

Your Complimentary Magazine From The Guyana Revenue Authority

REVENUE

Your Partner In Development

JANUARY - JUNE 2011



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Vision Statement

The Vision of the Guyana Revenue Authority is to gain recognition and respect from its clients and other stakeholders, through its integrity and fairness in administering high quality, yet affordable programmes.

The Authority's good standing will be earned through:

- Quality services and client education that meet the needs of our diverse client base;
- Responsible enforcement of the laws based on the application of sound risk management principles and practices;
- Fair, impartial and timely redress processes; Our sensitivity to the effects of administrative and legal requirements we must impose on clients and our efforts to ease the burden and cost of compliance;
- Skilled, knowledgeable and professional people, working in an environment that encourages and supports their personal and professional development; and Our commitment to, open, transparent and accountable administration.

The Mission Statement

The mission of the Guyana Revenue Authority is to promote compliance with Guyana's Tax, Trade and Border Laws and regulations, through education, quality service and responsible enforcement programmes, thereby contributing to the economic well being of the people of Guyana.

Core Principles

The Guyana Revenue Authority's goal is to provide the best possible service at an affordable cost. The Guyana Revenue Authority will achieve this goal by the following core principles:

- Providing accessible, dependable and timely service;
- Being fair and respectful;
- Providing effective communication;
- Managing our resources effectively and economically;
- Being responsive and committed to improvement

Editorial



That's Life!

Change!!! Sometimes change just happens, some change is forced upon you! No matter how change happens one thing is true, change is the only constant in life. The first step to effectively dealing with change is to accept that change is a part of your life and the life of every other person on the planet. However, sometimes this is easier said than done.

I have been blindsided by many changes over the years and those changes have not always been easy to accept! However, I have learnt two lessons; firstly, there will always be change, it's how I adapt and secondly, sometimes change is good!

In an effort to be an efficient revenue collection agency, the Guyana Revenue Authority (GRA) is constantly changing. Over the past six months (Jan- June, 2011), there were many changes, some of which we take pleasure in sharing with you in this edition of Revenews.

We changed the way we interacted with taxpayers: A media tour of the new Container Scanner site introduced the facility to the general public; setting up a Temporary Licence Site in Wakenaam allowed us to take GRA to the Essequibo Islands, and the introduction of the new Licence Revenue Processing System will change, for the better, the way we serve motorists. We changed procedures and removed bottlenecks and increased stakeholder consultations.

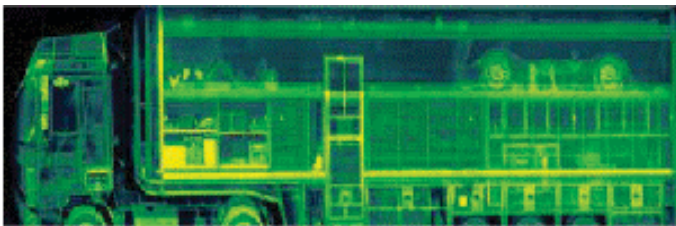
Notwithstanding, it is said that if something works do not change it! We also highlight some ongoing traditions; such as, our annual 2011 Tax Sites and the Tax workshops hosted by the Public Relations and Tax Advisory Services Units respectively.

Always remember, when it comes to dealing with change YOU control the process from beginning to end. Learn all you can about the process of change and educate yourself about the thing that is changing too. Without change life would be boring and static. Change keeps us interested! Change keeps us growing!

NiaSte

CONTAINER Scanner COMMISSIONED

Intensive Training, SOP Completed



The Guyana Revenue Authority's new RapiScan Container Scanner is fully operational. This announcement was made on May 31, 2011 by Ms Simone Beckles, Senior Manager of the Scanner Operations Unit, during an organized Media Tour of the scanner facility at the GNSC wharf Georgetown.

The scanner was put into operation on May 23, 2011 to meet the growing demand for thorough inspection of containers to ensure compliance with regulations regarding shipping to the United States of America and to halt the secreting of illicit substances with declared cargo.

The container scanner significantly reduces the time taken to do an inspection since the process is non-intrusive and will ultimately increase efficiency. The scanner will also safeguard against revenue loss.

In preparation for the start of scanner operations, an oversight committee comprising key stakeholders was formed to ensure the smooth implementation of scanner operations. Subsequently, GRA held a meeting with Key stakeholders including, the Private Sector Commission, the Shipping Association of Guyana, Guyana Manufactures Association, Guyana Forest Products, exporters and the Customs Brokers Association. Several Advisories were also placed in the Media for the benefit of the general public.

Staff attached to the Scanner Operations Unit underwent an intensive five day training exercise facilitated by RapiScan representative Mr. Doug Brown. This training was facilitated since the use of the container scanner involves technology that is new to Guyana and the Revenue Authority. This is what makes it so beneficial to the GRA officers. The training focused on operational and safety techniques, as well as the actual scanning of containers and the identification of images.

The Commissioner General, Mr. Khurshid Sattaar, said that "the acquisition of the container scanner is in keeping with International Maritime Laws which require all containers destined for ports in the United States of America to be scanned." The Commissioner General also noted that the use of the scanner will lead to greater transparency in imports and exports and increase efficiency, since containers will be scrutinized for drugs and other illicit substances. This he hopes "will yield greater results in the detection of, if not in the prevention of exportation of illicit drugs".

The scanner was sourced from Texas, USA, at a cost of two hundred million Guyana Dollars and an additional thirty million dollars was exhausted for the installation and infrastructural development. The Commissioner General has indicated that the maintenance of the container scanner facility and the overhead costs relating to same will be covered by the Government of Guyana.

As it relates to charges associated with the scanning of containers, the Commissioner-General stated at the commissioning ceremony that no fees will be charged. However, in the interest of cost recovery and eventual replacement, there is the possibility of a fee being implemented ultimately, but that the fee is not expected to be punitive.

Intelligence Hotline 225- 6687

LICENCE REVENUE

Automated Processing System

Implemented



Through collaborative efforts the Guyana Revenue Authority's Licence Revenue Office and Information Technology Division has created a new automated licensing system, known as the Licence Revenue Processing System (LRPS). The LRPS was officially introduced on March 1, 2011 to coincide with the sale of Motor Vehicle Licences.

