



Registering or updating your details for the Indirect Tax Concession Scheme (ITCS)

When to complete this form

The Australian Government Department of Foreign Affairs and Trade told us that you can claim tax refunds on some goods and services you buy in Australia under the Indirect Tax Concession Scheme (ITCS). Before you can make any claims, you need to provide us with information in this form.

If you're already registered with us and need to update your details, you should also complete this form.

Who should complete this form

The form **must** be signed by the head of your mission, post or organisation or by an authorised officer on their behalf. Your mission stamp must also be applied.

Completing this form

- Complete the form using your computer or laptop. Alternatively, print the form and complete manually.
- Save a copy of the completed form in PDF format.
- Upload the form to your secure data transfer account or return by mail. Refer to the instructions under **How to submit your registration.**

Section A: Details of mission/post/organisation

1 Full official name

2 Address

Street address

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

Postal address (if different)

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

3 Official email address

Section B: Details of authorised contact

4 Name

5 Phone number

Section C: Bank account details

6 Bank account details

Name of your Australian bank

BSB number (must be 6 digits)

Account number

Name of the account

! We'll pay your refund by direct deposit to your mission/post/organisation's Australian bank account. If you don't have an Australian bank account, you will need to contact us at itcs@ato.gov.au to discuss alternative payment options.

Section D: How to submit your registration

! Do not return this form by email.

You can send the completed form to us by:

■ **Secure data transfer:**

Scan and return this form via your ATO secure data transfer account.

If you don't have a secure data transfer account with us, send an email to itcs@ato.gov.au with the name, email address and phone number of the contact person. We'll create an account for you to scan and return this form securely.

■ **Mail:**

ITCS
Australian Taxation Office
GPO Box 9977
BRISBANE QLD 4001

! You should be aware that the internet isn't a secure environment. We don't control the path of inbound and outbound emails, so we can't guarantee the privacy of personal information sent by email. You should be aware of this risk if you choose to communicate with us by email and include your personal details.

I accept the risk associated with using email and authorise the ATO to communicate with me using email.

Section E: Declaration

Privacy

Tax law authorises us to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For information about your privacy, go to ato.gov.au/privacy

Declaration

I declare that all the information I have given in this statement, including any attachments, is true and correct. Applications must be signed by the head of mission/post/organisation or by an authorised officer on behalf of the head of mission/post/organisation and your mission stamp must be applied.

Name

Signature

Mission stamp

Date

Day / Month / Year
 / /