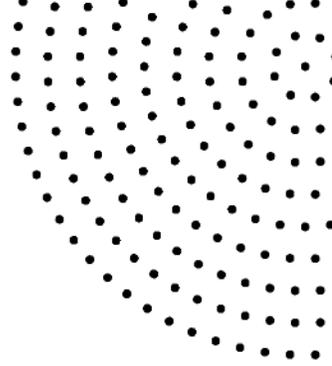


NAVIGATING ITAS

Part One
July 2021

PRESENTED BY
Lehana Nel



WHO WE ARE

The Southern African Institute for Business Accountants NPC is the #1 Professional Body for Accountants and Finance Executives in Africa. With more than 9000 members working as employed or self-employed accountants in all industries we are making business better from the Cape to Cairo.

Our CPD policy is compliant with IFAC IES7.

Visit our website for more about us and what we do www.saiba.org.za



SAIBA DESIGNATIONS

ABOUT THE PRESENTER



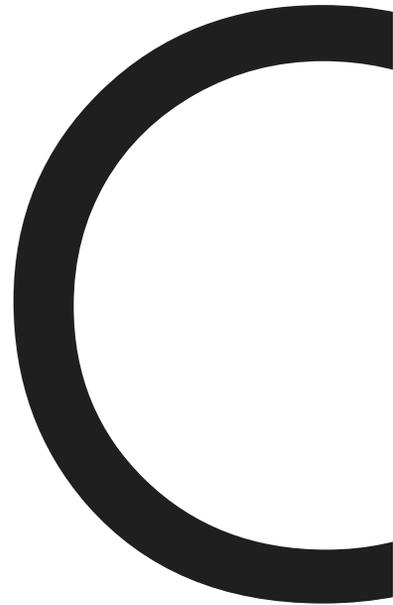
LEHANA NEL

Lehana is the SAIBA Regional representative in Namibia from 2019. She has 13 years of experience in various industries, she also runs her own firm, which has offices in Namibia and in South Africa. Lehana's firm is part of the SFAI International group. She has a passion for Ethics and law, currently serving the Technical committee of IAFEI: Ethics and Sustainability from 2020. Lehana is also a speaker, she presented "*Synthesis of Deontological Ethics in an Economic Environment*" at the IAFEI Global Congress in 2020 and will also be presenting "*Ethical role in combatting proliferation finance*" this coming September.

She has the following qualifications and designations:

BCom International Trade & Marketing | BCom Management Accounting |
Advanced Forensic & Investigative Audit | Business Accountant in Practice (SA) |
General Tax Practitioner (SA)

CPD CERTIFICATE



To obtain your CPD certificate complete the questions in the Quiz section. A CPD certificate will automatically be issued when you obtain above 75% within 3 attempts.

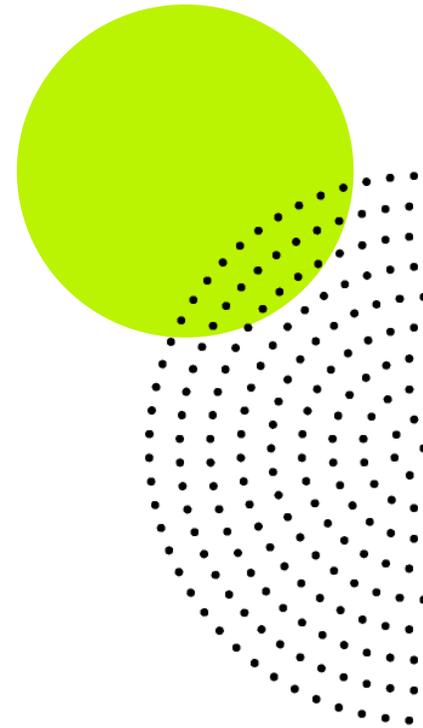
Queries regarding your CPD can be send
cpd@saiba.org.za

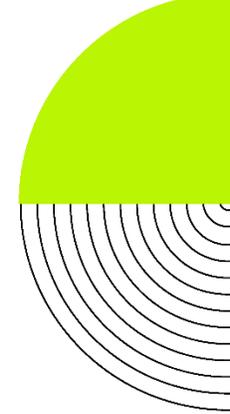
QUESTIONS & ANSWERS

Email questions to:

technical@saiba.org.za

Questions and Answers will be shared later in the Q&A section.



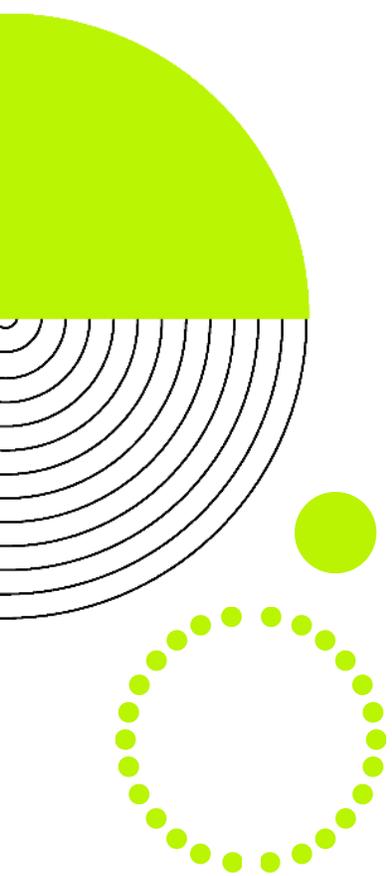


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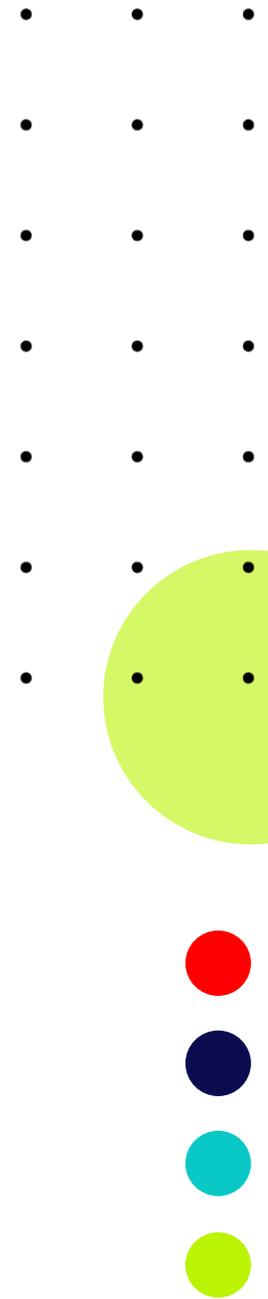
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For your notice, this presentation were prepared with the current information provided on ITAS

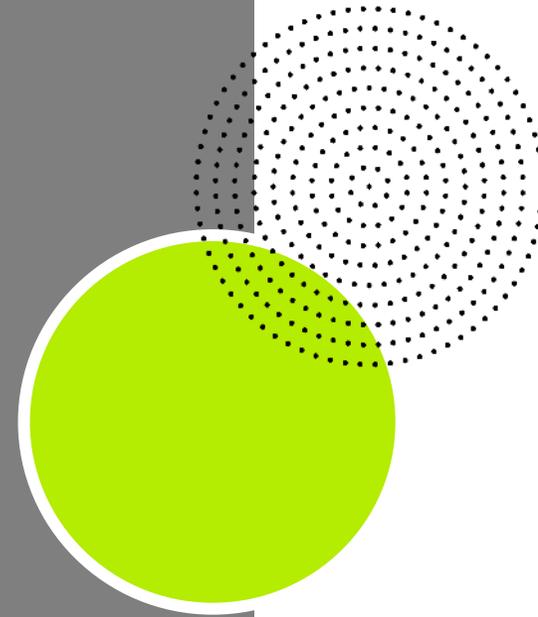


SAIBA PARTNERS



CPD INDEX

1. Overview
2. Important deadlines 2021 / 2022
3. Making payments to Inland Revenue
4. Tax Incentive Programme
5. Registration on ITAS Portal
6. Taxpayer modification
7. Tax type modification
8. Return(s)
9. Viewing statements
10. Other services
11. Notifications
12. Print taxpayer certificate
13. Apply on ITAS for Good Standing
14. Basic info and change password



1. OVERVIEW



1. OVERVIEW

List of abbreviations

Abbreviation/Acronym	Description
NamRa	Namibian Revenue Authority
ITAS	Integrated Tax Administration System
ITX	Income Tax
VAT	Value Added Tax
PAYE	Pay As You Earn
TIN	Taxpayer Identification Number
URL	Universal Resource Locator
IRD	Inland Revenue Department



1. OVERVIEW

ITAS Web Portal Overview

ITAS were first launched at the beginning of 2019, and since then we have seen the updated system, when NamRa became effective 7th April 2021. This was 'n huge step for Namibia, as e-filing were introduced in South-Africa back in 2003.

