

# FORM COC



IRC OFFICE USE ONLY

**Certificate of Compliance  
Application**

PAPUA NEW GUINEA INTERNAL REVENUE COMMISSION

**PNGIRC - Your Partner in Nation Building**

Taxpayer Identification Number (TIN):

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INCOME TAX ACT 1959 AS AMENDED

## APPLICATION FOR A TAX CERTIFICATE OF COMPLIANCE

### NAME AND ADDRESS OF APPLICANT

<b>NAME OF TAXPAYER:</b>					
<b>CONTACT / REPRESENTATIVE:</b>					
<b>PHONE No:</b>					
<b>E-MAIL ADDRESS:</b>					
<b>MAILING ADDRESS</b>	<b>SECTION No:</b>			<b>LOT No:</b>	
	<b>STREET / SUBURB / DISTRICT:</b>				
	<b>P.O. BOX:</b>				
	<b>COUNTRY:</b>		<b>PROVINCE:</b>		
	<b>CITY / POST OFFICE:</b>				
	<b>CARE OF (C/-):</b>				

**This application should be completed fully by persons receiving Income Payments and are seeking to be issued with a Certificate of Compliance.**

**IMPORTANT: A certificate will only be issued to payees who:**

- 1 Are registered taxpayers
- 2 Lodge Annual Taxation Returns
- 3 Comply with their obligations under all the Acts administered by the Commissioner General of Internal Revenue.

**Carefully complete all relevant parts of this form, including the questions asked on the following pages and return the form to the Commissioner General of Internal Revenue, P.O Box 777, Port Moresby.**

### PART A

Name(s) under which you run your business:	
Address where your business records are held:	
Address of Registered Officer (company or business groups only)	
<del>ADDRESS OF REGISTERED OFFICER</del>	
Year of last tax return lodgement:	
Number of CoCs required:	
If you have previously had a Certificate of Compliance, please show details:	

**PART B**

1. How long have you been carrying on this business in Papua New Guinea?				
2. What kind of business are you in or will be in?				
3. For this business please supply:				
a. A brief description of books kept or will be kept				
b. Name, address of persons or accounting firm who prepares or will prepare the accounting records				
c. Details of how often and what type of financial statements are prepared from those records				
4. Address from which you run your business				
5. The extend to which that business was advertised to the public (newspapers, phone books, etc.)				
6. Details of the main bank accounts conducted by you				
BANK & BRANCH	ACCOUNT NAME	ACCOUNT NUMBER	DATE OPENED	DATE CLOSED
			/ /	/ /
			/ /	/ /
			/ /	/ /
7. Have all business transactions, including the deposit of cash receipts, been carried on through this bank account? <input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, provide details and explain how non-bank transactions were recorded for tax purposes			
8. Were the above bank accounts kept separately from your private account? <input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, how were private transactions separated from business transactions?			
9. Do you have any employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	a. If YES, are you registered for Group Tax?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	b. Date of last group tax payment	/ /		
	c. Month of last group tax payment			
	d. Date of last group stationery lodged	/ /		
10. Do you have GST taxable sales over K250,000 per annum?	a. If YES, are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	b. Month of last GST return			

Yes  No

lodged	
c. Date of last GST payment	/ /

11. Have you made any eligible payment in excess of K5000.  <input type="checkbox"/> Yes <input type="checkbox"/> No	a. If YES, are you registered for Business Payments Tax?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. Date of business payment tax remitted	/ /
	c. Month of last Business Payment Tax remitted	
	d. Date of last paying Authority stationery lodged	/ /

12. Details of Paying Authority awarding contracts			
NAME	ADDRESS	PHONE No.	TIN

If additional lines are required, provide the data on a separate sheet and attach it to this form.

13. Have you paid all taxes due and payable under the Acts administered by the IRC?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, explain why not:
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In general this will occur where the PAYEE has approached the IRC and has approved an extension of time to comply with the Income Tax Act. For example if a person has been granted an extension of time to pay their Income Tax, the Commissioner General of Internal Revenue may issue a Certificate of Compliance if all other matters are up to date. If you consider that special circumstances apply to your application please provide details and/or what steps you have taken to address these issues.

