



## MALAWI REVENUE AUTHORITY

### **Application by companies and businesses to pay taxes and fees using own cheques**

**(Please complete all sections)**

#### **SECTION 1: COMPANY PARTICULARS**

1	Full Name and incorporation/registration details (please attach a copy of the certificate of incorporation or registration)	
2	Tax Registration Details: (Tax Payer Identification Number (TPIN) and tax types registered and operated)	
3	Year of latest Tax Clearance Certificate submitted	
4	Postal Address	

5	Physical Address	
6	Industry and Nature of business	
7	List of Directors including their place of residence and physical addresses	

8	List of bankers, main operating bank accounts and balances	
---	--	--

**SECTION 2: OTHER PARTICULARS**

9) How much credit (in Malawi Kwacha) are you applying for?

.....

10) Has a bank guarantee/reference been submitted together with this application? If NO, why?

.....

11) Have you submitted audited Financial Statements for the past one year? If NO, why?

.....

12) Name of Accountants/Auditors:

.....

.....

.....

13) Have any of your cheques issued to MRA ever been returned by any bank over the past two years? If yes, please briefly explain the circumstances below:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

14) Briefly state reasons for applying to use your company cheques to pay for trade taxes and related fees.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....  
.....

15) State any other relevant details to support your application.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

15) Signed by:

1 Name: .....  
Signature: .....  
Position in Business: .....

2 Name: .....  
Signature: .....  
Position in Business: .....

3 Name: .....  
Signature: .....

Position in Business: .....

**SECTION 3: FOR OFFICIAL USE**

**Recommended/Not recommended:**

.....

Signature: .....

Reasons for recommending or not recommending:

.....  
.....  
.....

**Approved by: (1)**.....

Signature: .....

Designation: .....

**Approved by: (2)** .....

Signature: .....

Designation: .....

**CHECKLIST**

**(PLEASE ENSURE THAT YOU HAVE PROVIDED ALL THE INFORMATION IN THE CHECK-LIST BELOW AS THIS IS THE MINIMUM REQUIRED DOCUMENTATION FOR YOUR APPLICATION TO BE PROCESSED)**

#	Document	Yes or No
1	Completed application form in triplicate	
2	Copy of certificate of incorporation or business registration	
3	Original bank guarantee/reference letter	
4	Audited financial statements for the past one year	
5	Up to date tax clearance certificate	