

PRACTICE CERTIFICATE



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Guyana Revenue Authority

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WHAT IS IT?

Professional persons practicing for a reward in any year are required by law to be the holder of a Practice Certificate.

"Professional" is defined as a person who is a member of a professional body and holds the designated qualification of that body.

The First Schedule of the Tax Act, Chapter 80:01 provides that **Accountants, Auditors, Legal Practitioners, Medical Practitioners, Architects, Dentists, Optometrists, Engineers, Veterinary Surgeons, Physiotherapists, Pharmacists, Surveyors and Preparer of Returns** who are engaged in private practice for reward must have a Tax Practice Certificate.

WHO IS EXEMPT FROM OBTAINING A CERTIFICATE?

1) Professional who are employed by the State and are in no way engage in private practice for reward. However, professionals who are employed by the State or other business organisations and who practice privately for reward are required to apply for a Practice Certificate.

2) Professionals who practice their profession in the course of them being employed in the service of another whose undertaking or business does not comprise the rendering of service of the nature of such practice. hence, a medical doctor solely employed by a mining company, is exempt from applying for a Tax Practice Certificate.

A professional is required to display the Practice Certificate in a conspicuous manner at his/her place of practice, so it can be seen by persons using the services, since, **failure to do so is an offence.**

COST?

Professionals who qualify for the Certificate are required to pay the application fee of **Twenty-Five Thousand Guyana Dollars (G\$25,000.00)**, and **Ten Thousand Guyana Dollars (G\$10,000.00)**, thereafter, subject to a current court order. Additionally, it should be noted that **Preparer of Returns** are required to pay an annual fee of **Twenty Thousand Guyana Dollars (G\$20,000.00)**.

The annual fee for the Practice Certificate is due and payable on **January 1 of each year and is required to be paid on or before February 28 each year.** As such, Professionals have until February 28, each year to pay their Annual Fee.

VALIDITY

The Certificate is valid for one (1) year, commencing January 1st and ending December 31st, in the year the Certificate was issued. Furthermore, the Commissioner- General may revoke a Certificate if the person to whom it is issued has become disqualified.

REQUIREMENTS

The applicant must comply with the requirement to file Tax Returns in accordance with Section 60 of the Income Tax Act, Chapter 81:01, and pay all taxes due on this Returns.

Additionally, the applicant will also be required to pay **quarterly advance taxes.**

An initial written request has to be made to the Commissioner- General of the Guyana Revenue Authority, for first time applicants, in which the applicant will state his/her professional qualifications (and submit copies of same) and outline his/.her experience in the particular field.

The applicant will also need to complete an application form and attach a copy of some form of identification (***National Identification Card or Passport***). The documents must be submitted to the Tax Operations and Services Division.

Furthermore, an individual whose occupation entails the preparing of Returns for tax claims or compensation, or who has one or more persons to carry out this task, will be required to obtain a Practice Certificate for this purpose. To obtain this Certificate the applicant must pass a competency test which is required and administered by the Revenue Authority, in matters of knowledge, ethics and other areas considered essential by the Commissioner-General; or persons, who in the opinion of the Commissioner- General signified to such persons in writing, perform functions at a professional character, normally carried out by persons entitled to use such a designation.