The ITAS brought convenience to submitting returns:

- Submitting returns electronically
- Modify details
- Object to assessments
- Apply online for various certificates like good standing.
- 24/7 access to the portal
- Download account statements



1. OVERVIEW

ITAS Web Portal Overview (continued)

There are 2 forms of registration types:

- Taxpayer – Where you can only view, submit and access a specific taxpayers records
- Representative profile – Where a number of taxpayers are linked through a standardized form, authorizing NamRa that the taxpayers' records can be linked to the professional's tax number. **(Example on next slide)*
 - *Please do not give out your representative login and password to your clients, or any other 3rd party*

Who should register: All registered Taxpayers and Representatives

Web address: <https://www.itas.mof.na>

1. OVERVIEW

ITAS Web Portal Overview (continued)

2.) Example of Representative login on ITAS:



Log In to Existing Account

Remember Me

[Forgot the Password/Login](#)

[Name?](#)

Log In as a Taxpayer

Log In as a Representative



Log In

If you are not an e-Filer yet? [Click here to Register](#)

Need Assistance? Call Us On [061 289 4000](#) or [Email Us](#)

1. OVERVIEW

ITAS Web Portal Overview (continued)

Example of Representative login on ITAS:

The screenshot displays the IRD Inland Revenue Department ITAS Web Portal. The header includes the IRD logo and navigation links: Home, User Profile, Basic Information, Change Password, and Logout. A red notification bubble with the number '77' is present near the 'Represented List' link. Below the header, there is a search area with fields for TIN, Taxpayer Category, Taxpayer Type, and Taxpayer Name. A 'Search' button and a 'Process' button are also visible. The search results are displayed in a table with the following columns: TIN, Taxpayer Name, Taxpayer Category, and Taxpayer Type. The table shows 8 records, all with 'Individual' as the Taxpayer Category and various 'Individual for Farmer and Business' or 'Individual for Salaried Person/Pensioner' as Taxpayer Types. At the bottom, there is a pagination control showing 'Showing 1 of 8 pages with 77 records' and a 'Go!' button with a dropdown for '10 records/page'.

Represented List

Represented List

/ Represented List

TIN Taxpayer Category Taxpayer Type

Taxpayer Name

TIN	Taxpayer Name	Taxpayer Category	Taxpayer Type
		Individual	Individual for Farmer and Business
		Individual	Individual for Farmer and Business
		Individual	Individual for Farmer and Business
		Individual	Individual for Farmer and Business
		Individual	Individual for Farmer and Business
		Individual	Individual for Salaried Person/Pensioner
		Individual	Individual for Farmer and Business
		Individual	Individual for Farmer and Business
		Individual	Individual for Farmer and Business

Showing 1 of 8 pages with 77 records 1 2 3 4 5 6 7 8 10 records/page

1. OVERVIEW

Representative form which must be completed before the taxpayer can be linked to the Representatives profile:

Letter of consent / Power of attorney

This form must be completed by the taxpayer, and can be submitted, and activated on the taxpayers' profile, or handed in at the nearest branch

* See source documents for letter of consent/ power of attorney

Should you need the URL link: <https://www.itas.mof.na/download/others.html>

**(You can click on this, and scroll down to the form required)*

2. IMPORTANT DATES



2. IMPORTANT DATES

The following dates are some of the important dates and should be included in your yearly calendar for planning purposes (Official NamRa source details) :

Value Added Tax (VIA) on Imports : Due date 20th day of the month following the month of import

Employers Tax (ETX) Returns : Due date 20th day of the month following end of the period

Value Added Tax (VAT) Returns : Due date 25th of the month following end of period.

Income Tax (ITX) Returns : Individual Businesses and Farmers 30 September (annually)

: Individual Tax returns 30 June (annually)

: Companies Income Tax 7 month after year end

3. PAYMENTS TO INLAND REVENUE



3. PAYMENTS TO IRD

Banking details of Inland Revenue:

Banking Details:

Beneficiary Name: Inland Revenue

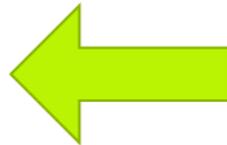
Bank: Bank of Namibia

Main Account Number: 165001

VAT/VIA Account: 165060

Branch Number: 980172

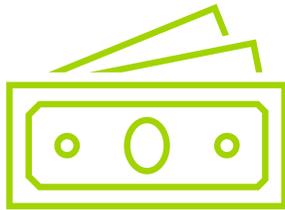
For Reference details: [Click Here](#)



Refer to source documents

3. PAYMENTS TO IRD

Included as source documents are 'how to guides' from the commercial banks, on how to make a tax payment to IRD.

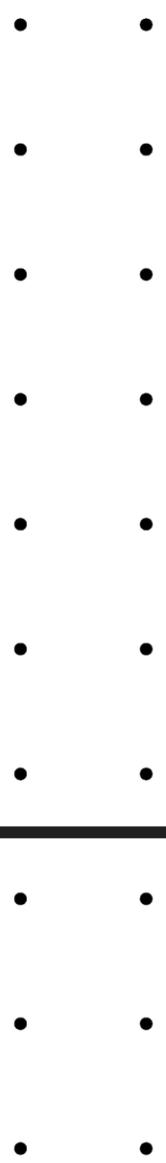


*IMPORTANT TIP

When making any payments to IRD, relating so a specific period, please ensure that you make this payment within 72h before due date.

If payment is made for example on the 25th for VAT, it will be received late, and incur penalties and interest.

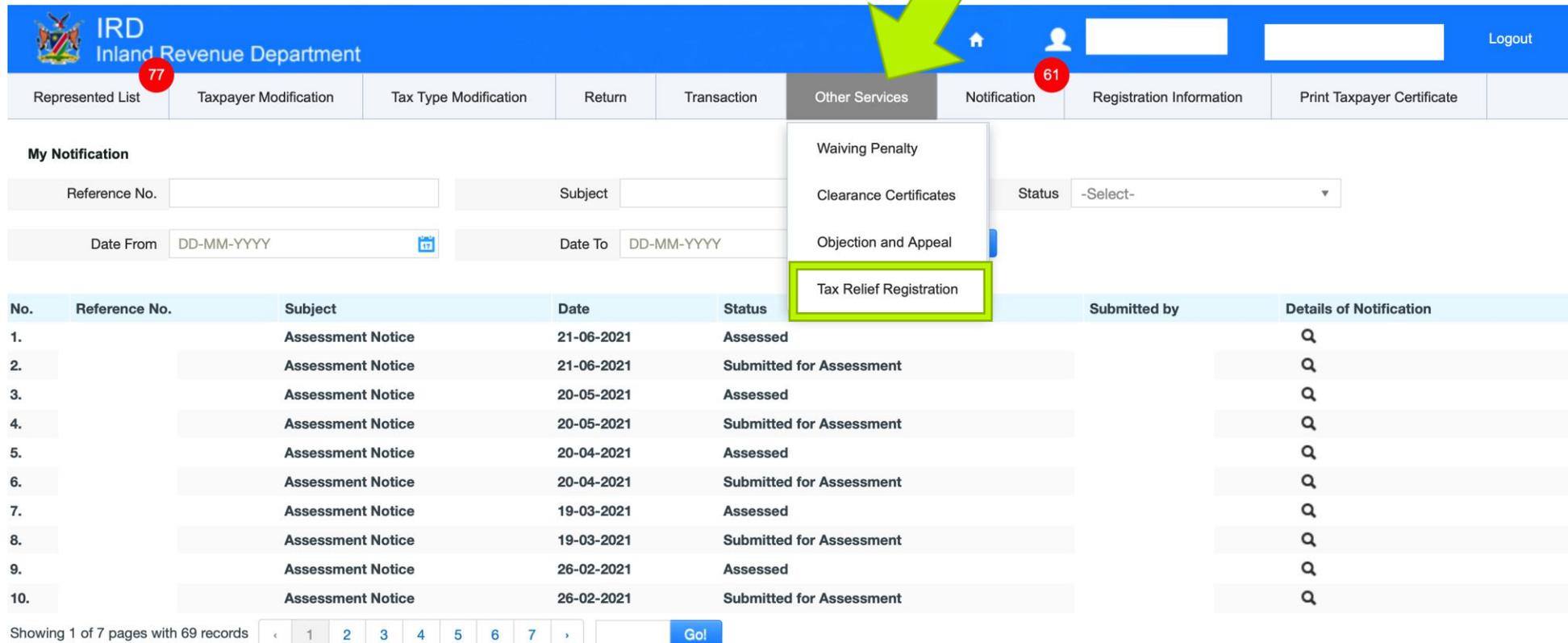
4. TAX INCENTIVE PROGRAM



4. TAX INCENTIVE PROGRAMME

Electronic Filing Tax Relief Program 01 February 2021 to 31 January 2022

Currently we are in the second phase of this relief program, and if all capital is paid by 31 January 2022, 75% of the interest will be written off



