

# Reports – Country Specific Statutory Reports - Tanzania



Each Africa country has a report platform for the statutory reports which generate in excel/CSV format.

Tanzania country specific reports are found on the Tanzania Reports screen.

To access from the Main Menu, go to Reports >> Tanzania Reports

A report setup is required for each report:

Reports			
ITX300(1) Emp Taxes Payment Cdt Slip <input type="radio"/>	LAPF <input type="radio"/>	Citibank DFT Bank File <input type="radio"/>	
NSSF Monthly Return <input type="radio"/>	WCR-3 <input type="radio"/>	Standard Chartered Bank File <input type="radio"/>	
P9, P10 and PAYE <input type="radio"/>	WCF Online Submission <input type="radio"/>	Stanbic nBOL Bank File <input type="radio"/>	
PPF Monthly Return Form <input type="radio"/>	PSSSF Form <input type="radio"/>		
SDL Half Year Return <input type="radio"/>	FNB Online Banking Enterprise (RSA) <input type="radio"/>		
SDL Monthly Return <input type="radio"/>	Tanzania Bank File <input type="radio"/>		
WCF Form <input type="radio"/>	FNB Online Banking Enterprise <input type="radio"/>		

## Reports

Statutory Reports	Explanation	
ITX300 (1) Emp Taxes	Employment Taxes Payment Credit Slip	Monthly
NSSF Monthly Return	National Social Security Fund Return	Monthly
P9, P10 and PAYE	Tax Deduction Card and Employer's 6 Monthly Certificate	Bi-Annual
PPF Monthly Return Form	Pa Rastatal Pension Fund	Monthly
SDL Half Year Return	SDL Return Half Year from 2016/2017	Bi-Annual
SDL Monthly Return	SDL Monthly Return from 2016/2017	Monthly
WCF Form	Worker's Compensation Fund	Monthly
WCF Online Submission	Worker's Compensation Online Submission	Monthly
WCR-3	Return of Earnings	Annual
LAPF	Tanzania LAPF 10 Report	Monthly
PSSSF Form	Public Service Social Security Fund	Monthly



<b>Name of Bank</b>	Name of the bank which the employer uses.	
<b>Branch</b>	Name the branch of the bank which you are using to make the payments	
<b>Taxpayer's Bank A/c No</b>	The employer's bank account number.	
<b>Employment Taxes Bank Account No</b>	The TRA's Bank Account Number.	

Field Description	Explanation
Bank Stamp and Teller's Signature	
<b>Tax Debit Number(s)</b>	Special Bank Account Numbers. When the employer is not making regular payments, they are given the tax debit numbers buy the TRA to make payments.
<b>Regular payments (tick if yes)</b>	Tick if you will be making regular monthly payment. A regular payment is when you are paying only the SDL and PAYE deducted from the employees.
<b>Other payments (tick if yes)</b>	Tick if you will be making any other payments such as penalties and fines for late payments.
<b>Nil-Statement PAYE (tick if yes)</b>	Tick if there is no PAYE deducted at all for the employees in the reporting period(s).
<b>NIL-Statement SDL (tick if yes)</b>	Tick if there is no SDL contribution at all in the reporting period(s).
<b>PAYE, amount TZS</b>	Show the amount of PAYE which you are paying for the reporting period(s).
<b>SDL, amount TZS</b>	Show the amount of SDL which you are paying for the reporting period(s).
<b>Please accept for the credit of the Commissioner the sum of _____ TZS</b>	Fill in the sum of the SDL and PAYE amounts above. The total amount which you are paying at the bank.
<b>In words (sum):</b>	Write in words the total amount which you are paying to the bank.
<b>Payroll Month(s) for / from ____ / 20 ____ to ____ / 20 ____</b>	Fill in the months which you are making the payments for.
<b>Cheque No</b>	Fill in the cheque number(s) which you are using to make this payment.
<b>Name of Bank / Branch</b>	Name of the bank issuing the cheque and the branch.
<b>Amount</b>	Show the amount on that cheque.
<b>Total</b>	The total Amount which is paid by cheque. Note that the employer could be paying with more than one cheque.
<b>Name</b>	Name of the employer's representative making the payment.
<b>Stamp (if any):</b>	Company stamp if any.
<b>Signature</b>	Signature of the employer's representative making the payment.
<b>Date: _____ / _____ / 20 _____</b>	fill in the date on which the employer is making the payment at the bank

