Africa Reports Enhancement Release Notes

April 2019

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1.0 New Namibia Monthly Employee Tax (ETX)

The Ministry of Finance published a Press Release on 7 December 2018 (please see attached). 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 (Taxlive) and is expected to become operational as from 17 January 2019.

There are two ways to submit the Employees Tax Return online:

- Capture employee's details individually (one by one), or
- Complete and upload the excel sheet template (with all the employee's details) generated from the payroll.

The payroll system is required to generate the excel sheet template populated with the required values. The report must be generated and submitted monthly.
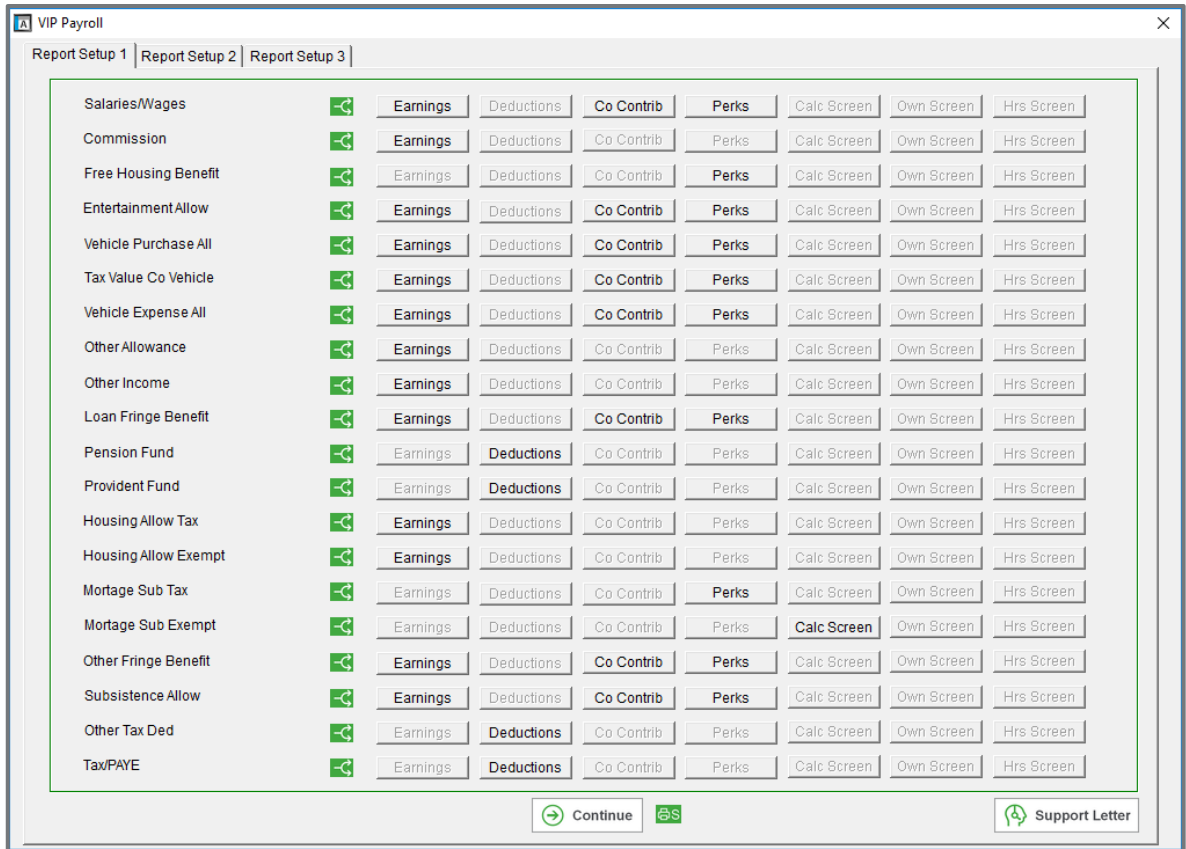
The new ETX Return is available on the Namibia Report Screen.
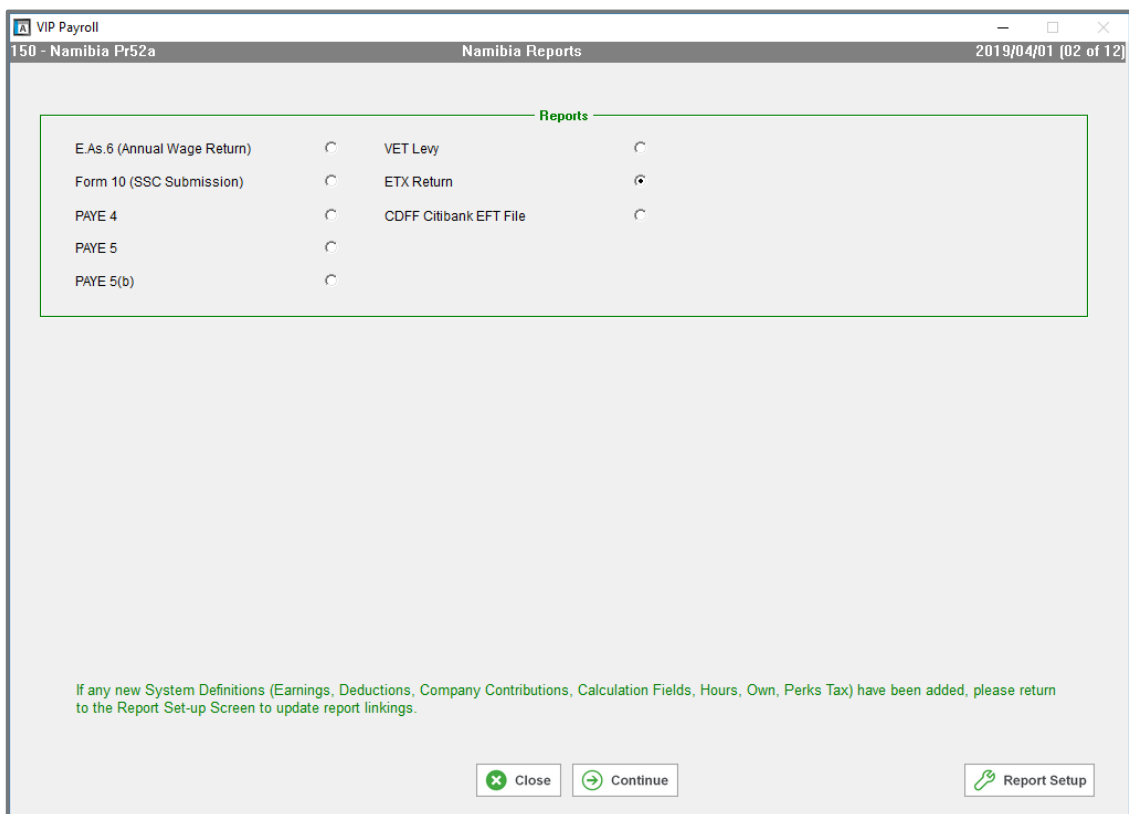
Before using the report, you must complete the Report Setup.

