

# Namibia

## Integrated Tax Administration System (ITAS)



The Ministry of Finance published a [Press Release](#) on 7 December 2018. According to the Press Release, The Ministry of Finance has developed an integrated information technology solution for administration of taxes.

The new system known as Integrated Tax Administration System (ITAS) will replace the existing legacy system (Tax live) and is expected to become operational as from **17 January 2019**.

The new system will be available 24/7 and will allow taxpayers (employers and individual taxpayers) to submit requests and file their returns online which will allow speedy processing of requests, ready access to tax account statements, accurate data on tax position, up-to-date correspondence records, electronic communications, faster tax refunds and automated tax assessments.

As part of the transition from the old to the new system, there will be a 2-week system downtime for all individual and business transactions before the new system comes into operation, which started on 31 December 2019 until 16 January 2019. Therefore, no processing of any transactions (including the issuance of Good Standing Certificates and Taxpayer Registrations) will take place during this period. During this period, taxpayers will still be able to submit tax forms at all Receiver of Revenue Offices and make tax payments via Electronic Fund Transfers (EFT) and Direct Bank Deposits.

ITAS Portal (E-service) will cover functions such as:

- e-Registration (new registrations and linking existing Tax identification Numbers (TIN),
- e-requests (deregistration, suspension, transfer etc.),
- e-returns (submitting and processing of tax returns (such as Income Tax Returns, Employee Tax (ETX) Returns, VAT Returns, Transfer Duty Returns and Stamp Duty Returns),
- view transactions,
- modify contact details (such as telephone numbers, postal address and email etc.), and
- view notifications (track progress or requests made)

When the new system becomes operational, taxpayers are urged to register as E-service users and maximise the benefits of electronic filing.

To register, taxpayers should login on [www.itas.mof.na](http://www.itas.mof.na).

Taxpayers can download the ITAS Portal User manual [here](#) or contact ITAS at +264 61 289 4000 or [itas@mof.gov.na](mailto:itas@mof.gov.na) for assistance.

Please note that the supported web browsers are Google Chrome and Mozilla Firefox.

### **Employee Tax (ETX) Return:**

There are two ways to submit the Employees Tax Return online, namely –

- capture employee's details individually (one by one), or
- complete and upload the excel sheet template (with all the employee's details).

Sage is in the process of developing the excel sheet (new PAYE4 Tax Return report) in the system. Until the report is available in the system, employers can still submit the PAYE4 report at the relevant Receiver of Revenue Offices (as they have done in previous months/years) or capture the employees' information manually on ITAS. The Receiver of Revenue has not yet indicated until when they will accept the manual submissions.