



SEYCHELLES REVENUE COMMISSION

BUSINESS/EMPLOYER – FACT SHEET

This fact sheet is to be used as a guide or summary of the overall obligations of a business/employer and for further information you should contact the Seychelles Revenue Commission.

What are my Business Tax obligations?

- You must lodge a Business Tax Return with the Seychelles Revenue Commission by 31 March every year (located at Orion Mall)
- You must maintain records detailing all of your business transactions including:
 - Income derived from main business
 - Any other business income derived
 - Operating costs
 - Interest paid on any loan
 - Fuel consumed
 - Repairs and maintenance
 - Office supplies
 - Salary and wages
 - Social security contribution
 - Motor vehicle expenses
 - Rent
 - Any other business expenses that you have paid

If this is a new business, you must:

- Register at the Seychelles Revenue Commission not later than 15 days after commencement of business
- If you are issued a Provisional Tax Assessment as a result of this registration, you must ensure that payment is made on the 15th of each month
- You can apply for a variation of the Provisional Tax assessed (limited to only one application per year)

Do I have any GST obligations?

- You must enquire whether your line of business is subject to GST on its sales or revenue
- If so, ensure you have registered to pay GST as soon as you start business
- Lodge monthly GST return detailing your total income
- GST return is required to be lodged where you have not earned any income

What are my Social Security obligations?

- You must register as an employer as soon as you employ someone
- Provide full details of all your employees, their NIN, post occupied and monthly earnings
- You can obtain a copy of the employers guide from the Seychelles Revenue Commission at Oceangate House
- You will need to withhold the employee contribution and pay this along with the employer contribution to Seychelles Revenue Commission Cashier at Ocean Gate House on or before the 15th day of the month following the month in which the emolument was paid
- You need to maintain employee records