> **Note:**
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> On the Report Setup, you must link the applicable Payroll Definition Lines to the selection fields on both Report Setup 1 and Report Setup 2 screens.

After completing the Report Selections, you can continue to run the report. When running the report additional setup information is required and must be completed to create the submission file with the correct required data.

The following fields must be completed:

Field	Description
Other Allowance Type	Enter the Type of Allowance description, for example "Cell phone". The Inland Revenue Department (IRD) confirmed that any of the following options will be accepted if there are more than one 'other allowance types'. • Cell phone and Computer • Cell phone & Computer Cell phone, Computer
Other Income Type	Enter the Type of Income description, for example "Leave Paid Out".

| Other Allowance Type | Cellphone Allowance |
| Other Income Type | Term Leave |

Once all the selections have been made, you can continue to run the report.

The report will open in MS Excel. You will be prompted to save the submission file and a summary report in a location specified by the user.

The report is protected in MS Excel and values cannot be changed but because certain values are not currently captured on the payroll, the following fields must be completed manually on the completed report:

Column	Field Name	Detail
F	Housing Type	Dropdown field where you must select the applicable option per employee: • Free Housing • Housing Allowance Mortgage Bond Subsidies
G	Reference Number	The reference number issued by the IRD as per the employer registration of the housing scheme. In the case of free housing, no reference number is required.
W	Pension Fund Name	If more than one Deduction Line is selected for Pension Fund, then this field will not be populated and must be completed manually.
X	Registration No. of Fund	If more than one Deduction Line is selected for Pension Fund, then this field will not be populated and must be completed manually.
Z	Provident Fund Name	If more than one Deduction Line is selected for Provident Fund, then this field will not be populated and must be completed manually.
AA	Registration No. of Fund	If more than one Deduction Line is selected for Provident Fund, then this field will not be populated and must be completed manually.
AC	Retirement Fund Name	If more than one Deduction Line is selected for Retirement Fund, then this field will not be populated and must be completed manually.
AD	Registration No. of Fund	If more than one Deduction Line is selected for Retirement Fund, then this field will not be populated and must be completed manually.
AF	Study Policy Name	If more than one Deduction Line is selected for Study Policy, then this field will not be populated and must be completed manually.

AG	Registration No. of Fund	If more than one Deduction Line is selected for Study Policy, then this field will not be populated and must be completed manually.
AM	Tax Directive Number_1	Number of directive as indicated on directive
AN	Tax Directive Type_1	Type of directive as indicated on the directive
AO	Date of termination of service/Accrual Date_1	Date of termination of service/accrual date as per the directive. According to the Revenue Authority the required format is DD/MM/CCYY
AP	Reason_1	Reason for directive as indicated on directive
AU	Tax Directive Number_2	Number of directive as indicated on directive
AV	Tax Directive Type_2	Type of directive as indicated on the directive
AW	Date of termination of service/Accrual Date_2	Date of termination of service/accrual date as per the directive. According to the Revenue Authority the required format is DD/MM/CCYY
AX	Reason_2	Reason for directive as indicated on the directive
BC	Tax Directive Number_3	Number of directive as indicated on directive
BD	Tax Directive Type_3	Type of directive as indicated on the directive
BE	Date of termination of service/Accrual Date_3	Date of termination of service/accrual date as per the directive. According to the Revenue Authority the required format is DD/MM/CCYY
BF	Reason_3	Reason for directive as indicated on directive
BK	Tax Directive Number_4	Number of directive as indicated on directive
BL	Tax Directive Type_4	Type of directive as indicated on the directive
BM	Date of termination of service/Accrual Date_4	Date of termination of service/accrual date as per the directive. According to the Revenue Authority the required format is DD/MM/CCYY
BN	Reason_4	Reason for directive as indicated on directive
BS	Tax Directive Number_5	Number of directive as indicated on directive
BT	Tax Directive Type_5	Type of directive as indicated on the directive
BU	Date of termination of service/Accrual Date_5	Date of termination of service/accrual date as per the directive. According to the Revenue Authority the required format is DD/MM/CCYY
BV	Reason_5	Reason for directive as indicated on directive