

# VAT Grouping

Registration User Manual

v1.0 November 2018

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# Submitting a request for a VAT Group

## Vat Group Request

The screenshot displays the 'Vat Group Request' main screen, organized into four main sections:

- Section 1 - Group Details:** This section contains two columns of input fields. The left column includes: Group Name, Group Address - Building Name, Country (dropdown), Town (dropdown), Street (dropdown), Post Code, Proposed Date Of Commencement (dropdown for month and year), Contact Person Name, and Contact Person Surname. The right column includes: a checked checkbox for 'Replicate Group Address to Mailing address', Mailing Address - Building Name, Country (dropdown), Town (dropdown), Street (dropdown), Post Code, Applicant Contact No, Email Address, and GRE Telephone No.
- Section 1.5 - Group Economic Activity:** This section includes: Register Type (dropdown), Economic Activity 1 (dropdown), Economic Activity 1 Turnover: (€) (text input), Economic Activity 2 (dropdown), and Economic Activity 2 Turnover: (€) (text input).
- Section 2 - Group Members:** This section features an input field for 'Enter Group Member VAT No' and an 'Add Member' button. Below it, it shows 'Total No. of Members:'.
- Section 3: Group Documents:** This section includes an 'Upload a Document:' area with a 'Choose File' button and 'No file chosen' text, a 'Document Type:' dropdown menu set to 'Organization Links', and an 'Upload' button. Below this, it shows 'Total files uploaded:'.

At the bottom of the form, there are two buttons: 'Submit Application' and 'Cancel'.

Figure 1 Main Screen to Request VAT Group Formation

## Section 1 – Group Basic Details

In this section you are required to input the VAT Group’s information. If ‘Replicate Group Address to Mailing Address’ is selected, details will be automatically copied. For foreign addresses, select a foreign country from the list and type the address in the Town and Street boxes provided afterwards.

## Section 1.5 – Group Economic Activity Details

In this section you are required to provide your ‘Group Economic Activity’ details. First, select the ‘Register Type’ from the dropdown list under which you wish to form the VAT Group. Then choose an Economic Activity for the group. Only the main economic activity is required but you can input an additional second economic activity.

This close-up screenshot shows the 'Section 1.5 - Group Economic Activity' section. It contains the following fields:

- Register Type: A dropdown menu with the text 'Please Select Register Type'.
- Economic Activity 1: A dropdown menu with 'None' selected.
- Economic Activity 1 Turnover: (€): A text input field.
- Economic Activity 2: A dropdown menu with 'None' selected.
- Economic Activity 2 Turnover: (€): A text input field.

Figure 2 Section 1.5 Data Input Fields

## Section 2 – Group Members

A VAT Group must be formed by at least two or more VAT Numbers. In case the potential members do not have a VAT Number, they are required to register for a VAT Number through using the following link: <https://cfr.gov.mt/en/eServices/Pages/Online-VAT-Registration.aspx> in order to form part of a

VAT Group. One of these VAT Numbers must be selected as Reporting Entity (VAT Number responsible for all the group).

**Section 2 - Group Members**

Enter Group Member VAT No

Total No. of Members: 2

Group Member Vat No	Reporting Entity	
.	<input checked="" type="radio"/>	<a href="#">Remove</a>
.	<input type="radio"/>	<a href="#">Remove</a>

Figure 3 Example of Inclusion of Members (VAT Numbers) within your request

### Section 3 – Group Documents

As part of the VAT Grouping registration, you are required to upload at least one document of each of the following types: Organisational Links, Economic Links, Financial Links, Copies of Licences and Letter of Authority. Further information about the document types, can be found under the information icon ‘i’ next to the dropdown list.

**Section 3: Group Documents**

Upload a Document:  No file chosen Document Type:

Total Documents Uploaded: 1

Document Type	Document Name		
Organization Links	VAT Grouping Testing.docx	<a href="#">View</a>	<a href="#">Remove</a>

Figure 4 Group Documents Section

### Section 4 - Confirmation of Your Application

Once the registration is submitted successfully, you will receive an acknowledgement via email that your request was submitted to the Vat Grouping Unit (VGU). You will also be redirected to another page where you can view all the requests you submitted (as illustrated below).

