

VAT REFUNDS TO NON-RESIDENT INDIVIDUALS
CLAIM FORM

Please read the notes overleaf carefully before completing this form

Particulars of Claimant

- 1. Full Name:.....
- 2. Foreign Address:
- 3. Nationality:
- 4. Passport Number:
- 5. Bank Branch Address:
- 6. Bank Branch Code/Swift Code:
- 7. Bank Account Number:

Particulars of Goods (see reverse)

- 8. Total Value of Goods: P..... 9. Amount of VAT Claimed: P.....
- I (Name of Claimant) declare that I am the purchaser of the goods described above which I am exporting from Botswana and I wish to claim a VAT refund of P.....

Signature: Date:

For Official Use Only	
PORT OF EXIT Certified that the above goods have been exported. Full name and signature	<div style="border: 1px solid black; width: 100%; height: 40px; margin: 0 auto;">Export Stamp</div>
HEAD QUARTERS Claim checked and approved <div style="text-align: right; margin-left: 150px;">Full name and signature</div>	<div style="border: 1px solid black; width: 100%; height: 40px; margin: 0 auto;">Date Stamp</div>
Amount of refund authorized	

NOTES

VAT REFUNDS TO NON-RESIDENTS

A non-resident on departing from Botswana may claim a refund of VAT paid on purchases of goods exported as accompanied baggage. The refund is subject to the following conditions:

1. The minimum total purchases must exceed P5 000 per export.
2. A Claim Form VAT 006.1 must be submitted.
3. Original Tax Invoices from the supplier of goods must be attached to the Claim Form.
NB: Passport details of the purchaser must also be reflected on the tax invoice.
4. The export of the goods must be verified by BURS at the point of exit. The goods must be available for inspection and the Claim Form stamped by BURS.
5. The Application Form, export declaration and the original tax invoice(s) must be submitted to the designated BURS at the port of exit.

Once the claim has been processed and checked by BURS, a refund will be made by cheque and posted to the claimant's foreign address.

SUMMARY OF CLAIM

Date	Supplier	Amount (Pula)	VAT (Pula)
TOTAL			

Tax Invoice Particulars

- a) The words "tax invoice" in a prominent place;
- b) The name, address, and VAT registration number of the registered person making the supply;
- c) The name, address, and VAT registration number of the recipient of the supply;
- d) The individualized serial number and the date on which the tax invoice is issued;
- e) A description of the goods or services supplied;
- f) The quantity or volume of the goods or services supplied; and
- g) The total amount of the tax charged, the consideration for the supply, and the consideration including tax.