

# USER GUIDE FOR SERVICE PROVIDERS AND REGISTERED ENTITIES

CIT-01 v3 Revision Date: 7-15-2021

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# 1 Introduction

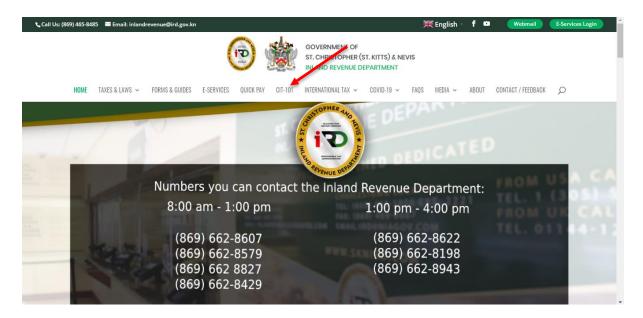
This manual is being prepared for Service Providers and Registered Entity Users. It will reflect all activities the Service Provider or the Registered Entity Users must carry out to complete the online filing process.

To access the application, go to the below URL.

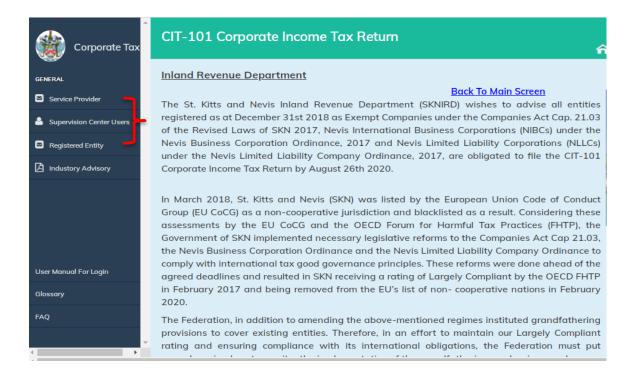
Web URL:

# https://www.sknird.com/

This screen will show the St. Kitts Nevis Inland Revenue Department (SKNIRD) homepage. Click on **CIT-101** link to access e-filing portal.



The e-filing portal will open.



There would be three options on the left of your screen.

- 1. **Service Provider** to be accessed by Services Providers or other agents who wish to submit multiple returns.
- 2. **Supervision Centre Users** to be accessed only by SKNIRD officers.
- 3. **Registered Entity** to be accessed by entities or an authorized representative to submit one return.

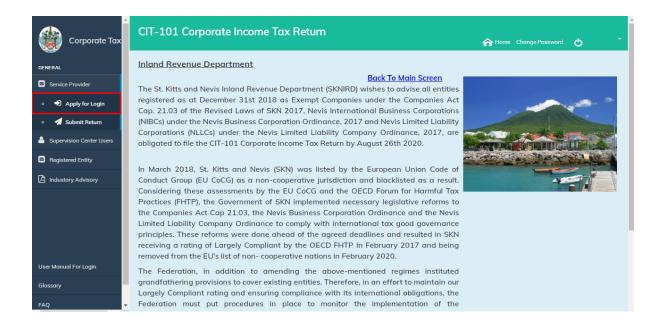
This Manual applies only to Service Provider and Registered Entity Users.

### 2 Service Provider User

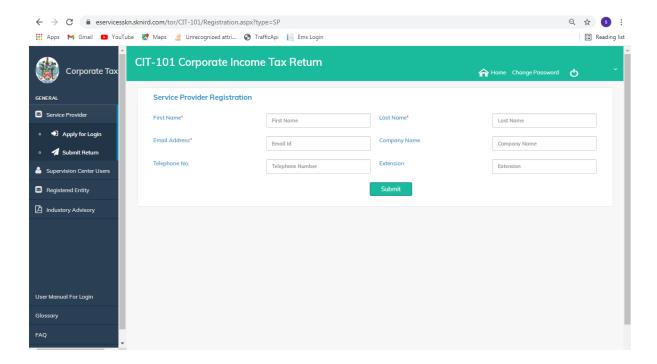
If the Service Provider has no previous login credentials, then the Service Provider can apply for a login credential. Please note that if you applied for, and received login credential previously, then there would be no need to re-apply.

# 2.1 Apply for Login

Click on **Apply for Login** under Service Provider.



Once you click, then the Service Provider Registration screen will open. Fill the required information and click on the **Submit** button to submit the details.

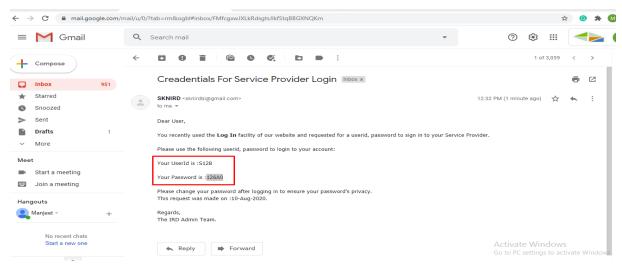


A message will populate about the successful submission of the request.



Approval Process: The Service Provider application for login credentials would be approved by the authorized officer at the SKNIRD. For further assistance in pending login credentials, email inquiry to <a href="mailto:aeoi.skn@ird.gov.kn">aeoi.skn@ird.gov.kn</a> or contact any member of the SKNIRD International Tax Unit.

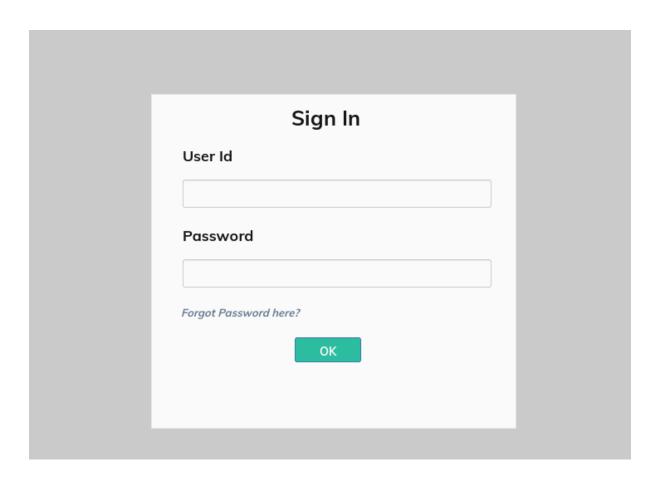
Once the login credential is approved, an email will be sent to the Service Provider's email address with the approval message and login credentials.



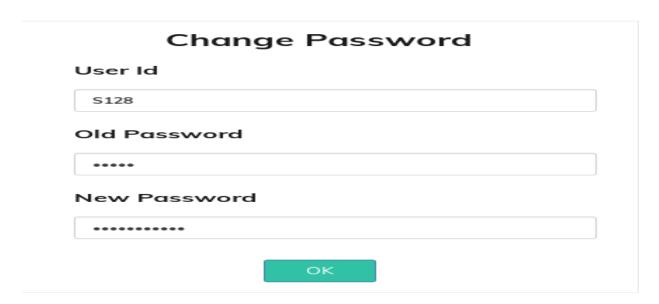
Return to the home page and select **Submit Return**.

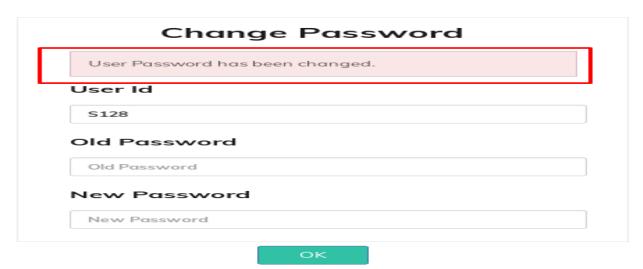


The following login window will open.



The Service Provider will utilize the login credentials provided in the email. If this is the user's first login with the emailed credentials, a change password screen will open.