#### Filter your results

Group Name:

#### Your requests

Group Name	Status	Submission Date		
Group A	Pending Applicant Action	09/10/2018 13:00:23	<input type="button" value="View"/>	<input type="button" value="Edit"/>
Group B	Approved	09/10/2018 13:05:14	<input type="button" value="View"/>	
Group A	Pending Applicant Action	15/10/2018 17:07:59	<input type="button" value="View"/>	<input type="button" value="Edit"/>
Final Countdown Ltd	Approved	13/11/2018 10:53:51	<input type="button" value="View"/>	
DDL Ltd	Pending Applicant Action	13/11/2018 11:19:00	<input type="button" value="View"/>	<input type="button" value="Edit"/>
DTEST	Approved	14/11/2018 14:47:46	<input type="button" value="View"/>	
Group A	Approved	15/11/2018 13:52:19	<input type="button" value="View"/>	
Today Group Ltd	Group Disbanded	16/11/2018 10:28:45	<input type="button" value="View"/>	
Today Group Ltd RJ	Rejected	16/11/2018 10:44:19	<input type="button" value="View"/>	
Next Group	Pending Applicant Action	16/11/2018 15:02:44	<input type="button" value="View"/>	<input type="button" value="Edit"/>

Figure 5 VAT Group Request List Page

## Section 5 - Processing of Your Application

While processing the application, the VGU might send you correspondence to amend or clarify certain information as they review your application. When you receive such notifications, you are required to log in to VAT Services. From the side menu select 'VAT Group Request List' and find the request marked as 'Pending Applicant Action'. To perform your amendments, click on the 'Edit' button (see figure below).

### Vat Group Request

**Section 1: Group Details**

Group Name	DDL Ltd	Mailing Address - Building Name	Test
Group Address - Building Name	Test	Street	ofsfad
Street	ofsfad	Town	ofsfad
Town	ofsfad	Postcode	BR3000
Postcode	BR3000	Country	Albania
Country	Albania	Economic Activity 1	Reinsurance
Contact Person Name		Economic Activity 1 Turnover	€100,000
Contact Person Surname		Economic Activity 2	N/A
Email Address		Economic Activity 2 Turnover	N/A
GRE Telephone No	21010101	Applicant Contact Number	22122111
Proposed Date Of Commencement	Dec 2018		
Register Type	Register A (Article 10)		

**Section 2: Group Members**

Reporting Entity: [Input Field] +

[Input Field] +

**Add Group Members**

Enter Group Member VAT No: [Input Field] **Add Member**

**Section 3: Group Documents**

Total Uploaded Documents: 5

Document Type	Document File Name	Reject	Reject Reason	Reject Comment - Maximum Amount of Characters = 100	
Organizational Links	New Screen 1 Part 2.PNG	<a href="#">View</a>			
Financial Links	NewScreen1.PNG	<a href="#">View</a>			
Economic Links	Screen 2.PNG	<a href="#">View</a>	<input checked="" type="checkbox"/> Inadequate financial links	tester	<a href="#">Remove</a>
Copies of Licenses	Screen 3 - Part 1.PNG	<a href="#">View</a>			
Letter of Authority	SecondHalfScreen3.PNG	<a href="#">View</a>			

**Group Document Upload**

Upload a Document:  No file chosen Document Type: Organizational Links

Figure 6 Editing an Application

The modifications will be marked in red. You are required to click on the 'Remove' link and perform changes as needed. Once done, you may resubmit your modifications using the 'Save Changes' button at the bottom of the page.

## Section 6 - Decision for your VAT Group

Once a decision has been taken on your request, you will be notified via email. If your request is rejected, you will receive an email with the reasons why it was rejected. If your request is approved, you will receive an email with the VAT Number for the Group together with the active start date. Members forming part of the group will also be notified that their VAT Number will be inactive and to use the Group VAT Number from the effective date.

## Section 7 - Further Help

Should you require any further assistance when filling out your request, you are kindly asked to contact the VAT Grouping Team at [vgu.cfr@gov.mt](mailto:vgu.cfr@gov.mt).