The LRPS was introduced as a result of the challenges faced with the previous system - the Licence Revenue Office Management Information System (LRO/MIS). One of the major challenges faced with the LRO/MIS, was the software's inability to implement all of the Licence Revenue Office's business rules. This led to excessive manual use.

The capabilities of the new LRPS include an intensified security feature which provides transparency, user accountability, a decrease in transaction time and allows for wide integration with the Total Revenue Integrated Processing System (TRIPS). The security features of the LRPS found many loopholes in the LRO/MIS which were undetected by the latter system, particularly renewal transactions. These errors, once detected, rendered the LRPS incapable of processing transactions until rectifications were made.

Although the software was built to reduce manual processing, it is still the responsibility of its users to ensure accurate information is keyed into the database. This will ensure optimal performance.

The Licence Revenue Office (LRO) and Information Technology Department worked profusely to implement the new system for the commencement of the sale and renewal of motor vehicle licenses on March 1, 2011. It is worth noting that, during the grace period for the sale of motor vehicle licences the LRO also provided comfortable seating arrangements for its influx of motorists who were expected to purchase or renew their Motor Vehicle Licence, setup outdoor helpdesks, and aired television advisories showcasing the required documentation and procedures to be followed in carrying out various transactions.

Despite the numerous difficulties encountered at the LRO, the LRO continues to be steadfast in its work and constantly collaborate with Information Technology Division to rectify any challenges.

Obtaining Tax Exemptions on LARGE

Capital Equipment

In its endeavour to encourage business investment and promote economic development, the Guyana Revenue Authority (GRA) facilitates tax concessions on a number of items, in keeping with the provisions of the Customs Act, chapter 82:01, Income Tax in Aid of Industry Act, Chapter 81:02 and the Value Added Tax (VAT) Act No. 10 of 2005. These items are divided into various categories, one such category is **large capital equipment**.

Large capital equipment includes both movable and immovable items which are utilized in the mining, agricultural and construction sectors; for example tractors, bulldozers, and excavators. These items are subject to tax exemption only if they are approved by the Minister of Finance. The documents required for the processing of tax exemption on large capital equipment varies according to sector. For example, an individual from the mining sector would require a recommendation from the Guyana Geology and Mines Commission while an individual from the agriculture sector would require a recommendation from the Ministry of Agriculture in order to process his or her application.

The documents which must be submitted to the GRA for the granting of tax exemption on large capital equipment include:

- A completed application form;
- A recommendation from the relevant Authority, which regulates the specific sector;
- A quotation or invoice for the item(s);
- The applicant's VAT registration; and
- The applicant's TIN (Taxpayer Identification Number)

In order for the tax exemption to be processed, the above mentioned documents must be submitted to the **Tax Exemption Processing and Verification Unit, Guyana Revenue Authority, 357 Lamaha and East Streets, Georgetown**. An application for tax exemption on large capital equipment takes approximately three (3) working days to process once the necessary documents are submitted.



GRA's Longest Serving Employees

Congratulations on your 25 + service

25^{years} +



Roxanne Gray
34 Years



Celeste Hinds
25 Years



Huburn Sam
31 Years



Dennis Reece
32 Years



Waveney Laurie
29 Years



Sherma Harlequin
26 Years



Pauline Gill
26 Years



Brentol Edwards
26 Years



Nigel Campbell
29 Years



Beeram
33 Years



Joel Mahadeo
29 Years



Reginald Telesford
26 Years



Fay Rutherford
28 Years



Gavin Low
26 Years



Albert Gittens
29 Years



Abida Ali
28 Years



Jeffrey Simon
36 Years



Pauline Joseph
35 Years



Joy Joseph
32 Years



Joshua Hubbard
40 Years
(Retired 2010)



Rickbert Boatswain
29 years
(Retired 2010)



Audrey Waterman
32 Years



Winston Harris
32 Years



Helon Boodie
39 Years



Ingrid Ross
36 Years



Ingrid Griffith
27 years



Patricia Atherly
45 Years
(Retired 2010)



Bridget Abraham
39 Years



Maurice Abraham
41 Years



Wendella Willabus
40 Years



Jameel Baksh
34 years



Henrieta Mingo
28 Years



Wendy Mingo
25 Years



Godfrey Pieters
27 Years



Kevin persaud
27 Years



Debbie Fraser
26 Years



Gerald John
27 Years



Karen Chapman
26 Years



Kirby Cantzlaar
26 Years



Wayne Austin
26 Years



Ron Simboo
26 Years

Bringing GRA to the Taxpayers

The annual April Tax Sites is one of the Guyana Revenue Authority's biggest events aimed at boosting Return collection and Tax compliance in Guyana. As the name suggests, the event is held in the month of April. This accommodative service for taxpayers has been in operation for a number of years and has continued to improve with each passing year for the taxpayers' convenience.

On April 11, 2011, the Guyana Revenue Authority (GRA) set up fourteen (14) tax sites in and out of Georgetown manned by over thirty five (35) staff from the Central Data Processing Unit, Examination of Returns, Communication & Tax Advisory Services Division and Regional Offices.

In the past, the GRA would only set up twelve (12) sites in Georgetown and outlying areas, however, feedback from taxpayers who attended various tax workshops resulted in an expansion of the Tax Site operations. As such, this year the Guyana Revenue Authority included the Kuru Kururu Agriculture Building and Qualfon Guyana Inc. as additional sites. Although Qualfon was not opened to the public for Tax Return submission, GRA facilitated approximately twelve hundred employees from the company.

In establishing the Tax Sites, the aim of the Authority was to ensure taxpayers were given a full service. The sites provided assistance with the completion of the Income and Property Tax Returns to the enhancement of taxpayer education through one-on-one discussions and led to the distribution of over two thousand eight hundred (2800) tax guides relative to income, property, self employed taxes etc.

The 2011 outreach realised less Tax Returns than the projected, due to a late start. However, closer to the April 30 deadline for Return submission, taxpayers submitted Returns in bulk, and approximately one hundred and fifty

(150) to three hundred (300) returns were collected on a daily basis. Due to the overwhelming response - the assistance of additional staff had to be sought.