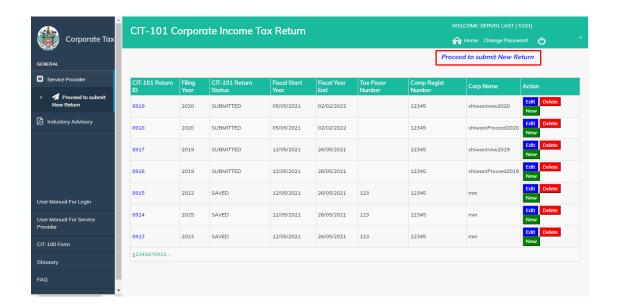
After successful login, the Service Provider window will open.

### 2.2 Submit Return

There are two options to submit a return. The user would have to identify if the return is being submitted for an existing client/customer or a new client/customer. An existing client is an entity which filed a previous year's CIT-101 Return. A new client is one that has never filed a CIT-101 Return. Please select the appropriate option.

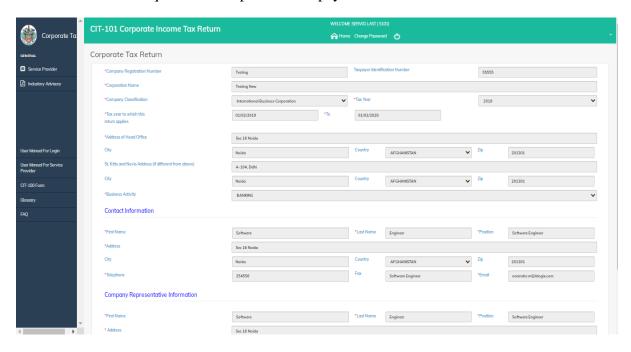
# 2.2.1 Submit New Return for New Customer

To submit a new Return for a new customer, please select **Proceed to submit New Return** and enter the data in the taxpayer information screen.



# **Enter the Taxpayer Information**

The user would be required to complete the taxpayer information.



Fill all the required information. All mandatory fields are marked with an \*. Please utilize guide below when completing the same.

- ➤ Company Registration No. Mandatory field and pertains to the registration number the entity was assigned upon registration. This is found on the Incorporation Certificate received from the Financial Services Regulatory Commission (FSRC).
- ➤ Taxpayer Identification No. Non-mandatory field that is only applicable if the entity is registered with the SKNIRD. Only taxable entities would receive a TIN and therefore be registered with the SKNIRD.
- Corporation Name Mandatory field that refers to the name of the registered entity. This is found on the Incorporation Certificate received from the Financial Services Regulatory Commission (FSRC).
- Company Classification Mandatory field where a drop-down list of the entity classification is provided. The entity classification could also be found on the Incorporation Certificate received from the Financial Services Regulatory Commission (FSRC).
- > Tax Period Mandatory field where a drop-down list of the tax periods is provided such that an appropriate selection can be made.
- ➤ Tax year to which the return applies Mandatory field of the preceding calendar year, e.g., 1/1/2019 to 31/12/2019. This automatically pre-fills when the Tax period is selected. It can be edited for those entities who did not operate for the entire calendar period.

- Each address is specific to its own category:
  - The head office address Mandatory field and refers to the headquarters of the Registered Entity.
  - The St Kitts-Nevis address Refers to the local address of the Registered Entity (if applicable)
- ➤ Business activity Mandatory field where a drop-down list is provided such that a selection can be made.
- ➤ Contact Information Mandatory fields to provide information about the Registered Entity's contact person.
- Company Representative Information Mandatory fields relate to the Registered Agent/Service Provider.

Click **Save**, followed by the **Continue** button.

# **Complete the Corporate Tax Return**

Please note that the 2019 returns are different to the 2020 Returns. The user has to select the year for which the Return is being completed. The tax year selected would determine the Tax Return questions. The guide below applies only to the **CIT-101 v3 Tax Return (2020 Return)**. For further information on the CIT-101 or the 2019 Tax Return, please send an email inquiry to <a href="mailto:aeoi.skn@ird.gov.kn">aeoi.skn@ird.gov.kn</a> or contact any member of the SKNIRD International Tax Unit.

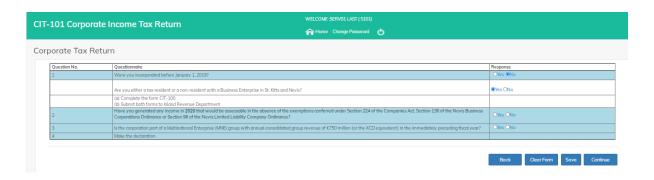


The User is required to select the appropriate response to the questions raised.

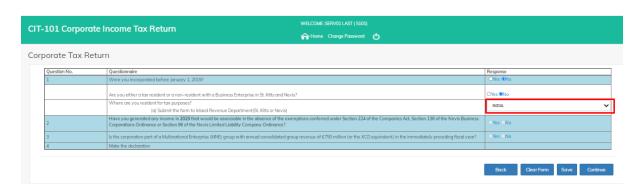
The purpose of question 1 is to identify the grandfathered entities (IBCs, LLCs, Exempt Companies and International Companies) that would be afforded the benefits of the exemption until June 2021. For monitoring purposes in accordance with Annex B of the 2017 and 2018 Harmful Tax Practices Progress Report on preferential regimes, these entities would need to complete the CIT-101 Return.

The question asks if the entities were incorporated before January 1, 2019. A "YES" response would prompt the user to proceed to question #2. However, if the response is "NO" this indicates the entity was registered in 2019 and is therefore not a grandfathered entity.

A follow up question seeks to establish whether the entity is a taxable entity in the Federation. An entity is a taxable entity if it is a Tax Resident or if it is a non-resident doing business through a Permanent Establishment. Please see the Income Tax Amendment Act, 2021 for a definition of the relevant terms. If the response is, "YES" then the entity falls into the taxable net, would be asked to make the Declaration and be required to complete the CIT-100 Return filed by all taxable entities. Both forms would then be submitted to the SKNIRD.



If the entity is neither tax resident nor non-resident carrying on business in the Federation, the entity would be asked to declare where they are tax resident, sign the Declaration and submit this form to the SKNIRD. If the entity is not resident anywhere, the "No Country" option should be selected.



The purpose of question 2 is to identify whether the entity has income that is benefitting from grandfathering. Where income would not be taxable under the rules applying to nongrandfathered companies, there is no benefit from grandfathering and hence the answer to this question would be "NO". This is in accordance with our requirement under Annex B of the Harmful Tax Practices - 2018 Progress Report on preferential regimes where one of the data items to be collected is the income benefitting from grandfathering in the close-off year and subsequent years where grandfathering is allowed.

The question asks whether the entity would have generated income in the year that would be taxable if it was not afforded the exemptions. If the entity was neither tax resident nor non-resident carrying on business through a Permanent Establishment (PE) in the Federation, the answer to this question will be "NO". This "NO" response would prompt the respondent to proceed to question #3.

If the entity was tax resident OR non-resident and carrying on business in the Federation, AND generated income that would have been taxable if it were not afforded the exemptions, the response will be "YES". Assessable income would then be calculated as follows:

Net Profit (See Section 3 "Charge of Income" of the Income Tax Act, Cap 20.22)

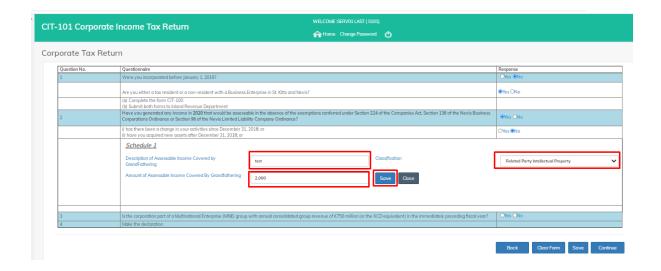
Add: Expenses and charges not allowed (See Section 10, "Deductions Allowed" of the Income Tax Act, Chap 20.22) for deductions allowed

Deduct: Exempt Income included in accounts (see Section 7 "Exemptions" of the Income Tax Act, Cap 20.22

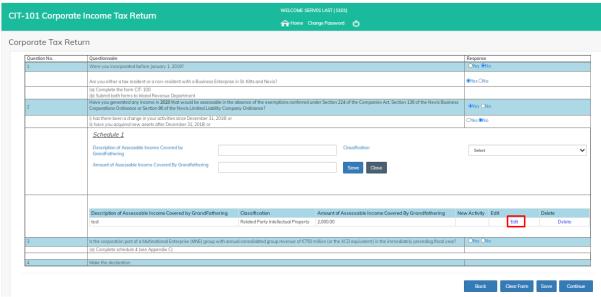
There are follow-up questions to be considered if the answer to the initial question is "YES". If the response to all the questions is "No", the entity is required to complete Schedule 1 (Grandfathered Income Schedule), which seeks to gather the description of the assessable income covered by grandfathering, the classification (from which the entity would be required to choose, Related Party IP, Non-related Party IP or Non-IP), and the amount of the assessable income covered by the grandfathering.

