



MALDIVES
INLAND REVENUE
AUTHORITY

HOW TO FILL AND SUBMIT THE APPLICATION FOR TAX CLEARANCE (MIRA 902) & A1/MA1 CLEARANCE FORM

This is a step-by-step guide to help you fill and submit
MIRA 902 form and A1 / MA1 form.

If you need any additional help, call 1415 or send an email to 1415@mira.gov.mv.

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Read the following instructions before you read the rest of the guide.

1. The tax clearance form and AI/MAI form is submitted to request for confirmation of your outstanding dues and obligations in relations to your taxes and non-tax revenue.
2. A tax clearance confirmation is required in respect of applications for licenses, renewal of agreements and other approvals from Government authorities.
3. You can apply for tax clearance online via our website.
 - a. To apply for a tax clearance please follow this [link](#).
 - b. To apply for AI/MAI clearance please follow this [link](#).
4. Generally, we do not accept tax clearance applications via email or over the counter. However, we will continue to facilitate applications over counter for those who are unable to apply online in exceptional circumstances.
5. If there are no dues the tax clearance report will be emailed to the registered email address and consented email within two working days. If there are dues, the dues statement will be emailed to the registered email address and consented email within two working days. You can generate your tax clearance report via your MIRAconnect account.
6. If you wish to collect hard copy, owner/managing director or authorized signatory can visit to taxpayer service center and collect without presenting a document. However unauthorized person would require a letter consenting to collect on behalf of the taxpayer.

How to fill in the Tax Clearance Application & AI/MAI Form

Submitting for tax clearance online via our website:

Item I: Details of the Taxpayer

TIN (Taxpayer Identification Number) or National ID Card/ Registered Number:

In this box, enter either the TIN as shown on the Notification of Income Tax Registration issued to you or National ID card number / registration number of the company, partnership or any other entity,

Taxpayer Name: In this box, enter the name of the taxpayer as shown on the Notification of Income Tax Registration issued to you. If you're not a taxpayer, enter the name shown on your National ID card.

Contact number: In this box, enter your contact number.

Name of the establishment to which this application relates: In this box, enter the name of the establishment to which this application relates. For example, your business activity. If this box is not related to you, you can put a dash (-).

Ensure that there is no extra character such as space, comma, dot etc. at the beginning and end of the filled information.

Example

1. Details of Taxpayer

Enter your TIN
First 7 digit of your TIN

OR

Enter your ID or Reg.
ID / Reg. Number

Taxpayer Name

Contact Number

Name of the establishment to which this application relates

Item 2: Purpose for obtaining tax clearance

In this item, tick the appropriate box(es) for which you are applying for the tax clearance and provide the required details.

Example

2. Purpose for obtaining tax clearance
Please tick the appropriate box(es), and provide the required details

- To submit bid proposal
- To liquidate a company
- To change consignee
- Due diligence
- To apply for a loan or credit facility
- Other purpose

Item 3: Consenting to send reply to unregistered email address

This section is required to fill, if your preferred email address has not been registered with this Authority, you should write the email address (same as written in consent letter) in the box and fill and attach the consent letter (click 'get template' to download the template). Consent letter should be signed by Managing Director/Owner or authorized signatory registered with this Authority. Consent letter will be valid only if period of 3 months has not been passed from the date signed in the letter.

Example

Tax Clearance will be sent to MIRA registered default email address

Add another email? (Consent required)

3. Emails to send Tax Clearance

Email Address (required)

Attach Consent (.pdf only) [Get Template](#)

Submitting for AI/MAI Clearance online via our website:

Item 1: Details of the Taxpayer

TIN (Taxpayer Identification Number) or National ID Card/ Registered Number:

In this box, enter either the TIN as shown on the Notification of Income Tax Registration issued to you or National ID card number / registration number of the company, partnership or any other entity,

Taxpayer Name: In this box, enter the name of the taxpayer as shown on the Notification of Income Tax Registration issued to you. If you're not a taxpayer, enter the name shown on your National ID card.

Contact number: In this box, enter your contact number.

Ensure that there is no extra character such as space, comma, dot etc. at the beginning and end of the filled information.

Example

1. Details of Taxpayer

Enter your TIN
First 7 digit of your TIN

OR

Enter your ID or Reg.
ID / Reg. Number

Taxpayer Name

Contact Number

Item 2: Purpose for obtaining tax clearance

In this item, select the appropriate purpose for which your applying for the tax clearance from the drop-down list.

Example

2. Purpose of obtaining Tax Clearance

Gift Deed
Purpose

Item 3: Details of AI/MAI

In this Item, write the vehicle or vessel registration number. It should be in the format: A0E1234 for vehicles or PI234A-01 for vessels and attached the AI/MAI form.

Ensure that there is no extra character(s) such as space, comma, dot etc. at the beginning and end of the register number.

Example

3. Details of A1 / MA1		
<input type="text"/>	<input type="text"/>	Select
Vehicle / Vessel Number	Attach A1 / MA1 (.pdf only)	

Item 4: Consenting to send reply to unregistered email address

This section is required to fill, if your preferred email address has not been registered with this Authority, you should write the email address (same as written in consent letter) in the box and fill and attach the consent letter (click 'get template' to download the template). Consent letter should be signed by Managing Director/Owner or authorized signatory registered with this Authority. Consent letter will be valid only if period of 3 months has not been passed from the date signed in the letter.

Example

4. Emails to send Tax Clearance (add email address and attach the consent form if your preferred email address has not been registered with this Authority)		
<input type="text"/>	<input type="text"/>	Select
Email Address	Attach Consent (.pdf only)	Get Template



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1415



1415@mira.gov.mv

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