



# Company Property Tax Return

## Instructions & Guidelines

### Who needs to submit this return?

1. Any person being a body of persons of a company, which is registered in and carried on in business Guyana and which on the last day of the year proceeding the year of assessment, possess net property of value forty million dollars or more.
2. In the case of residents, income from outside of Guyana must also be reported. In the case of earned income which arises outside of Guyana to a person who is not ordinarily resident or not domiciled in Guyana, the tax is payable on the amount received in Guyana.

### When and Where does this return need to be submitted?

3. The due date for submitting this return is 30<sup>th</sup> April of each year (or the next business day if the 30<sup>th</sup> is a holiday). Nevertheless, you are encouraged to file as early as possible.
4. This return must be submitted to the Commissioner General, Guyana Revenue Authority using our eServices (<https://eservices.gra.gov.gy>), at one of GRA's offices or sites, or P.O. Box 10406.

### How to fill this Return

5. The Return and all required supporting documents must be submitted. All spaces in the form should be completed. Where a line item is not applicable, you should write **None**, a -, or **0** if the item is a numeric field. Failure to do so could result in any enquiry and delay in the processing of your return.
6. The Declaration section must be filled out and Return signed.

### Explanation of terms

#### Header

Term	Description
Year of Assessment	Enter the year that follows the calendar year in which income was earned.
Amendment	Tick this box if you are making changes to a Return that was already submitted to the GRA.

#### Personal Information, Address

Term	Description
Changed?	If the details for the specific line item has changed recently or is different from what information the GRA has, fill in the correct information in the line item and tick this box.

### Company Property Tax Return

#### Property in Guyana

Line No.	Term	Description
6	Business Property	Value of net property in Guyana held as part of the Business as at 31 December 20__ (Including Agricultural Property)
7	Non-Business Property	
7(i)	Immoveable Property	Value of Immoveable property in Guyana held otherwise than part of the business as at 31 December 20__
7(ii)	Moveable Property	Value of Moveable property in Guyana held otherwise than part of the business as at 31 December 20__

Property out of Guyana

Line No.	Term	Description
8	Business Property	Value of Net Property outside Guyana held as part of the business as at 31 December 20__
9	Non-Business Property	
9(i)	Immoveable	Value of Immoveable property held outside of Guyana otherwise than part of the business as at 31 December 20__
9(ii)	Moveable	Value of Moveable property held out of Guyana otherwise than part of the business as at 31 December 20__
10	Total Property	Enter sum of lines 6 to 9
11	Deductions	Enter Deductions, being sums allowed as liabilities to each business
12	Exemptions	Enter Exemptions claimed in accordance with section 10 of the Property Tax Act
13	Total Deductions and Exemptions	Enter sum of lines 11 and 12
14	Total Chargeable Net Property	Line 10 less line 13
15	Tax Holiday Property	Enter net property of the business subject to a Tax Holiday

16	Chargeable Net Property	Chargeable Property subject to tax. Enter difference of line 14 less line 15
17	Tax on Chargeable Property	Use appropriate tax rate. See the First Schedule to the Property Tax Act
18	Set-Offs	Enter set-off claimed. Compute set-off in accordance with Section 13 of the Property Tax Act, Chapter 81:21
19	Remissions	For Internal Purposes only. (Do not Fill)
20	Total Credits	Enter sum of lines 18 to 19
21	Tax due	Enter difference between line 17 and line 20