101 Camar	WELCOME: SERVOI LAST ( S101)			
tor Corpore	ate Income Tax Return  A Home Change Password ♂	☆ Horne Change Password ტ		
orate Tax R	eturn			
Question No.	Questionnaire	Response		
1	Were you incorporated before January 1, 2019?	O∕es ®No		
	Are you either a tax resident or a non-resident with a Business Enterprise in St. Kitts and Nevis?	Yes ONo		
	(a) Complete the form CIT-100  (b) Submit both forms to Inland Revenue Department			
2	Have you generated any income in 2020 that would be assessable in the obsence of the exemptions conferred under Section 224 of the Companies Act, Section 136 of the Nevis Business Corporations Ordinance or Section 96 of the Nevis Limited Liability Company Ordinance?	●Yes ONo		
	ii) has there been a change in your activities since December 31, 2018; or iii) have you acquired new assets after December 31, 2018; or	OYes ®No		
	Schedule 1			
	Description of Assessable Income Covered by GrandFathering Classification	Select 🗸		
	Amount of Assessable Income Covered By Grandfothering Save Close			
3	Is the corporation part of a Multinational Enterprise (MNE) group with annual consolidated group revenue of €750 million (or the XCD equivalent) in the immediately preceding fiscal year?	OYes ONo		
4	Make the declaration			

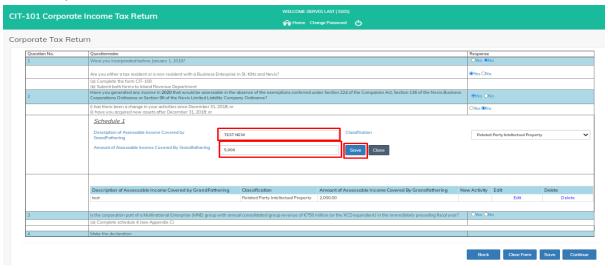
Enter information in Schedule 1 and click on Save.

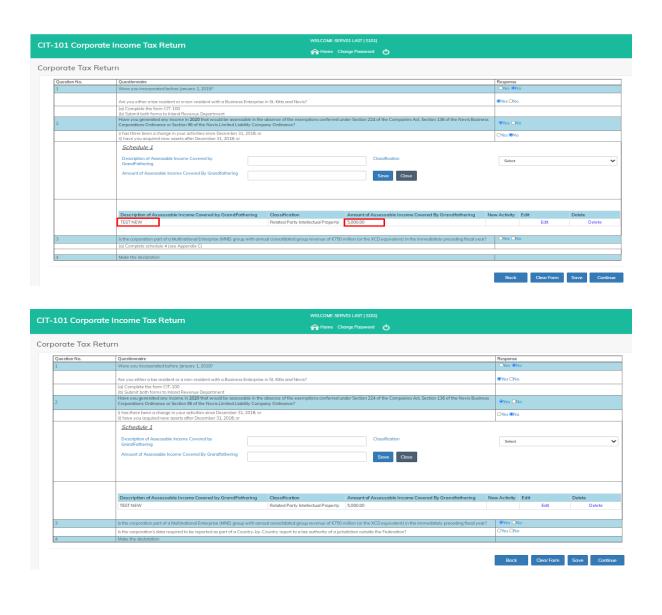


# To edit Schedule 1 information, click on Edit.



### After edit, click on **Save** to save the edited information.

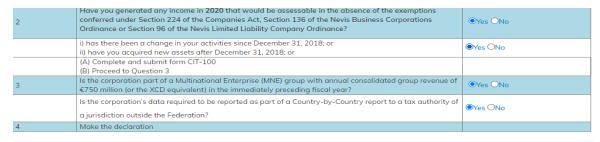




A Successful Message will show for a Successfully Saved Application.



If the response to either of the three (3) follow-up questions is "YES", this would mean the entity is taxable and therefore be required to complete CIT-100 Return.





The purpose of question 3 is to gather some information required under the BEPS Action 13 Minimum Standard, which seeks to help determine whether there are any Multinational Enterprises (MNEs) headquartered in the Federation or has Country-by Country Report (CbCR) obligations. Under this action, only MNEs meeting the financial threshold are required to prepare a CbCR with aggregate data on the global allocation of income, profit, taxes paid and economic activity among tax jurisdictions in which it operates.

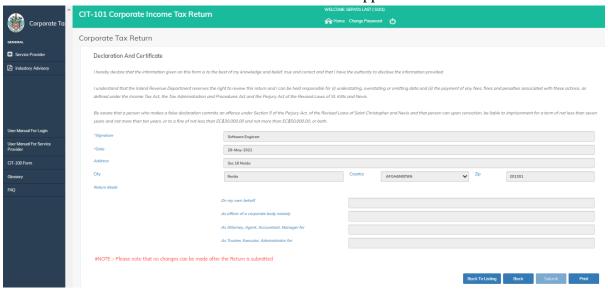
This question seeks to establish whether the entity is part of a consolidated group (related party) that is already filing CbCR or whether the entity is designated as a "reporting entity" for CbCR purposes.

## Select the appropriate responses.



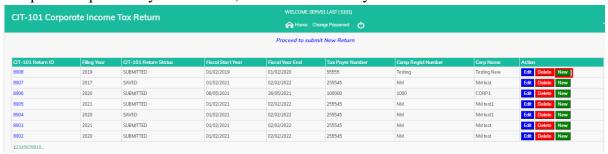
# **Declaration and Certificate**

Fill the information and click on **Submit** to submit the application.

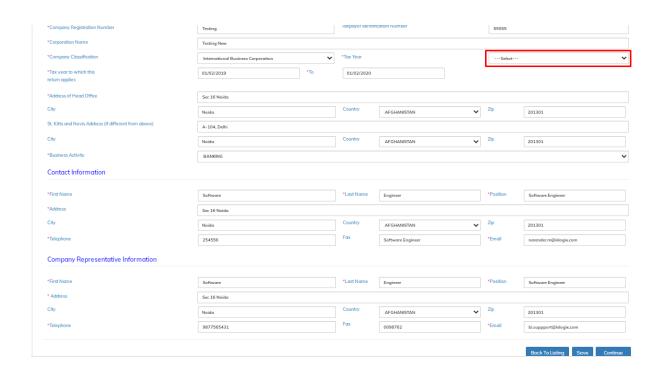


# 2.2.2 Submit New Return for Existing Customer

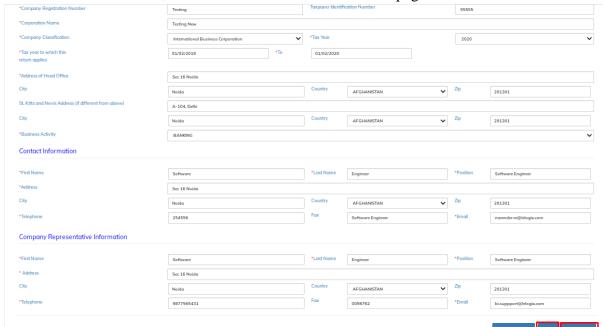
If an entity submitted a Return for a previous year, they can file a new Return with the data that is pre-filled from the prior year's Return. Using the same account that was used to complete the previous year's Return, search for the entity name and click on **New**.



The user should be able to see his previous year's submitted data. The user would then select the appropriate Tax Year and Period.



After Tax Year selection, click on **Save** and continue to next page.



