




# Request for extension of time to comply with an offshore information notice

Complete this form to request an extension of time to comply with an offshore information notice under section 353-25(3) of Schedule 1 to the *Taxation Administration Act 1953*.

This is an electronic form which you can fill out by typing straight into the boxes provided for your answers.

Phone us on **13 28 69** and ask for the ATO issuing officer, named on your offshore information notice if you need help completing this form.

 If you need more information about our approach to information gathering, visit [ato.gov.au/infogathering](http://ato.gov.au/infogathering)

## Filling in your application electronically

- When you have finished, select the button at the end of the form to save or print your form.
- If you are not filling in this form electronically, print clearly in BLOCK LETTERS.

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## Section A: Recipient details

### 1 Legal name

### 2 Address

Street address

Suburb/town/locality

State/territory

Postcode

### 3 Email address

### 4 Australian Business Number (ABN) (as applicable)

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## Section B: Authorised person details

Provide details of the person authorised to act on behalf of the entity including their.

### 5 Legal name

### 6 Address

Street address

Suburb/town/locality

State/territory

Postcode

### 7 Tax agent number (if applicable)

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## Section C: Original notice details

### 8 ATO issuing officer's name

### 9 Due date of the original notice

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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## Section D: Details of the request for extension

### 10 Requested due date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### 11 Reasons you are requesting this extension

### 12 Provide an explanation of the specific difficulties you had in satisfying the notice.

For example, and as applicable:

- a) the volume of documents/information requested
- b) the location/accessibility of the requested documents
- c) personnel availability
- d) review required
- e) the time and processes required to remedy or mitigate those problems.

### 13 The steps taken to comply with the formal notice up to the date of this request

### 14 Where you are proposing to provide the information and/or document(s) in tranches:

What information and/or document(s) will you provide by the original due date?

What date will the information and/or document(s) be provided?

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Section E: Declaration

### Privacy

The ATO is a government agency bound by the *Privacy Act 1988* in terms of handling personal information and tax file numbers (TFN). We are authorised by the *Taxation Administration Act 1953* to ask for the information requested on this form including your TFN.

We require this information to help us administer taxation and superannuation laws. We may give this information to other government agencies. For further information about your privacy visit [ato.gov.au/privacy](http://ato.gov.au/privacy)

### Declaration

#### a) If lodged by taxpayer relating to their own personal tax affairs:

*I declare that the information is true and correct.*

Signature

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

#### b) If lodged by an authorised agent on behalf of a taxpayer:

*I declare:*

- *this document has been prepared in accordance with information supplied by the entity*
- *I have received a declaration in writing from the entity stating that the information is true and correct*
- *I am authorised by the entity to give this document to the Commissioner of Taxation.*

Agent's signature

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### How to lodge your form

If you are lodging this form for yourself, lodge with us by:

- mail to the address specified on the original notice
- Online services for business
- visiting one of our sites
- SigBox.

If you are lodging this form on behalf of the taxpayer as their authorised agent, lodge with us by:

- mail to the address specified on the original notice
- Online services for agents
- visiting one of our sites
- SigBox.