



## Instructions Freezone Facility Charge Declaration Form

- Rate and basis for calculation** The Freezone Facility Charge is **0.75% of turnover**. Turnover refers to the total value of sales of merchandise, cash or credit, in the reported period, whether from export or sales to the local market, as well as the value of sales of merchandise or goods processed on behalf of third parties. In addition, the value of all services rendered, including management fees, lease income, etc., are also part of turnover.
- Declaring turnover and FFC** Every free zone company is required to declare its turnover and pay the corresponding FFC on a **monthly basis**. To this end, FZA NV will supply each company with a number of self-copying '*declaration forms freezone facility charge*'. At the end of each month, the company determines its turnover and calculates the FFC to be paid on the basis of this turnover (0.75% of the turnover). If no turnover is made during a particular month, the company **still has to** fill in and submit the declaration form. In that case the FFC for that month is nil.
- Submitting the declaration** On the declaration form, the company fills in the month, the turnover of that month, the amount of FFC paid, and the method of payment. The form should be signed by the director of the company or a person holding power of attorney. The completed form should be submitted to FZA NV **no later than the last working day of the month following the month reported**. FZA NV will stamp and return a copy of the form to the company.
- Paying the FFC** Payment of the FFC should be effected monthly, **at the same time** the declaration form is submitted to FZA NV as mentioned above. Payment can be made:
1. By bank transfer in favor of Free Zone Aruba (FZA) NV to:  
Aruba Bank account # 4002851  
Caribbean Mercantile Bank account # 21208905  
With each transfer, please state your account number and the month being paid, e.g. *FFCmonth/year*
  2. By cheque in favor of Free Zone Aruba (FZA) NV
  3. In cash at the office of FZA NV, only for amounts under Afl. 1,000.00
- Timely declaration** Please make sure to declare turnover and pay the FFC on time. Failing to do so will result in additional costs and may have consequences for the company's continuing operation in the free zone.
- Provisional payments and final settlement** The monthly payments of the FFC are considered to be **provisional**. Definite charges will be calculated when final turnover figures become available after the administrative closing of the year in question. The audited annual accounts including a statement about the turnover are required to determine the final turnover and hence the corresponding final FFC. Final settlement of FFC due or to be reimbursed shall take place no later than on June 30th of the year following the year under review.