The screenshot shows the IRD Inland Revenue Department website interface. The top navigation bar includes the IRD logo, a home icon, a user profile icon, and a 'Logout' button. Below the navigation bar is a menu with options: 'Represented List', 'Taxpayer Modification', 'Tax Type Modification', 'Return', 'Transaction', 'Other Services', 'Notification', 'Registration Information', and 'Print Taxpayer Certificate'. The 'Other Services' menu is expanded, showing options: 'Waiving Penalty', 'Clearance Certificates', 'Objection and Appeal', and 'Tax Relief Registration'. The 'Tax Relief Registration' option is highlighted with a green box. A green arrow points to the 'Other Services' menu. Below the menu is a 'My Notification' section with search filters for Reference No., Subject, Date From, and Date To. A table of notifications is displayed below, with columns for No., Reference No., Subject, Date, Status, Submitted by, and Details of Notification. The table contains 10 rows of data, all with 'Assessment Notice' as the subject. The status of the notifications alternates between 'Assessed' and 'Submitted for Assessment'. At the bottom of the page, there is a pagination bar showing 'Showing 1 of 7 pages with 69 records' and a 'Go!' button.

No.	Reference No.	Subject	Date	Status	Submitted by	Details of Notification
1.		Assessment Notice	21-06-2021	Assessed		🔍
2.		Assessment Notice	21-06-2021	Submitted for Assessment		🔍
3.		Assessment Notice	20-05-2021	Assessed		🔍
4.		Assessment Notice	20-05-2021	Submitted for Assessment		🔍
5.		Assessment Notice	20-04-2021	Assessed		🔍
6.		Assessment Notice	20-04-2021	Submitted for Assessment		🔍
7.		Assessment Notice	19-03-2021	Assessed		🔍
8.		Assessment Notice	19-03-2021	Submitted for Assessment		🔍
9.		Assessment Notice	26-02-2021	Assessed		🔍
10.		Assessment Notice	26-02-2021	Submitted for Assessment		🔍

4. TAX INCENTIVE PROGRAMME



Tax Relief Registration

Congratulations! By having access to this registration page, it means that you are already a potential candidate for the IRD's 'Taxpayer Relief Programme'.

The benefits that you can receive from the programme are:

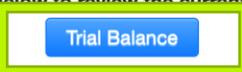
- Unpaid interests on the period account can be reversed by 95% if the payment to tax capital on the same period is made before 1st May, 2021;
- Unpaid interests on the period account can be reversed by 75% if the payment to tax capital on the same period is made between 1st May, 2021 and 31st January 2022;
- Unpaid penalties can be waived by 100% if all tax capital is settled before 1st February 2022;

To benefit from this Relief Programme, you must settle all outstanding capital amount in full and have all your outstanding tax returns filed on all your active tax accounts. We encourage you to submit all your returns on-line (through Portal).

For more details about this policy, please use the link below to download the Media Release issued by the Ministry of Finance.

[Media Release of 'Relief Programme for Outstanding Tax'](#)

Please click the 'Trial Balance' button below to review the current outcome of your account and register.



Trial Balance

Clicking the above button does not mean for the registration of the tax relief programme. We will require you to finally confirm in the coming page.

4. TAX INCENTIVE PROGRAMME

IRD Inland Revenue Department

Represented List Taxpayer Modification Tax Type Modification Return Transaction Other Services Notification Registration Information Print Taxpayer Certificate

Tax Relief Registration

The current outstanding balance of your entire account:

Tax Type	Tax Due(N\$)	Penalty(N\$)	Interest(N\$)
Income Tax			
Employee Tax			



The estimated outcome from taking the Tax Relief Programme:

	Interest to be reversed (N\$)	Penalty to be waived (N\$)	Total Debits to be written off (N\$)
If the capital debits are settled by 30th April 2021			
If the capital debits are settled between 1st May 2021 and 31st January 2022			

TIP:

Make a screenshot of this page/ print this page for record purposes

NOTE: If you are not in agreement with the balance above, please contact our Call Center at +264 61 2894000 or your nearest Inland Revenue Office.

Go back **Agree and Registration**

4. TAX INCENTIVE PROGRAMME

IRD Inland Revenue Department

Represented List Taxpayer Modification Tax Type Modification Return Transaction Other Services Notification Registration Information Print Taxpayer Certificate

Tax Relief Registration

You have registered for the Taxpayer Relief Programme successfully!

In order to benefit from this programme, qualification criteria will apply.

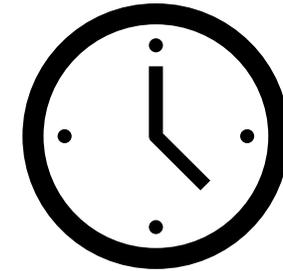
5. REGISTRATION ON ITAS PORTAL



5. REGISTRATION ON ITAS PORTAL

Topics for this section:

- Registering as a Taxpayer
- Registering as a Representative
 - Linking Taxpayers to Representer profile
- How to register as a new taxpayer
- Source documents



“Best practice tips”

When working on ITAS, please do not wait until the last minute to submit your returns

Accommodate for system delays, internet down-time

Possible unplanned power outages

Please always make sure that all your returns are processed.

5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have a TIN)

Registering as a Taxpayer:

- Click on “Click here to Register”

IRD
INLAND REVENUE DEPARTMENT

Log In to Existing Account

Remember Me [Forgot the Password/Login Name?](#)

Log In as a Taxpayer
 Log In as a Representative

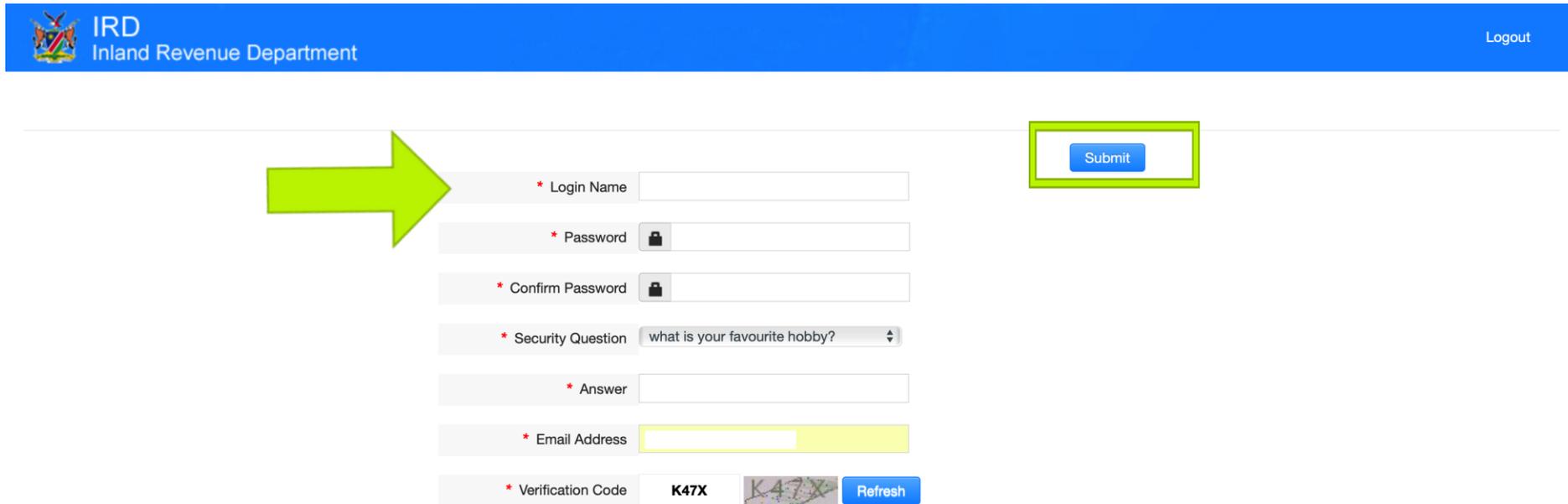
Log In

[Click here to Register](#)

If you are not an e-Filer yet Need Assistance? Call Us On [001 200 4000](#) or [Email Us](#)

5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have TIN)

Registering as a Taxpayer: Fill in all the mandatory details, and click on 'submit'



