

 Uganda Revenue Authority <small>DEVELOPING UGANDA TOGETHER</small>	<b>Diplomatic Value Added Tax Return</b>	Official Use Only
	<i>(This Form will be used by Diplomats, Diplomatic missions and Public International Organizations claiming a refund of VAT under The VAT Act, Cap 349.)            Please complete and submit by the 15<sup>th</sup> of the month following the tax period.</i>	
	<i>Please fill in CAPITAL letters where applicable and sign the declaration. If you have any query regarding any of the questions consult the nearest URA-DT tax office.</i>	
	<b>Form DT-2032</b>  Period (Month/Year) <input type="text"/> /20 <input type="text"/> <input type="text"/> <input type="text"/> <b>Toll Free Number 0800117000</b>	

### Section A – Particulars of Claimant

1) Name of Diplomat/Organization:	2) Taxpayer Identification Number:	3) Diplomatic Identification Number of Claimant:
4) Bank:	5) Bank Branch:	6) Account Number (Only UGX Accounts):

### Section B – Filing Status

1. Whether Original Return or Amended Return?  <input type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDED	<i>If Amended, earlier returns acknowledgement number and date:</i> 1.a Date <input type="text"/> /20 <input type="text"/> <input type="text"/> <input type="text"/> 1.b Acknowledgement Number <input type="text"/>
2. Date of Submission <input type="text"/> /20 <input type="text"/> <input type="text"/> <input type="text"/>	
3. Reason for Filing Amended Return:	

### Section C – Particulars of claim

Provide the total amount of Purchase and total VAT paid by the Individual diplomat or organization			
	Nature of Purchases	Amounts (Excluding VAT)	VAT(Amount Claimed)
1	Standard Rated Local Purchases		
If Organization is filing return on behalf of its diplomats, then provide details of Refund amount claimed for individual diplomats			
	Name	TIN of Individual Diplomat	Amounts (Excluding VAT)    VAT (Amount Claimed)
2			
3			
4			
5			
6			
7	If you have more than 5 entries, attach a supplemental sheet in the same format and enter the total from the supplemental sheet here		
8	<b>Total Claim of Diplomats (Add Lines 2 through 6)</b>		
9	<b>Total Claim amount (Add of line 1 and 8)</b>		

### Section D – Declaration and Certification

I declare that the information given on this return is true and correct. <i>(This return should be signed by an authorized person, see notes below)</i> Name: _____  Signature: _____      Designation: _____  Date (Day/Month/Year) <input type="text"/> /20 <input type="text"/> <input type="text"/> <input type="text"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;"></th> <th style="width:25%;">Received By</th> <th style="width:25%;">Authorized By</th> </tr> <tr> <td>Office</td> <td></td> <td></td> </tr> <tr> <td>Name</td> <td></td> <td></td> </tr> <tr> <td>Signature</td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> </tr> </table>		Received By	Authorized By	Office			Name			Signature			Date		
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<b>Diplomatic Value Added Tax Return</b>	<b>Form DT-2032</b>	Page 2 of 2
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## Exhibit 1 – Format for Expenses Schedule

*Note: This is the recommended format for submitting detailed information regarding the claims for the organization or mission and the individual diplomats. On your spreadsheet, use as many lines as necessary. In case organization is filing for refund on behalf of its individual diplomats provide separate sheet for each of them showing details of VAT refund claimed.*

<b>TIN of the organization or individual diplomat:</b>					<b>Claim Period (Month/Year)</b> <input type="text"/> <input type="text"/> / 20 <input type="text"/> <input type="text"/>		
Sr. No.	a) Name of Supplier	b) TIN of Supplier	c) Invoice Date	d) Invoice Number	e) Description of Goods	f) Amount (Exclusive of VAT)	g) VAT Paid
<b>TOTAL</b>							

### Instructions

**Introduction:** This form is designed to meet the requirements set forth in the Value Added Tax Act (Chapter 349 VAT Act). Conditions for Refunding of Tax to Diplomats and Diplomatic and Consular Missions and International Organizations are covered in Section 45 of this Act. The submitting of improper claims or the making of False or Misleading Statements is discussed elsewhere in this Act.

**Due Date:** In accordance with current regulations, it is recommended that diplomatic claims be made for each month with the Commissioner-General within 15 days after the end of the period in order to assure timely refunds.

**Notes on Completing Form:** These notes are for your general guidance only; nothing contained in the notes affects your obligation to make full and true statement of services or products provided as required by the Value Added Tax Act (Chapter 349 VAT Act).

**Section A – particulars of Claimant (Organization):** Enter the required information. Accurate entry of the bank information on Lines 10, 11 and 12 will

expedite the refund. In case your particulars have changed, please fill in the TIN Amendment Form.

**Section B – Amount Claimed by Organization / Mission:** Enter the amount claimed by your organization to get the total cash to be refunded (Do not include purchases of individual diplomats as these will be recorded in Section C. The amount claimed by each Mission/Organization should be prepared in a schedule with the column heads specified in Schedule 1 and attach **copies of Original invoices**. Please note that individual transactions of less than Shs. 50,000 (excluding tax) are not eligible for a refund and the total value of any claim for a period shall not be less than Shs. 200, 000 (excluding tax). A separate listing is required for Standard Rated Local Purchases

**Section C – Particulars of Diplomats:** Enter details of the diplomats claiming cash refunds. Every Diplomat claiming for the first time should attach a copy of the Diplomatic Identification card. The amount claimed by each Diplomat should have a schedule in the format shown in Schedule 1 with original invoices attached. Please note that individual transactions of less than Shs.

50,000 (excluding tax) are not eligible for a refund and the total value of any claim for a period shall not be less than Shs. 200, 000 (excluding tax).

**Section D – Summary of amount claimed:** Add the amount claimed by the organization together with claim by individual diplomats to get the total cash to be refunded. Enter this number in Section D.

**Section E – Declaration and Certification:** The declaration must be made by any of the following personnel:

- i. A person enjoying full or limited rights or privileges under any local or international laws applicable in Uganda, or under principles of international law.
- ii. An accredited representative of a Diplomatic or Consular mission of a foreign country.
- iii. An accredited representative of a Public International Organization listed in the First Schedule of the Value Added Tax Act, Cap 349.

**Questions:** If you have any questions, please contact the local URA office or use the toll free number listed at the top of the form.