

Coordinated register notification

Section 2 – Supplement for the Value Added Tax Register

Guide to the form for registration in the Value Added Tax Register (VAT Register)

Altinn – submit the VAT return online

Everyone who is registered in the VAT Register can submit the VAT return via www.altinn.no.

There are many advantages to submitting the VAT return via Altinn. Read more about this at www.skatteetaten.no under the heading ‘Alt om merverdiavgift > Lever merverdiavgiftsoppgaven’.

Log in to Altinn using your own national ID number and a one-time code (PIN code) from your personal tax deduction card or your personal tax return. If you do not have a one-time code available, you can order new ones at www.altinn.no.

You need to have the Altinn role ‘Reporter/Submitter’ in order to fill in the VAT return in Altinn. If you wish to both complete and sign/submit the form, you also need the role ‘Reporter/Signer, Norwegian Directorate of Taxes’.

Roles have been assigned in advance to persons registered with one of the following roles in the Central Coordinating Register for Legal Entities on behalf of the entity: owner, general manager, chair of the board, board member and partner in the entity, and, if applicable, accountant, auditor and Norwegian representative of a foreign enterprise.

The auditor and board members of a limited company have only been assigned in advance the right to complete forms. If you do not have one of the mentioned roles in the entity, you must ask one of the persons who do to delegate the necessary Altinn role to you.

About the use of Section 2

Section 2 of the coordinated register notification is for those who establish or take over a business activity with turnover that falls under the provisions of the VAT Act. **On initial registration of the activity, Section 1 and Section 2 of the form must be submitted together.** The form is also used in the event of changes, cessation, closing down or transfers of business activity liable to VAT. The notification can be submitted to the tax office or the Central Coordinating Register for Legal Entities.

Section 2 can be submitted on its own if you apply for registration in the VAT Register for an entity that is already registered in the Central Coordinating Register for Legal Entities. *However, this is conditional on the necessary information in Section 1 of the coordinated register notification having been filled in when the entity was registered in the Central Coordinating Register for Legal Entities.*

If the form lacks information, it will take longer to register the entity in the VAT Register. **Remember** that both Section 1 and Section 2 must be signed.

How to fill in the form

Section 2 – Form for Norwegian registered foreign enterprise

1

Name/business name

Only fill in this field if Section 2 is submitted on its own (not together with Section 1). In such case, always state the organization number.

If the entity has not been assigned an organization number by the Central Coordinating Register for Legal Entities, i.e. is not previously registered, Section 1 of the coordinated register notification must also be completed.

State the name/business name under which the enterprise operates.

If the entity has a registration duty pursuant to the Business Enterprise Registration Act (of 21 June 1985), it must be registered in the Register of Business Enterprises before it can be registered in the VAT Register. In such case, the name/business name is the same as the one registered in the Register of Business Enterprises and stated on the certificate of registration.

2

Notification of business activity that is liable to VAT

Tick a box to indicate what the notification concerns. Remember to state the date.

Start, restart or takeover of business activity

State the date for the start, restart or takeover of the business activity involving the sale of goods and services that fall within the scope of the provisions of the VAT Act. If the registration concerns purchase/takeover of an active business entity, Field 7 must also be filled in.

Change of information

Always remember to state the entity's name/business name and the organization number it has been assigned. Otherwise, only fill in the fields to which the change applies. If a piece of information is to be removed (stricken off), write 'to be omitted' in the relevant field. Also state the date from which the changes apply.

Termination (closing down) of business activity

Always state the date from which the termination/closing down or sale/transfer of the business activity liable to VAT shall apply. In connection with sale/transfer of a business activity, Field 8 must always be completed.

3

Information on turnover

You must state the enterprise's turnover. The brochure 'Guide to Value Added Tax in Norway' contains more information about the VAT Act's distinction between turnover liable to VAT, turnover exempt from VAT (zero-rated turnover), and turnover exempt from VAT liability pursuant to the VAT Act. The brochure is available at taxnorway.no or from the Tax Hotline. Fill in the type of turnover and value in section 3 in the form.

To become registered in the VAT Register, the entity must have had a turnover covered by the VAT Act of more than NOK 50,000 during a twelve-month period. For charities and philanthropic institutions and organizations, the limit is NOK 140,000. Information about when the monetary limit was exceeded must also be provided in order for the entity to be registered from the correct period. Turnover liable to VAT and turnover VAT (zero-rated turnover) are included in the monetary limit of NOK 50,000 (NOK 140,000). Turnover that are exempt from VAT liability pursuant to the VAT Act does not count.