## 2. NSSF Return

S/No		INSURED PERSON'S NAME JINA BIMA YA MTU	WAGE MSHAHARA	MEMBERSHIP NUMBER NAMBA YA MWANACHAMA	CONTRIBUTION (20%) MCHANGO KWA MWEZI	REMARKS MAELEZO YOYOTE
1		KEITH EDWARDS	800 000.00	NSSFM98765	160 000.00	
2		PRECIOUS SMITH	400 000.00	NSSFM88888	80 000.00	
3		JANE ROBERTS	900 000.00	NSSFM12345	180 000.00	
				<b>PAGE TOTAL</b>	<b>420 000.00</b>	

NOTE: *\*To be used for NSSF registered members and full contribution of 20% should be shown.  
\*Itumiwe na wanachama waliokwisha andikishwa na mchango wa asilimia 20 uonyeshwe.  
\*Each page total must be shown separately.  
\*Jumla ya kila ukurasa ionyeshwe pekee.*

*\*Summary of all page totals must be shown on last page.  
\*Jumla yah hesabu ya kila ukurasa ionyeshwe ukurasa wa mwisho.*

Field Description	Explanation	Sage 200 VIP Field Mapping
<b>Employer Name</b>	Registered Company Name	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
<b>Address</b>	Physical address of the employer	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Address details
<b>Employer's Registration number</b>	Employer's reference number at the NSSF	From the Main Menu: Click on Company Click on Basic Company Information Click on Additional Information Tab Review NSSF Number on Additional Info 1 Field
<b>Month of Contribution</b>	Reporting Month	Processing Period Month

<b>Year</b>	Current Year	Processing Period Year
<b>Regional/District code number</b>	District number, to be provided by the client.	From the Main Menu: Click on Company Click on Basic Company Information Click on Additional Information Tab Review District Number on Additional Info 2 Field

Field Description	Explanation
<b>Cheque/Mo/Po No.</b>	For Official Use only
<b>Date of Cheque/Mo/Po</b>	For Official Use only
<b>Amount</b>	For Official Use only
<b>Bank/Post Office Branch</b>	For Official Use only
<b>Cash Tshs</b>	For Official Use only
<b>Receipt No.</b>	For Official Use only
<b>Date of receipt</b>	For Official Use only

Field Description	Explanation	Sage 200 VIP Field Mapping
<b>S/No</b>	Sequential number, e.g. 1, 2, 3 etc.	
<b>Insured Person's name</b>	Employee's Full name Name and surname Not initials	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee First Name and Surname
<b>Wage</b>	Employee's monthly gross income used to calculate the NSSF contributions.	According to selections made when Report Setup was done
<b>Membership Number</b>	Employee's membership / registration number with the NSSF.	From the Main Menu: Click on Employee Click on Change Employee Select Employee Click on Statutory Details Tab Review Number on Tax Office field
<b>Contributions TSHS (20%)</b>	Show the actual total contribution made by the employee and employer.	According to selections made when Report Setup was done
<b>Remarks</b>	Comments by Employer	

### 3. P9 Report

TANZANIA REVENUE AUTHORITY INCOME TAX DEPARTMENT TAX DEDUCTION CARD 2017									
Employer's Name: <b>Tanzania Standard Company</b>						Payroll No: <b>TZA001</b>			
Employer's Address: <b>1, Dar es Salaam</b>						Employer's TIN No: <b>TIN7531</b>			
Employee's Name: <b>Keith Edwards</b>									
Month	Basic Pay (a)	Housing (b)	Allowances & Benefits (c)	Gross Pay (a+b+c) (d)	Tax Deductible Deductions (e)	Taxable Amount (f)	Tax Payable (g)	Less Personal Reliefs (h)	Nett Tax Due (i)
January	800 000.00	0.00	0.00	800 000.00	80 000.00	720 000.00	98 100.00	0.00	98 100.00
February	800 000.00	0.00	0.00	800 000.00	80 000.00	720 000.00	98 100.00	0.00	98 100.00
March	800 000.00	0.00	0.00	800 000.00	80 000.00	720 000.00	98 100.00	0.00	98 100.00
April	800 000.00	0.00	0.00	800 000.00	80 000.00	720 000.00	98 100.00	0.00	98 100.00
May	800 000.00	0.00	0.00	800 000.00	80 000.00	720 000.00	98 100.00	0.00	98 100.00
June	800 000.00	0.00	0.00	800 000.00	80 000.00	720 000.00	98 100.00	0.00	98 100.00
<b>TOTALS</b>	<b>4 800 000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4 800 000.00</b>	<b>480 000.00</b>	<b>4 320 000.00</b>	<b>588 600.00</b>	<b>0.00</b>	<b>588 600.00</b>
<b>FOR EMPLOYER'S USE</b>									
AVERAGE MONTHLY TAXABLE INCOME (Totals (f) / 6)				=	720 000.00				
TOTAL TAX Totals (g)				=	588 600.00				
LESS TAX RELIEF (h)				=	0.00				
PAID TAXES Totals (g - h)				=	588 600.00				

