



**REPUBLIC OF NAMIBIA  
Ministry of Finance**

**MEDIA RELEASE**

Monday, 15 June 2020

**NOTIFICATION TO THE TAXPAYERS AND THE PUBLIC**

Due to public demand and effects of COVID-19, the Ministry of Finance will extend the deadline of submitting the annual Individual Income Tax Returns from 30 June to 30 September 2020. The extension is necessary in order to allow all the employers to submit their Employee Tax (ETX template/excel sheet) on the Integrated Tax Administration System (ITAS) portal.

An Individual Income Tax return declaration is validated against the information submitted by the Employer, hence assessments for employees will not be completed when such employer has not submitted all monthly returns, and these assessments will be placed on hold by the system waiting for all PAYE returns for the year to be submitted online by the employer.

We therefore want to urge all the employers to submit their monthly detailed ETX returns from March 2019 to February 2020 by uploading the designed Microsoft excel template or capturing employees' details information online, if not submitted will have a greater negative effect on the employee's annual individual submissions. Employers should also ensure that PAYE 5 certificates are an exact reflection of their monthly ETX submissions for the tax year.

Employers are further advised not to issue PAYE 5 certificates to employees if they (employers) did not file their ETX returns online as per the ITAS requirements.

Please note that this extension is only for the filing of returns but not for payment of tax which might be due by the 30<sup>th</sup> June or any other date after end of June.

Taxpayers are further informed that the deadline for the incentive programme for using online tax system in the form of waving penalties charged on tax accounts will also be extended to the 30<sup>th</sup> September 2020.

In order to qualify for this incentive, a taxpayer must meet the following conditions:

- i. Register on ITAS portal as an e-filler; and
- ii. Update through online submission all tax accounts for all tax type in respect of tax returns that might be outstanding.

Once the taxpayer has fulfilled the above conditions, penalties charged on any of the tax account will automatically be waived. That means the taxpayer does not need to make any form of application to have the penalties waived.

We therefore wish to urge all taxpayers to make use of the opportunity before the due date.



Once again, the Ministry encourages Taxpayers to register and file their tax returns online for quicker assessment outcomes and avoid physical submission that can expose them to risks such as COVID-19.

Taxpayers who are experiencing challenges in respect of uploading the ETX Microsoft excel sheet are advised to contact their nearest Inland Revenue Office for assistance, alternatively contact the ITAS helpdesk at Tel +264 61 2894000, Email: [itas@mof.gov.na](mailto:itas@mof.gov.na)

-END-

Issued by:

Mr. Tonateni Shidhudhu

Chief Public Relations Officer

Ministry of Finance

Tel +264 612092914

Follow the Ministry of Finance: Republic of Namibia on Facebook and Twitter