Documentation that the turnover has exceeded the monetary limit must be submitted together with the form.

It is also a condition for becoming and remaining registered in the VAT Register that the turnover liable to VAT takes place as part of business activities. Whether it is part of the business activity depends on a concrete assessment in each individual case. Reference is made to the brochure 'Lønnstaker eller næringsdrivende' ('Employee or self-employed person' – in Norwegian only), which is available online at www.skatteetaten.no. A key factor in this assessment is whether the business activity is likely to produce a profit. It is therefore important to state the expected value of turnover, and any procurement made or planned in connection with the business activity.

You are not entitled to state VAT in your sales documents until you are registered in the VAT Register. Once you exceed the monetary limit, you must report this to the tax authorities immediately. Until you receive a confirmation of registration, you must issue invoices exclusive of VAT. Once you exceed

the monetary limit, you must therefore, when you issue invoices, inform your customers that a separate invoice for the VAT amount will be issued when registration has taken place.

Advance registration

If the turnover has not exceeded the monetary limit for registration, but is expected to do so at a later date, you can apply for advance registration.

Advance registration can be granted in two types of cases:

1. When it is highly probably that the monetary limit will be reached within three weeks of the time the taxable turnover commences.
2. When substantial purchases have been made prior to the business commencing turnover.

Advance registration in accordance with section 2 is subject to a requirement that the enterprise, in normal operation, will have a turnover that well exceeds the monetary limit for registration pursuant to section 2-1 subsection (1) of the VAT Act. Furthermore, the activity must be considered to constitute business activity. Entities registered in advance are liable to pay VAT on their entire turnover from the date of registration. You must state the date from which the enterprise applies for advance registration. Advance registration can be granted with effect from the period in which the application was received at the earliest. Also state when turnover is expected to exceed the monetary limit for registration.

Substantial purchases

In order to be registered in advance, you must document that investments of at least NOK 250,000 including VAT have been made. The application must therefore contain an overview of investments that have already been made in the entity (see Field 3), documented by attached invoice copies.

It is a condition for advance registration on the grounds of

substantial purchases that the time that elapses from the application for advance registration is received until the monetary limit is expected to be reached is at least four months. To simplify case processing, you should also attach the following documentation with Section 2 of the registration notification:

- A description of the enterprise, including an overview of purchases to be made during the time until the monetary limit for registration is reached.
- If the enterprise needs a licence to carry out operations, has received public subsidies, a big loan commitment or similar, a copy of the commitment document should be included.

Retrospective VAT settlement

When a taxable person is registered, the person in question can apply for retrospective VAT settlements (i.e. deductions for input VAT in the time before registration). The conditions for being granted retrospective VAT settlements are that the procurement is no older than three years and that it is directly related to the current turnover.

Furthermore, it is a requirement that the procurement, at the time of acquisition, was made to be used in activities liable to VAT. For example, procurements that were previously used in connection with hobby activities and that taken into use by a business activity liable to VAT will not be deductible. Nor must the procured goods/services have been resold (without VAT) before the registration.

When applying for retrospective VAT settlements, the following must be attached with the application to the tax office:

- An overview of procurements covered by the application.
- Information about how the procurements have been used by the enterprise.

The tax office can request copies of invoices relating to the procurements concerned.

4

Special registration

The VAT Act section 2-2

In principle, registration in the VAT Register is based on each entity being one taxable person. Reference is made to section 2-2 subsection (1) of the VAT Act.

Below, you will find a brief description of the special forms of registration regulated by the VAT Act section 2-2 subsections (2) and (3). Further information about the conditions for and effects of the special entity definitions is available in the brochure 'Guide to Value Added Tax in Norway' at www.taxnorway.no or by contacting the Tax Hotline.