Field Description	Explanation	Sage 300 People Field Mapping
Employer Name	Registered Company Name	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
Employer's TIN	Tax reference number	From the Main Menu: Click on Company Click on Basic Company Information Review Tax Registration Number
Employer's Address	Physical address of the employer	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Address details
Employee's Name	Employee's name and surname	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee First Name and Surname
Employee's Payroll Number	Employee's reference number on the Payroll	Employee Code

Field Description	Explanation
Month	Print the individual months in the reporting period on each row. Fill in only 6 months in this table, either January to June or July to December.
Basic Pay	Show the basic salary of the employee for each of the months in the 6 months reporting period.
Housing	Show the taxable portion of the Housing allowance of the employee for each of the months in the 6 months reporting period.

<b>Allowance &amp; Benefits</b>	Show the sum of all other taxable items (taxable earnings, benefits and company contributions) which the employee earned for each of the months in the 6 months reporting period; excluding the Basic Pay and the Housing allowance mentioned above.
<b>Gross Pay</b>	Calculate the sum of column (a), (b) & (c). for each of the months in the 6 months reporting period.
<b>Tax Deductible Deductions</b>	Show the sum of all tax deductible deductions of the employee for each of the months in the 6 month reporting period, e.g. approved retirement funds and NSSF
<b>Taxable Amount</b>	Calculate the Gross Pay less Tax Deductible deductions: (d) – (e)
<b>Tax Payable</b>	Show the actual tax amount for the tax deducted from the employee for each of the months in the 6 months reporting period.
<b>Less Personal Reliefs</b>	There are no personal reliefs. Leave blank.
<b>Next Tax Due</b>	Same as (e) because there are no Reliefs. Net tax paid is equal to the Tax payable.

#### 4. P10 PAYE

P10.



**TANZANIA REVENUE AUTHORITY**

**P.A.Y.E. - EMPLOYER'S 6 MONTHLY CERTIFICATE**

Employer's Name: Tanzania Standard Company

Address: Street,  
Dar es Salaam,

Period: January 2017 to June 2017 TIN: TIN7531

Remittances	Amount
January	240 300.00
February	240 300.00
March	240 300.00
April	240 300.00
May	240 300.00
June	240 300.00
<b>Total</b>	<b>1 441 800.00</b>

  

Tax Band (Income Range)	No of Empls	Total Wage Bill	Total Tax Per Range	% of Total Tax
0 - 170,000	0	0.00	0.00	0.00%
170,001 - 360,000	1	2 160 000.00	102 600.00	7.12%
360,001 - 540,000	0	0.00	0.00	0.00%
540,001 - 720,000	1	4 320 000.00	588 600.00	40.82%
720,001+	1	4 860 000.00	750 600.00	52.06%
<b>Total</b>	<b>3</b>	<b>11 340 000.00</b>	<b>1 441 800.00</b>	<b>100.00%</b>

Date Printed: 2018-01-09

Field Description	Explanation	Sage 200 VIP Field Mapping
<b>Employer Name</b>	Registered Company Name	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
<b>Address</b>	Postal address of the employer	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Address details
<b>TIN</b>	The employer's Tax Registration number	From the Main Menu: Click on Company Click on Basic Company Information Review Tax Registration Number

<b>Period</b>	The 6 months reporting period. It can only be one of the two options: January to June or July to December.	
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<b>Field Description</b>	<b>Explanation</b>
<b>Remittances</b>	In this column show the Month and the tax year.
<b>Amount</b>	In this column, fill in the total actual PAYE paid for all employees in the respective month.
<b>Total</b>	Show the sum of the column at the Bottom of the column.
<b>Tax Band (Income Range)</b>	Values in this column are the same as the monthly tax tables.
<b>No. of employees</b>	Count the number of employees whose "average monthly taxable income" falls in this income range. To determine if the employee's income fall within this bracket: Calculate the monthly taxable income (after deductions) for that 6 months reporting period and divide by 6.
<b>Wage Bill</b>	The actual taxable income after deductions for the employee in this income range, for the 6 months reporting period.
<b>Total Tax per range</b>	Total tax paid by all employees in that income range. Show values for the 6 month reporting period.
<b>Percentage of Total Tax</b>	Percentage of tax paid in this income range out of a 100%.