IRD
Inland Revenue Department

Logout

* Login Name

* Password

* Confirm Password

* Security Question

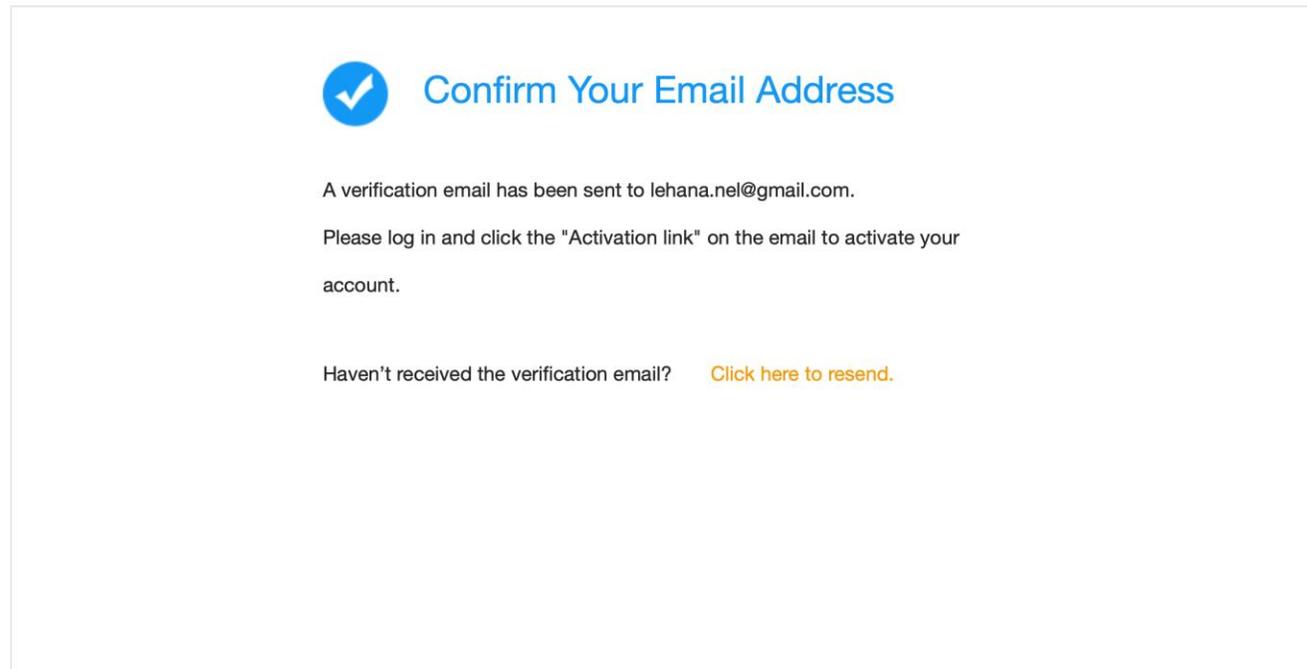
* Answer

* Email Address

* Verification Code **K47X**

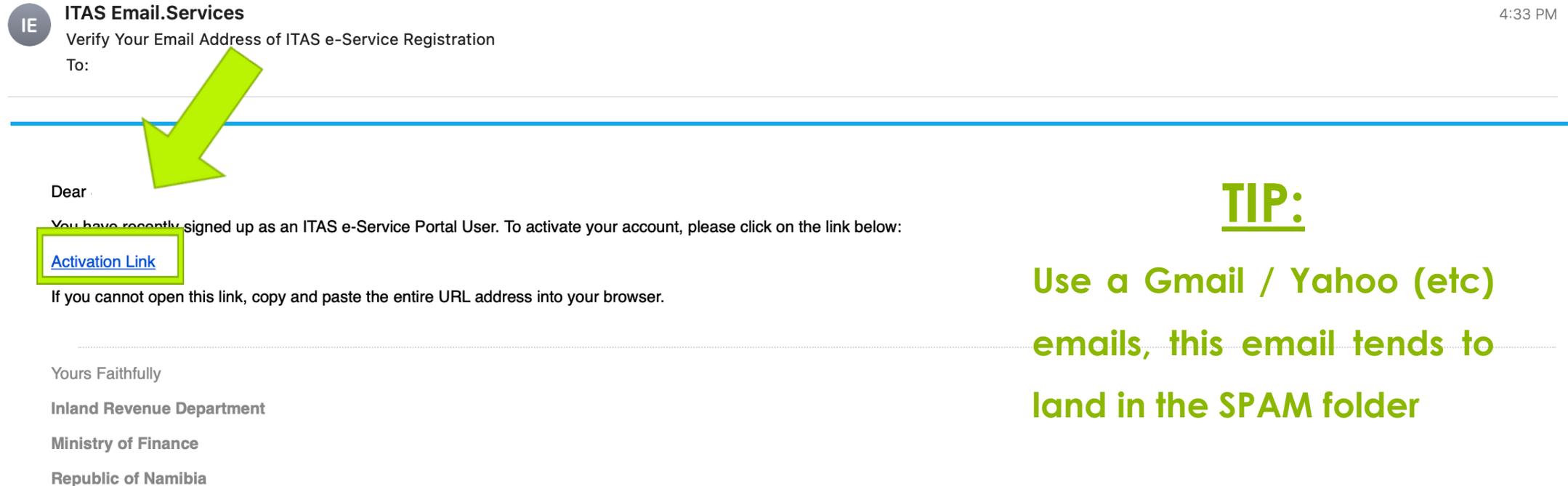
5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have TIN)

Registering as a Taxpayer: A verification email will be sent to your email, confirm your email, and activate your account. Give 15-30 minutes, before asking to resend



5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have a TIN)

Registering as a Taxpayer: You will receive an email, click on ‘Activate’ to proceed on activating your account



The information contained in this e-mail is confidential and may be subject to legal privilege and/or the subject of copyright. If you are not the intended recipient, you must not use, copy, distribute or disclose the e-mail or any part of its contents or take any action in reliance on it. If you have received this e-mail in error, please e-mail the sender by replying to this message. The Government of the Republic of Namibia shall not be held liable for any damages so caused to the unintended recipient and any unauthorized distribution by the unintended recipient. Any views expressed in this message are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of Government of the Republic of Namibia. Although this email has been checked for viruses and other defects, no responsibility can be accepted for any loss or damage arising from its receipt or use.

5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have a TIN)

Registering as a Taxpayer: You will be reverted to the login screen again



Log In to Existing Account

1 →

2 →

3 →

Remember Me [Forgot the Password/Login](#)

[Name](#) →

Log In as a Taxpayer

Log In as a Representative

If you are not an e-Filer yet? [Click here to Register](#)

Need Assistance? Call Us On [061 289 4000](tel:061-289-4000) or [Email Us](#)

5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have a TIN)

Registering as a Taxpayer: Read through steps 1 – 5, click on 'I Accept', then the continue button will become blue



ITAS e-Service Portal Registration Process

Welcome to the ITAS once-off e-registration process. Please note that the first time you register, your tax type and electronic forms will be issued within 48-hours.

In the event that your returns are due within the next 48-hours, please ensure to submit such return(s) at your nearest IRD office.

Our five easy steps below, will assist you with the registration process:

Step 1: Read the Terms and Conditions carefully and accept.

Step 2: Link your Tax Identification Number (TIN) or Register as a Taxpayer.

Step 3: Complete your personal information which will only be used for authentication purposes.

Step 4: Select the taxpayer type which is relevant to you and complete all required fields and submit.

Step 5: Welcome and enjoy the quick, easy and free benefits of the ITAS e-Service Portal.

Terms and Conditions

"By accept I acknowledge that I read and understand [Terms and conditions](#) when using online Tax Service"

I Accept [Terms and Conditions](#)

Continue

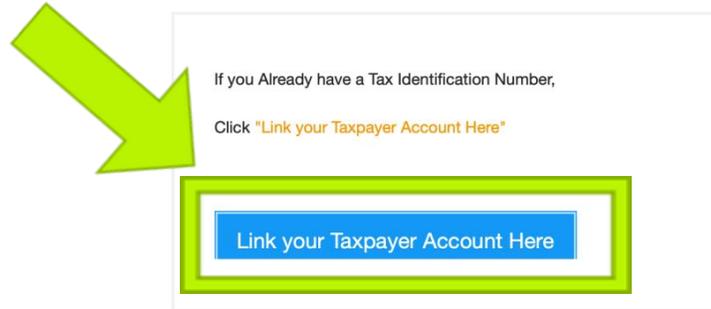


5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have a TIN)

Registering as a Taxpayer: Click on 'Link your Taxpayer Account here'



Link your Taxpayer Account or Register as a New Taxpayer



If you are not a registered Taxpayer yet, Click [Register as a New Taxpayer](#) to apply for the Tax Identification Number.



5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have a TIN)

Registering as a Taxpayer: Fill in the mandatory fields



[Link Taxpayer Account](#) / E-Filer Activation

Complete the Mandatory Fields *

1

* Taxpayer Category	Individual
* Taxpayer Type	--Select--
* TIN	Enter Taxpayer Identification Number
* ID Type	--Select--
* ID Number	

Submit

2

Note: TIN is made up of 8 digits.