A Successful Message will show for Successfully Saved Application.

eservicesskn.sknird.com says Information Saved Successfully.	
	ок

# **Complete the Corporate Tax Return**

Please note that the 2019 returns are different to the 2020 Returns. The user would have the select the year for which the Return is being completed. The tax year selected would determine the Tax Return questions. The guide below applies only to the **CIT-101 v3 Tax Return**. For further information on the CIT-101 or the 2019 Tax Return, please send an email inquiry to <a href="mailto:aeoi.skn@ird.gov.kn">aeoi.skn@ird.gov.kn</a> or contact any member of the SKNIRD International Tax Unit.

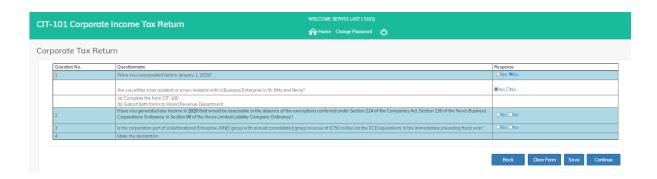


The user is required to select the appropriate response to the questions raised.

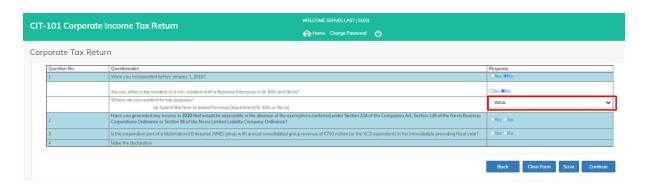
The purpose of question 1 is to identify the grandfathered entities (IBCs, LLCs, Exempt companies and International Companies) that would be afforded the benefits of the exemption until June 2021. For monitoring purposes in accordance with Annex B of the 2017 and 2018 Harmful Tax Practices Progress Report on preferential regimes, these entities would need to complete the CIT-101 Return.

The question asks if the entities were incorporated before January 1, 2019. A "YES" response would prompt the user to proceed to question #2. However, if the response is "NO" this indicates the entity was registered in 2019 and is therefore not a grandfathered entity.

A follow up question seeks to establish whether the entity is a taxable entity in the Federation. An entity is a taxable entity if it is a Tax Resident or if it is a non-resident doing business through a Permanent Establishment. Please see the Income Tax Amendment Act, 2021 for a definition of the relevant terms. If the response is, "YES" then the entity falls into the taxable net, would be asked to make the declaration and be required to complete the CIT-100 Return filed by all taxable entities. Both forms would then have to be submitted to the SKNIRD.



If the entity is neither tax resident nor non-resident carrying on business in the Federation, then the entity would be asked to declare where they are tax resident, sign the Declaration and submit this form to the SKNIRD. If the entity is not resident anywhere, then the "No Country" option should be selected.



The purpose of question 2 is to identify whether the entity has income that is benefitting from grandfathering. Where income would not be taxable under the rules applying to non-grandfathered companies, there is no benefit from grandfathering and hence the answer to this question would be "NO". This is in accordance with our requirement under Annex B of the Harmful Tax Practices - 2018 Progress Report on preferential regimes where one of the data items to be collected is the income benefitting from grandfathering in the close-off year and subsequent years where grandfathering is allowed.

The question asks whether the entity would have generated income in the year that would be taxable if it was not afforded the exemptions. If the entity was neither tax resident nor non-resident carrying on business through a PE in the Federation in, then the answer to this question will be "NO". This "NO" response would prompt the respondent to proceed to question #3.

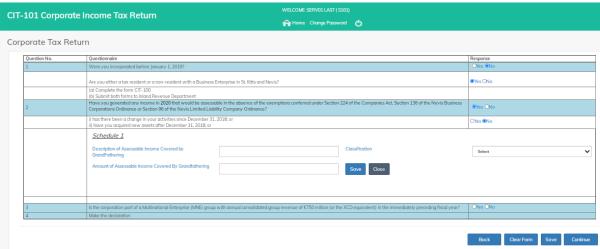
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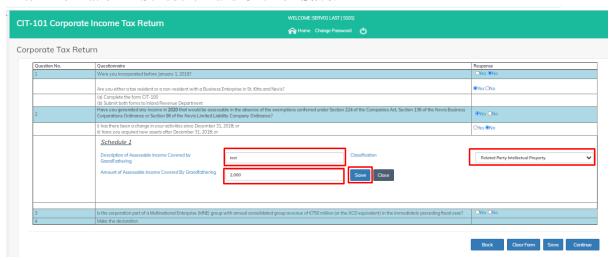
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Deduct: Exempt Income included in accounts (see Section 7 "Exemptions" of the Income Tax Act, Cap 20.22.

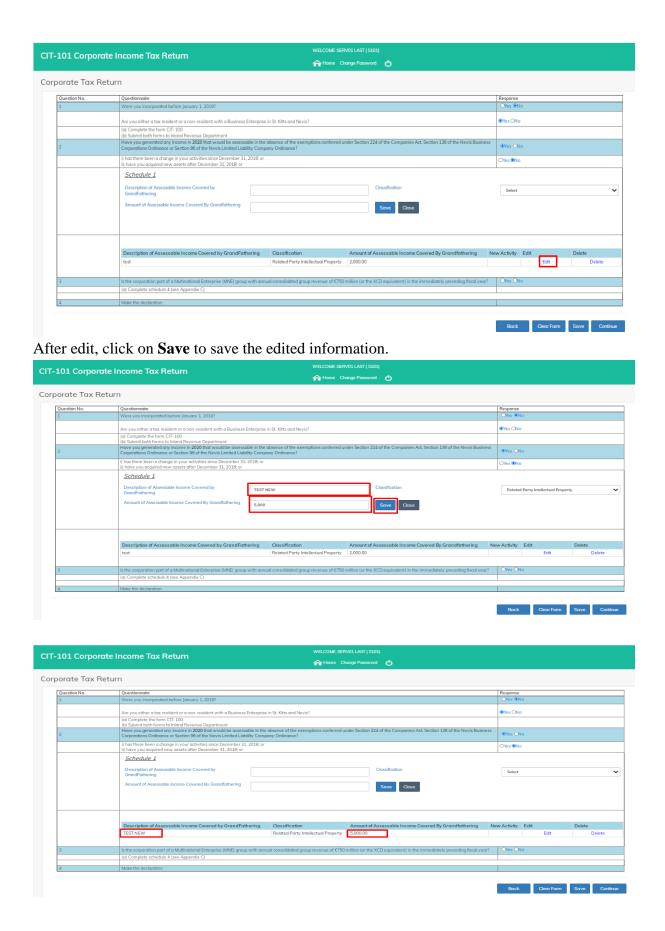
There are follow-up questions to be considered if the answer to the initial question is "YES". If the response to all the questions is "No", the entity is required to complete Schedule 1 (Grandfathered Income Schedule), which seeks to gather the description of the assessable income covered by grandfathering, the classification (from which the entity would be required to choose, Related Party IP, Non-related Party IP or Non-IP), and the amount of the assessable income covered by the grandfathering.

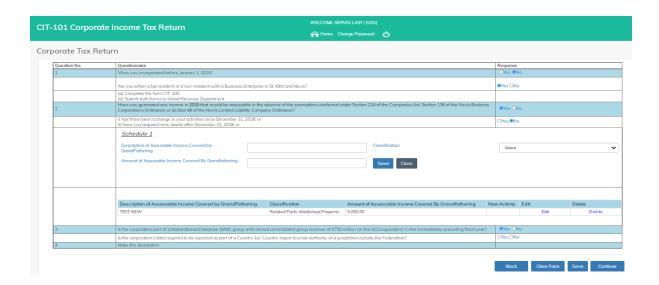


Enter information in Schedule 1 and Click on Save.



Click on **Edit** to edit the Schedule 1 information in Question No. 2.

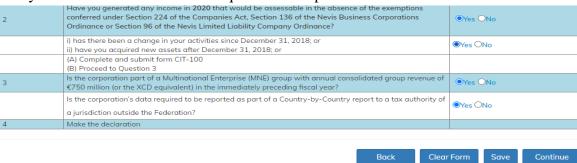




A Successful Message will show for Successful Saved Application.