## 5. PPF

Director General, PPF, P.O. Box 72473 Dar es Salaam, Tanzania Tel. : 2113919/22,210642 Fax : 2117772		PPF/CONT/01						
<b>CONTRIBUTIONS FOR THE MONTH OF JANUARY 2018</b>								
Name of Employer	Tanzania Standard Company							
Employer's Registration Number	PPF12345							
S/No	Membership Number	Name In Full	Monthly Salary	Member's Contribution		Employer's Contribution		Total Contribution
				Rate	Amount	Rate	Amount	
1	PPF001	Keith Edwards	800 000.00	5.00%	40 000.00	5.00%	40 000.00	80 000.00
2	PPF75315	Precious Smith	400 000.00	5.00%	20 000.00	5.00%	20 000.00	40 000.00
3	PPF1199	Jane Roberts	900 000.00	5.00%	45 000.00	5.00%	45 000.00	90 000.00
<b>TOTAL</b>			<b>2 100 000.00</b>		<b>105 000.00</b>		<b>105 000.00</b>	<b>210 000.00</b>

Field Description	Explanation	Sage 200 VIP Field Mapping
<b>Contributions for the month of</b>	Enter the reporting month and year.	Report Selection
<b>Name of Employer</b>	Registered Company Name	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
<b>Employer's Registration No</b>	PPF Registration number of the employer. Not in the original form.	From the Main Menu: Click on Company Click on Basic Company Information Click on Additional Information Tab Review PPF Number on Additional Info 3 Field
<b>S/No</b>	Sequential number	
<b>Membership No</b>	Employee's registration number with the PPF	From the Main Menu: Click on Employee Click on Change Employee Select Employee Click on Statutory Details Tab Review Number on Tax Office field
<b>Name in Full</b>	Employee's name and surname	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee First Name and Surname
Field Description	Explanation	
<b>Monthly Salary</b>	The employee's basic salary.	
<b>Member's Contribution - Rate</b>	The rate is either 5% of the monthly basic salary or 10% in some instances.	
<b>Member's Contribution - Amount</b>	Show the actual contribution made by the employee. It should be equal to 5% of the monthly salary or 10% if applicable.	

<b>Employer's Contribution - Rate</b>	The rate is either 15% of the monthly basic salary or 10% in some instances.
<b>Employer's Contribution - Amount</b>	Show the actual contribution made by the employer. It should be equal to 15% of the monthly salary or 10% if applicable.
<b>Total Contribution amount</b>	Total contribution equals the employee plus the employer's contributions. 20% of the monthly salary
<b>Total</b>	Show totals of columns: a, b, c and d at the bottom.

## 6. SDL Half Year Return



**TANZANIA REVENUE AUTHORITY**  
**SKILLS AND DEVELOPMENT LEVY**  
**EMPLOYER'S HALF YEAR CERTIFICATE**  
 YEAR:

(To be submitted to the TRA office within 30 days after the end of each six-month calendar period)

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**EMPLOYER'S INFORMATION**

**TIN:**

**Name of Employer:**

**Postal Address:**  
 P.O. Box  Postal City

**Physical Address:**  
 Plot Number  Block Number

Street/Location

**Nature of Business:**

**State whether an Entity or Individual:**

Field Description	Explanation	Sage 200 VIP Field Mapping
TIN	The employer's Tax Registration number	From the Main Menu: Click on Company Click on Basic Company Information Review Tax Registration Number
Name of Employer	Registered Company Name	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports

<b>Postal Address. P.O. Box/ City</b>	Fill in the employer's Postal Box Number	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Postal Address details
<b>Physical Address Plot Number Block Number Street/Location</b>	Fill in the employer's Physical address	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Physical Address details
<b>Nature of Business</b>	Type or general category of business the employer belongs to. E.g. Farming, Engineering etc.	
<b>State whether an Entity/Individual</b>	The report generated from the payroll system will always be "Entity".	

<b>SUMMARY OF GROSS EMOLUMENTS AND TAX PAID DURING THE YEAR</b>				
<b>Month</b>	<b>Payment to Permanent Employees TZS</b>	<b>Payment to Casual Employees TZS</b>	<b>Total Gross Emoluments TZS</b>	<b>Amount of SDL paid TZS</b>
January	2 100 000.00	0.00	2 100 000.00	94 500.00
February	2 100 000.00	0.00	2 100 000.00	94 500.00
March	2 100 000.00	0.00	2 100 000.00	94 500.00
April	2 100 000.00	0.00	2 100 000.00	94 500.00
May	2 100 000.00	0.00	2 100 000.00	94 500.00
June	2 100 000.00	0.00	2 100 000.00	94 500.00
<b>TOTAL</b>	<b>12 600 000.00</b>	<b>0.00</b>	<b>12 600 000.00</b>	<b>567 000.00</b>

<b>Field Description</b>	<b>Explanation</b>
<b>Monthly Salary</b>	List months January to December.
<b>Payment to permanent employees</b>	Gross emolument of all full-time/permanent employees. The SDL is based on all taxable earnings plus benefits. Show values for the reporting period only (6 months).
<b>Payment to casual employees</b>	This is referring to all the employees who are not employed on a permanent basis. Part-time, casual and contract workers. Show values for the reporting period only (6 months).
<b>Total Gross emoluments</b>	Calculate the sum of the Gross emoluments paid to the permanent and casual employees. Show values for the reporting period only (6 months).
<b>Amount of SDL paid</b>	Actual SDL paid to the TRA every month of the 6 month reporting period.
<b>Total</b>	Calculate totals for all columns of the table. Show totals for the reporting period only (6 months).

