



*The Ministry of Finance and the Bahamas Hotel and Tourism Association
in cooperation with the Bahamas Ministry of Tourism, Promotion Boards, and Tourism Industry Stakeholder Groups
Invite Tourism Related Businesses to Attend the....*

VAT Registration and Readiness Workshop Series for Hotels and Tourism Industry Business*

Hotels and Tourism Industry Businesses Must Plan Carefully Now to:

- ◆ **Understand VAT Basics, Requirements and Options Under the Law**
- ◆ **Learn About Available Sources for Information and Assistance**
- ◆ **Ensure Advance Communication with Tourism industry Vendors and Partners**
- ◆ **Consider VAT in Pricing, Advertising, Marketing, and Purchasing Decisions**
- ◆ **Adjust Websites, Contracts, Vendor and Customer Receipts, Menus....**
- ◆ **Ensure Necessary Tracking, Point of Sale and Record-Keeping Systems are in Place**
- ◆ **Avoid Costly Mistakes from Under or Over-pricing or Paying Suppliers Too Much**
- ◆ **Register Your Company at the Workshop**

Who Should Attend....

- ◆ **Tourism industry owners, CEO's, Managing Directors, Financial Controllers, Operations, Purchasing, Marketing and Accounts Managers and Supervisors**
- ◆ **Hotels, marina operators, attractions, restaurants, dive operators, tour operators, and other tourism-related businesses with current or projected annual turnover in excess of \$100,000**

** Note: Sessions are tailored specifically to tourism-related businesses. Non-tourism-related businesses should contact the Bahamas Chamber of Commerce and Employers Confederation at 322-2145 for details about sessions planned for the general business community.*

When are the Workshops....

12 Islands in 6 Weeks Starting October 15, 2014. See schedule below.

REGISTRATION INFORMATION:

LOCATIONS: Select the workshop you plan to attend.

Note: All workshops are from 9:00 a.m. to 5:00 p.m. If hotel is not listed, you will be notified shortly after registration is received.

<u>Island</u>	<u>Date</u>	<u>Location</u>
() Nassau/Paradise Island	October 15	British Colonial Hilton
() Grand Bahama	October 20	Grand Lucayan Resort
() Bimini	October 21	Resorts World Bimini (location pending)
() Abaco	October 28	Abaco Beach Resort
() Exuma	October 30	location pending
() Long Island	November 4	location pending
() Cat Island	November 6	location pending
() San Salvador	November 11	location pending
() Andros North	November 12	location pending
() Andros Central/South	November 13	location pending
() Eleuthera	November 18	location pending
() Harbor Island	November 20	location pending

Note: For the general business community the Bahamas Chamber of Commerce and Employers Confederation is conducting workshops around similar dates. The Ministry of Finance will also be doing an outreach to the southern islands not listed.

COST:

- ◆ **BHTA Members: \$80 per person**
- ◆ **Non-Members: \$100 per person**

Registration includes breaks, lunch, and forum materials.

COMPLETE AND RETURN:

Name: _____ Company: _____

Title: _____ Phone: _____ Email: _____

Authorized Signature: _____

NAMES OF ADDITIONAL REGISTRANTS:

PAYMENT METHOD:

Full payment is due in order to attend. Check must be payable to: **Bahamas Hotel and Tourism Association (BHTA)**

Please Confirm : _____ (No) individuals at \$80.00 per BHTA Member (s)

: _____ (No) individuals at \$ 100.00 for non-BHTA Member (s) Total amount \$ _____

Payment Type Check VISA MasterCard Cash Bank Transfer (contact us for details)

Date Paid _____ / _____ Cardholder's Name _____

Card Number _____ Expiration Date _____ / _____

Note: Any cancellations must be received within 48 hours of the workshop in order to receive a refund.

Attendees Wishing to Become a VAT Registrant Online During Workshop Should Bring:

- ◆ Business National Insurance Board (NIB) Number or Personal NIB Number
- ◆ Business Licence Information: Number; Date Licence was issued; Business Licence Control Number
- ◆ Banking Information: Name of Bank, Branch location; Branch Routing Number; Account Number and Type
- ◆ E-Mail Address
- ◆ Real Property Tax Assessment Number (if applicable)
- ◆ Laptop or Note Pad (should you wish to register online during the training)

RETURN REGISTRATION FORM:

Bahamas Hotel & Tourism Association
Attention: Charlotte Knowles-Thompson
Email bha@bahamashotels.org
Or Fax it to: (242) 502-4221 or 754-223-0877

For Additional Information Contact:

Hotel's House
East Bay Street
 (242) 322-8381