If the response to either of the three (3) follow-up questions is "YES", this would mean the entity is taxable and therefore be required to complete CIT-100 Return.



The purpose of question 3 is to gather some information required under the BEPS Action 13 Minimum Standard which seeks to help determine whether there are any Multinational Enterprises (MNEs) headquartered in the Federation or has CbCR obligations. Under this action, only MNEs meeting the financial threshold are required to prepare a Country-by Country report (CbCR) with aggregate data on the global allocation of income, profit, taxes paid and economic activity among tax jurisdictions in which it operates.

This question seeks to establish whether the entity is a part of a consolidated group (related party) that is already filing a CbCR or whether the entity is designated as a "reporting entity" for CbCR purposes.

ls the	a corporation part of a Multipational Enterprise (MNE) group with appual consolidated group revenue of		response
€750	ne corporation part of a Multinational Enterprise (MNE) group with annual consolidated group revenue of 0 million (or the XCD equivalent) in the immediately preceding fiscal year?	●Yes ○No	
Is the	ne corporation's data required to be reported as part of a Country-by-Country report to a tax authority of	●Yes ONo	
a juri	risdiction outside the Federation?	● Tes ○ TV0	
4 Make	e the declaration		

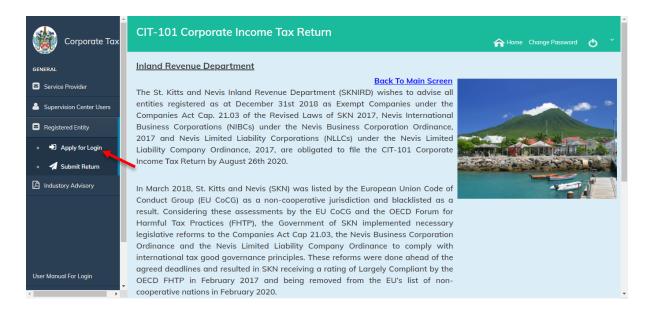
# 3 Registered Entity

The Registered Entity would be able to perform most of the functions as the Service Provider User. This includes applying for login, submitting a return for an existing client and submitting a Return a new client.

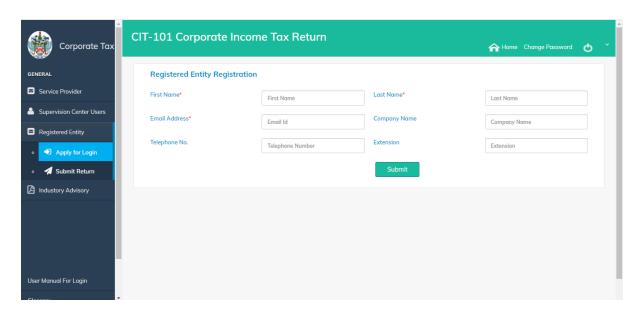
If the Registered Entity has no previous login credentials then the Registered Entity can apply for a login credential. Please note that if you applied for, and received login credential previously, then there would be no need to re-apply.

# 3.1 Apply for Login

Click on **Apply for Login** under Registered Entity.



Once you click, then Registered Entity Registration screen will open. Fill the required information and click on **Submit** button to submit the details.

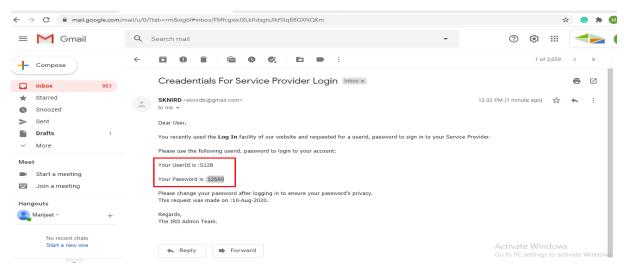


A message will populate about the successfully submission of request.



Approval Process: The Registered Entity Application for login credentials would be approved by the authorized officer at the SKNIRD. For further assistance in pending login credentials email inquiry to <a href="mailto:aeoi.skn@ird.gov.kn">aeoi.skn@ird.gov.kn</a> or contact any member of the SKNIRD International Tax Unit.

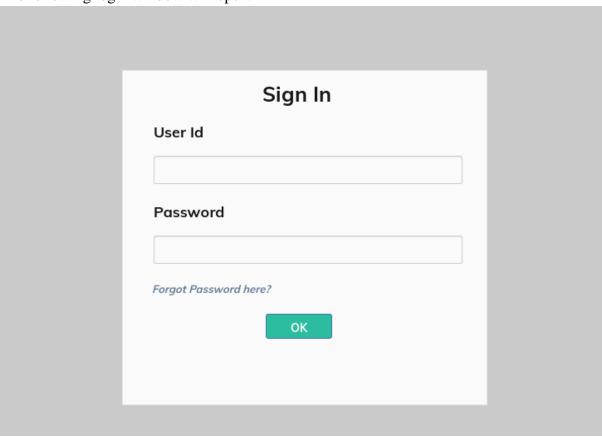
Once the login credential is approved, then an email will be sent to Service Provider's email address with the approval message and login credentials.



Return to the home page and select **Submit Return**.

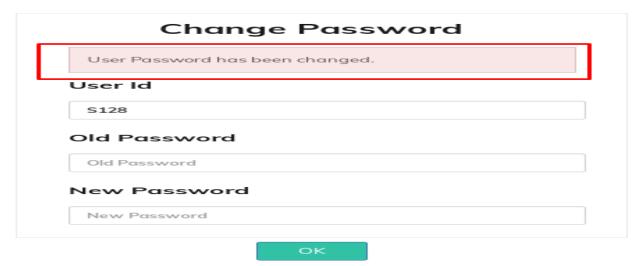


The following login window will open.



Registered Entity's will then utilize the login credentials provided in the email. If this is the user's first login with the emailed credentials, then a change password screen will open.

	ange Password	•
User Id		
S128		
Old Passwo	rd	
••••		
New Passw	ord	
•••••		



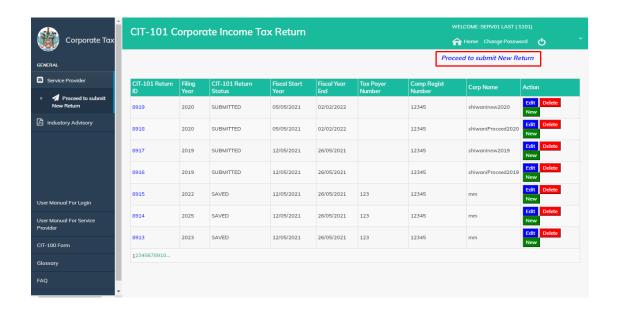
After successful login, Registered Entity Window will open.

### 3.2 Submit Return

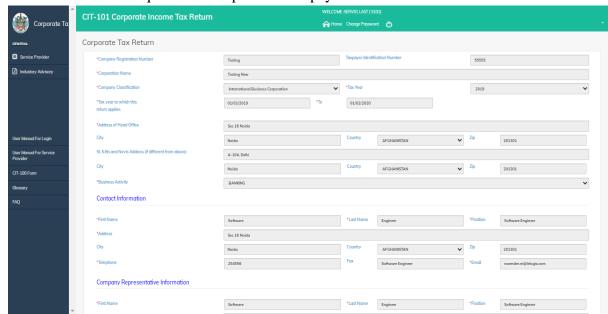
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# 3.2.1 Submit New Return for New Customer

To submit a new Return for a new customer you have to select **Proceed to submit New Return** and enter the data in the taxpayer information screen.



# **Enter the Taxpayer Information**



The user would be required to complete the taxpayer information.

Fill all the required information. All mandatory fields are marked with an \*. Please utilize the guide below when completing the same.

