



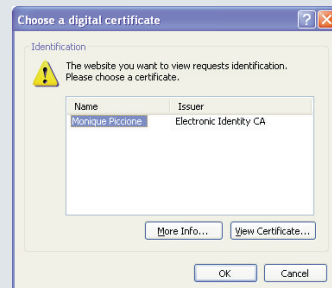
Logging to the Recapitulative Declaration System



- Visit www.vat.gov.mt website and click on services.
- To use the Recapitulative Declaration System, you will required an **e-ID** (see overleaf for more information on how to obtain it).



- Click the  **Login** button under the **Services Requiring a Digital Certificate** header. A Digital Certificate screen will pop up.



- Select the **Digital Certificate** in the pop up box & click .



Use the e-ID to access the Online VAT Services

- ➔ You must have an e-ID to use the Online VAT services.

The e-ID, or electronic Identity, is a trusted authentication mechanism for citizens and businesses to identify themselves to electronically access services from across the government, including the online VAT services.

For this reason it is very important to apply of the e-ID in order to be able to submit your Recapitulative Declaration online.

- ➔ How to register for your e-ID.

The full procedure on how to register and activate your e-ID can be found on <http://www.mygov.mt>



By clicking on the **Register for an e-ID** link, a screen with step by step instructions will display with all the information on what one has to do and what is required in order to obtain, register and start making use of the e-ID.



VAT DEPARTMENT,
TA' PARIS ROAD, B'KARA BKR4633, MALTA

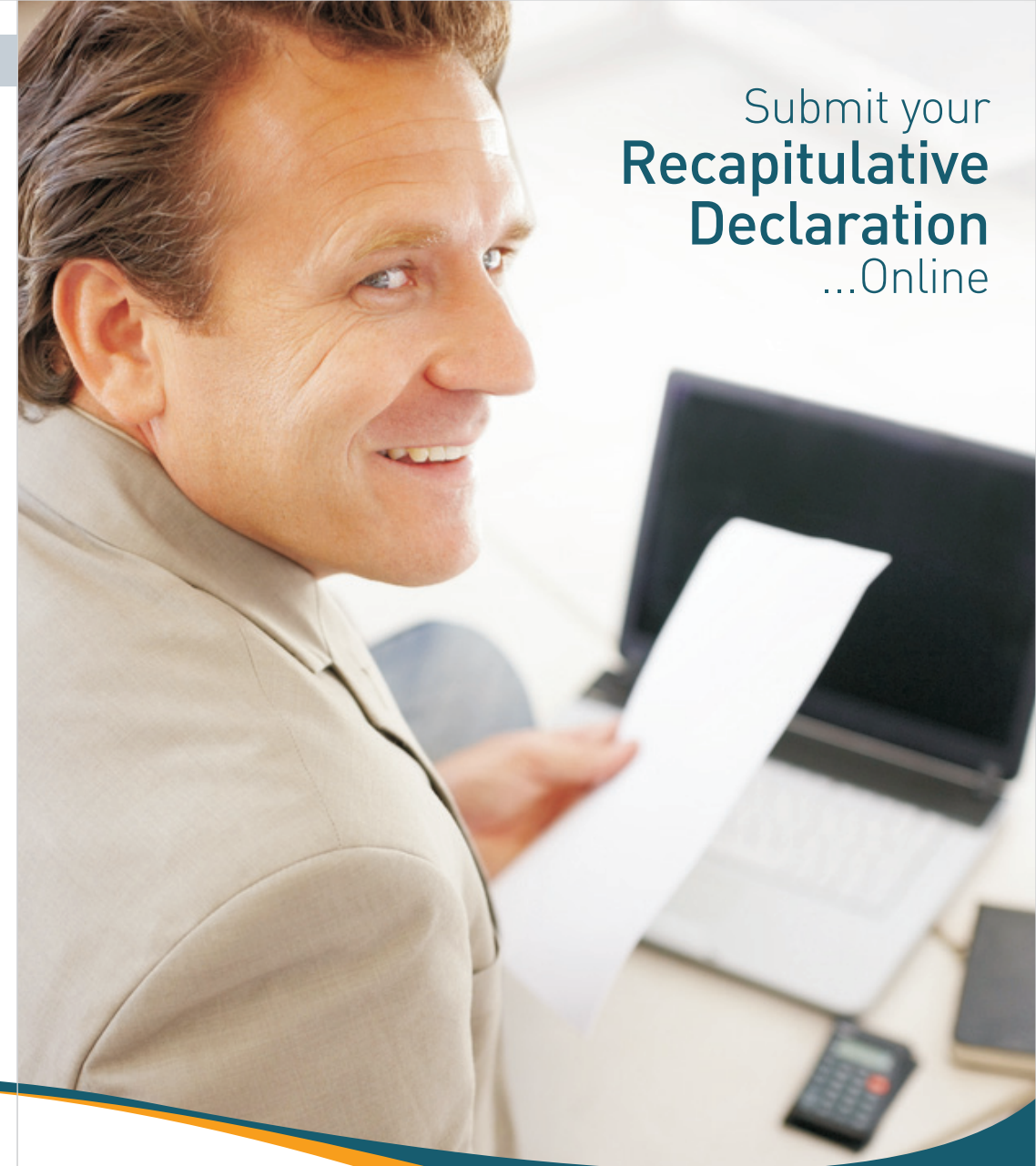
 CUSTOMER CARE LINE: 21499 330/4

www.vat.gov.mt



www.vat.gov.mt

Submit your
**Recapitulative
Declaration**
...Online



e-ID Authentication

Username

Password

 [Remove Certificate](#)

Name: Wayne
Surname: Zammit
Serial: 119d2e3b000000000254

[Login](#)

-  Delegated Services 
 -  Assigned Services 
 -  My Personal VAT services 

Tax Documents

Declaration Submission

Declaration Modification



Recapitulativ Declaration



Recapitulative Declaration

[80984M]

- i. After clicking the Confirm Declaration button, an **Acknowledgement** is issued on screen and an email is sent.

Recapitulative Declaration

Customer's Details

Triangular Trade

VAT Number

Goods (EUR)

☐ NIL Declaration

Name and Surname

Services (EUR)

Country	Triangular Trade	VAT Number	Name and Surname	Goods (EUR)	Services (EUR)
BELGIUM	NO	XXXXXXXXXX	JOE BORG	500.00	100.00
SLOVAKIA	NO	XXXXXXXXXX	MARY SMITH	540.00	34.00
DENMARK	YES	XXXXXXXXXX	JOHN PETERS	78.00	88.00
CYPRUS	NO	XXXXXXXXXX	JANE GREEN	154.00	0.00
TOTAL NUMBER OF COMPLETED LINES: 4			TOTAL AMOUNT (EUR)	1,272.00	222.00

☐ I declare that all the entered details and information are true, correct and complete.
 Confirm Declaration