type="text"/> <small>Day Month Year</small> | |
| 10. Is the self employment or business carried in in partnership or joint venture? | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If so, please advise the full name/s or each partner. | | 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> | |
| 11. Will you have any employees? | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If so, please advise the approximate number of employees. | | <input type="text"/> | |

3. Who needs to register with the Income Tax Office?

There are three categories of people who must register.

1. People who are self employed or carry on a business or trade;
2. People who earn income from property, such as rent; or
3. People who carry out any activity which earns money and is similar in nature to self employment, trade or business.

4. If I am working in a partnership with another person, will we both need to register?

Yes.

All partners must register because registration relates to the person who is in self employment or business.

5. Will I get a Registration Certificate from the Income Tax Office?

Yes.

All registered persons will get a Registration Certificate with their Tax Registration Number on it. This number must be used if you are requested by someone who buys your goods or services to provide a Tax Invoice.

6. Do I need to register every year?

No.

You only need to register once. If there is a change in any of your personal or business circumstances, you will need to inform the Income Tax Office within one month of the change.

Government of St Helena

Income Tax Office

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