- Company Registration No. Mandatory field and pertains to the registration number the entity was assigned upon registration. This is found on the Incorporation Certificate received from the Financial Services Regulatory Commission (FSRC).
- *Taxpayer Identification No.* Non-mandatory field that is only applicable if the entity is registered with the SKNIRD. Only taxable entities would receive a TIN and therefore be registered with the SKNIRD.
- Corporation Name Mandatory field that refers to the name of the registered entity.
  This is found on the Incorporation Certificate received from the Financial Services
  Regulatory Commission (FSRC).
- Company Classification Mandatory field where a drop-down list is of the entity classification is provided. The entity classification could also be found on the Incorporation Certificate received from the Financial Services Regulatory Commission (FSRC).
- *Tax Period* Mandatory field where a drop-down list of the tax periods is provided such that an appropriate selection can be made.
- Tax year to which the return applies Mandatory field of the preceding calendar year. E.g. 1/1/2019 to 31/12/2019. This automatically pre-filled when the Tax period is selected. It can be edited for those entities who did not operate for the entire calendar period.

Each address is specific to its own category:

- *The head office address* Mandatory field and refers to the headquarters of the Registered Entity.
- *The St Kitts-Nevis address* Refers to the local address of the Registered Entity (if applicable)
- Business activity Mandatory field where a drop-down list is provided such that a selection can be made.
- *Contact Information* Mandatory fields to provide information about the Registered Entity's contact person.
- Company Representative Information Mandatory fields relate to the Registered Agent/Service Provider.

Then click the **Save**, and then the **Continue** button.

# **Complete the Corporate Tax Return**

Please note that the 2019 returns are different to the 2020 Returns. The user would have to select the year for which the Return is being completed. The tax year selected would determine the Tax Return questions. The guide below applies only to the **CIT-101 v3 Tax Return**. For further information on the CIT-101 or the 2019 Tax Return, please send an email inquiry to aeoi.skn@ird.gov.kn or contact any member of the SKNIRD International Tax Unit.

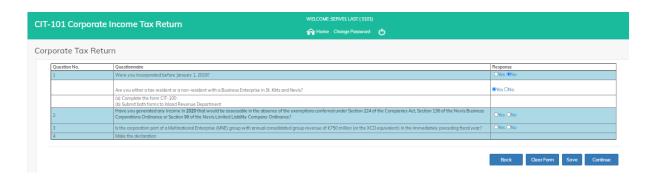


The User is required to select the appropriate response to the questions raised.

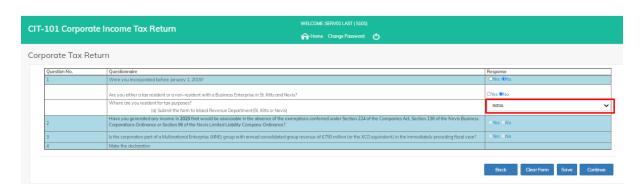
The purpose of question 1 is to identify the grandfathered entities (IBCs, LLCs, Exempt companies and International Companies) that would be afforded the benefits of the exemption until June 2021. For monitoring purposes in accordance with Annex B of the 2017 and 2018 Harmful Tax Practices Progress Report on preferential regimes, these entities would need to complete the CIT-101 Return.

The question asks if the entities were incorporated before January 1, 2019. A "YES" response would prompt the user to proceed to question #2. However, if the response is "NO" this indicates the entity was registered in 2019 and is therefore not a grandfathered entity.

A follow up question seeks to establish whether the entity is a taxable entity in the Federation. An entity is a taxable entity if it is a Tax Resident or if it is a non-resident doing business through a Permanent Establishment. Please see the Income Tax Amendment Act, 2021 for a definition of the relevant terms. If the response is, "YES" then the entity falls into the taxable net, would be asked to make the declaration and be required to complete the CIT-100 Return filed by all taxable entities. Both forms would then have to be submitted to the SKNIRD.



If the entity is neither tax resident nor non-resident carrying on business in the Federation, then the entity would be asked to declare where they are tax resident, sign the Declaration and submit this form to the SKNIRD. If the entity is not resident anywhere, then the "No Country" option should be selected.



The purpose of question 2 is to identify whether the entity has income that is benefitting from grandfathering. Where income would not be taxable under the rules applying to non-grandfathered companies, there is no benefit from grandfathering and hence the answer to this question would be "NO". This is in accordance with our requirement under Annex B of the Harmful Tax Practices - 2018 Progress Report on preferential regimes where one of the data items to be collected is the income benefitting from grandfathering in the close-off year and subsequent years where grandfathering is allowed.

The question asks whether the entity would have generated income in the year that would be taxable if it was not afforded the exemptions. If the entity was neither tax resident nor non-resident carrying on business through a PE in the Federation in, then the answer to this question will be "NO". This "NO" response would prompt the respondent to proceed to question #3.

If the entity was tax resident OR non-resident and carrying on business in the Federation, AND generated income that would have been taxable if it were not afforded the exemptions, then the response will be "YES". Assessable income would then be calculated as follows:

Net Profit (See Section 3 "Charge of Income" of the Income Tax Act, Cap 20.22)

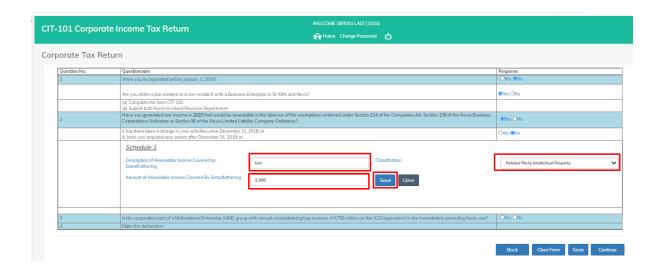
Add: Expenses and charges not allowed (See Section 10, "Deductions Allowed" of the Income Tax Act, Chap 20.22) for deductions allowed

Deduct: Exempt Income included in accounts (see Section 7 "Exemptions" of the Income Tax Act, Cap 20.22.

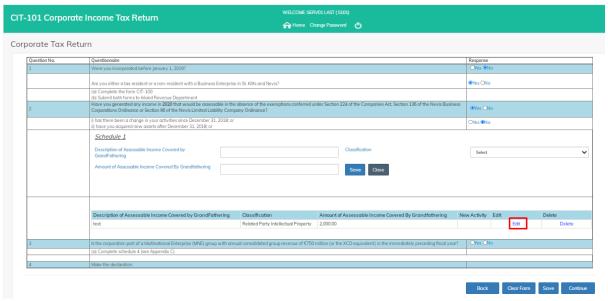
There are follow-up questions to be considered if the answer to the initial question is "YES". If the response to all the questions is "No", the entity is required to complete Schedule 1 (Grandfathered Income Schedule), which seeks to gather the description of the assessable income covered by grandfathering, the classification (from which the entity would be required to choose, Related Party IP, Non-related Party IP or Non-IP), and the amount of the assessable income covered by the grandfathering.

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orate Tax Re	eturn			
Question No.	Questionnaire	Response		
1	Were you incorporated before January 1, 2019?	Ofes €No		
	Are you either a tax resident or a non-resident with a Business Enterprise in St. Kitts and Nevis?	●Yes ONo		
	(a) Complete the form CIT-100 (b) Submit both forms to Inland Revenue Department			
2	Have you generated any income in 2020 that would be assessable in the absence of the exemptions conferred under Section 224 of the Companies Act, Section 136 of the Nevis Business Corporations Ordinance or Section 96 of the Nevis Limited Liability Company Ordinance?	●Yes ONo		
	i) has there been a change in your activities since December 31, 2018; or ii) have you acquired new assets after December 31, 2018; or	OYes @No		
	Schedule 1			
	Description of Assessable Income Covered by GrandFathering	Select 🗸		
	Amount of Assessable Income Covered By Grandfathering Save Cose			
3	Is the corporation part of a Multinational Enterprise (MNE) group with annual consolidated group revenue of €750 million (or the XCD equivalent) in the immediately preceding fiscal year?	OYes ONo		
Δ	Make the declaration			

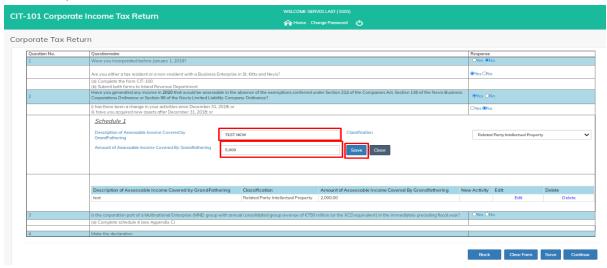
Enter information in Schedule 1 and click on Save.