The amount of Gross Emoluments paid during the period from (please tick the appropriate box)

1st January to 30th June

1st July to 31st December

added up to TZS ...  ..... and 4.5 % thereof is

**DECLARATION**

I certify that the particulars entered on the form SDL already submitted monthly for the period indicated above are correct.

Name of the Employer/Paying Officer

.....

Title:                      Mr.                       Mrs                       Ms

                                          

                    First Name                      Middle Name                      Surname

Signature and rubber stamp of the Employer/Paying Officer

.....

Date:                      

Day	Month	Year
09	01	2018

Field Description	Explanation
<b>1st January to 30th June</b>	Select the reporting period.
<b>1st July to 31st December</b>	Select the reporting period.
<b>Added up to TZS</b>	Fill in the sum of the employees' gross emoluments for the reporting period (6 months). Should be equal to the "Total Gross Emoluments" above in the table above.
<b>and 5% thereof is</b>	Fill in the actual total SDL paid for the reporting period (6 months). Should be equal to the "Amount of SDL paid" above in the table above.
<b>Name of the Employer/Paying Officer</b>	Name of the employer's representative who is making the declaration
<b>Title: Mr __ Mrs __ Ms __</b>	Tick to select the correct title of the person making the declaration.
<b>First Name _____ Middle Name _____ Surname _____</b>	Fill in the First Name, Middle Name and Surname of the person making the declaration.
<b>Signature and rubber stamp of the Employer/Paying Officer</b>	Signature of the person making the declaration and the company/ business stamp.
<b>Date: Day __ Month __ Year __</b>	

7. SDL Monthly Return



**TANZANIA REVENUE AUTHORITY**

**SKILLS AND DEVELOPMENT LEVY**

**MONTHLY RETURN**

YEAR:

TO:

**EMPLOYER'S INFORMATION**

TIN:

**Name of Employer:**

**Tanzania Standard Company**

**Postal Address:**

P.O. Box  Postal City

**Physical Address:**

Plot Number  Block Number

Street/Location

**I forward herewith SDL Return for the month of January 2017**

EMOLUMENTS	AMOUNT/TZS	EMOLUMENTS	AMOUNT/TZS
Basic pay	2 100 000	Gratuity	0
Leave pay	0	Subsistence Allowance *)	0
Sick pay	0	Traveling Allowance *)	0
Payment in Lieu of leave	0	Entertainment Allowance *)	0
Fees	0	Any other Allowance *)	0
Commission	0	Housing Allowance	0
Bonus	0	Subtotal B	0
Subtotal A	2 100 000	<b>Grand Total (A+B)</b>	2 100 000
		<b>Whereof SDL at 4.5% amounts to</b>	94 500

Payment made at the Bank Branch: .....

Through Payment Slip/Deposit Slip: ..... Dated: .....

Signature: ..... Date: .....

Rubber Stamp: .....

Field Description	Explanation	Sage 200 VIP Field Mapping
TIN	The employer's Tax Registration number	From the Main Menu: Click on Company Click on Basic Company Information Review Tax Registration Number

<b>Name of Employer</b>	Registered Company Name	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
<b>Postal Address. P.O. Box/ City</b>	Fill in the employer's Postal Box Number	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Postal Address details
<b>Physical Address Plot Number Block Number Street/Location</b>	Fill in the employer's Physical address	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Physical Address details