The Guyana Revenue Authority would like to thank the following persons for facilitating tax sites at their premises:

- ▶ Mr. Azruddin Mohamed, Director, Hadi's World Inc. (City Mall)
- ▶ Mr. Harry Mattai, Managing Director, N & S Mattai
- ▶ Ms. Anastacia Allen, Director, Corporate Affairs, Guyana Post Office Building
- ▶ Mr. Paul Fraser, CEO, C&F Enterprise, Harbour Bridge Complex
- ▶ Qualfon Guyana Inc.
- ▶ Mrs. Devi Mahadeo, Manager, Melsha Furniture Store
- ▶ Marlyn, Kuru Kururu Agriculture Building
- ▶ Two Brothers Gas Station, Parika
- ▶ Hafiz Laboratory and General Store, Rosehall
- ▶ Gordon's Boutique, New Amsterdam
- ▶ Purple Heart Hotel & Restaurant, Charity
- ▶ Safeway Supermarket, Anna Regina

Your cooperation in this regard has not only helped us to achieve our mandate, but has helped many Guyanese fulfill their statutory obligation due to convenience of location.

We thank you for your hospitality and look forward to your continued support and cooperation.

The GRA also wishes to thank the management and staff of the following Units/Divisions for their contribution during the April Tax Site 2011:

- ▶ Central Data Processing Unit
- ▶ Examination of Returns Unit
- ▶ Transportation & Facilities Management Division
- ▶ All Regional Offices; and
- ▶ Communication & Tax Advisory Services Division.

GRA

Launches New Website

Since its inception, the internet has changed the way many companies and organisations do business. Today, the right website design coupled with innovative applications can allow an organisation to fully unleash its potential and generate more revenue.

In Guyana the Internet is accessible from virtually every house or mobile device and as such, access to services is now at the click of a button.

In order to take advantage of the emergence of Information and Communications Technology in Guyana, the Commissioner General issued a challenge to the Information Technology Division and the Communications and Tax Advisory Service Division of the Guyana Revenue Authority to create a new, user friendly website to better serve the taxpaying public.

This idea was initially put forward on January 27, 2010, during the GRA's 10th anniversary celebration, where Mr. Sattaur, promised that the Guyana Revenue Authority (GRA) would introduce new and innovative ways of reaching taxpayers. That promise became reality one year later on January 27, 2011, when the new website was unveiled on the agency's 11th anniversary. Mr. Sattaur lauded the efforts of the team, while noting that taxpayers are the ultimate beneficiaries of the improvements in the services offered by GRA. Further, he signaled GRA's intention to provide more services through the use of information technology and noted that the site will ultimately support the electronic filing of Tax Returns.

There is a wealth of information available on the website. Taxpayers can download forms; such as the Taxpayer Identification Number (TIN) application form, the Property Tax Return, Individual Income Tax Return etc. Information is also available for travelers and visitors to Guyana.

With the use of a flash player, persons can view our weekly television programme 'Focus onn GRA'. Since its launch, a link has been added to redirect visitors from the old site www.revenuegy.org to the new site address www.gra.gov.gy.

Guyana Revenue Authority

Home | Forms | About Us | Contact Us | Feedback | Vacancies

VAT Returns for July 2011 are due on or before August 22, 2011. A 10% Administrative fee will be charged on M

Welcome to Guyana Revenue Authority

The Mission of the Guyana Revenue Authority is to gain recognition and respect from its clients and other stakeholders, through its integrity and fairness in administering high quality, yet affordable programmes.

The Establishment of the Guyana Revenue Authority

Following consultation with the Inter-American Centre of Tax Administration (CIAT), the Guyana Revenue Authority was established with the passing of the Revenue Authority Act #13 of 1996 and became operational on January 27, 2000. The Departments were renamed Internal Revenue and Customs and Trade Administration, each being managed by a Commissioner reporting directly to the Commissioner-General. The newly established GRA retained to a great extent the original structures of the Inland Revenue and Customs and Excise Departments. However, certain Common Service Divisions were created to enable the organization to carry out its mandate. These Divisions included:

- Human Resources
- Management Services
- Field Audit
- Legal Services
- Internal Audit
- Planning, Communication and Operational Procedures

Over the years the Guyana Revenue Authority also embarked on numerous training programmes that have thus far realized the training of over 600 staff members. Training covered many areas including, Leadership and Management Skills, VAT, Customer Relations, Customs Officer I and Supervisory Management.

As the Agency developed, so too were the training needs and these encompassed areas inclusive of the Convention on International Trade in Endangered Species (CITES), the monitoring and control of ozone depleting substances, the Multilateral Trading System and the use of firearms, Maritime Law Enforcement, Border Security, Detection of Counterfeit Currency, Aviation Security and Detection of drugs, explosives and chemical. The various training programmes have positively impacted the agency, as such plans are in place to continue training in a number of other areas.

Exchange Rates

With effect from 1st July 2011, the following shall be the rates of exchange for the purpose of the provision to Section 22(1) (a) of the Customs Act, Chapter 82:01:

Country	Guyana Dollar
European Union	295.78
Eastern Caribbean	75.56
Suriname	61.82
Trinidad & Tobago	31.77
United Kingdom	327.66
United States of America	204.00

Click here for more exchange rates

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Our Policy on ...

Non-cash Bonuses/Benefits-in-Kind *(Tax Operations Policy No. 15)*



This policy is intended to provide a better understanding of the application of the Income Tax Act, Chapter 81:01 and other taxation laws to **non-cash bonuses/benefits-in-kind given to employees.**

An employee may benefit from his/her employment by receiving goods (e.g. laptops, food vouchers etc), services (e.g. all expense paid trips etc.), or a bonus from an employer which does not take the form of money. Such profits/gains are called **non-cash bonuses or benefits-in-kind** and are usually given or paid to an employee in addition to that his/her usual salary or wage.

A common misconception, however, is that non-cash bonuses/benefits-in-kind can be given to an employee tax free. As such, it must be emphasized that **an amount included in an employee's remuneration is generally taxable unless it is specifically exempt by law.**

Section 2 of the Income Tax Act, Chapter 81:01 defines an 'employee' as "any person receiving **remuneration** and includes an officer, servant or person holding a position of employment". **Remuneration** is defined as "all salaries, wages, overtime, leave pay, sick bonus, stipend, commission, or other payment of any kind for services, directors fees, retiring allowances, compensation for the termination of any contract of employment or service and any perquisites, including the annual value of any residence, quarters, board and lodging whether paid in money or otherwise, arising or accruing in or derived from or received in Guyana.....".

