Taxation Office, St Mary's Walk, Stanley, Falkland Islands,
FIQQ 1ZZ
Tel (+500) 28470
Email general@taxation.gov.fk
Website: www.fig.gov.fk/taxation
Public opening hours Monday to Friday, 9am – 12 noon

End of Year Forms—Employers Guide

These notes are provided as guidance to help you complete the enclosed forms, which are required as part of your End of Year (EoY) Returns.

Please ensure that all of the forms are fully completed, signed and returned to the Taxation Office **no later than 02 February 2026.**
All forms are to be submitted in Excel format via email to general@taxation.gov.fk. It is a legal requirement to complete and submit these forms by the deadline. Submissions can include a PDF version, however Excel format must be included.

Failure to Submit Completed Forms

Failure to complete and return any of the required forms by the deadline **will** render you liable to a fine for **each** form that is not returned in time. The level of fines is set down in the Taxes Ordinance 1997. These are:

EMP 01 – level 7 - £17,500
EMP 01 BIK - £100 if 3 months late & a further £100 if 6 months late.
SUB 01 - £100 if 3 months late & a further £100 if 6 months late.

If any of the forms are not fully completed when we receive them, they will be returned for you. Any returned forms will need to be reviewed, completed and submitted to the Tax Office by **02 February 2026.** You may well wish to complete these before that date so that if they do have to be returned you will still have time to rectify any mistakes and get them back to us before **02 February**.

Please note that the front page of your pack contains boxes for you to show which forms you are completing. For any forms which are completed please enter 'YES' in the appropriate box showing what forms you have returned to this office. There is also the option to enter 'NIL'. If you have not had any employees during the year, or your employees have not received any benefits in kind, please either enter NIL in the appropriate box or attach the forms indicating that they are NIL returns.

Should you have any questions on completing the forms, please contact us by phone on 28470 or e-mail **general@taxation.gov.fk**

2025 EoY Workbook

The workbook has 10 tabs which will need to be reviewed by you as the employer. Further details on each tab can be found in this guide but some general points below:

The Tax Office will compare the details submitted in the annual return with the monthly employer declarations (POAT Returns).

Certain cells have been protected as these contain formulas. By completing the cells in the orange boxes the workbook will automatically calculate totals where applicable.

You may not need to complete all tabs however it is recommended that you review this guide and the full workbook to ensure that you have completed the correct pages.

End of Year Forms—Employers Guide

EoY Workbook details

EMP-01 Cover	
On this form you are required to complete the boxes shaded in orange. If any orange boxes have **not** been completed the form will be returned as an incomplete return. These details identify the employer for the Tax Office to verify the annual information against the monthly information submitted during the year.	
Employers Name	Enter the employer name.
Employers Reference Number	Enter the Employers reference number (ERN).
Name and Contact Details	Enter the details of the person who can be contacted if there are any queries with the returns.
Forms Returned Notification	Enter either 'YES' or 'NIL' the relevant box. If the return has been completed and submitted enter 'YES' If it is a Nil return and is not being completed or submitted enter 'NIL'.
Signed	Sign the form in the space provided. By signing the return you are certifying that the returns submitted are true and correct.
Print Name	Name of person signing the declaration.
Capacity in which signed	Capacity of the person signing the declaration, for example Partner, Payroll Administrator etc.

EMP-01 Employers Annual Return	
On this form you are required to enter the details of salary paid to employees and income tax deducted during the year. You must also include details of Retirement Pension Contributions deducted from your employees and employer contributions paid on behalf of employees	
Box 1 - Employers Name	This is automatically filled from the cover sheet.
Box 2 - Employers Reference Number	This is automatically filled from the cover sheet.
Box 3 - Tax Identification Number	Enter each employee's Tax Identification Number (TIN). During the year you can request TINs from the Tax Office to ensure you have these details for the monthly returns and the end of year returns.
Box 4 - Forenames, (nicknames if any), Family Name	Enter the full name of each employee, including their nicknames where applicable.
Box 5 - Total gross salary or wages (£)	Enter the total **gross** salary/wages paid during the year.
Box 6 - Other payments (e.g bonuses, fees, ex-gratia payments) (£)	Enter any other payments including bonuses, fees, ex-gratia payments and any non-monetary payments i.e. goods or merchandise. E.g. food or drink unless that is provided in addition to any accommodation you may also provide.
Box 7	This automatically adds box 5 & box 6.