For taxpayers existed in the old system add a zero in front of the existing first 7 digits and ignore the last 3 digits e.g. Taxlive:1234567-011 and ITAS:01234567

*New registrations done on ITAS will have 8 digit

5. REGISTRATION ON ITAS PORTAL – Taxpayer (Already have a TIN)

Registering as a Taxpayer:

After clicking on “Submit” if your registration was successful, you will be redirected to a screen with a notification pop-up:



YOU HAVE SUCCESSFULLY BOUND YOUR TIN



TROUBLESHOOTING TIPS

- Please contact your nearest Receiver branch, **to make sure** about your ID/ Passport number
- Also, your '**Taxpayer Type**': Business, Salaried person
- This may help you **resolve your registration faster**

5. REGISTRATION ON ITAS PORTAL – Representative

Registering as a Representative:

1. The Representative first needs to register him/ herself as a Taxpayer on ITAS
2. Then, use the same login screen, and follow the prompts, he/ she should not have much trouble registering as a Representative once he/ she is registered on ITAS as a Taxpayer first
3. Click on the 'Sign in as a Representative'



5. REGISTRATION ON ITAS PORTAL – Representative



Log In to Existing Account

Remember Me
Name?

[Forgot the Password/Login](#)

- Log In as a Taxpayer
- Log In as a Representative



If you are not an e-Filer yet? [Click here to Register](#)

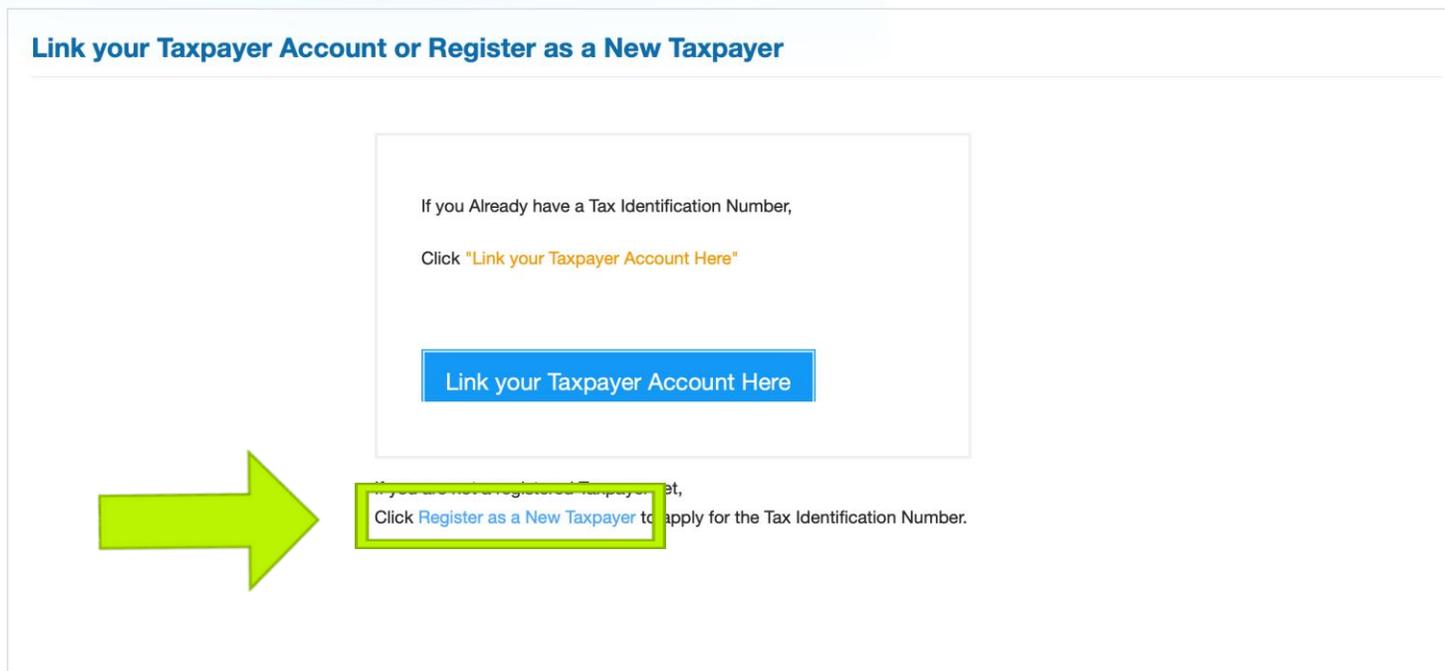
Need Assistance? Call Us On [061 289 4000](#) or [Email Us](#)



5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

1. Follow the steps for registering for ITAS as a Taxpayer, but **stop** at the following screen:



5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

2. A confirmation screen will pop-up, asking the following



ARE YOU SURE YOU WANT TO REGISTER AS A NEW TAXPAYER?

3. Click on “Yes” to continue

4. After clicking yes on the “Register as a new Taxpayer” link a confirmation message box will pop up to confirm if you’re sure to register as a New Taxpayer. Click yes, and a registration / application



5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

Before trying to register a new taxpayer, please register this person on ITAS first.

Then use your USERNAME and PASSWORD

So, in other word, this taxpayer must already registered on ITAS.



Log In to Existing Account

Remember Me

[Forgot the Password/Login](#)

Name?

Log In as a Taxpayer

Log In as a Representative

Log In

If you are not an e-Filer yet? [Click here to Register](#)

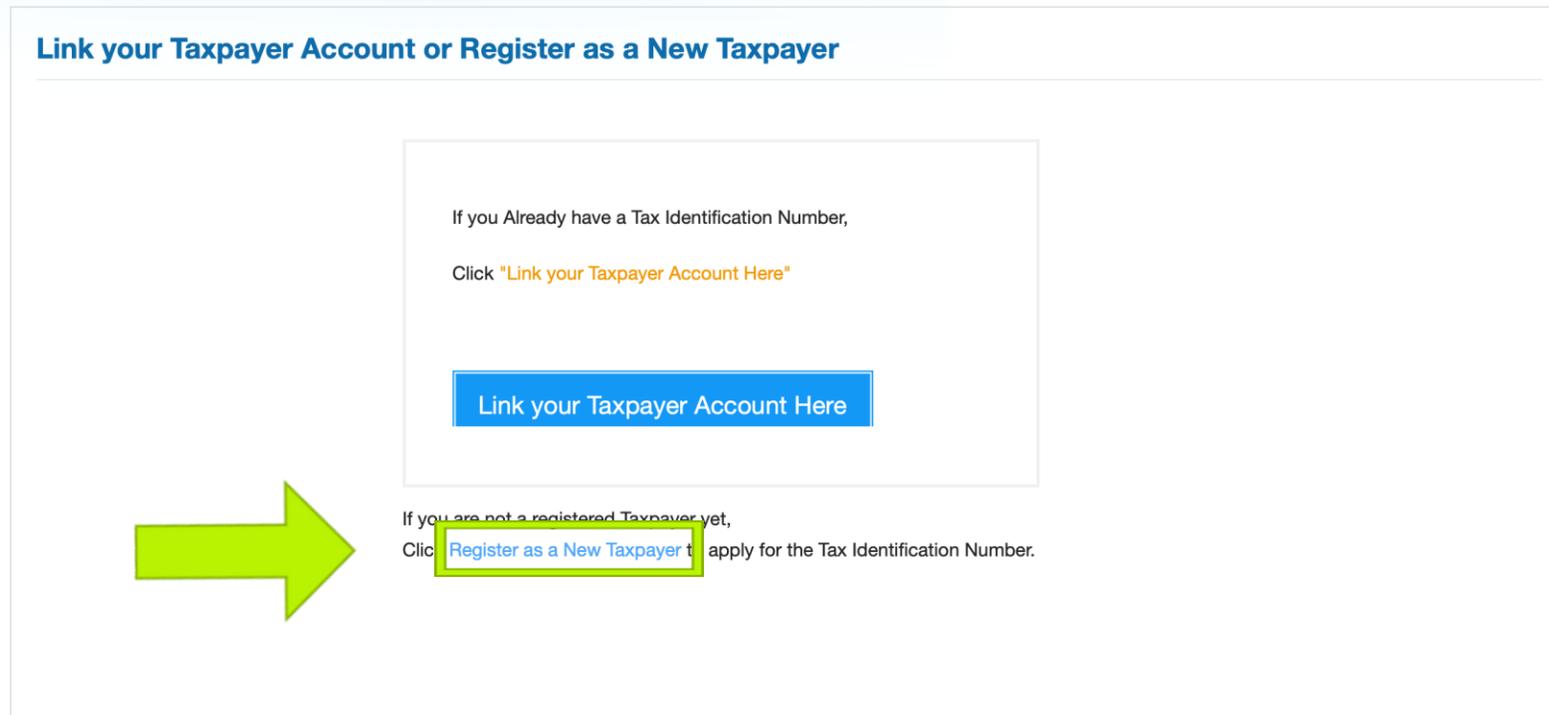
Need Assistance? Call Us On [061 289 4000](#) or [Email Us](#)