Further, Section 5 of the Income Tax Act states that "Income Tax, shall be payable ... upon the income of any person accruing in or derived from Guyana or elsewhere and whether received in Guyana or not, in respect of**gains or profits from any office or employment**, including compensation for the termination of any contract or service of employment or service, the estimated value.....**of any other allowance granted in respect of employment whether in money**

or otherwise,.....". {See Tax Operations Policy No. 13 – Taxable and Non-Taxable}

Therefore, **any non-cash bonus/benefit-in-kind** given to an employee during the course of or at the end of the calendar year, as a reward for services past, present or future, **is deemed to be part of that employee's remuneration** and is therefore **subject to Income Tax**. Furthermore, based on the provisions of the respective laws there may be Value Added Tax (VAT) and Property Tax implications.

TAX IMPLICATIONS

A. Employers

(I) Deduction and Remittance of PAYE

Pursuant to the provisions of Section 93 (I) of the Income Tax Act, all employers are required to deduct and withhold Income Tax from any remuneration, including salaries, wages and non-cash bonuses/benefits-in-kind, given to an employee.

In instances where a good or service is given to the employee as opposed to cash, the employer will be required to declare the market value of the good or service or estimate the value of the item(s) given to the employee based on all the details available to the employer at the time the benefit was provided.

Employers are required to disclose **all** remuneration paid and remit the tax deducted to the Commissioner General, GRA. The tax deducted must be remitted to the GRA along with a 'Return of Deductions of Tax by an Employer' (commonly referred to as the Form 5) **within fourteen (14) days of the end of every calendar month.** The Form 5 allows the employer to declare the particulars regarding the employer's name, address, nature of the business, the name and TIN of each employee, the gross income earned by each employee for the period (including the value of any bonus or benefit-in kind given by the employer) and the total amount of tax deducted.

Note: A person shall be guilty of an offence if he or she fails to deduct, withhold, remit or pay any amount required to be deducted, withheld, remitted or paid, as the case may be to the Commissioner-General and will be subject to a penalty of ten percent (10%) interest on the amount owed. **Any person who refuses, fails, or neglects to submit Tax Returns or pay taxes in accordance with the provisions of the Income Tax Act, Chapter 81:01 is guilty of an offence.**

(ii) Deductible Expense

As per the provisions of Section 16 of the ITA and Section 8 (1) the Corporation Tax Act, Chapter 81:03, any expense **wholly and exclusively** incurred in the production of income is recognized as a deductible for corporate income tax purposes. Hence, in ascertaining their chargeable profits employers can deduct from their gross earnings, remuneration (salary and wages, the value of non-cash bonuses or benefits-in-kind) given to employees.

Notwithstanding, employers **must** keep records of all non-cash bonuses/benefits-in-kind provided to employees and calculations of the amounts taken into account since these will be required in the event of an audit by the GRA.

(iii) ValueAddedTax (VAT)

Subject to the provisions of Sections 4, 16 (4), 17 and 21 of the VAT Act, No. 10 of 2005, if an employer (who is a VAT registrant) takes goods or services which are utilized in their taxable activity and gives same to an employee for personal use, **the employer must account for the VAT applicable on the good or service since the issuance of that good/service to the employee will be treated as a sale for tax purposes.**

B. Employees

(I) IncomeTax Obligations

All employees must ensure that in each Year of Assessment, the emolument slip (7B statements) received from his/her employer lists **all remuneration** received during the year. The employee must also declare all such earnings when submitting his/her annual Income Tax Return.

(ii) PropertyTax

Depending on the nature of the non-cash bonus or benefit-in-kind received from the employer, the item may be considered to be **'property'** and must be declared as such when the employee is submitting his/her annual Individual Property Tax Return {See Tax Operations Policy No. 11 – Property Tax (Individuals)}

For more information on any of GRA's policies you can call out Tax Hotline on 227-6060, send us an email at

gravat@gra.gov.gy

OR VIEW OUR WEBSITE AT

http://www.gra.gov.gy/index.php?option=com_content&view=category&id=75&Itemid=105

Quotable Quotes

“A man is but the product of his thoughts what he thinks, he becomes.” - **Mohandas Gandhi**

“An individual has not started living until he can rise above the narrow confines of his individualistic concerns to the broader concerns of all humanity.” - **Martin Luther King, Jr.**

THE IMPLEMENTATION OF THE EPA AND THE ROLE OF THE GRA

Guyana was the first CARIFORUM member state, to implement the Economic Partnership Agreement (EPA) signed with the European Union (EU). The implementation process commenced with the passage of the Customs Duty (Amendment) Order 2011 in the National Assembly on February 3, 2011. The order amended the Customs Act chapter 82:01 to include the EPA schedule of Tariff Rates, paving the way for Guyana to honor its liberalization commitments under the agreement and the enforcement of the Tariff.

What is the EPA?

The Economic Partnership Agreement (EPA) also known as the Continuous agreement is a scheme to create a free trade area between the EU and the African/Caribbean and Pacific (ACP) countries. The need for an ACP/EU/ Economic Partnership Agreement had its genesis in the realization that the previous agreement **Lomé Convention** did not live up to expectations. As such, this new trade deal is in response to criticisms that the non-reciprocal and discriminating preferential trade

agreements previously offered by the EU were not compatible with World Trade Organisation (WTO) rules; further, the preferential offerings by the EU did not stimulate trade, promote investment and sustainable development, or lend to the regional integration process.

In 2001, WTO members gave the EU and the Caribbean seven (7) years to negotiate a new agreement that conformed to WTO rules. With this new agreement, which was referred to as Economic Partnership Agreement or EPA trade relations are now considered safe against legal challenge, at the WTO, by other developing countries.

While negotiations on the EPA concluded in December 2007, participating states did not sign until October 2008. Guyana signed the EPA on October 21, 2008 in Brussels.

Role of the GRA

The mandate of the Customs and Trade Administration (CTA) of the Guyana Revenue Authority (GRA) is to facilitate trade while effectively administering Customs, trade and borders laws and applying the rates of the Tariff where applicable. Hence, the CTA department now has the additional responsibility and important role of implementing the tariff rates, as outlined in the EPA

schedule of the amended Customs Act, chapter 82:01

The primary role of the GRA is to ensure the smooth implementation of the trade in goods regime and shrewd application of the Rules of Origin that will govern trade under the EPA. Hence, it is essential for Customs officials to understand and be able to apply the rules and relevant rates, be familiar with the liberalization schedule for imports from the EU and the respective tariff line that will be involved, and the classification of goods. GRA officials have been undergoing intense training in that regard.