EMP-01 Employers Annual Return (continued)	
Box 8 - Net taxable Benefits from BiK Sheets (Excluding Loans) (£)	Enter total **net** Benefits in Kind. This figure will need to match this employees Benefits in kind details from the EMP-01 BIK calculation sheet.
Box 9 - Total Income Tax Deducted (POAT) (£)	Enter the total Income Tax deducted during the year (POAT).
Box 10 - Total RPC deducted from employee's wages (£)	Enter the total Employ**ees** RPC contributions during the year.
Box 11 - Total RPC paid by the employer (£)	Enter the total Employ**ers** RPC contributions during the year.
Box 12 - Other employer pension scheme contributions paid by employee (£)	Enter the total employ**ees** contributions to any other pension schemes deducted by the employer.
Box 13 - Total MST deducted from employees wages (£)	Enter the total Employ**ees** MST deducted from their wages.
Box 14 - Total MST paid by employer (£)	Enter the total Employ**ers** MST paid by the employer in respect of the employee.
Boxes 15 & 16 - Date Employment started/finished	Enter the dates employment commenced and ceased if during the year. If they were employed for the whole year please enter 01/01 to 31/12

EMP-01 BIK (Calculation, Travel and Loan)	
On this form you are required to enter the details of Benefits in Kind provided to your employees during the year. You only need to include those employees who have received a Benefit in Kind during the year. The main EMP-01 BIK Sheet is a summary of the benefits provided to your employees. Further information on Benefits in Kind can be found in the BIK Guide on the Tax website. Each Benefit value must be declared in Falkland Pounds (£FKP) in the relevant column with the total automatically updating in the final column. There are daily values in place on all Benefits, except for Travel, Furnished and Unfurnished houses. For those that have had travel paid for them or a loan provided you will need to complete the EMP-01 BIK Travel and/or EMP-01 BIK Loan Form. These additional forms will need to be completed for each employee who has received benefits of this kind.	
Box 1 - Forenames, (nicknames if any), Family Name	Enter the full name of each employee, including their nicknames where applicable.
Box 2 - Employee BiK LOAN	If your employee had a loan with you enter Yes and then complete the EMP-01 BIK Loan form. If no loan was made available to them, enter No.
Box 3 - Travel	Enter the value of flights paid on behalf of your employee. Complete the EMP-01 BIK Travel form for each flight which your employee has received. All flights which have been paid for the employee must be declared. The Tax Office will review the details to determine what, if any, travel costs are taxable BIKs.

EMP-01 BIK (Calculation, Travel and Loan) (continued)

Box 4 - Motor Vehicle	Enter the value of the benefit which is charged at £60 per day up to a maximum of £4,500 per year for any employee, or a member of their family, which has a vehicle provided for private use.
Box 5 - Furnished House	Enter the value of the benefit which is charged at £1,500 per room up to a maximum of 7 rooms. Rooms include, but are not limited to, bedrooms, kitchens and lounges. **Please note possible exception for agricultural workers detailed later in this guide.**
Box 6 - Unfurnished House	Enter the value of the benefit which is charged at £1,150 per room up to a maximum of 7 rooms. Rooms include, but are not limited to, bedrooms, kitchens and lounges. **Please note possible exception for agricultural workers detailed later in this guide.**
Box 7 - Board & Accommodation <u>including</u> heating and/or electricity	Enter the value of the benefit which is charged at £18.50 per day up to a maximum of £6,100.00. Value should be increased by 20% for spouse and 10% for each child. **Please note possible exception for agricultural workers detailed later in this guide.**
Box 8 - Board & Accommodation <u>excluding</u> heating and/or electricity	Enter the value of the benefit which is charged at £14.00 per day up to a maximum of £4,600. Value should be increased by 20% for spouse and 10% for each child. **Please note possible exception for agricultural workers detailed later in this guide.**
Box 9 - Board or Accommodation only	Enter the value of the benefit which is charged at £7.00 per day up to a maximum of £2,300 . Value should be increased by 20% for spouse and 10% for each child. **Please note possible exception for agricultural workers detailed later in this guide.**
Box 10 - Heating and/or Electricity - Shared Accommodation	Enter the value of the benefit which is charged at £4.50 per day up to a maximum of £1,500. Value should be increased by 20% for spouse and 10% for each child. **Please note possible exception for agricultural workers detailed later in this guide.**
Box 11 - Heating and/or Electricity - Dwelling House	Enter the value of the benefit which is charged at £750 per room up to a maximum of 7 rooms. Rooms include, but are not limited to, bedrooms, kitchens and lounges. **Please note possible exception for agricultural workers detailed later in this guide.**
Box 12 - Other	Value of any other benefit provided to employee e.g life insurance, childcare
Box 13 - Amount made good by employee for benefits	Enter the total amount paid by the employee to the employer towards the cost of any benefits provided.
Box 14 - Total for this employee	Total is automatically calculated based on the information entered for that employee. This figure will need to be entered in Box 8 on the EMP-01 Annual Return for the employee.