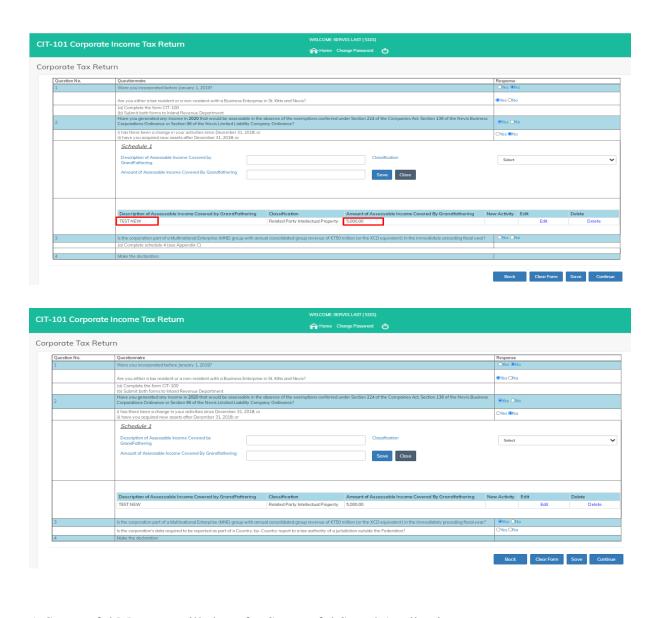


## To edit **Schedule 1** information, click on **Edit** to edit.

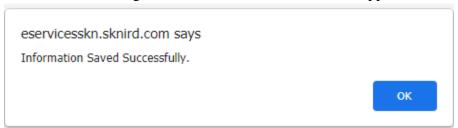


### After edit, Click on Save to save the edited information.

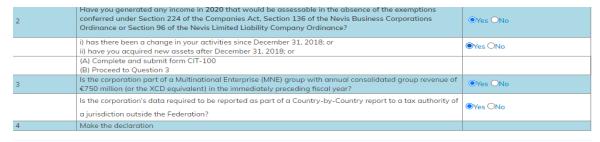




A Successful Message will show for Successful Saved Application.



If the response to either of the three (3) follow-up questions is "YES", this would mean the entity is taxable and therefore be required to complete CIT-100 Return.



Back Clear Form Save Continue

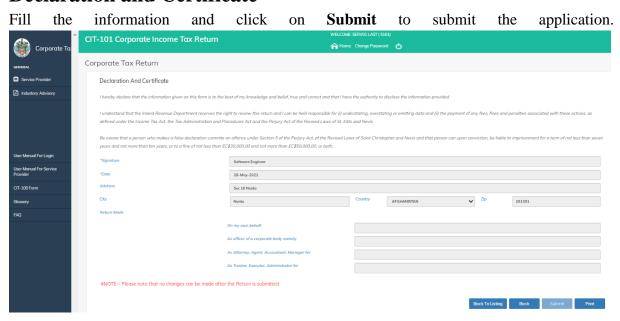
The purpose of question 4 is to gather some information required under the BEPS Action 13 Minimum Standard which seeks to help determine whether there are any Multinational Enterprises (MNEs) headquartered in the Federation or has CbCR obligations. Under this action, only MNEs meeting the financial threshold are required to prepare a Country-by Country report (CbCR) with aggregate data on the global allocation of income, profit, taxes paid and economic activity among tax jurisdictions in which it operates.

This question seeks to establish whether the entity is a part of a consolidated group (related party) that is already filing a CbCR or whether the entity is designated as a "reporting entity" for CbCR purposes.

## Select the appropriate responses.



# **Declaration and Certificate**

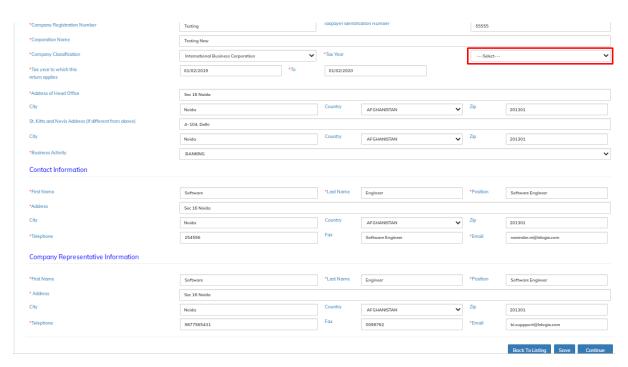


# 3.2.2 Submit New Return for Existing Customer

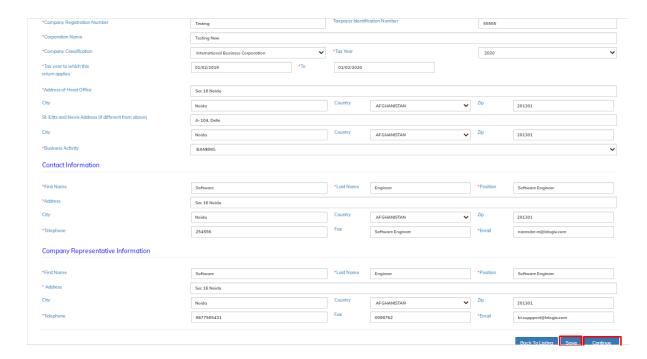
If an entity submitted a Return for previous year, then they can file a new Return with the data that is pre-filled from the prior year's Return. Using the same account that was used to complete the previous year's Return, search for the entity name and click on **New**.



The user should be able to see his previous year's submitted data. The user would then select the appropriate Tax Year and period.



After Tax Year selection, Click on Save and Continue to next page.



A Successful Message will show for Successful Saved Application.



# **Complete the Corporate Tax Return**

Please note that the 2019 returns are different to the 2020 Returns. The user would have the select the year for which the Return is being completed. The tax year selected would determine the Tax Return questions. The guide below applies only to the **CIT-101 v3 Tax Return**. For further information on the CIT-101 or the 2019 Tax Return, please send an email inquiry to <a href="mailto:aeoi.skn@ird.gov.kn">aeoi.skn@ird.gov.kn</a> or contact any member of the SKNIRD International Tax Unit.

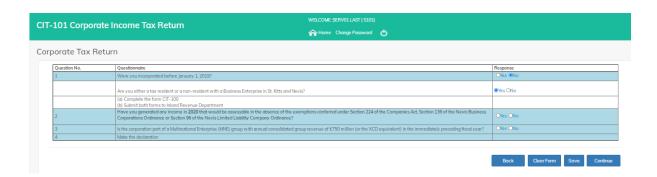
TT-101 Corporate Income Tax Return		WELCOME SERVO1 LAST (S101)		
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orate Tax R	eturn			
Question No.	Questionnaire		Response	
1	Were you incorporated before January 1, 2019?		€Yes CNo	
2	Have you generated any income in 2020 that would be assessable in the absence Corporations Ordinance or Section 96 of the Nevis Limited Liability Company Ordin	of the exemptions conferred under Section 224 of the Companies Act, Section 136 of the Nevis Business ance?	Oyes ONo	
	Is the corporation part of a Multinational Enterprise (MME) group with appual corpo	idated group revenue of €750 million (or the XCD equivalent) in the immediately preceding fiscal year?	Oyes ONo	
3	is the corporation part of a mainhadonal Enterprise (mixe) group with annual conso	nated group revenue of e750 million for the ACD equivalents in the infinediately preceding fiscal year:		

The User is required to select the appropriate response to the questions raised.

The purpose of question 1 is to identify the grandfathered entities (IBCs, LLCs, Exempt companies and International Companies) that would be afforded the benefits of the exemption until June 2021. For monitoring purposes in accordance with Annex B of the 2017 and 2018 Harmful Tax Practices Progress Report on preferential regimes, these entities would need to complete the CIT-101 Return.

The question asks if the entities were incorporated before January 1, 2019. A "YES" response would prompt the user to proceed to question #2. However, if the response is "NO" this indicates the entity was registered in 2019 and is therefore not a grandfathered entity.