The GRA as a visible player is also responsible for applying the requisite treatment and processing the necessary import and export documents for goods entering Guyana from the EU and leaving Guyana for the EU. The organization therefore acts as liaison and administrator of the agreement for the Government of Guyana.

CARIFORUM countries have agreed to liberalize at least eighty percent 80% of imports following the three-year moratorium. Hence, the EPA was implemented on January 1, 2011 with the introduction of the first EPA tariff reductions. However, liberalization or the reducing to zero percent (0%) of tariff lines committed under the agreement extends over a twenty-five (25) year period.

Therefore, a phased approach will be taken in

liberalizing imports, this will result in some categories of goods (tariff lines) enjoying a longer moratorium before rates are reduced. The general commitment by CARIFORUM is for liberalization to take place as follows:

In 2011	52.8% of imports liberalized
By the end of the first 5 years - 2013	56.0% liberalized
Within 10 years 2018:	61.1% liberalized
Within 15 years 2013:	82.7% liberalized
Within 20 years 2020:	84.6% liberalized
Within 25 years 2033:	86.9% liberalized

According to Finance Minister Dr. Ashni Singh, Guyana's tariff treatment of goods originating in the EU under the EPA will be as follows:

Products excluded from liberalization	Seventeen percent (17%) of imports (or tariff lines) from the EU are excluded from liberalization. This means that eighty three percent (83%) will be reduced to 0% over the 25-year period.
Products that will be fully liberalized immediately	sixty percent (60%) of all imports will be liberalized immediately from 2011
Products that will be fully liberalized during the phased out period of 5 -25 years	the remaining 23% of imports will have their duties phased out over 5 – 25 years.

The EPA is one of several trade agreements facilitated by the GRA.



The effectiveness and efficiency of any organization lies in the ability of its employees to successfully execute the mandate of the organization while providing quality service to its clients. With this in mind, the Guyana Revenue Authority (GRA) continues to use every opportunity available to ensure that its employees are chosen from among the country's top academic minds.

On February 18, 2011, staff of the Communications and Tax Advisory Services Division and the Human Resource Management Division of the GRA participated in the 11th

annual University of Guyana Open Career Day, held under the theme "Showcasing Our Services; Unlocking Your Potential".

The GRA began participating in the University of Guyana's Open Career Day activities over five (5) years ago. The agency uses this event as a recruitment tool since the career fair affords the entity the opportunity to interface with hundreds of university students who will no doubt be seeking employment in the near future. Patrons of the fair were given guided tours of GRA's new user friendly website (www.gra.gov.gy) and were also able to view past episodes of 'Focus on GRA', a weekly information programme produced by the agency. In addition, answers were provided to queries relating to the taxes administered by the GRA.

The mandate and role of the GRA, the organizational structure, operations of the various functional areas operating within the entity, and employment opportunities available within the agency were among some of the features highlighted by the GRA team. More importantly visitors of the booth were informed of their obligation to pay their taxes and its importance to the social and economic development of Guyana.

GRA's booth attracted students from various secondary schools, the Cyril Potter College of Education (CPCE), the University of Guyana and numerous employees of various organizations.

PROMOTING VALUE ADDED TAX COMPLIANCE

In January 2007, Value Added Tax (VAT) was introduced in Guyana. VAT replaced six taxes, Consumption Tax, Hotel Accommodation Tax, Purchase Tax, Telephone Tax, Service Tax and Entertainment Tax.

Even though it has been a number of years since the introduction of VAT, a number of VAT registrants and taxpayers have been asking questions and seeking information in relation to the overall operations and purpose of VAT.

Moreso, articles have appeared in the press, requesting that more be done to further inform persons about the requirements for VAT registration and the conditions contained therein.

The Guyana Revenue Authority (GRA) has over the years been making every effort to provide VAT registrants and taxpayers alike with necessary information and has utilized every medium possible.

The Tax Advisory Services Unit of the GRA conducts a number of workshops throughout the year targeting both new and existing registrants. These workshops are geared at providing interactive sessions relative to properly completing VAT Returns and computing VAT. This was deemed necessary since it has been observed over the years that a number of VAT Returns are being submitted with numerous errors which consequently contributes to a delay in the processing of the Return.

At these workshops, emphasis is also placed on troubleshooting various scenarios that can give rise to errors and problem solving techniques. A number of educational materials on various topics such as, VAT Registration, Completing VAT Returns and Zero Rated (VAT) items are distributed.

Through the use of GRA's television programme, Focus on GRA and other media, increased emphasis is placed on educating registrants and consumers on VAT. It is hoped that these efforts will lead to an increase in compliance with the provisions of the VAT Act, No. 10 of 2005.



GUYANA REVENUE AUTHORITY VALUE ADDED TAX & EXCISE TAX DEPARTMENT VALUE ADDED TAX RETURN

For assistance in filling this return, please refer to the booklet "Guide to Completing VAT Return" or the instructions printed overleaf for assistance.

VAT 200

Return Completed Form to	Any office of the Guyana Revenue Authority located nationwide
Tel: 592-227-7929, Fax: 592-227-8539	

NIL TRANSACTIONS DURING THE PERIOD
If no transaction during the period mark an "X"

2	VAT credit from Previous Month	3
---	--------------------------------	---

INPUT TAX CREDITS CLAIMED FOR THIS PERIOD	
Zero-Rated Purchases.....	\$ 4
Exempt Purchases.....	\$ 5
Standard Rated Purchases excluding VAT.....	\$ 6
VAT claimed on goods and services acquired solely for making taxable supplies	\$ 7
VAT claimed on goods and services acquired for making mixed supplies.....	\$ 8
VAT on Adjustments.....	\$ 9
Total Input VAT (7+8+9) = A	\$

OUTPUT TAX CHARGED FOR THIS PERIOD	
Zero-Rated Sales.....	\$ 10
Exempt Sales.....	\$ 11
Standard Rated Sales excluding VAT.....	\$ 12
VAT charged on goods and services during this period.....	\$ 13
VAT on Adjustments.....	\$ 14
Total Output VAT (13+14) = B	\$
VAT on major Capital acquisition included in Box 7 above. Please attach copy of receipts.	\$ 15
VAT DUE THIS PERIOD.....	\$ 16
OR	
VAT CREDIT THIS PERIOD.....	\$ 17
VAT PAYABLE.....	\$ 18
OR	
TOTAL VAT CREDIT CARRIED FORWARD.....	\$ 19

If you are enclosing a payment, please tick the appropriate box.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CASH	CHEQUE	OTHER
State Amount Paid \$.....		

