

Step by step on how to apply for a Diplomatic VAT refund

PLEASE NOTE: The process for diplomatic refund starts by the diplomatic mission filling a diplomatic VAT return.

File a return online using return template: DT-2032. (Follow step by step of filling a diplomatic return)

The bank details are mandatory.

Diplomatic Value Added Tax Return		Form DT-2032	
<i>(This Form will be used by Diplomats, Diplomatic missions and Public International Organizations claiming a refund of VAT under The VAT Act, Cap 349.) Please complete and submit by the 15th of the month following the tax period.</i>		Toll Free Number 0800117000	
Section A - Particulars of Claimant (Organization)		Version 3.1	
Diplomatic Identification Number of Claimant*	CD012		
Bank (Mandatory in case of Refund)*	STANBIC		
Bank Branch*	CITY BRANCH		
Account Number (Only UGX Accounts)*	02145245004		
Section B - Filing Status			
1) Whether Original Return or Amended Return	ORIGINAL		
Section C - Particulars of claim			
Provide the total amount of Purchase and total VAT paid by the Individual diplomat or organization			
Nature of Purchases		Amounts (Excluding VAT)	Value Added Tax (18 %)
1) Standard Rated Purchases			0.00
Is the organisation filing the return on behalf of its diplomats? If yes, then provide details of Refund amount claimed for individual diplomats.		YES	
Name*	TIN of individual diplomats*	Amounts (Excluding VAT)*	VAT (Amount Claimed)*
MUHANGISA Ezra	1001104517	52,000,000.00	2,000,000.00
Twiki Kellen	1004517110	25,000,000.00	2,300,000.00
2) Total Claim of Diplomats		77,000,000.00	4,300,000.00
3) Total Claim amount (1 + 2)		4,300,000.00	
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> ADD ROWS Enter Diplomatic TIN NEXT </div>			

To be eligible for the refund the following requirements should be submitted to the office of jurisdiction.

- Printed forms for the return Submitted
- Original and duplicate invoices
- Copy of the diplomatic Identifications

PLEASE NOTE: For a diplomat to be eligible for refund refer to the VAT act section 45 and regulations 7