



MALDIVES  
INLAND REVENUE  
AUTHORITY

# How to fill in the GST Return for General Goods and Services (MIRA 205)

This is a step-by-step guide to help you fill in the GST Return for General Goods and Services (MIRA 205). Most of your questions will be answered here. If you need more help, call 1415 or send an email to [1415@mira.gov.mv](mailto:1415@mira.gov.mv)

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

1. MIRA 205 is the tax return that must be filed by persons registered for general sector GST. If you are registered for tourism sector GST, you are required to file MIRA 206.
2. All monetary figures on your return must be in Maldivian Rufiyaa.
3. We will issue a voucher when you file your return. Keep it for future reference. Do keep a copy of the return you file too.
4. Round off all monetary figures on the first page of your return to the nearest whole number. For example, 5,124.61 must be written as 5,125, whereas 5,124.11 must be written as 5,124.
5. If you are claiming input tax, please submit an Input Tax Statement together with your return.
6. Pursuant to Tax Ruling TR-2015/G23 (as amended by TR-2015/G27, TR-2016/G34, TR-2017/G44 and TR-2017/G48), if your annual turnover is more than or equal to MVR 5 million, you must file your GST return via our online portal “MIRAconnect”. For more information on how to file your return online, you may refer to our MIRAconnect Guide (MIRA M822), which is available at <https://bit.ly/3eJ5vjm>.
7. Do NOT email your return. We will not be able to accept tax returns sent via email.

## How to fill in the GST Return (General goods and services)

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Before you start populating the figures, you must fill in the following information in the box at the top of your return. Please note that it is compulsory for you to fill in all the information specified in the box. Your return will not be accepted if any field in the box is left blank. If a field is not applicable to you (for example, your address has no apartment number or level), put a dash in the respective box.

- **GST TIN (Taxpayer Identification Number):** Your GST TIN is a unique identification number issued to you when you registered for GST. In this box, enter the TIN as shown on your GST Registration Certificate. Your return will only be accepted with the correct TIN.
- **Taxpayer Name:** This is the name of the natural or legal person that operates the taxable activities. In this box, enter the name of the taxpayer as shown on your GST Registration Certificate. If the taxpayer name does not match with the TIN, the return will be rejected.
- **Taxable Period:** This is the start date and the end date of the taxable period covered by your GST Return. Your taxable period depends on your average monthly taxable sales. Your taxable period is mentioned in the letter issued to you together with your GST Registration Certificate.
  - If your average taxable sales exceed MVR 1 million per month, your taxable period is each calendar month. In this case the start date of your taxable period is the first day of the calendar month and end date is the last date of the calendar month.
  - If your average taxable sales does not exceed MVR 1 million per month, your taxable period is three calendar months. In this case, the start date of your taxable period is the first day of the first month of the quarter and the end date is the last day of the last month of the quarter.
  - If you registered for GST on a date other than the first day of a taxable period, the start date of your taxable period would be the registration date stated on your GST Registration Certificate and the end date would be the last day of the taxable period.

## Example

**Tax returns without the following details will not be accepted.**

GST TIN (Taxpayer Identification Number)	Taxpayer Name
1 2 3 4 5 6 7 G S T 5 0 1	MIRA
<small>Your TIN as it appears on your GST Registration Certificate</small>	<small>Your name as it appears on your GST Registration Certificate</small>
Taxable Period	
1 4 0 2 2 0 2 2	3 1 0 3 2 0 2 2
<small>From</small>	<small>To</small>

Your GST Return must cover all transactions whose “time of supply” falls within the taxable period specified in the Return. The time of supply for a given transaction is the date on which you issue a tax invoice for the transaction or the date on which you receive payment for the transaction, whichever comes earlier.

If you had received any payment in relation to a specific transaction before you issued a tax invoice for that transaction, you must account for GST in respect of the transaction during the taxable period in which you received the payment. If you had issued a tax invoice before you received the payment, then you must account for GST in the taxable period in which you issued the tax invoice.

**Before completing the rest of page 1, you must complete the table on page 2.**

If you conduct more than one taxable activity, you must fill in the details for each activity on a separate row in the table. Round off all monetary figures on page 2 to 2 decimal places.

### Column 1: Taxable Activity Number

In this column, write the numbers assigned to each of your taxable activities. The activity number is stated on the GST Registration Certificate issued to that activity.

### Column 2: Name of Taxable Activity

In this column, write the name of each of your taxable activities as shown on your GST Registration Certificates.

### Column 3: Sales of supplies subject to GST at 6%

For each taxable activity, write the total revenue that you earned from the supply of goods and services that are subject to GST at 6%. This figure *must include the amount of GST* received in relation to those transactions.

#### Column 4: Sales of zero-rated supplies

For each taxable activity, write the total revenue that you earned from the supply of goods and services that are subject to GST at 0%.

#### Column 5: Sales of exempt supplies

For each taxable activity, write the total revenue that you earned from the supply of goods and services that are exempt from GST.

