

REQUIREMENTS FOR THE ISSUANCE OF A CERTIFICATE OF COMPLIANCE

LAND / PROPERTY SALE

1. Completed application form
2. Copy of Transport / Title / Lease
3. Copy of Agreement of Sale and Purchase
4. Copy of Valuation of Land / Property at 1.1.1991 if acquired prior to 1.1.1991 and current market value
5. Vendor's / Purchaser's TIN
6. Details of all expenses incurred on transaction, including the cost and nature of all capital improvement done after purchase or after 1.1.1991.
7. If sale is from deceased estate – copy of Probate / letters of administration / deceased's TIN
8. All Income and Property tax returns and payment of all taxes

GIFT

1. Completed application form
2. Copy of Transport / Title/ Lease
3. Copy of affidavit of Donor and Donee or copy of Deed of gift / Affidavit of VestING Title
4. Copy of Valuation of Land or Property at 1.1.1991 and the current market value
5. Donor's and Donee's TIN
6. All Income and Property tax returns and payment of all taxes
7. Details of expenses incurred on transaction, including cost and

nature of all capital improvement done after purchase or after
1.1.1991

8. If sale is from deceased estate-copy of probate / Letter of Administration /deceased's TIN

REQUIREMENTS FOR THE ISSUANCE OF A CERTIFICATE OF COMPLIANCE MOTOR VEHICLES SALE

1. Completed application form
2. Copy of vehicle registration
3. Copy of acquisition receipt / receipt of purchase
4. Valuation at 1.1.1991 if acquired prior to 1.1.1991 and current market value
5. Vendor's / Purchase's TIN
6. Details of all capital improvements done after purchase or after 1.1.1991
7. Copy of agreement of sale and purchase
8. All income and property tax returns must be submitted and taxes paid

GIFT

1. Completed application form
2. Copy of registration of motor vehicle
3. Copy of acquisition receipt / receipt of purchase
4. Copy of Deed of gift or affidavit of Donor and Donee / affidavit of Vesting title
5. Valuation at 1.1.1991 and current market value
6. Donor's and Donee's TIN
7. Details of all capital improvements done after purchase or after 1.1.1991
8. All income and property tax returns must be submitted and taxes paid

REQUIREMENTS FOR THE ISSUANCE OF A CERTIFICATE OF COMPLIANCE FOR TENDER PURPOSES

1. Completed application form
2. All returns must be submitted to date and;
3. All taxes (including advance taxes) must have been made