I, _____ certify that the information given, on this return and any attachment, is true and correct.

Signature _____ Title (Indicate whether proprietor, director, manager, secretary, office holder in club or association, duly authorised person)

Y Y Y Y M M D D

Approved by the Commissioner General under the provisions of the Value-Added Tax Act, #10 of 2005. It is a serious offence to make a false declaration.

THE CHANGING IMAGE OF TAX COLLECTION IN GUYANA

GRA promotes public Education as a means to increase Revenue Collection



The current tax system in Guyana has the potential to compete with tax systems around the world. However, this is dependent on more citizens playing their part in the revenue collection and generation process.

Unfortunately, in Guyana today, this is not the case. The level of revenue collection in Guyana is far below its real potential. This fact has been acknowledged by the Governing Board and Management of the Guyana Revenue Authority (GRA).

The Guyana Revenue Authority was birthed out of the need for Guyana to have a comprehensive and efficient revenue collection agency. The GRA became fully operational on January 27, 2000, and is tasked with the

collection of in excess of ninety percent (90%) of the state's revenue and is also mandated to promote compliance with Guyana's Tax, Trade and Border Laws and Regulations through

education, quality service and responsible enforcement thereby contributing to the economic and social well being of the people of Guyana. These mandates are held in the highest regard.

The GRA recently revamped its operations from a tax based entity to one that is fully diversified along functional lines to meet the needs and wants of its clients. This functionalization has brought many benefits to the country. For example, in the year 2000, revenue collected amounted to thirty eight billion dollars (\$38B), while in 2010, the Authority collected in excess of ninety eight billion dollars (98B). Eleven years later (2011), the GRA is expected to collect in excess of one hundred and four billion dollars (\$104B). This figure marks a sixty three percent (63%) increase from 2000 to 2011. Hence, the Agency will have to carefully utilize its resources in order to achieve this target.

The biggest challenge the agency faces is to convince more Guyanese to honor their tax obligations. The use of public education to promote voluntary compliance is seen as a possible solution to this challenge. The idea behind this being that, the taxpaying public might be more willing to comply with the tax

comfortable and efficient location that would eliminate the need for taxpayers to travel to Georgetown or the Parika Branch Office to have their transactions completed.

Taxpayers visiting the site were given the opportunity to have one-on-one discussions with the GRA's Tax Specialists, in



laws of the land if they are better informed.

Therefore, the major focus of the GRA has been on public education and outreach programmes. In the first half of 2011, in excess of one hundred (100) awareness and sensitization programmes were planned and executed by the Communications and Tax Advisory Services Division. These programmes included workshops on Value Added Tax (VAT), seminars on Income Tax and Employer's Returns, participation in Career Fairs around the country and the setting up of Tax Sites in various administrative regions of Guyana. The use of television, radio and the print media is also seen as another means of educating taxpayers. This is accomplished through a weekly television programme 'Focus on GRA' and radio programmes such as, Revenue Update and Let's Gaff just to name a few. These mediums allow the GRA to disseminate its messages to a wide cross section of the Guyanese population.

The GRA established a Temporary Licensing Site for residents of the Essequibo Islands, Region 3, on Friday June 17 and Saturday June 18, 2011. The Licensing Site assisted residents of Wakenaam and its environs with the purchase and renewal of their Motor Vehicle and Trade and Miscellaneous Licences. The major aim behind this endeavor was to create a convenient,

relation to the services offered. Hundreds of transactions were processed during the two-day exercise. Furthermore, the team from the GRA also made a number of controlled VAT and Excise tax sensitization visits to business owners on the islands of Wakenaam and Leguan. Taxpayers were sensitized on the necessary requirements for legalizing their operations.

As a means of promoting voluntary compliance, the agency has also made its operations more transparent. This new functional approach saw the media being invited to a tour of the Container Scanner Site and a visit to the Licence Revenue Office to see the new procedures for the sale of Motor Vehicle Licences on May 31, 2011 and June 20, 2011 respectively.

All this, is a testament to the Agency's continuing efforts to promote voluntary compliance through public education and awareness programmes thereby increasing revenue collection.



TAX
HOTLINE 227-6060

BUILDING

Human Resource Capacity

Training is integral to the operations of the Guyana Revenue Authority (GRA). The GRA continuously provides training to staff members at all levels, so as to ensure that they are equipped to cope in a changing environment, improve service delivery and job performance.

Training takes several forms such as on the job, orientation and classroom. Some of the programmes carried out during the first half of 2011 were:

Internal Auditors Training

Recent investigations of internal fraudulent acts have led the GRA to provide intensive training for its internal auditors. So said Commissioner-General, Mr. Khurshid Sattaar during his opening remarks at the launching of a four week training programme for internal auditors.

Approximately seventeen (17) staff members of the agency's Internal Audit Division underwent training facilitated by the Institute of Internal Auditors - Guyana Chapter. The training programme commenced on January 12th, 2011.

Mr. Deodat Indar, Vice President of the Institute of Internal Auditors (IIA), noted that during the four week period, staff focused on the role of internal audit, field and theoretical techniques and fraud indicators among other exercises.

Mr. John Seeram, President of the IIA - Guyana Chapter, Mr. Deodat Indar, Vice President of the IIA - Guyana Chapter and Mr. Quincy Bourne, Secretary of the IIA - Guyana Chapter facilitated the training programme.

The Institute of Internal Auditors - Guyana Chapter is affiliated with the parent company located in Orlando, Florida. Established in 1941, the Institute of Internal Auditors (IIA) is an internal professional association of more than one hundred and seventy thousand (170,000) members, with one hundred and fifty three (153) chapters in the United States, Canada and the Caribbean.



Forestry Sector Workshop

The Tax Advisory Services Unit of the Guyana Revenue Authority facilitated two (2) tax workshops between February 1-3, 2011 for officials of the forestry sector.

These tax workshops dealt with a number of pertinent issues relating to Value Added Tax (VAT), Income Tax and Employers Returns (Forms 2 and 5). The participants of the workshops were mainly exporters of forestry products who are a part of the Forest Products

Association of Guyana. Several employers' representatives also benefitted from the sessions, learning how to correctly submit employee information.