The VAT Act section 2-2 subsection (2)

An entity that is engaged in one or more types of business activities can, for VAT purposes, choose to divide up the business enterprise. This is regulated by section 2-2 subsection (2) of the VAT Act. The separate parts of the enterprise will, for VAT purposes, be considered to be two taxable persons. If you are engaged in activities covered by the VAT Act as well as activities *not* covered by the VAT Act, you can, for example, choose to divide these activities into two entities. In such case, only the part of the enterprise that has turnover that fall within the scope of the VAT Act shall be registered in the VAT Register. Two or more parts of the enterprise liable to VAT can also be registered separately. In such case, the separate parts shall be registered separately in the VAT Register. In connection with such special registration, each part of the enterprise must meet the registration requirements, including turnover exceeding the monetary limit. In Field 12 – Other – you must also state the organization number of the main entity, i.e. the entity that has applied for 'division'.

The VAT Act section 2-2 subsection (3)

Two or more independent entities can apply to be registered as one taxable person pursuant to section 2-2 subsection (3) of the VAT Act. Two entities registered together pursuant to section 2-2 subsection (3) are considered to be one enterprise liable to VAT, and VAT shall not be invoiced for sales between jointly registered entities. On application, the organization number of the entities that are to be jointly registered must be stated. Furthermore, information must be provided about the ownership relationship between the entities, and how the entities cooperate. In Field 12 – Other – you must state the organization number(s) of entities included in the joint registration.

5

Voluntary registration

Several services are exempt from the VAT Act, and some of these can apply for voluntary registration in the VAT Register. There are currently four such alternatives listed in the form.

6

Bank account number

Any outstanding VAT amounts owed to you will be paid to the account that you state to the tax authorities.

Changes to the account must be reported to the tax office in writing, so that the amount can be repaid to the account that you want. This notification must be signed by the person entitled to bind the enterprise.

7

Acquisition/take over of a business enterprise covered by the VAT Act

Here, you state the organization number (if any), the name and address of the person from which the enterprise (or parts of the enterprise) was taken over.

You must also state any assets taken over from the previous owner and the transfer price (purchase price). Tick the appropriate box to indicate whether the assets were taken over without VAT.

8

Sale/transfer of business enterprise covered by the VAT Act

Here, you state the organization number or national ID number of the person who has taken over the enterprise (or parts of the enterprise). You must also state any assets transferred and the transfer price (selling price), and tick the appropriate box to indicate whether they were transferred (sold) without VAT.

9

Operating equipment/goods

When terminating a business enterprise, state the sales value of goods and operating equipment withdrawn for own use. If VAT was levied on the amount, enter the term and year of the VAT calculation. For goods that have not been sold/transferred, state the book value and estimated value. You must also state whether assets remaining from the business enterprise will be sold or withdrawn for own use after today's date.

10

Miscellaneous questions

Here, you answer the questions that are relevant.

The questions at the bottom of Field 10 apply to **sole proprietorships engaged in the provision of services**. If you reply 'yes' to one or more of these questions, you must enclose documentation with Section 2 of the form.

11

Authorisation to sign VAT returns; paper format

If other people than the owner(s), such as the accountant, have been authorised to sign the VAT returns, you must state this here. Fill in the person in question's national ID

number, name, sample signature, address, postal code and postal district. If more than one person has been authorised, the same information must be provided for each of these persons on a separate sheet.

Tick to indicate whether you wish to submit the VAT returns on paper or online. If you wish to submit them online, see information about Altinn.

Businesses with a turnover of less than NOK 1,000,000 can, by application to the tax office, submit VAT returns annually instead of every other month.

In connection with new registrations, documentation must be provided that shows a turnover of NOK 50,000 (NOK 140,000) as soon as the monetary limit has been reached. If the documentation is submitted after the end of the two-month reporting period that the entity shall be registered from, the application for annual VAT returns will not be granted.

Tick the box if the turnover will not exceed NOK 1,000,000 during the calendar year and you are applying to submit annual VAT returns. Businesses engaged in the primary industries need not submit a special application to submit annual VAT returns.

12

Other

Here, you can provide additional information that may have a bearing on the registration. For entities that apply for registration pursuant to section 2-2 subsection (2) or (3) of the VAT Act, enter references to the 'main entity'.

13

Signature by the person(s) responsible

The notification shall be signed by the owner of the enterprise or the person(s) authorised to sign.

Remember that both Section 1 and Section 2 must be signed in connection with new registrations, changes and cessations. If the authorised person signs, the authorisation must be enclosed.

Further information is available from the Tax Hotline, tel. (+47) 800 80 000 or at www.skatteetaten.no.



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A complete overview of forms with belonging guidances
<http://www.brreg.no/blanketter/blankettoversikt.html>