Field Description	Explanation
<b>SDL Return for the month of _____ 20_____</b>	Select the reporting period.
<b>Emoluments</b>	Header with following listed below: Basic Pay, Leave Pay, Sick Pay, Payment in lieu of leave, Fees Commission and Bonus, etc.
<b>Amounts/TZS</b>	Show total amounts for all employees per emolument listed.
<b>Basic Pay</b>	Basic salary of employee for current period.
<b>Leave Pay</b>	Leave Pay and Allowances for current period.
<b>Sick Pay</b>	Sick pay for current period.
<b>Payment in Lieu of leave</b>	Leave Paid Out for current period.
<b>Fees</b>	Fees paid out in current period.
<b>Commission</b>	Commission paid in current period.
<b>Bonus</b>	Bonuses paid in current period.
<b>Subtotal A</b>	Subtotal A is the sum of all the amounts per emoluments listed above.
<b>Emoluments</b>	Header with following listed below: Gratuity, Subsistence Allowance, Traveling Allowance, Entertainment Allowance, etc.
<b>Amounts/TZS</b>	Show total amounts for all employees per emolument listed.
<b>Gratuity</b>	Gratuity paid in current period
<b>Subsistence Allowance</b>	Subsistence paid in current period
<b>Travelling Allowance</b>	Travel Allowance paid in current period (excluding reimbursive travel - to be included in Other Allowances)
<b>Entertainment Allowance</b>	Entertainment Allowance paid in current period
<b>Any Other Allowance</b>	Any other taxable earning received in current period, e.g. overtime, notice, acting, fuel, lunch, hardship, meals, transport, etc..
<b>Housing Allowance</b>	Total value of Housing Allowance paid to employee.
<b>Subtotal B</b>	Subtotal B is the sum of all the amounts per emoluments (excluding emoluments in Sub Total A)
<b>Grand Total (A+B)</b>	Sum of subtotal A and B.
<b>Whereof SDL at 5% amounts to</b>	Enter the total SDL contribution for all employees in the current month.

## 8. WCF Report

ATTACHMENT TO FORM No. WCP-1				
WORKERS COMPENSATION FUND (WCF)				
<b>List of amounts contributed for each employee</b>				
Employer's Name: Tanzania Standard Company				
WCF Reg. No. (if available): WCF12345				
Applicable Month: January 2018				
Applicable Contribution during 2015/16 (1% of gross pay for private entities) (0.5% of gross pay for public entities)				
S/N	Employee ID	Employee Name	Employee Basic Salary	Employee Gross Salary
1	TZA001	Keith Edwards	800 000.00	802 500.00
2	TZA002	Precious Smith	400 000.00	408 000.00
3	TZA003	Jane Roberts	900 000.00	905 000.00
Total			2 100 000.00	2 115 500.00
Total Contributions Due				21 155.00
<b>Employer's Authorising Officer</b>				
I hereby certify that to the best of my knowledge all particulars in this attachment are complete, true and correct.				
Signature of Employer: _____				
Name: _____				
Position: _____				
Date: _____				
				Your Official Stamp

Field Description	Explanation	Sage 200 VIP Field Mapping
<b>Employer's Name</b>	Registered Company Name	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
<b>WCF Reg. No.</b>	Workers Compensation Fund registration number for the employer	From the Main Menu: Click on Company Click on Basic Company Information Click on Additional Information Tab Review WCF Reg No on Additional Info 4 Field
<b>Applicable Month</b>	Select the reporting period.	
<b>S/No</b>	Sequential number, e.g. 1, 2, 3 ect.	
<b>Employee ID</b>	Employee's payroll reference no	Employee Code
<b>Employee Name</b>	Employee's first name, second name and surname	From the Main Menu: Click on Employee Click on Change Employee Select Employee



<b>Lastname</b>	Surname of the employee	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee Surname
<b>Gender</b>	Male or Female	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Gender
<b>Job</b>	Employee date of birth in DD/MM/YYYY format	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Date of Birth
<b>Basicpay</b>	Contractual salary per month	Selected when Report Setup is done
<b>Grosspay</b>	Contractual monthly salary PLUS all fixed allowances which are regularly paid (e.g transport, housing and fuel allowances)	Selected when Report Setup is done
<b>job_title</b>	Current Job Title of Employee	From the Main Menu: Click on Employee Click on Change Employee Select Employee Click on Analysis Details Review Job Title
<b>employment_category</b>	Temporary / Part Time / Contract	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Group  User to enter following values: P for Permanent, T for Temporary, C for Contract

## 10. WCR-3 Report

Attachment  
WCR-3

**EMPLOYER'S RETURN OF EARNINGS**  
(Made under regulation 14(1))

- Name of employer .....
- WCF Reg. No .....
- Period/ year covered (e.g. 2016/2017).....
- Name (s) and addresses including physical addresses of branches of the same business operated by the employer and number of employees of each branch (provide relevant attachments)
- Category of employees

S/No	Category of Employees based on the Contract of Employment	Number of Employees				Total	
		Male		Female		Previous year	Current year
		Previous year	Current year	Previous year	Current year		
1.	Permanent (Unspecified period of time)						
2.	Temporary (Specified period of time)						
3.	Specific task						

6. Particulars of each employee for different categories of employees may be provided as an attachment as shown in the example below

S/No.	Employee particulars				
	Name	Age	Sex	Job title	Annual earnings (amounts)
A.	Permanent employees (Unspecified period of time)				
	John Gbada	26	M	Electrical engineer	24,000,000
B.	Temporary employees (Specified period of time)				
	Irene George	23	F	Assessor	36,000,000
C.	Specific Task employees				
	Muhammad Adeniyi	25	M	Steel Fixer	8,000,000

Note:

- Annual Earnings means the annual amount which is paid by an employer for his employees during their employment period. This include basic salaries and other fixed allowances which are paid on monthly basis along with basic salaries.
- For any change with respect to employee's earnings or employment provide separate information as an attachment.

