



REPUBLIC OF NAMIBIA
Ministry of Finance

MEDIA RELEASE

Wednesday, 23 September 2020

NOTIFICATION TO THE TAXPAYERS AND THE PUBLIC

1. The public is notified that the deadline of submitting the annual Individual Income Tax Returns which was initially extended to 30 September 2020 is further extended to 01 March 2021. The extension is necessary to allow more time to employers that did not submit their Employee Tax returns (ETX template/excel sheet) on the Integrated Tax Administration System (ITAS) portal.
2. The Ministry would like to reiterate that online submission of ETX excel sheet is a prerequisite, before annual Individual Income Tax returns are filed. Information disclosed or declared in individual tax returns is validated against the information submitted by the Employers, hence assessments for employees can only be finalized provided their respective employers have submitted monthly Employee Tax returns excel spread sheet.
3. The Ministry of Finance is therefore urging all employers who did not yet submit their monthly detailed ETX returns for the period from March 2019 to February 2020 to do so, by uploading the designed Microsoft excel template or capturing employees' details information online. Employers should also ensure that PAYE 5 certificates are an exact reflection of their monthly ETX submissions for the particular tax year for the purpose of accurate filing and reporting.
4. Please note that this extension is only for the filing of returns but not for payment of tax which might be due by the 30th September or any other date after end of September.
5. Taxpayers are further informed that the online penalty waiving incentive program is also extended to 01 March 2021.
6. Requirements to qualify for this incentive are the same as announced previously, namely taxpayer must meet the following conditions:
 - i. Register on ITAS portal as an e-filer; and
 - ii. Update all due tax returns on all tax types through online submission. .

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.

7. Taxpayers are therefore encouraged to make use of the online penalty waiving incentive program as there will be no further extension to be granted after 1 March 2021.
8. Once again, the Ministry encourages Taxpayers to register for e-filing and file their tax returns online for quicker assessment outcomes and avoid face-to-face manual submission that may put them at risk of contracting COVID-19.
9. The Ministry of Finance will continue to engage employers for assistance and further training on how to submit their ETX excel templates.

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