ITEMS OUTSTANDING	
EXTENSION APPROVED	<input type="checkbox"/> Yes <input type="checkbox"/> No
DETAILS OF EXTENSION	

**SIGNATURE OF PUBLIC OFFICER (OR DELEGATED AUTHORISED PERSON)**

I declare that the information that I have provided is true and correct in every detail and discloses a full and complete statement of the facts. I understand that the law imposes heavy penalties for false and misleading statements.

SIGNED: .....

DATE: .....

## INFORMATION

**PAYEE** - a payee is a person who receives an eligible payment for the Income Reporting System.

**DUTIES of a PAYEE**, any person who proposes to enter into a contract in which the payments are expected to exceed K5000 shall apply in writing for a Certificate of Compliance to the Commissioner General of Internal Revenue on the approved form.

When the application is received the Commissioner General of Internal Revenue will make a decision on whether to issue a Certificate of Compliance to the payee.

Where a Certificate of Compliance is not issued the Commissioner General of Internal Revenue will give written notice with reasons to the payee and such a decision may be reviewed within the normal objection and appeal framework of the Income Tax Act

A payee issued with a Certificate of Compliance will give the certificate to the Paying Authority at the same time of letting of the contract.

Failure to apply for a Certificate of Compliance can render the Payee liable to a penalty not less than K500 or more than K5,000.

## CERTIFICATE OF COMPLIANCE

Before issuing a Certificate of Compliance, the Internal Revenue Commission verifies that the taxpayer is compliant with all of their tax obligations, including:

1. Has the person lodged their Income Tax Returns; and
2. Has all Income Tax levied been paid; and
3. Has all Goods and Services Tax (G.S.T.) levied been paid; and
4. Has all Business Income Payment Tax levied been paid; and
5. Does the person have employees, if so,
  - a. Are they a registered group employer
  - b. Are the group tax payments up to date
  - c. Has the group stationery been lodged

This is not a comprehensive list and some taxpayers with other obligations will be required to have satisfactorily complied with those obligations.

## ELIGIBLE INCOME

This income is defined in the regulations as payments for work in the following industries:

1. *Building and construction, including repairs, painting, fitting of built-in furniture and any other building or construction activity*
2. *Road transport of any goods or materials;*
3. *Repair or maintenance of any motor vehicle or any motor vehicle component, including painting, panel beating etc.;*
4. *Construction of any items of joinery which will become a fixture in any building;*
5. *Provision of security services;*

The only exclusions are:

- a. Salary or Wage payments to employee or
- b. Payments which fall under the provisions pertaining to foreign contractors, or
- c. A payment of exempt income, or
- d. A payment made to or by a trustee, being a trustee of the state of a bankrupt or the liquidator of a company that is being wound up

## FURTHER INFORMATION

CoCs may be requested by visiting the Internal Revenue Commission at Era Rumana, Champion Parade, Town, Port Moresby or by writing to P.O. Box 777, Port Moresby, or by phone: 322 6668 or 322 6832 and fax: 321 4249 or 321 7933, or via e-mail: [ComplianceCertificate@irc.gov.pg](mailto:ComplianceCertificate@irc.gov.pg)  
*You may avoid processing delays by sending a scanned image of your CoC Application form via e-mail to [ComplianceCertificate@irc.gov.pg](mailto:ComplianceCertificate@irc.gov.pg)*

HOURS FOR PAYMENT: 8:30 A.M. TO 3:00 P.M. MONDAY TO FRIDAY.

CHEQUES SHOULD BE MADE PAYABLE TO "COMMISSIONER GENERAL INTERNAL REVENUE" AND MARKED "NOT NEGOTIABLE"

CHEQUES SHOULD BE MADE PAYABLE TO COMMISSIONER GENERAL INTERNAL REVENUE AND MARKED NOT NEGOTIABLE .  
PAYMENTS MAY BE MADE ELECTRONICALLY THROUGH YOUR BANK WITHOUT NEEDING TO VISIT AN IRC OFFICE. FOR DETAILS SEE [www.irc.gov.pg](http://www.irc.gov.pg)  
PAYMENTS MAY ALSO BE MADE VIA EFTPOS. TAX FORMS AND GUIDES ARE AVAILABLE FOR DOWNLOAD FROM THE IRC WEB SITE [www.irc.gov.pg](http://www.irc.gov.pg)



**MOST PEOPLE PAY THEIR TAXES ON TIME**