#### Column 6: Sales of supplies which are out of scope of GST

For each taxable activity, write the total revenue that you earned from the supply of goods and services which are out of scope of GST.

#### Column 7: Output Tax

For each taxable activity, multiply the figure in column 3 with  $\frac{6}{106}$ . For example, if the sales figure in column 3 is MVR 159,000, your output tax would be  $159,000 \times \frac{6}{106}$ , which is equal to 9,000.

Pursuant to Tax Ruling TR-2015/G23 (as amended by TR-2015/G27, TR-2016/G34, TR-2017/G44 and TR-2017/G48), if your annual turnover is more than or equal to MVR 5 million, you must submit an Output Tax Statement together with your return. Instructions on completing the Output Tax Statement is available at <https://bit.ly/2nDAc0j>.

#### Column 8: Input Tax

This is the amount of GST that you have paid to other GST registered persons. If an input tax invoice relates to more than one taxable activity, you are required to apportion the tax invoice to the relevant taxable activities on a reasonable basis.

If you are claiming input tax, you must submit an Input Tax Statement together with the return. You are not required to submit a separate Input Tax Statement for each taxable activity. Instead, you are required to prepare a single Input Tax Statement for all taxable activities registered under the respective TIN. For more information on completing the Input Tax Statement, refer to the instructions available at <https://bit.ly/2xPCltK>.

**You must now add up all columns and transfer the totals to the respective boxes on page I. If you are using the fillable version of this form, column totals will be automatically transferred to page I.**

You may now complete the rest of page 1.

#### Item 1: Sales of supplies subject to GST at 6% (inclusive of GST)

This is the sum of all figures in column 3 of the table on page 2.

#### Item 2: Sales of zero-rated supplies

This is the sum of all figures in column 4 of the table on page 2.

#### Item 3: Sales of exempt supplies

This is the sum of all figures in column 5 of the table on page 2.

#### Item 4: Sales of supplies which are out of scope of GST

This is the sum of all figures in column 6 of the table on page 2.

#### Item 5: Total Sales

This is the sum of the figures in items 1, 2, 3 and 4.

#### Item 6: Output tax

This is the sum of all figures in column 7 of the table on page 2.

#### Item 7: Input tax

This is the sum of all figures in column 8 of the table on page 2.

#### Item 8: Amount of GST in respect of irrecoverable debts written off

The amount of GST with respect to an amount of irrecoverable debt written off, which has been included in the output tax figure in an earlier GST Return, can be deducted here.

#### Item 9: GST collected in excess

The amount of GST charged on non-taxable goods or services and the amount of tax overcharged.

## Item 10: GST LIABILITY FOR THE PERIOD

This is the amount of tax to be paid for the period covered by the return. Calculate this figure by subtracting item 7 from item 6 and adding or subtracting the figure in item 8.

If item 9 is negative, write the figure with a minus sign (-) in front. If the amount is positive, it is the amount of GST payable for the taxable period in question.

## Item 11: Amount being paid

This is the amount of tax being paid while submitting the Return. If the amounts in items 9 and 10 are different, you must explain the difference in the space provided.

## How to deal with credit notes and debit notes

- *Add* any debit notes issued by you during the period in column 3, 4, 5 or 6 of page 2.
- *Deduct* any debit notes issued to you during the period in column 3, 4, 5 or 6 of page 2.
- *Deduct* any credit notes issued by you during the period in column 3, 4, 5 or 6 of page 2.
- *Add* any credit notes issued to you during the period in column 3, 4, 5 or 6 of page 2.

## Declaration

You must declare that the information provided in your Return is true and correct, and that it represents your assessment as required under the Goods and Services Tax Act. You must also declare that you have no objection to MIRA updating your contact details and mailing address as stated in the box at the top of page 1.

If you are a company, the managing director must sign the declaration or an authorized signatory of the company registered with MIRA. If you are a partnership, it must be signed by the managing partner or an authorized signatory of the partnership registered with MIRA. If you are an individual, it must be signed by the legal owner of the business or an authorized signatory registered with MIRA. Companies, partnerships, cooperative societies and other legal entities must stamp their official seal in the relevant box.

If there are any issues with the Return, we will contact the person who has signed the declaration

## Schedule One – Service Charge

You are required to complete this schedule:

- if you collect, or are required to collect service charge under Section 52 of the Employment Act (Law Number 2/2008); and
- the return you are filing is for a taxable period beginning on or after 1 January 2022.

“Months” column in the schedule corresponds to the respective “submission months” of the service charge information to MIRA and Labour Relations Authority (LRA) under Section 52(e) of the Employment Act. Hence, in this schedule, you must use same calculation periods used in the service charge information sheets.

In the schedule, fill “submission months” falling within the taxable period for which the return is being filed.

### Find out more

Instructions on completing service charge information sheet is available at <https://bit.ly/3tgGnat>

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