**DECLARATION**

I,....., declare that what I have stated herein above is true to the best of my knowledge.

Name.....  
 Designation.....  
 Signature.....  
 Date.....

Official Stamp of the employer

Attachment

**EMPLOYEE'S PARTICULARS**

S/N	First Name	Middle Name	Last Name	Date of Birth	Sex	Job Title	Employment Category(Permanent, temporary, contract)	Annual Basic Salary	Annual allowance	WCF employee Unique No*

<b>Field Description</b>	<b>Explanation</b>	<b>Sage 200 VIP Field Mapping</b>
<b>Name of employer</b>	Name of the employer	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
<b>WCF Reg. No</b>	WCF Registration number	From the Main Menu: Click on Company Click on Basic Company Information Click on Additional Information Tab Review WCF Reg No on Additional Info 4 Field
<b>Period/ year covered (e.g. 2019/2020)</b>	Reporting period starts from 1 March to 28 February. So for the year ending 28 February 2020 it will show <a href="#">2019/2020</a>	Processing period Year value Report has to be printed in February or March
<b>Name (s) and addresses including physical addresses of branches of the same business operated by the employer and number of employees of each branch (provide relevant attachments)</b>	Employer to attach a list of the information required	
<b>Category of employees</b>	Only totals are required Any employee who was active in that period, including new engagements during the period and terminations during the period, should be included (See below)	
<b>Particulars of each employee for different categories of employees are provided as an attachment.</b>	See below	

Category of employees:

Field Description	Explanation	Sage 200 VIP Field Mapping
S/No	Sequential number i.e. 1 , 2 and 3	Report Selection
<b>Category of Employees based on the Contract of Employment</b>	There are 3 categories of employees: <b>Permanent</b> , <b>Temporary</b> and <b>Specific task</b> .	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Group  User to enter following values:  P for Permanent, T for Temporary, C for Contract
<b>Permanent (Unspecified period of time)</b>	Employees who are employed on a full time basis. For this category of employees, show the total number of <b>Male</b> and <b>Female</b> employees in the <b>current year</b> and <b>previous year</b> . Also show the <b>total</b> number of employees for <b>this year</b> and <b>last year</b> . As shown in the table provided in the sample.	Headcount per Group field P and per Gender field and populated in Current Year fields on report.
<b>Temporary (Specified period of time)</b>	Part-time employees who have a fixed term contract of employment. For this category of employees, show the total number of <b>Male</b> and <b>Female</b> employees in the <b>current year</b> and <b>previous year</b> . Also show the <b>total</b> number of employees for <b>this year</b> and <b>last year</b> . As shown in the table provided in the sample.	Headcount per Group field T and per Gender field and populated in Current Year fields on report.
<b>Specific task</b>	Employees who are employed to complete a specific task. For this category of employees, show the total number of <b>Male</b> and <b>Female</b> employees in the <b>current</b> and <b>previous year</b> . Also show the total number of employees for <b>this year</b> and <b>last year</b> . As shown in the table provided in the sample.	Headcount per Group field C and per Gender field and populated in Current Year fields on report.

Employee's particulars:

Field Description	Explanation	Sage 200 VIP Field Mapping
<b>S/N</b>	Sequential number i.e. 1 , 2 , 3 etc	
<b>First Name</b>	First name of the employee	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee First Name
<b>Middle Name</b>	Middle name of the employee	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee Second name
<b>Last Name</b>	Surname of the employee	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee Surname
<b>Date of Birth</b>	Employee date of birth in <b>DD/MM/YYYY</b> format	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Date of Birth
<b>Sex</b>	Gender of the employee i.e. <b>Male</b> or <b>Female</b>	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Gender
<b>Job Title</b>	Current Job title of the employee	From the Main Menu: Click on Employee Click on Change Employee Select Employee Click on Analysis Details Review Job Title
<b>Employment Category(Permanent, temporary, contract)</b>	State whether employee is <b>Permanent, Temporary</b> or on <b>Contract</b>	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Group
<b>Annual Basic Salary</b>	The actual basic salary of the employee for the period starting 1 March to 28 February of the following year.	Selected when Report Setup is done