The exporters were sensitized on the application of VAT on forestry products and how to apply for tax exemptions on machinery needed to produce forestry products. In addition, Income Tax and, who is required to pay Income Tax were also discussed. Given the increased Income Tax threshold for 2011, guidance was provided to taxpayers on how to compute Income Tax payable based



MILESTONES

Birthdays



“And in the end, it's not the years in your life that count. It's the life in your years.” Abraham Lincoln
Revenews wishes to extend a happy and belated birthday greetings to all staff who celebrated their birthdays during the months of January to June 2011.

CONGRATULATIONS!

Revenews wishes to congratulate staff members who recently got married, celebrated wedding anniversary, or would have completed University or graduated from any other institution during the first half of 2011. Revenews also wished to extend congratulationsto staff members who would have received promotions or confirmation of acting positions during the months of January to June 2011. It is hoped that you will continue to strive to be the best. Sorry we can not list all of you in this edition, however, Revenews wishes to highlight the following persons:

Employee Promoted	New Designation
Ebonne Griffith	Clerk II
Mark Persaud	Clerk II
Ricky Chowbay	Classification/Valuation Officer
Lois Byass	Scanning Operator
Kurt Pearson	Classification/Valuation Officer
Ariel Benjamin	Scanning Operator
Alicia Boyce	Administrative Assistant
Meena Parsram	Tax Auditor
Amanda Basdeo	Trainee Tax Auditor
Javed Rasheed	Trainee Tax Auditor



New Arrivals



Just to let you know we share in the happiness of the beautiful new life you have created. Revenews wishes to congratulate **ALL** staffers who made additions to their families during the months of January to June. Warm wishes are especially extended to Ms. Candacia Phillips and Ms. Sabrina Martindale of the Communications and Tax Advisory Services Division and Ms. Selma Garnett and Ms. Padmini Natram of the Audit Verification Unit.

Condolences

Death leaves a heartache no one can heal, love leaves a memory no one can steal. Revenews wishes to express heartfelt sympathy to all those who would have lost a loved one during the January to June period.

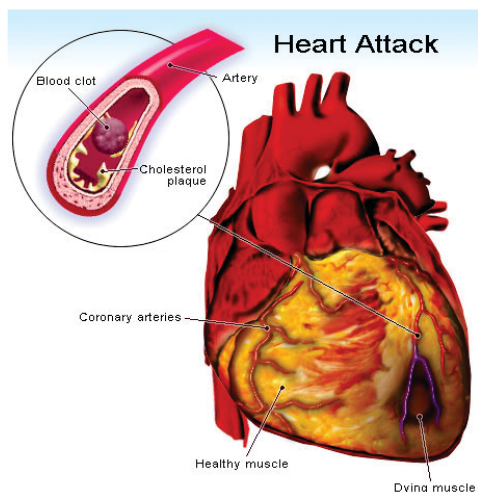
Myocardial Infarction - Heart Attacks

No matter what your genetic makeup might be, heart disease can be prevented. When it comes to heart disease, genetics does play a part, but it is important to note that there are things that every individual irrespective of his or her genetic background can do to minimize the risk of heart troubles.

A number of factors can cause heart troubles. These factors include poor circulation, clogged arteries - medically referred to as arteriosclerosis, arrhythmias or irregular heartbeats and high blood pressure, just to name a few.

Research has shown that coronary artery disease is the leading cause of death among women over sixty (60) and men over forty (40). Heart disease is the cause of one in every four deaths of men and women around the world.

Doctors and researchers alike may use specific terms to describe heart troubles. For health purposes, all you need to know that a myocardial infarction simply means an acute heart attack.



Classic symptoms of acute myocardial infarction include sudden chest pain (typically radiating to the left arm or left side of the neck), shortness of breath, nausea, vomiting, palpitations, sweating, and anxiety. Women may experience fewer typical symptoms than men, most commonly shortness of breath, a feeling of indigestion, and fatigue. Approximately, one quarter of all myocardial infarctions are "silent", without chest pain or other symptoms.

Causes

The rate of heart attacks increases with intense exertion, be it psychological stress or physical exertion, especially if the exertion is more intense than the individual usually performs. Severe infections such as pneumonia can also trigger heart attacks.

The majority of heart attacks usually occur in the morning hours, more specifically around 09:00hrs. Some investigators have noticed that the ability of platelets to aggregate varies according to a circadian rhythm, although it has not been proven. Other medical theorists believe that the increased incidence of heart attacks may be related to the circadian variation in cortisol production affecting the concentrations of various cytokines

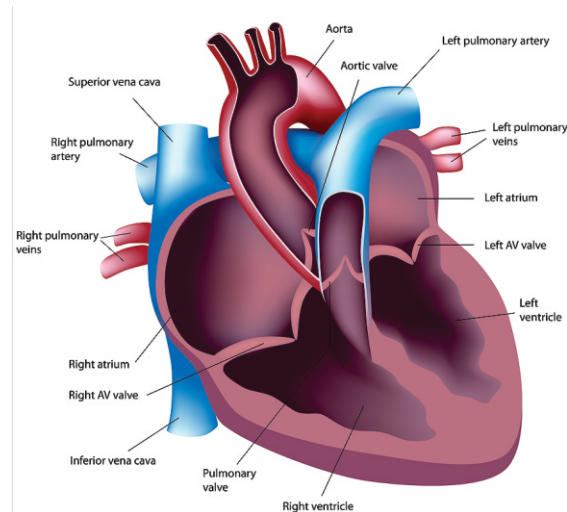
(proteins that carry signals locally between cells) and other mediators of inflammation.

Some of the diagnostic tests used to detect heart muscle damage include electrocardiogram (ECG), chest x-ray, the 3DMP and various blood tests. The most commonly used markers are the creatine kinase-MB (CK-MB) fraction and the troponin levels. Immediate treatment for suspected acute myocardial infarction includes oxygen, aspirin, and sublingual nitroglycerin.

A myocardial infarction compromises the function of the heart as a pump for the circulation of blood, a state called heart failure. There are different types of heart failure; left- or right-sided (or bilateral) heart failure may occur depending on the affected part of the heart. Incidences of heart failure are particularly high in patients with diabetes and require special management strategies.