5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

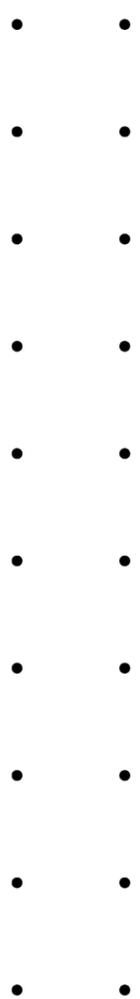
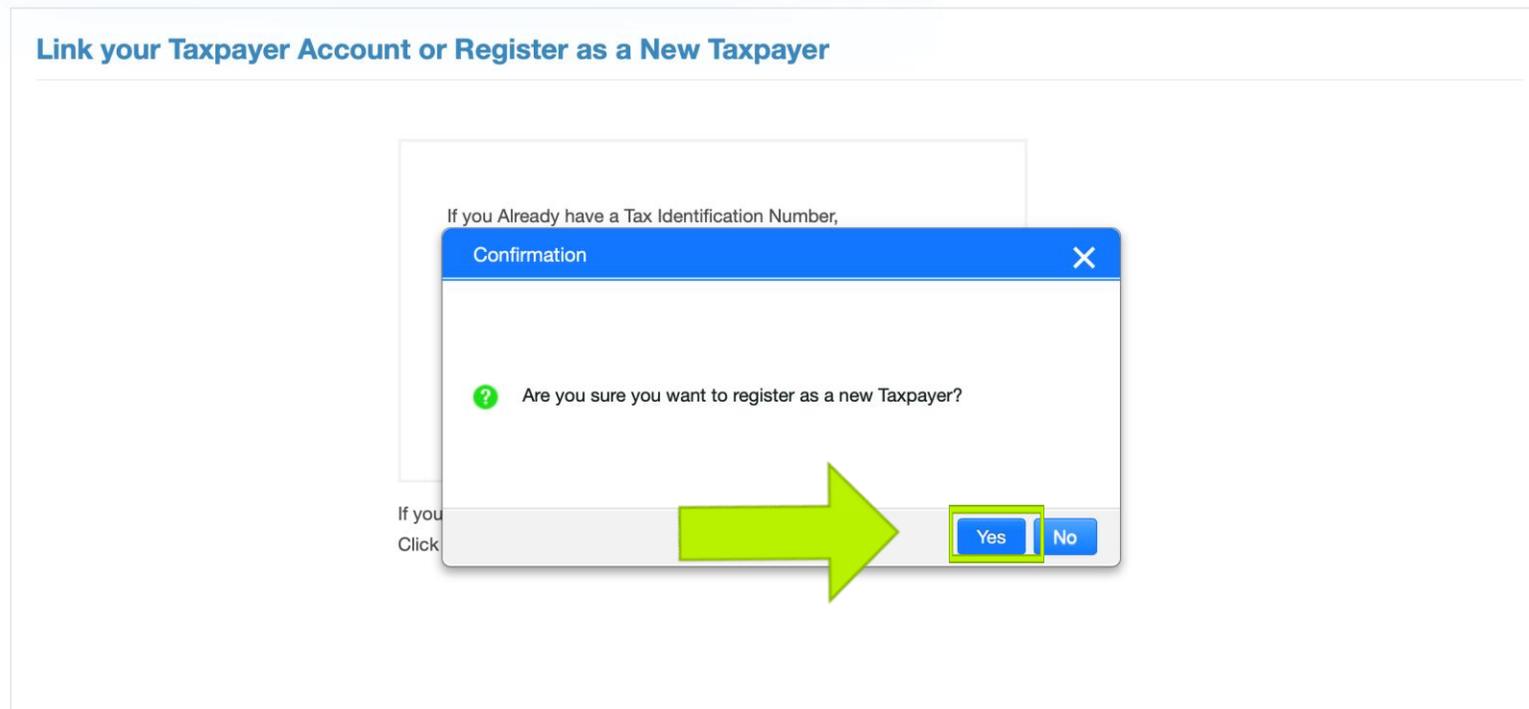
Follow the prompts until you have this screen:



5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

Follow the prompts until you have this screen:



5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

Follow the prompts until you have this screen:

IRD
Inland Revenue Department

Register Guide / Taxpayer Registration

Please enter the characters in the picture. Refresh

Submit Save Clear

Taxpayer Information

* Magisterial District -Select-

* Taxpayer Category Individual

* Taxpayer Type -Select-

* Registration Office -Select-

* Activity Sector -Select-

* Source of Income -Select-

Primary Telephone + 264 - -

Cellphone + 264 - -

Email Address

Other Telephone + 264 - -

Fax/Fax2Email + 264 - -

Communication Mode SMS Email Postal Letter

* Postal Address

* Residential/Business Address

Individual Bank Account Tax Type Other Source of Income Representatives

* First Names

* Surname

* Gender Male Female

5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

The screenshot displays the IRD Inland Revenue Department portal. The header includes the IRD logo and navigation links: Home, User Profile, Basic Information, Change Password, and Logout. The breadcrumb trail shows 'Register Guide / Taxpayer Registration'.

The main form is titled 'Taxpayer Registration' and includes the following fields:

- * Taxpayer Category: Individual
- * Activity Sector: Health Care and Social Assistance
- Cellphone: + 264 - [] - []
- Fax/Fax2Email: + 264 - [] - []
- * Postal Address: []

An 'Address' modal window is open, showing the following fields:

- * Postal Address: P.O. Box []
- * Suburb/Area: []
- * City/Town: []
- State/Province/Region: []
- Postal Code: []
- * Country: Namibia

Buttons for 'Save' and 'Close' are visible at the bottom of the modal.

The main form also includes the following fields:

- Individual (selected) | Bank Account | Tax Type | Other Source of Income | Representatives
- * First Names: []
- * Surname: []
- * Gender: Male Female
- * Date of Birth: DD-MM-YYYY []
- * Residency: Resident Non-Resident
- * Nationality: Namibian
- * ID Type: -Select-
- * ID Number: []
- Marital Status: -Select-

An 'Attachment' link is located at the bottom left of the form.

5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

IRD
Inland Revenue Department

Home EPIeter Basic Information Change Password Logout

Register Guide / Taxpayer Registration

Namibia Namibia

Individual Bank Account Tax Type Other Source of Income Representatives

* First Names * Surname * Gender Male Female

* Date of Birth * Residency Resident Non-Resident * Nationality

* ID Type * Passport Number * Date of Issue

* Expiration Date Date Arrived in Namibia Marital Status

TIN of Spouse * First Names of Spouse * Surname of Spouse

Date of Marriage ID/Passport No. of Spouse Cellphone of Spouse + 264 -

Email of Spouse

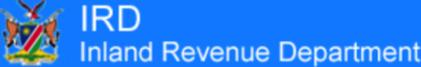
Attachment

Document	Uploaded	Description	Action
* Certified Taxpayer ID/Passport/Birth Certificate/ Asylum Permit	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="🔍"/> <input type="button" value="🗑️"/>

Note: filesize < 5MB, supported format : jpeg, pdf, doc,docx, bmp, jpg, xls, xlsx

5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

 [Home](#) [User Profile](#) [Basic Information](#) [Change Password](#) [Logout](#)

[Register Guide](#) / Taxpayer Registration

Fax/Fax2Email + 264 - - Communication Mode SMS Email Postal Letter

* Postal Address

* Residential/Business Address

Individual **Bank Account** Tax Type Other Source of Income Representatives [+ New](#)

* Name of Bank	* Branch Name	* Branch Code	* Type of Account	* Account Number	* Name of Account Holder	Shared Bank Account	Action
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>					

[Attachment](#) [+ New](#)

Document	Uploaded	Description	Action
* Certified Taxpayer ID/Passport/Birth Certificate/ Asylum Permit	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
* Confirmation Letter from Bank/3 Month Bank Statement	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Note: filesize < 5MB, supported format : jpeg, pdf, doc,docx, bmp, jpg, xls, xlsx

