

# SOLE TRADER RETURN SUBMISSION

---

## 1. GENERAL INFORMATION

---

SOLE TRADER FULL NAME \_\_\_\_\_

TRADING NAME (IF APPLICABLE) \_\_\_\_\_

TAX IDENTIFICATION NUMBER / REFERENCE \_\_\_\_\_

BUSINESS REGISTRATION NUMBER \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

REPORTING PERIOD START DATE \_\_\_\_\_

REPORTING PERIOD END DATE \_\_\_\_\_

## 2. REVENUE / INCOME

---

Description of Income Source	Amount
Gross Sales / Turnover	_____
Other Business Income	_____
<b>Total Gross Income</b>	_____

## 3. BUSINESS EXPENSES

---

Expense Category	Amount
Cost of Goods Sold (COGS)	_____
Rent and Rates	_____
Utilities (Electricity, Water, Gas)	_____
Travel and Vehicle Expenses	_____
Advertising and Marketing	_____
Office Expenses and Post/Stationery	_____
Insurance and Professional Fees	_____
Other Allowed Expenses	_____

Expense Category	Amount
Total Expenses	_____

#### 4. NET CALCULATION

Net Profit / Loss (Total Income minus Total Expenses)	_____
---	-------

#### 5. DECLARATION & AUTHORIZATION

I declare that the information provided in this return is true, correct, and complete to the best of my knowledge and belief. No material facts have been suppressed or omitted.

\_\_\_\_\_  
SIGNATURE OF SOLE TRADER

\_\_\_\_\_  
DATE