

**Instructions for completing the "INSTALMENTS – NP" form**

<p>Taxable person information:</p>	<p><i>Enter the taxable person's personal information.</i></p> <p><i>An application for the payment of tax in three monthly instalments may only be filed by a taxable person who is a natural person.</i></p>
<p>Authorised representative information:</p>	<p><i>Enter the information on the authorised person if the taxable person is filing the application via an authorised person.</i></p> <p><i>The power of attorney must be enclosed with the application.</i></p>
<p>Application information:</p>	<p><i>Mark one of the options.</i></p>
<p>Tax liability information:</p>	<p><i>Enter the data on the type of tax and the tax amount for which instalment payment is requested.</i></p> <p><i>If you would like the tax authority to approve instalment payment for the total tax amount, only enter "<u>Total tax amount</u>" in the appropriate field under tax amount.</i></p> <p><i>If you would like the tax authority to consider your application with regard to all your outstanding tax liabilities, enter "<u>All outstanding tax liabilities</u>" under the type of tax. In such a case the tax authority will consider tax liabilities as at the date of filing of the application and it is not necessary to enter the amount of tax.</i></p>
<p>Enclosures:</p>	<p><i>If enclosures are included, this should be marked accordingly.</i></p>