EMP-01 BIK - Notes on Employees working in agriculture or horticultural sector

Please note that employees working in agriculture or horticulture are not liable on a Benefit In Kind if you provide them with any living accommodation and/or board, including heating and lighting of the accommodation, for their use.

For the purposes of identifying who may fall under this exemption please see the relevant definitions, taken from the Taxes Ordinance.

"agriculture" means arable farming, dairy farming and livestock breeding and keeping, the use of land as grazing land and meadow land, and the use of land for woodlands where that use is ancillary to the farming of land for other agricultural purposes; and

"horticulture" means the production of horticultural produce for sale, and horticultural produce means fruit, flowers, vegetables and herbs, trees and shrubs, other than trees grown for the purpose of afforestation, and seeds for the reproduction of any such produce.

There are two further exceptions from the charge to a benefit if you have provided your employee with accommodation. These are;

1) Where the Commissioner of Taxation is satisfied that it is necessary for your employee to live in the accommodation in order to carry out the duties of that employment,

and

2) If the accommodation is not situated onshore in the Falkland Islands.

You, as the Employer, must write to the Commissioner of Taxation to seek approval for each individual employee to be exempted from any charge on accommodation being provided to that employee. You can use the BIK ACC EXCEPT form to apply for approval.

BIK ACC EXCEPT - Accommodation Exception Form

If you have an employee who you provide with free accommodation and/or board and you wish to apply for exception, please complete this form.

Please ensure all the information requested on the form is completed before you submit it to the Taxation Office

Please give **full** details showing the nature of the employment and the reasons why this employment cannot be carried out without living in the free accommodation provided.

This form does **not** need to be completed for agricultural or horticultural workers.

EMP-01 BIK - LOAN

Employers Business Name and the Employers Reference Number is automatically filled from the cover sheet.

Enter Employees Full Name.

Enter Employees TIN if known.

Enter the date the loan commenced.

Enter the date the loan is due to end.

Enter the total amount of loan advanced to the Employee.

Enter the monthly repayments due.

Enter the remaining balance of the loan at 01 January, if the loan commenced before that date.

Enter the date the loan was settled if during the year.

Enter the amount of the loan that was written off during the year (if any).

Enter the interest rate charged on the loan to the Employee.

Enter the balance of the loan remaining due to you at 31 December.

If your Employee has more than one loan with you, complete a separate form for each loan. On receipt of this form the Taxation Office will calculate the value of the Benefit your employee has received from any loan.

EMP-01 BIK - TRAVEL

Employers Business Name and the Employers Reference Number is automatically filled from the cover sheet.

Enter Employees Full Name.

Enter Employees TIN if known.

Enter the date the contract started.

Enter the date the contract is due to end.

Enter the purpose of the Travel/Flights paid – Personal Holiday, Work, Training.

Enter the total amount of travel paid for during 2025.

Enter the date that any travel was paid for.

Enter the names and relationship of any relevant dependents who also benefited from the paid travel.

If your Employee has received more than one flight, please advise complete a separate form.

