



GHANA REVENUE AUTHORITY

DOMESTIC TAX REVENUE DIVISION

Capital Gains Tax Return

CURRENCY IN GHS

CURRENT TAX OFFICE	LTO	MTO	STO	Name of GRA tax Office
	(Tick One)			

FOR THE PERIOD
(mm/yyyy)

(Please read the notes overleaf carefully before completing the return)

A. PARTICULARS OF OWNERSHIP

1. PREVIOUS OWNER (person disposing of assets)

Name	<input type="text"/>	NEW TIN	<input type="text"/>
Occupation (in case of individuals)	<input type="text"/>		
Postal Address	<input type="text"/>		
Residential Address (H/No, Street Name)	<input type="text"/>		
Telephone	<input type="text"/>		

2. NEW OWNER

Name	<input type="text"/>	NEW TIN	<input type="text"/>
Postal Address	<input type="text"/>		
Residential Address (H/No, Street Name)	<input type="text"/>		
Telephone	<input type="text"/>		

B. PARTICULARS OF CHARGEABLE ASSET

3. DESCRIPTION

Description of chargeable Asset	Location Address

4. SALES

Date	Consideration Received (GHS)

5. ACQUISITION / CONSTRUCTION / IMPROVEMENT DETAILS

	Date	Description	Cost
ACQUISITION			
CONSTRUCTION			
IMPROVEMENT			

6. COST OF REALIZATION OF THE ASSET

NAME OF RECIPIENT	New TIN	ADDRESS	DESCRIPTION OF TRANSACTION e.g. Professional Fees, commission etc	AMOUNT (GH¢)
TOTAL				

7. COMPUTATION OF CAPITAL GAINS

	%	GH¢	GH¢
a. Consideration Received			
Less Cost: i. Acquisition			
ii. Construction			
iii. Improvement			
iv. Cost of Realization (from TOTAL OF BOX 6)			
b. Cost Base (<i>sum of Boxes i to iv</i>)			
c. Capital Gain (Box 7a minus Box 7b)			
d. Less Exempt limit			
e. Net Capital Gain (c minus d)			
Capital Gain Rate			
f. Tax Payable (Box 7e multiplied by Capital Gain Rate)			

C. DECLARATION

I hereby declare that the particulars given in this return are true and correct.

Name

Designation

Signature Date (dd/mm/yyyy)

CAPITAL GAINS TAX RETURN COMPLETION NOTES

If you need further clarification or assistance in completing this form please contact your nearest Domestic Tax Revenue Division Office

The Return should be completely filled. All boxes / columns should be completed, where a response is not applicable enter n/a for text or zero (0) for value or number.

This return is a summary of Taxes payable on capital gains on chargeable Assets within a given year. By virtue of the provisions of Chapter II, Section 96 of the Internal Revenue Act, (Act 592), you are hereby required to submit a return giving particulars of any of the chargeable assets listed below wherever situated in the world if you are resident in Ghana and in the case of non-residents for assets situated in Ghana only, which have been sold or otherwise disposed of.

Chargeable Assets

- I. Buildings of permanent or temporary nature
- II. Business and Business Assets including Goodwill
- III. Land
- IV. Shares of a company
- V. Part of, or any rights or interests in, to, or over any of the assets referred to in paragraphs (i) to (iv) except those falling within the categories listed in subsection 3 of section 97 of the Act

Fields to be completed are:

- 1.0 PERIOD:** This is the month and year for which Capital Gains were made and taxes became due (e.g the period of Capital Gains Return for June 2013 should be completed as 06/2013)
- 2.0 PARTICULARS OF OWNERSHIP:** This refers to the person disposing of the asset(1) - old owner; and (2) acquiring the asset(s) - new owner
In both cases the (i) Name, (ii) new TIN, (iii) Occupation, (iv) Postal Address and (v) Residential Addresses (including street name) and (vi) Telephone numbers are required.
- 3.0 PARTICULARS OF CHARGEABLE ASSET:** This section gives description of the chargeable asset and includes
(i) Description of the Chargeable Asset(s), and (ii) Location Address of the asset
- 4.0 SALES:** This is the amount received from the sale or disposal of the Chargeable Asset and has space for (i) Date of Sale and (ii) Amount
- 5.0 ACQUISITION/CONSTRUCTION / IMPROVEMENT DETAILS:** This section gives information on the original cost of (i) acquiring, (ii) constructing or (iii) improving the asset. In all cases, the Date, Description and cost of the transaction should be stated
- 6.0 COST OF REALISATION OF ASSET:** This section deals with what costs were incurred (e.g. on consultants, auctioneers etc) in disposing of the asset. The information required here are;
 - I. Names of Recipients of the Amount
 - II. TINs of the Recipients
 - III. Addresses of the Recipients
 - IV. Description of the Transaction and
 - V. The amount involved per recipient
 - VI. Total for all recipients
- 7.0 COMPUTATION OF CAPITAL GAINS TAX:** This section outlines the processes for calculation of the Capital Gains Tax and has the following components:
 - (a) Consideration Received (as in 4.0) above
 - (b) Cost Base made up of;
 - I. Cost of Acquisition
 - II. Cost of Construction
 - III. Cost of Improvement
 - IV. Cost of Realisation
 - (c) Capital Gain (7a minus 7b)
 - (d) Less Exempt Limit
 - (e) Net Capital Gain
Capital Gain Rate
 - (f) Tax Payable Box 7e multiplied by the Capital Gain Tax Rate
- 8.0 DECLARATION:** This is to be done by the recipient or a responsible representative and should include; (i) Name, (ii) Signature and (iii)