Risk factors for myocardial infarction include:

- Diabetes (with or without insulin resistance);
- Smoking
- Hypercholesterolemia (excess cholesterol in the blood stream),
- High blood pressure
- Family history of inadequate supply of blood to the body / heart disease,
- Obesity,
- Age : Men acquire an independent risk factor at age 45, Women acquire an independent risk factor at age 55,
- Stress
- Alcohol - Studies show that prolonged exposure to high quantities of alcohol can increase the risk of heart attack
- Males are more at risk than females.



Many of these risk factors are modifiable; so many heart attacks can be prevented by maintaining a healthier lifestyle. Physical activity, for example, is associated with a low risk profile. Non-modifiable risk factors include age, sex, and family history of an early heart attack (before the age of 60), which is thought of as reflecting a genetic predisposition. Women who use contraceptive pills have an increased risk of myocardial infarction, especially in the presence of other risk factors, such as smoking.

**Remember your health is your wealth!
Join GRA's Wellness Programme today!**

IN DE KITCHEN...

SAVORY SHRIMP PASTA SALAD



Ingredients:

1 tsp. lemon zest
2 tbsp. lemon juice
½ tsp. salt
½ tsp. Black pepper
2 tsp. cheese powder
½ cup cubed tomatoes
¼ cup grated cheese (optional)
½ cup sweet corn, Carrots and peas
¼ cup finely chopped green seasonings
8 oz cooked, peeled, deveined shrimp
seasoned to taste
8 oz swirl pasta
1/2 cup light mayonnaise.

Method:

Cook pasta to desired tenderness, drain and rinse with cold water. Drain again. In a large bowl, mix together the mayonnaise, zest, juice, salt, cheese and black pepper. Mix well. Add the green seasonings, tomatoes, corn, carrots and peas. Add pasta and shrimp to bowl. Toss to mix well.

ANGEL KISSES



Ingredients:

3 egg whites, beaten stiff
1 cup sugar
1/2 cup chocolate chips
1/2 tsp. vanilla
a pinch of salt
1 1/2 cup frosted corn flakes, crushed
1/2 cup coconut lightly toasted

Method:

Beat 3 egg whites until stiff; add salt. Add 1 cup sugar slowly. Fold in 1 1/2 cups corn flakes, crushed. Add 1/2 cup chocolate chips, 1/2 cup coconut, and 1/2 teaspoon vanilla; fold until well mixed. Drop teaspoon size balls onto greased baking sheet. Bake for 15-20 minutes at 350 degrees.

Letters from Taxpayers...

June 3, 2011

Dear Mr. Sattaur,

Would it be possible for you to re-run the application of VAT by businesses, which was demonstrated on Focus on GRA by a young man. This demonstration was very informative but my friends and I switched to the channel late. The demonstration was very informative and should be given more airtime.

Kudos should be given to the producer of the program and to the young man who did the demonstration.

Thank you,
Michael

May 20, 2011

Dear GRA,

Thanks for the information, which addressed my questions and was very informative.

Regards,
E. Daniels
Consultant

May 26, 2011

Dear GRA,

Thank you very much for your detailed answer. The information you have provided has been very helpful, especially as regards the registration requirements for foreign companies.

Best regards,
Beatrice Bruggen

This page highlights some of the emails sent by the public to the Communication and Tax Advisory Services Division. The Tax Advisory Services Section is responsible for answering queries from the general public

BROADCAST SCHEDULE OF GRA'S TV AND RADIO PROGRAMMES



PROGRAMME	CHANNEL AIRED / STATION AIRED	TIME AIRED	REBROADCAST
Focus on GRA	CNS/ CH 6	SAT -17:30hrs	Thurs-20:00hrs
Focus on GRA	HBTv / Ch 9	SUN -9:30 am	Mon-19:00hrs
Focus on GRA	NCN/ CH 11	SUN 14:00 hrs	Wed-12:30hrs
Focus on GRA	MTV/ CH 14\ Cable 65	SUN 18:00hrs	Tues-19:00hrs
Focus on GRA	RCA/ CH 8 Essequibo coast	MON 18:00 hrs	Mon-22:30hrs
Focus on GRA	TARZIE CH 5 Bartica	MON 19:30hrs	Mon-22:00hrs
Revenue Update	V.O.G		



General Information



The Guyana Revenue Authority was established on January 27, 2000 and consists of:

- GRA Secretariat
- Customs & Trade Administration
- Tax Operations and Services Department

The Principal Officers are:

- The Commissioner-General – Mr. Khurshid Sattaur
- The Deputy Commissioner-General – Mr. Clement Sealey
- Head – Tax Operations and Services Department – Ms. Hema Khan
- Deputy Head – Customs and Trade Administration – Ms. Karen Chapman
- Director – Corporate Services – Ms. Ingrid Griffith

Business Addresses:

Commissioner-General & Deputy Commissioner-General

GRA Secretariat
357 Lamaha & East Streets, Georgetown
Tel: 227-8814 or 227-8787

Head – Tax Operations and Services Department

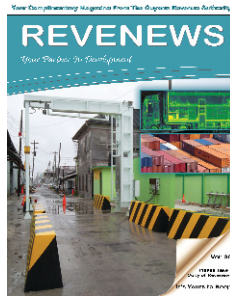
Tax Operations and Services Department
210 'E' Charlotte & Albert Streets, Georgetown
Tel: 227-7310, 227-7672 or 227-7929

Deputy Head – Customs & Trade Administration

Customs House Building
34 Main & Hope Streets, Georgetown
225-6931 or 225-4698

Director – Corporate Services

GRA Office
216-217 Lamaha Street, Georgetown
Tel: 227-3885



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Latoya Martin, Keisha Thomas, Rashan Reid.

Photographer: Deodat Seulall

REVENEWS NEEDS YOU!!

Is there something you want us to feature?

Is there something you want to tell about us?

Are you a GRA staff member who wants us to feature you or your unit?

Are you a great cook and want to share a recipe? Great!

We want to make Revenews more about you.

Send us an email at grapublicrelations@gmail.com and you never know.....

You may appear in the next issue of Revenews!



FOR MORE INFORMATION AND ASSISTANCE



227 6060



www.gra.gov.gy | gravat@gra.gov.gy



COMMUNICATION & TAX ADVISORY SERVICES DIVISION
210 E Albert and Charlotte, Streets,
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