



TERTIARY EDUCATION COMMISSION

VAT Exemption on the Construction of a Purpose-Built Building for the provision of Tertiary Education

IMPORTANT NOTES

- 1: Please ensure that at the time you are proceeding with the online application, the information listed at **ANNEX A** is available to you.

- 2: Originals and copies of documents listed at **ANNEX B** should be submitted to TEC **within 5 working days** following submission of online application.

NOTE: You should call in person for submission of the above and produce the **Application Acknowledgement Report** (*downloadable after online application is completed*).

- 3: An Application Fee of **Rs 8,000** is payable to TEC.

- 4: Processing of your application will start once **(2)** and **(3)** above are completed.



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ANNEX A

Information required for online application for VAT Exemption on the Construction of a Purpose-Built Building for the provision of Tertiary Education

A. ADMINISTRATIVE DATA

1. Name of the Institution
2. Particulars of Authorised Contact Person
 - (i) Name
 - (ii) Designation of Contact Person
(e.g. Director/Manager, Principal)
 - (iii) Telephone Number
 - (iv) Fax Number
 - (v) Email Address
 - (vi) Address of the Institution
3. Tax and Business Registration Details
 - (i) VAT Registration Number
 - (ii) TAX Account Number
 - (iii) Registration Number with TEC
(Prior to 1st July 2005, registration number with MQA will apply)

B. BUILDING PLAN PARTICULARS

1. Particulars of Site on which Construction is Proposed
 - (I) Address
 - (II) Area of Proposed Building (sq m)
2. Particulars of Municipal/District Council issuing Building Permit
 - (i) Name
 - (ii) Building Permit Number and Other Particulars
 - (iii) Date of Issue
3. Particulars of Contractor
 - (i) Name
 - (ii) Address
 - (iii) Email
 - (iv) Telephone Number
 - (v) Mobile Number
 - (vi) Fax Number

C. PARTICULARS OF LEARNING PROGRAMMES

Table 1: Courses/Programmes to be run in the proposed building

Name of Programmes to be delivered	Entrance requirements	Mode of delivery	Minimum duration in months	Contact with students	
				Full-time	Part-time

D. STAFF AND STUDENT DATA

Table 2: Total staff expected to be employed and students to be registered for post-secondary education programmes during the first three years of operation. The data should be expressed as headcount only.

		Year 1	Year 2	Year 3
Students				
	Full-time			
	Part-time			
Academic/Research staff				
	Full-time			
	Part-time			
Support staff				
	Full-time			
	Part-time			
Service staff				
	Full-time			
	Part-time			



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ANNEX B

Copies of documents to be submitted to TEC within 5 working days after online application is completed

DOCUMENTS TO BE PROVIDED

1. **ANNEXURE A:** Full details of courses/programmes to be run in the proposed building
2. **ANNEXURE B:** Site plan for the land on which the construction is proposed
3. **ANNEXURE C:** Title deed of the land or lease agreement as applicable
4. **ANNEXURE D:** Site plan for the building
5. **ANNEXURE E:** Full details of building plans
6. **ANNEXURE F:** Building permit issued by Municipal/District Council
7. **ANNEXURE G:** Copy of contract between applicant and the building contractor
8. **ANNEXURE H:** Certificate of VAT Registration
9. **ANNEXURE I:** Certificate of Registration with TEC (or MQA)
10. **ANNEXURE J:** Financial plan for the financing of the construction of the building
11. **ANNEXURE K:** Any other information or documents deemed by the applicant to be of relevance to the evaluation of the application