



Social Investment Tax Relief Compliance certificate

These instructions are for the enterprise completing the compliance certificate.

You cannot issue this certificate to an investor unless you've received authority from HM Revenue and Customs (HMRC).

You need to have completed form 'Social Investment Tax Relief compliance statement (SITR1)' first, with details of the investment, to get authorisation from HMRC.

This certificate should be signed by the company secretary or trustee, or any other person authorised by the social enterprise, or if appropriate a liquidator, administrator or receiver.

You are liable to a penalty if you issue a certificate fraudulently, or negligently, or issue a certificate without our authority. The penalty can be up to £3,000.

Separate certificates must be used for investments on different dates or of different kinds issued on the same day.

Full name and address of the investor

Name
Address
Postcode

The following eligible investment in the social enterprise below was made by you and issued to you (or as directed by you).

Nature of investment Put 'X' in one box

Shares Debentures

Date of share or debenture issue DD MM YYYY

Description of shares or debentures

Applicable period these investments end DD MM YYYY

Nominal value of each share or debenture

You have received value from the social enterprise or a connected person amounting to

Number of shares or debentures issued

Unique investment reference (UIR) number

Amount invested

I certify that the conditions of the scheme, other than those which you as an investor have to satisfy, are for the time being met for these investments.

Name of social enterprise representative

Enterprise name

Capacity in which signed

Registered office address

Address
Postcode

Signature

Date DD MM YYYY

Please keep this certificate. If you claim relief, you may be asked to produce it.

Notes for claiming Income Tax relief and capital gains deferral relief

These notes will help you decide if you qualify for relief before making a claim. The issue of this certificate does not automatically mean you qualify for any relief.

You may wish to claim any or both of the following:

- Income Tax relief on the amount you invested
- deferral relief, which allows you to defer a chargeable gain which you have reinvested in this investment

Please note that this form cannot be used to claim capital gains disposal relief. Capital gains disposal relief may be available on a disposal of shares for which Income Tax relief has been claimed and allowed and not withdrawn.

Rules for both reliefs

You do not qualify for either relief if you:

- made the investment as part of a scheme or arrangement aimed at avoiding tax
- receive a loan which would not have been made, or would not have been made on the same terms, were it not for the investment in the enterprise
- have an option under which you can sell the investment

The Income Tax relief you get may be withdrawn or reduced, and any deferred gain will be revived (brought back into charge to Capital Gains Tax) if before the applicable period ends (date shown on page 1):

- any of the above should happen
- the social enterprise loses its qualifying status
- you dispose of any of the shares or debentures within that period (whether by way of sale, gift or exchange)

A disposal of the investment on or after the applicable period ends will also cause any deferred gains to be revived.

Rules for Income Tax relief only

You do not qualify for Income Tax relief if you:

- are, or have been, 'connected with the social enterprise' (see part 5B of the Income Tax Act 2007, sections 257LF, 257LG and 257LH)
- are disqualified as a previous owner of the social enterprise's trade (see part 5B of the Income Tax Act 2007, sections 257QQ and 257QR)

Receipt of value

Any Income Tax relief you can get is restricted or withdrawn if you, or an associate of yours, have received value from the social enterprise or any person connected with it. This applies if value is received up to one year before the investment and at any time up to the date the applicable period ends.

In the case of deferral relief, if you receive any value in the year before the investment you will not be entitled to deferral relief, and if you receive any value after the investment (and before the applicable period ends) any deferred gains will be revived.

In certain circumstances value can be ignored if it's 'insignificant' or if it's restored in full to the person who provided it.

If any event occurs before the applicable period ends which causes Income Tax relief to be withdrawn or reduced or which causes deferred gains to be revived, you must report it to us within 60 days.

Claiming Income Tax relief

There's a limit on the total amount on which you can claim relief for any one tax year of £1 million.

The relief is normally due for the tax year (ending on 5 April) in which the investment is made (see page 1 for the date of issue). For investments made from the tax year 2015 to 2016 onwards you can, if you wish, claim relief as if some or all of the investment had been made in the previous year. However, this is subject to the total amount of relief on which you can claim for any one year, as already explained.

You should make a claim for Income Tax relief on your tax return. But in some circumstances, see below, you should use the claim form on page 3.