5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

IRD
Inland Revenue Department

Basic Information Change Password Logout

Register Guide / Taxpayer Registration

Submit Save Clear

Please enter the characters in the picture.  Refresh

Taxpayer Information

* Magisterial District

* Taxpayer Category

* Taxpayer Type

* Registration Office

* Activity Sector

* Source of Income

Primary Telephone + 264 - -

Cellphone + 264 - -

Email Address

Other Telephone + 264 - -

Fax/Fax2Email + 264 - -

Communication Mode SMS Email Postal Letter

* Postal Address

* Residential/Business Address

Individual Bank Account Tax Type Other Source of Income Representatives

* First Names

* Surname

* Gender Male Female

5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

What do I need to register an Individual (**Refer to source documents**)

1. All the information such as address, postal address, marital status, when did the person started to work
2. Bank Confirmation / 3 Months Bank Statements
3. Certified ID / Passport
4. Need to distinguish the taxpayer type:
 - a) Individual for Salaried / Pension Person
 - b) Individual for Farmer / Part-type Farmer and Business
 - c) Individual for Farmer
 - d) Individual for Business
 - e) Other Individual (Provisional) – **Important note next slide**
 - f) Individual below (Threshold)

5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

The screenshot displays the IRD Inland Revenue Department portal. The main navigation bar includes the IRD logo, a home icon, a user profile icon, and links for 'Basic Information', 'Change Password', and 'Logout'. The page title is 'Register Guide / Taxpayer Registration'. A modal window titled 'ITX Details' is open, showing a 'Provisional' checkbox with 'Yes' and 'No' options, and a 'Save' button. The background shows the 'Tax Type' section with 'Income Tax' selected and a 'Details' button in the 'Functions' area.

5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

Registration on the portal is allowed to register for Tax (TIN)

What do I need to register a Business (**Refer to source documents**)

1. Following statutory documents

NB: THE FOLLOWING DOCUMENTS ARE COMPULSORY

1. MEMORANDUM OF ARTICLES/FOUNDING STATEMENT
2. BANKING CONFIRMATION LETTER
3. CONFIRMATION LETTER FROM BANK/3 MONTH BANK STATEMENT
4. LETTER OF CONSENT/ENGAGEMENT LETTER/POWER OF ATTORNEY

2. Need to distinguish the taxpayer type:

12. TAXPAYER TYPE:

- Companies and Close Corporation for Non-Mining
- Companies and Close Corporation for Diamond Mining
- Companies and Close Corporation for Other Mining
- Companies and Close Corporation for Manufacturer
- Foundation
- State Owned Enterprises
- Technical Assistance Agreement
- Diplomatic/Consular Missions
- Public International Organisation
- Partnership
- Joint Venture
- Non-profit Organisation

5. REGISTRATION ON ITAS PORTAL – as a Taxpayer

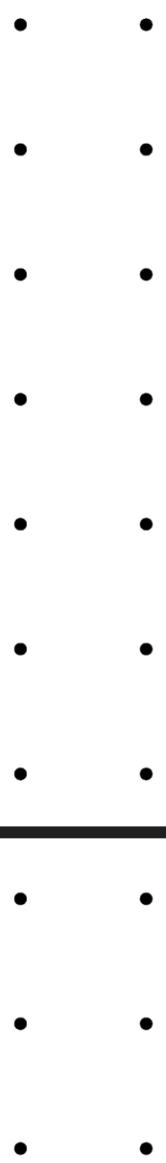
Registration on the portal is allowed to register for Tax (TIN)

What do I need to register a Trust (**Refer to source documents**)

1. The Taxpayers needs to be registered first /have TIN number
2. TIN Number of all the Trustees / Beneficiaries
3. Trust Deed
4. Banking Confirmation

1. *TRUST NAME:
2. *TRUST NUMBER:
3. *FINANCIAL YEAR END (MONTH):
4. *POSTAL ADDRESS:
5. *RESIDENTIAL ADDRESS:
6. *CELLPHONE:TELEPHONE:
7. EMAIL ADDRESS:

6. TAXPAYER MODIFICATION



6. TAXPAYER MODIFICATION

On ITAS, the Taxpayer can (on his/ her profile) change / request several details to be changed:

The screenshot displays the IRD Inland Revenue Department website interface. At the top, there is a blue header with the IRD logo and the text 'IRD Inland Revenue Department'. To the right of the header are navigation links: 'Basic Information', 'Change Password', and 'Logout'. Below the header is a horizontal menu with several options: 'Taxpayer Modification', 'Tax Type Modification', 'Return', 'Transaction', 'Other Services', 'My Notification', 'Registration Information', and 'Print Taxpayer Certificate'. The 'Taxpayer Modification' option is selected and highlighted. Below the menu, the 'Taxpayer Modification' section is visible, containing five blue buttons with icons and text descriptions:

- Contact Details**: You can modify your basic information here.
- Deregistration Request**: You may request to deregister your taxpayer account here.
- Transfer Request**: If you wish to transfer your Taxpayer's account from current regional office to another regional office/LTO, you can submit your application here.
- Modify Other Information**: You can modify your taxpayer information here.
- Modify Representative Information**: You can modify your Representative information here.

6. TAXPAYER MODIFICATION

Taxpayer Modification (Taxpayer)

Enables you to modify basic information such as email address, telephone number, fax number postal address, also to submit deregistration and

The screenshot displays the IRD Inland Revenue Department website interface. At the top, there is a blue navigation bar with the IRD logo and the text 'IRD Inland Revenue Department'. To the right of the logo, there are icons for home, user profile, and a search bar, followed by links for 'Basic Information', 'Change Password', and 'Logout'. Below the navigation bar is a horizontal menu with several options: 'Taxpayer Modification', 'Tax Type Modification', 'Return', 'Transaction', 'Other Services', 'My Notification', 'Registration Information', and 'Print Taxpayer Certificate'. The 'Taxpayer Modification' option is highlighted. Below the menu, the 'Taxpayer Modification' section is titled, and a large green arrow points to the 'Contact Details' button. The 'Contact Details' button is a blue square with a white pencil icon and the text 'Contact Details'. Below it, there are five other buttons, each with a white icon and text: 'Deregistration Request' (power icon), 'Transfer Request' (document icon), 'Modify Other Information' (pencil icon), and 'Modify Representative Information' (pencil icon). Each button is accompanied by a short description of its function.

Taxpayer Modification

You can modify your basic information here.

Contact Details

You may request to deregister your taxpayer account here.

Deregistration Request

If you wish to transfer your Taxpayer's account from current regional office to another regional office/LTO, you can submit your application here.

Transfer Request

You can modify your taxpayer information here.

Modify Other Information

You can modify your Representative information here.

Modify Representative Information

6. TAXPAYER MODIFICATION

Taxpayer Modification (Taxpayer)

 **IRD**
Inland Revenue Department

Home | User Profile | Basic Information | Change Password | Logout

Taxpayer Modification | Tax Type Modification | Return | Transaction | Other Services | My Notification | Registration Information | Print Taxpayer Certificate

Contact

TIN:

Email Address:

* Postal Address:

Address

* Postal Address: P.O. Box

* Suburb/Area:

* City/Town:

State/Province/Region:

Postal Code:

* Country: Namibia

Save | Close

Submit



6. TAXPAYER MODIFICATION

Taxpayer Modification (Taxpayer)

 **IRD**
Inland Revenue Department

Home | User Profile | Basic Information | Change Password | Logout

Taxpayer Modification | Tax Type Modification | Return | Transaction | Other Services | My Notification | Registration Information | Print Taxpayer Certificate

Contact

TIN

Primary Telephone + 264 - 61 -

Other Telephone + 264 - -

Email Address

Fax/Fax2Email + 264 - -

Cellphone + 264 -

* Postal Address

6. TAXPAYER MODIFICATION



Taxpayer Modification

Tax Type Modification

Return

Transaction

Other Services

My Notification

Registration Information

Print Taxpayer Certificate

Contact

Submit

TIN

Primary Telephone

+ 264

- 61

264-61-ther Telephone

+ 264

-

Email Address

Fax/Fax2Email

+ 264

-

Cellphone

+ 264

-

* Postal Address

Confirmation



? Are you sure you want to update the contact information? It will be updated immediately.

Yes

No

6. TAXPAYER MODIFICATION

Taxpayer Modification (Taxpayer)

 **IRD**
Inland Revenue Department

[Home](#) [Profile](#) [Basic Information](#) [Change Password](#) [Logout](#)

Taxpayer Modification	Tax Type Modification	Return	Transaction	Other Services	My Notification	Registration Information	Print Taxpayer Certificate
---------------------------------------	---------------------------------------	------------------------	-----------------------------	--------------------------------	---------------------------------	------------------------------------------	--------------------------------------------

Contact



Confirm Modification of Your Email Address

You have requested to modify your email address, we kindly ask you to verify it within 72 hours in order for you to receive notifications via your new email account.

Please log in to your email account and click the confirmation link in the email sent by us to confirm your change.