A follow up question seeks to establish whether the entity is a taxable entity in the Federation. An entity is a taxable entity if it is a Tax Resident or if it is a non-resident doing business through a Permanent Establishment. Please see the Income Tax Amendment Act, 2021 for a definition of the relevant terms. If the response is, "YES" then the entity falls into the taxable net, would be asked to make the declaration and be required to complete the CIT-100 Return filed by all taxable entities. Both forms would then have to be submitted to the SKNIRD.



If the entity is neither tax resident nor non-resident carrying on business in the Federation, then the entity would be asked to declare where they are tax resident, sign the Declaration and submit this form to the SKNIRD. If the entity is not resident anywhere, then the "No Country" option should be selected.

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Question No.	Questionnaire	Response
1	Were you incorporated before January 1, 2019?	Oyes ®No
	Are you either a tax resident or a non-resident with a Business Enterprise in St. Kitts and Nevis?	OYes ®No
	Where are you resident for tax purposes?  (a) Submit the form to Inland Revenue Department(St. Kitts or Nevis)	INDIA
2	Have you generated any income in 2020 that would be assessable in the absence of the exemptions conferred under Section 224 of the Companies Act, Section 136 of the Nevis Ecoparations Ordinance or Section 96 of the Nevis Limited Liability Company Ordinance?	Susiness Yes No
3	Is the corporation part of a Multinational Enterprise (MNE) group with annual consolidated group revenue of €750 million (or the XCD equivalent) in the immediately preceding fiscal	l year? Yes No
	Make the declaration	

The purpose of question 2 is to identify whether the entity has income that is benefitting from grandfathering. Where income would not be taxable under the rules applying to non-grandfathered companies, there is no benefit from grandfathering and hence the answer to this question would be "NO". This is in accordance with our requirement under Annex B of the Harmful Tax Practices - 2018 Progress Report on preferential regimes where one of the data items to be collected is the income benefitting from grandfathering in the close-off year and subsequent years where grandfathering is allowed.

The question asks whether the entity would have generated income in the year that would be taxable if it was not afforded the exemptions. If the entity was neither tax resident nor non-resident carrying on business through a PE in the Federation in, then the answer to this question will be "NO". This "NO" response would prompt the respondent to proceed to question #3.

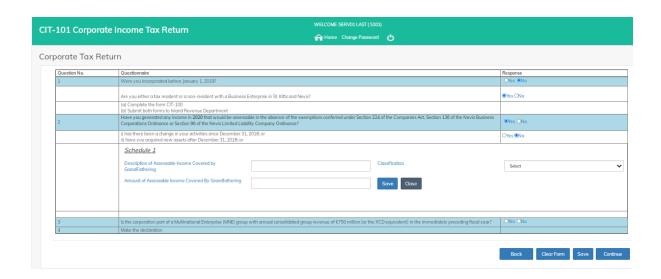
If the entity was tax resident OR non-resident and carrying on business in the Federation, AND generated income that would have been taxable if it were not afforded the exemptions, then the response will be "YES". Assessable income would then be calculated as follows:

Net Profit (See Section 3 "Charge of Income" of the Income Tax Act, Cap 20.22)

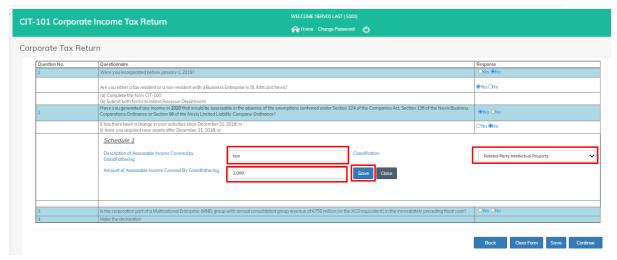
Add: Expenses and charges not allowed (See Section 10, "Deductions Allowed" of the Income Tax Act, Chap 20.22) for deductions allowed

Deduct: Exempt Income included in accounts (see Section 7 "Exemptions" of the Income Tax Act, Cap 20.22

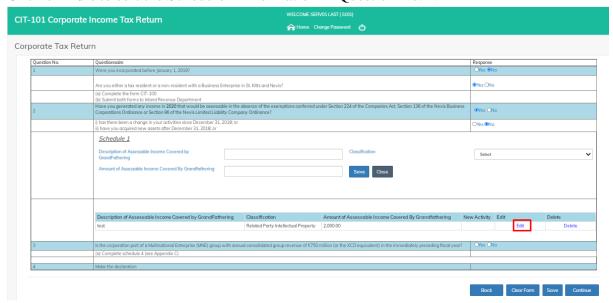
There are follow-up questions to be considered if the answer to the initial question is "YES". If the response to all the questions is "No", the entity is required to complete Schedule 1 (Grandfathered Income Schedule), which seeks to gather the description of the assessable income covered by grandfathering, the classification (from which the entity would be required to choose, Related Party IP, Non-related Party IP or Non-IP), and the amount of the assessable income covered by the grandfathering.



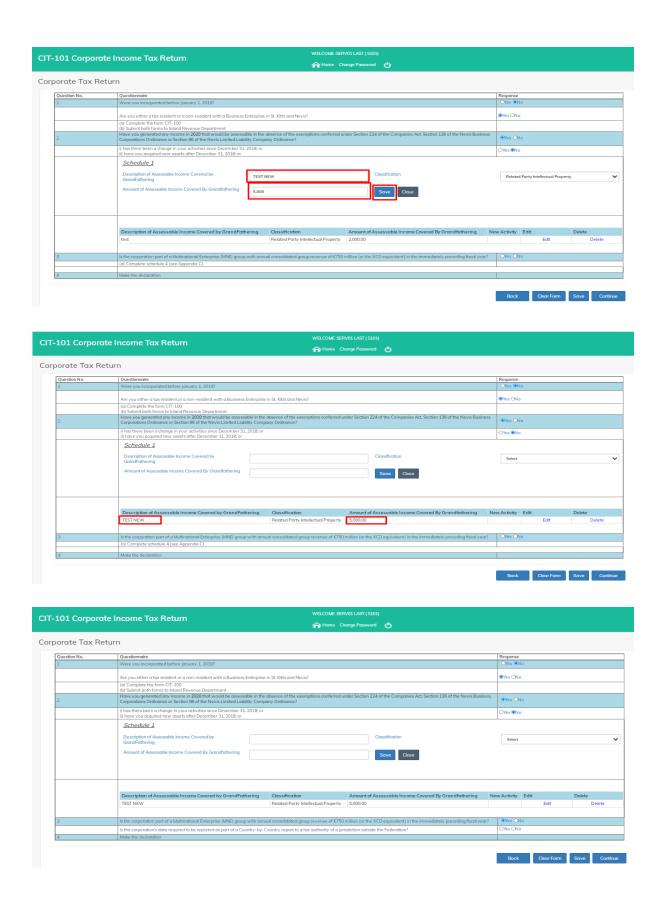
### Enter information in Schedule 1 and Click on Save.



### Click on **Edit** to edit the Schedule 1 information in Question No. 2.



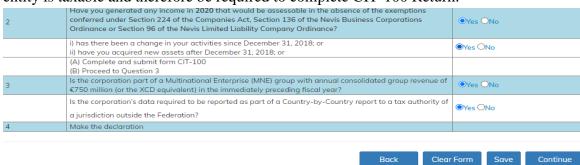
After edit, Click on Save to save the edited information.



A Successful Message will show for Successful Saved Application.



If the response to either of the three (3) follow-up questions is "YES", this would mean the entity is taxable and therefore be required to complete CIT-100 Return.



The purpose of question 4 is to gather some information required under the BEPS Action 13 Minimum Standard which seeks to help determine whether there are any Multinational Enterprises (MNEs) headquartered in the Federation or has CbCR obligations. Under this action, only MNEs meeting the financial threshold are required to prepare a Country-by Country report (CbCR) with aggregate data on the global allocation of income, profit, taxes paid and economic activity among tax jurisdictions in which it operates.

This question seeks to establish whether the entity is a part of a consolidated group (related party) that is already filing a CbCR or whether the entity is designated as a "reporting entity" for CbCR purposes.

#### Select the appropriate responses.