Please note: There are no specific provisions for different types of personal travel e.g. there is no exemption if the travel was for compassionate reasons.

Relevant dates – the date the costs were paid for/reimbursed is the point at which the benefit may be taxable, not when the actual travel was/is to be taken e.g. if you have paid for flights in Dec 2025 for an employee to take in Jan 2026, those costs should be included on this return as the payment has been made in 2025.

End of Year Forms—Employers Guide

Certificate of Tax Deducted

If the employee was still employed with you at 31st December, a copy of the Certificate of Tax Deducted should be sent to the employee by 31st January the following year. You should keep one copy for your records.
The Taxation Office only requires a copy when an employee ceases working for you during the year.

Enter the Employees Full Name and Falkland Islands Address. If they do not normally live here please complete the overseas address box.
Enter the Employees Tax Identification Number.
Enter the total remuneration paid during the year, before any deductions.
Enter all Payments on Account of Tax (POAT) made.
Enter all Employ**ee** Payments for MST.
Enter total Employ**ee** Retirement Pension Contributions.
Enter any Personal Pension Schemes contributions.
Enter the Benefits in Kind received, using figures from your calculation form. If your **employee** has a loan from you enter Y. If Y, attach an EMP–01 BIK Loan Form to their Certificate of Tax Deducted.
Enter the Date employment started if during the year and date employment ended if during the year.
If employment was for the whole year please enter 01/01 to 31/12.
Enter your name/business name as the Employer and your Employers Reference Number.
Please sign and date the form and tick the appropriate box to show in what capacity you are signing.
If the employee is no longer living in the Falkland Islands please show;

- Their overseas address.
- Their overseas tax authorities reference, or if a UK person, their National Insurance Number
- Please also provide contact details for our records.

SUB-01 Return of Payments Made to Small Businesses and Individuals

Employers Business Name and the Employers Reference Number is automatically filled from the cover sheet.

Enter the Business or Individuals **full name** and a description of the Services or Goods they supplied. If you know that a sale was private please include this.

Enter the **Gross** amount paid to them **including non-monetary** payments you give them i.e. goods or merchandise.

Enter their Tax Identification Number, if an individual & if known. If not, please leave blank and we will complete this on receipt of the form.

Enter the dates that they carried out the services or supplied the goods. If this was at various times during the year, show the date that they started and the date work was completed regardless of any breaks during the year.

Payments **not** to be included on this form are:

- Payments made to Limited or Public Limited Companies.
- Payments that are already included on your monthly POAT/RPC returns.
- Payments that are already included on your Employers Annual Return.

SUB-01 Return of Payments Made to Small Businesses and Individuals (Continued)

Some examples of businesses you may make payments to that **are** to be included on this form are:

- Plumbers
- Cake, Vegetable and Egg supplier's etc.
- Translating Services
- Cleaners
- Shearers
- Wardens
- Locums

If you are unsure if a payment made during the year should be include on the SUB-01 return please include as much detail as possible in the description section. The Tax Office will review and may contact you with additional questions to ensure that the correct treatment is given.

Advice Slips (Advice Slip SUB-01) should be completed and issued to any person/business you have included on your SUB-01 form. This will confirm to the person you paid the information which has been declared to the Tax Office. The issuing of these is not a legal requirement however can help those you have paid during the year complete their personal tax returns or business accounts.

Sub Detail

Enter your Company or Business Name and your Company Reference Number.

This to provide any further details regarding any specific SUB payments. For example, number of sheep shorn to allow a claim to be made, milage driven for tourists etc.

Dividend Payments Return

Enter your Company or Business Name and your Company Reference Number.

Enter the full name of the shareholder.
Enter the accounting period in which the dividend is included.
Enter the date the dividend was paid.
Enter the amount of dividend paid (this amount is the net amount actually received by the individual and does not include any notional tax.). If any voluntary tax is deducted please do not adjust for this.

Note: This is a brief summary of the law and practice at the time of writing. It is not binding in law and does not affect your rights of appeal. You should bear in mind that the information offers general guidance on how the rules apply, but whether the guidance is appropriate in a particular case will depend on all of the facts. You should therefore seek professional advice on how the rules apply in your own case