Haven't received the confirmation email yet? [Click here to resend.](#)

Please note that if you failed to verify your email address using above link within 72 hours, no contact details can be updated. Please re-submit your modification again.

6. TAXPAYER MODIFICATION

Taxpayer Modification (Taxpayer)



ITAS Email Services

Confirm Modification of Your Email Address via Namibian Taxpayer Online Service

To:

Inbox -

3:29 PM

Dear

You have recently requested via online service of Inland Revenue Department to modify your email address to receive email notifications. Please confirm it by clicking the link below within 72 hours:

[Activation Link](#)

If you cannot click the link, please copy and paste the entire URL address into your browser.

Please note that if you failed to verify your email address using above link within 72 hours, no contact details can be updated. Please re-submit your modification again.

Yours Faithfully

Inland Revenue Department

Ministry of Finance

Republic of Namibia

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6. TAXPAYER MODIFICATION

Taxpayer Modification (Taxpayer)



Modification of Your Email Address Has Been Completed

Your email address has been updated successfully,
and you will receive email notifications by your new email address.



6. TAXPAYER MODIFICATION

Taxpayer Modification (Taxpayer)



ITAS Email Services

IRD - Notification of Taxpayer Contact Information Modification

To: Lehana Nel



3:45 PM

This is an automated email - please do not respond.

Dear Taxpayer

Your contact information has been modified. The effective date is 08/07/2021 . For any enquiries, please contact our call center at +264 (61) 2894000 , or visit our nearest regional center.

Taxpayer Identity Number (TIN):

Taxpayer Name:

Embedded Image Tel: +264 (61) 2894000

Fax: +264 (88) 629199

Website: <https://www.itas.mof.na>

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7. TAX TYPE MODIFICATION



7. TAX TYPE MODIFICATION

On ITAS, the Taxpayer can (on his/ her profile) change / request several details to be changed:

The screenshot shows the IRD Inland Revenue Department website interface. The navigation bar includes the IRD logo and the text 'IRD Inland Revenue Department'. The main menu has several items, with 'Tax Type Modification' highlighted in a green box. A red circle with the number '2' is placed over the 'My Notification' menu item. Below the menu, the 'My Notification' section contains search filters for Reference No., Subject, Status, Date From, and Date To, along with a 'Search' button. A table displays the results of the search, showing 5 records with columns for No., Reference No., Subject, Date, Status, Submitted by, and Details of Notification. The table shows that the first two records are 'Updated' and the last three are 'Assessed'. At the bottom, there is a pagination control showing 'Showing 1 of 1 pages with 5 records' and a 'Go!' button.

No.	Reference No.	Subject	Date	Status	Submitted by	Details of Notification
1.				Updated		Q
2.				Updated		Q
3.				Assessed		Q
4.				Assessed		Q
5.				Assessed		Q

7. TAX TYPE MODIFICATION

On ITAS, the Taxpayer can (on his/ her profile) change / request several details to be changed:

The screenshot shows the top navigation bar of the IRD Inland Revenue Department website. The bar is blue and contains the IRD logo and name on the left. On the right, there are links for 'Basic Information', 'Change Password', and 'Logout'. Below the main bar is a secondary navigation bar with several menu items: 'Taxpayer Modification', 'Tax Type Modification', 'Return', 'Transaction', 'Other Services', 'My Notification', 'Registration Information', and 'Print Taxpayer Certificate'. The 'My Notification' item is highlighted with a red circle containing the number 2.

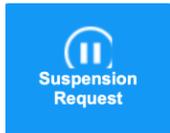
Tax Type Modification



You can request to register new tax type(s) here.



You may request to deregister your tax type(s) here.



You may request to temporarily suspend your existing tax type here.



You can request to re-activate your suspended tax type here.



You can request to modify VAT tax period here.

7. TAX TYPE MODIFICATION

On ITAS, the Taxpayer can (on his/ her profile) change / request several details to be changed:

The screenshot displays the IRD Inland Revenue Department ITAS interface. The top navigation bar includes the IRD logo, a home icon, a user profile icon, and links for Basic Information, Change Password, and Logout. A secondary navigation bar contains links for Taxpayer Modification, Tax Type Modification, Return, Transaction, Other Services, My Notification (highlighted with a red circle and the number 2), Registration Information, and Print Taxpayer Certificate.

The main content area is titled "Registration Request" and features a "Submit" button highlighted with a green box. Below this is the "Taxpayer Information" section, which includes input fields for TIN and Taxpayer Name, and a "Note" field with the placeholder text "Please input the note."

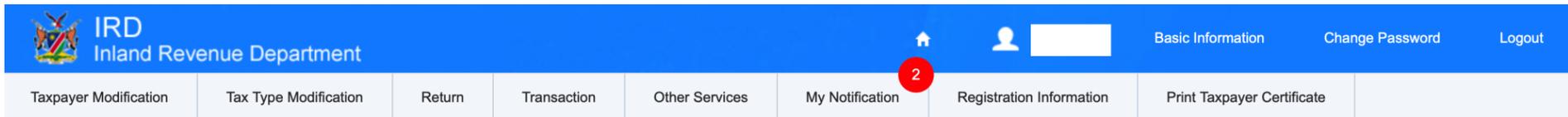
The "Bank Account" section contains a table with columns for Name of Bank, Branch Name, Branch Code, Type of Account, Account Number, Name of Account Holder, Shared Bank Account, and Action. A "+ New" button is located at the top right of this section.

The "Tax Type" section displays a table with columns for Tax Type, Effective Date, FIN, Status, Regular Basis, Suspension/Deregistration Date, and Functions. The "Income Tax" row is selected, showing an active status and a "Yes" option for the Regular Basis. A "Details" button is present for the selected row.

Tax Type	Effective Date	FIN	Status	Regular Basis	Suspension/Deregistration Date	Functions
<input checked="" type="checkbox"/> * Income Tax			Active	<input checked="" type="radio"/> Yes		Details
<input type="checkbox"/> Non Resident Shareholders Tax						
<input type="checkbox"/> Tax on Royalties						
<input type="checkbox"/> Employee Tax						
<input type="checkbox"/> Value Added Tax						
<input type="checkbox"/> Value Added Tax Import Account						
<input type="checkbox"/> Withholding Tax on Interest						
<input type="checkbox"/> Withholding Tax on Services						

7. TAX TYPE MODIFICATION

On ITAS, the Taxpayer can (on his/ her profile) change / request several details to be changed:



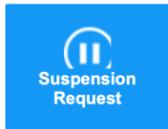
Tax Type Modification



You can request to register new tax type(s) here.



You may request to deregister your tax type(s) here.



You may request to temporarily suspend your existing tax type here.



You can request to re-activate your suspended tax type here.



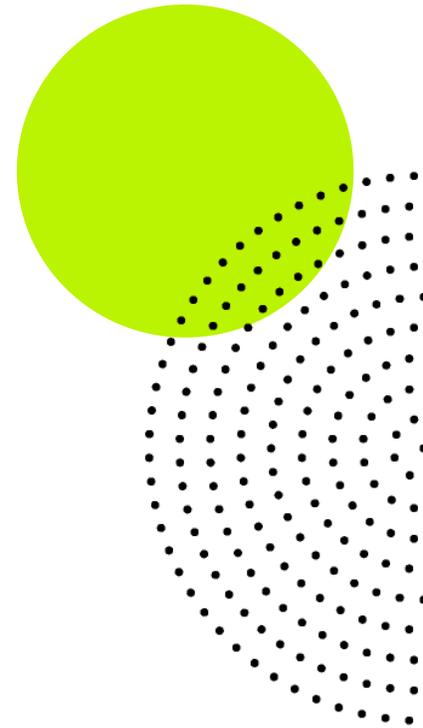
You can request to modify VAT tax period here.

QUESTIONS & ANSWERS

Email questions to:

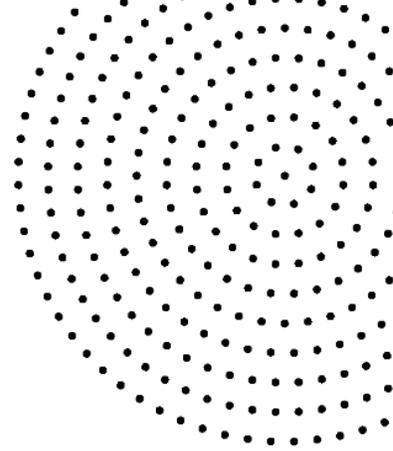
technical@saiba.org.za

Questions and Answers will be shared later in the Q&A section.



THANK YOU

For joining us for the event.
Stay In touch.



Browse

www.saiba.org.za

Visit

The Workspace, Cnr Pinaster
Avenue and, 18th St, Hazelwood,
Pretoria

Say Hello

+27 12 643 1800