Field Description	Explanation	Sage 200 VIP Field Mapping
<b>Contributing Employer's Name:</b>	Registered Company Name	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
<b>Address:</b>	Physical address of the employer	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Physical Address details
<b>Page No.:</b>	Show the total number of pages in this report.	
<b>Cheque No.:</b>	User to fill in manually	
<b>Contributing Employer's Code No.:</b>	The employer's reference number with the LAPF	From the Main Menu: Click on Company Click on Basic Company Information Click on Additional Information Tab Review WCF Reg No on Additional Info 5 Field
<b>Date of cheque:</b>	User to fill in manually	
<b>Department Code No.:</b>	The code indicating the department under which the employers is registered under.	
<b>Amount:</b>	The total contributions by the employee and employer for the period. Sum of the total column.	Selected when Report Setup is done
<b>Month of Contribution:</b>	State the contribution month and year e.g. <i>November</i>	Processing period month
<b>Year:</b>	State the contribution year e.g. <i>2019</i>	Processing period year
<b>Receipt No.:</b>	User to fill in manually	
<b>Zonal/Regional/district Code no.:</b>	Zone/Region/District in which the employer is registered under.	
<b>Date of Receipt:</b>	User to fill in manually	
<b>Issued by:</b>	User to fill in manually	

Field Description	Explanation
<b>No.</b>	Show sequential numbering
<b>Membership No.</b>	The employee's membership number with the LAPF
<b>Check No.</b>	The employee's reference number with the employer e.g. payroll number / employee code.
<b>Member name</b>	Name and surname of the employee
<b>Basic salary</b>	Employee's current basic salary. Show total at the end of the column.

<b>Statutory contribution - Employer's contribution (15%)</b>	The employer's mandatory contribution for the current month. Show total at the end of the column.
<b>Statutory contribution - Employees contribution (5%)</b>	The employee's mandatory contribution for the current month. Show total at the end of the column.
<b>Supplementary / Other Contributions - Employer's contribution (..%)</b>	The employer's additional/supplementary contribution for the current month; any other contribution other than the 15%. Show total at the end of the column.
<b>Supplementary / Other Contributions - Employees contribution (..%)</b>	The employee's additional/supplementary contribution for the current month; any other contribution other than the 5%. Show total at the end of the column.
<b>Total</b>	The sum of the statutory and the supplementary/other contributions made by both the employee and employer. Show total at the end of the column.

## 12. PSSSF Report

<b>Employers Name .....</b> <b>Address .....</b> <b>TIN No. ....</b>  <b>Contribution for the Month of .....</b>										
National ID No.	Membership No.	Employer No.	First Name	Middle Name	Sur Name	Salary	Employer's Contribution	Member's Contribution	Additional (if available)	Total

Field Description	Explanation	Sage 200 VIP Field Mapping
<b>Employers Name</b>	Business name of the employer	From the Main Menu: Click on Company Click on Basic Company Information Review Company Name for Reports
<b>Address</b>	Business address of the employer	From the Main Menu: Click on Company Click on Basic Company Information Click on Address details tab Review Physical Address details
<b>TIN No.</b>	Tax Identification Registration number of the employer	From the Main Menu: Click on Company Click on Basic Company Information Review Tax Registration Number
<b>Contribution for the month of.....</b>	Enter the reporting month and year. E.g. January 2020	Processing Period month and year

<b>National ID No.</b>	Identification number of the employee National ID Number has minimum length of 23 characters.	From the Main Menu: Click on Employee Click on Change Employee Select Employee Click on Statutory Details Review Sundry Number 4 field <b>Or</b> Review ID number on Personal Details
<b>Membership No.</b>	Employee's registration number with the PSSSF	From the Main Menu: Click on Employee Click on Change Employee Select Employee Click on Statutory Details Review Sundry Number 3 field
<b>Employer No.</b>	Employee Code	
<b>First Name</b>	First name of employee	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee First Name
<b>Middle Name</b>	Middle name of the employee, if applicable	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee Second name
<b>Surname</b>	Surname of the employee	From the Main Menu: Click on Employee Click on Change Employee Select Employee Review Employee Surname
<b>Salary</b>	Monthly Salary Amount PSSSF contribution is based on	Selected when Report Setup is done
<b>Employer's Contribution</b>	Show the actual contribution made by the employer. It should be equal to 15% of the monthly salary or whichever ration was used.	Selected when Report Setup is done
<b>Member's Contribution</b>	Show the actual contribution made by the employee. It should be equal to 5% of the monthly salary or whichever ration was used.	Selected when Report Setup is done
<b>Additional( if available)</b>	Voluntary contributions, if any.	Selected when Report Setup is done
<b>Total</b>	Show totals of columns: a, b and c.	