If your shares were issued or debt investment made in the current tax year and you pay tax under PAYE, you can claim relief for that year now. Fill in the claim form on page 3 and send it to HMRC. If we send you a tax return after the end of the year, you will also have to enter details of the claim on that return.

If you want to claim relief for a previous tax year for which you either did not receive a tax return, or you received a return and you have already sent it in, fill in the claim form on page 3 and send it to HMRC. If the claim is made in time, it will be treated as amending the tax return.

In all other circumstances, you do not need to fill in this form, but:

- keep it until you receive your tax return
- in the appropriate box on the tax return, enter the total subscriptions on which you are claiming relief
- in the large box reserved for 'additional information' at the end of the tax return, enter the
 - unique investment reference (UIR)
 - name of the social enterprise invested in
 - amount of the investment qualifying for relief
 - date of issue of the shares or debt investment made

Claiming deferral relief

You must use the claim form to make a claim for deferral relief. If your chargeable gain accrues in the current tax year and the shares were issued or debt investment made either in this year, or in a previous year, fill in the claim form and send it with your tax return after the end of the tax year.

You will need to enter the relevant chargeable gain(s) on page CG 1 and/or page CG 2 of the Capital gains summary pages (see the Capital gains summary notes) of your tax return. Go to www.gov.uk and search for 'Capital gains summary'.

If your chargeable gain accrued in a previous tax year, fill in the claim form and send it to us (along with your tax return if not already submitted).

Claims to both Income Tax relief and deferral relief

If you wish to claim both Income Tax relief and deferral relief on the same investment, follow the notes on Income Tax relief in the first instance. Keep a copy of your claim form for your deferral relief claim if it's to be sent at a later date in accordance with the notes on deferral relief.

For detailed information, go to www.gov.uk and search for 'Social investment tax relief'.



Investor tax reference

Input boxes for investor tax reference

Number of shares or debentures (debt investment)

Input box for number of shares or debentures

National Insurance number

Input boxes for National Insurance number

Type of shares or debentures (debt investment)

Input box for type of shares or debentures

The claim(s) below relate to an investment amount of

Input boxes for investment amount with £ symbol

Date issued DD MM YYYY

Input boxes for date issued

For shares or debentures in (social enterprise)

Input box for social enterprise reference

Unique investment reference (UIR) number

Input box for unique investment reference

Claim to SISR Income Tax relief

Please read the notes on page 2 before deciding whether to complete this part of the form.

I wish relief to be allowed in my PAYE coding.

Checkbox for PAYE coding relief

I am claiming relief for a year for which I have already sent in a tax return.

Checkbox for tax return relief

The amount on which I am claiming relief is

Input boxes for relief amount with £ symbol

for the year ended 5 April being the year in which the investment was made.

The amount on which I am claiming relief is

Input boxes for relief amount with £ symbol

for the year ended 5 April being the previous year - see page 2.

Claim to SISR deferral relief

Asset disposed of

Input boxes for asset disposed of (column 1)

Asset disposed of

Input boxes for asset disposed of (column 2)

Asset disposed of

Input boxes for asset disposed of (column 3)

Date of acquisition DD MM YYYY

Input boxes for date of acquisition (column 1)

Date of acquisition DD MM YYYY

Input boxes for date of acquisition (column 2)

Date of acquisition DD MM YYYY

Input boxes for date of acquisition (column 3)

Date of disposal

Input boxes for date of disposal (column 1)

Date of disposal

Input boxes for date of disposal (column 2)

Date of disposal

Input boxes for date of disposal (column 3)

Chargeable gains before losses

Input boxes for chargeable gains before losses (column 1) with £ symbol

Chargeable gains before losses

Input boxes for chargeable gains before losses (column 2) with £ symbol

Chargeable gains before losses

Input boxes for chargeable gains before losses (column 3) with £ symbol

Gain to be deferred

Input boxes for gain to be deferred (column 1) with £ symbol

Gain to be deferred

Input boxes for gain to be deferred (column 2) with £ symbol

Gain to be deferred

Input boxes for gain to be deferred (column 3) with £ symbol



Declaration

I hold a SITR certificate for the shares or debentures which were authorised by HMRC. I claim relief as shown on page 3. The details given in this claim are correct to the best of my knowledge and belief.

Name (use capital letters)

Signature

Full address (use capital letters)

Address
Postcode

Date DD MM YYYY

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