

VAT Refund Readiness Scorecard

How to Use This Checklist:

Review each item carefully and mark the circle ☒ if your answer is Yes.

After completing, count your ☒ marks and refer to the scoring guidelines to understand your refund readiness.

Eligibility

- Is your business VAT registered and involved in zero-rated or export services?

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Documentation

- Do you have clean, organized invoices and input tax documentation for the past 12 months?

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Filing

- Have your VAT returns been filed on time for the last 3 periods without penalties?

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Refund Claims

- Have you filed for a VAT refund in the last 6 months?

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Advisory

- Has your VAT consultant/tax advisor reviewed your refund strategy in the last quarter?

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Follow-up

- Do you track refund claim timelines and follow up through FTA channels regularly?

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