


Memo

To : All Taxpayer Service Staff

From : Mrs. Judith Calloo (Taxpayer Service Manager) 

Date : September 21, 2021

Re : Zero-Rating processing / Vetting D-license application forms

Resulting from an Internal Audit, that was recently conducted at the May Pen Large Tax Office; this serves as a reminder that adherence to the approved SOPs must take place with respect to the captioned activities. Additionally, processes surrounding the undermentioned activities are being highlighted, as non-conformities regarding same were also identified.

Zero Rating

- All supporting documents, to include purchase orders, invoices & justification letters must be properly vetted. The requisite signatures, and a stamp must also accompany the purchase order and justification letter.

Driver's Licence

- Before processing an application, the Drivers License application forms (F7 & F8) must be properly vetted and completed. Also, all the required fields must be completed, to include the "official use" section.

Memo

To : All Taxpayer Service Staff

From : Mrs. Judith Calloo (Taxpayer Service Manager)

Date : September 29, 2021

Re : Uploading of ID for transferor's along with Motor Vehicle Title and vetting of MVOI forms

Resulting from an Internal Audit, that was recently conducted at the May Pen Large Tax Office; this serves as a reminder that adherence to the approved SOPs must take place with respect to the captioned activities. Additionally, processes surrounding the undermentioned activities are being highlighted, as non-conformities regarding same were also identified.

Motor Vehicle Transfer

Viewing of some titles uploaded for period April – June 2021 revealed that some transferor's identifications were not uploaded along with the title.

It is very important that keen attention be given to the uploading of the IDs in order for the transferring of motor vehicle process to be completed.

Vetting MVOI forms

It was discovered that MVID numbers and other boxes within section A and C were incomplete, example previous title number missing.



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E-service Application for Chantell Bertram TRN 120-682-672
from Audit report re: web logon

Judith,E Calloo

|
Today, 2:19 PM

Judith,E Calloo

Reply all

Thu 9/30, 2:26 PM

Babette, Higgins;

Leighton Hewitt

Good Afternoon,

The E-service application for Ms Chantell Bertram was withdrawn as a third contact was made with customer again on September 30, 2021 and she agreed to restart the process

bell
30/9/2021