

MALDIVES MONETARY AUTHORITY

User Guide on How to Complete the FX Portal Registration Form

This user guide outlines the steps and additional information on how to complete the 'Maldives Monetary Authority FX Portal Registration Form'.

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Introduction

This user guide outlines the steps and additional information on how to complete the 'Maldives Monetary Authority FX Portal Registration Form'. All Tourism Goods and Services Tax (TGST) liable entities are required to complete this mandatory registration form in compliance with the Regulation on Foreign Currency (91-R/2024), effective 1 October 2024.

Deadline for registration are as follows:

- All TGST liable entities registered at Maldives Inland Revenue Authority (MIRA) as of the effective date of the Regulation, shall submit the registration form **within 30 days (by 31 October 2024)**.
- All **TGST liable entities that newly register at MIRA after 1 October 2024** shall submit their FX Portal registration form to the Maldives Monetary Authority (MMA) **within 30 days**.

How to complete the form

Section 1: Tourist Entity Information

This section concerns the description of the tourist establishment being registered with the MMA. Tourist establishments are those entities that are liable to pay TGST to MIRA under the Goods and Services Tax Act (2011).

- **Name of Establishment**
State the name of the tourist establishment.
- **Atoll**
State the atoll in which the tourist establishment is located in.
- **Island**
State the island in which the tourist establishment is located in
- **Parent Company Name**
This field must be completed if your tourist establishment is a subsidiary of a larger company. State the name of the company.
- **Business Registration Number**
State the business registration number at Ministry of Economic Development (MED) pertaining to the tourist establishment that is being registered.
- **TGST Taxpayer Identification Number (TIN)**
State the TGST TIN provided by MIRA pertaining to the tourist establishment.
- **Operating License Number**
This field must be completed if a license is required from a government agency to conduct the tourist establishment. State the registration number issued by the Ministry of Tourism (MoT).
- **Bed Capacity**
State the current bed capacity of the establishment.

- **Type of Tourist Establishment**
Pick the relevant tourist sector from the drop-down list. The sector must be indicative of the business activity from which you are required to pay TGST.
- **Green Tax Liable**
You are required to select 'Green Tax Liable' only if you are liable to pay Green Tax under the Green Tax Regulation (2015).
 - **Green Tax TIN**
State the Green Tax TIN provided by MIRA pertaining to the tourist establishment.
 - **Green Tax Category**
You are only required to complete this field if you have selected 'Green Tax Liable'. Select the relevant Green Tax category based on the Table below (also provided in Note 1 of the registration form).
 - **Type of Establishment**
You are only required to complete this field if you have selected 'Green Tax Liable'. Select the relevant type of tourist establishment from the drop-down list based on the Table below (refer to table above and Note 1 of the registration form).

Green Tax Categories	
Category A	Tourist resort
	Integrated tourist resort
	Tourist hotel
	Resort hotel
	Hotel (located on an uninhabited island, or has more than 50 registered rooms)
	Tourist Vessel
Category B	Hotel (located on an inhabited island and has 50 or fewer registered rooms)
	Tourist guesthouse (located on an uninhabited island, or has more than 50 registered rooms)
	Tourist guesthouse (located on an inhabited island and has 50 or fewer registered rooms)

Section 2: Responsible Person Information

Primary Responsible Person

- **Name**
This is the name of the person appointed as the point of contact between MMA and the respective tourist establishment for all correspondences and inquiries related to the registration process. Once registered, the person will also assume responsibility of reporting and fulfillment of the requirements stipulated in the Regulation on Foreign Currency (91-R/2024). If the responsible person is a Maldivian, state the name as it appears on the National Identity Card. If the responsible

person is a foreigner, state the name as it appears on the Passport. If the responsible person changes, MMA must be informed of the change within 7 working days.

- **Designation**
State the title as per the job description.
- **Contact Number**
State the contact number which you would like us to contact you.
- **Postal Address**
State the address to which you would like us to post correspondences to you.
- **Email Address**
State the email address which you would like us to email you.

Alternate Responsible Person

- **Name**
This is the name of the secondary person appointed as the point of contact between MMA and the respective tourist establishment in the case where the primary person of contact is not available. The alternate responsible person shall fulfill all obligations specified under 'Primary Responsible Person - Name'.

Please fill the remaining fields under 'Alternate Responsible Person' as instructed above.

Section 3: Documents

Please attach a copy of the following documents. The accepted formats are PDF, JPG and PNG.

- Business Registration copy
- Operating License copy
- TGST Registration Certificate copy
- Green Tax Registration Certificate copy
- ID Card/Passport copy of the Responsible Person
- ID Card/Passport copy of the Alternate Responsible Person
- Declaration of Responsible Persons Letter
 - A sample letter is attached in the registration form. The letter must be signed by an Executive Officer of your entity or a person with equivalent authority, along with the entity stamp.