



**ZAMBIA
REVENUE
AUTHORITY** | *My Tax
Your Tax
Our Destiny*

USER GUIDELINE

**FOR
GENERATION OF MISCELLANEOUS
PAYMENT REFERENCE NUMBER PRN**

1.0 FOREWORD BY COMMISSIONER- CORPORATE SERVICES DIVISION

I am pleased to present the user guidelines for the Miscellaneous Declaration Payment Module (MDPF), which is found on the Customs Portal. The miscellaneous payment provides a platform where importers and exporters can register for a Penalty entry and make payments using the integrated payment system.

Our desire as Management is that the client will get the envisaged benefits that come along with this initiative such as:

- ✓ Convenience – the taxpayer can access the web service from anywhere and at any time.
- ✓ Advance processing of payment.
- ✓ Reduced queue time at the border.

Should you require any support, please engage us using the below e-mail address

advice@zra.org.zm

Timothy Milambo

Commissioner – Corporate Services Division

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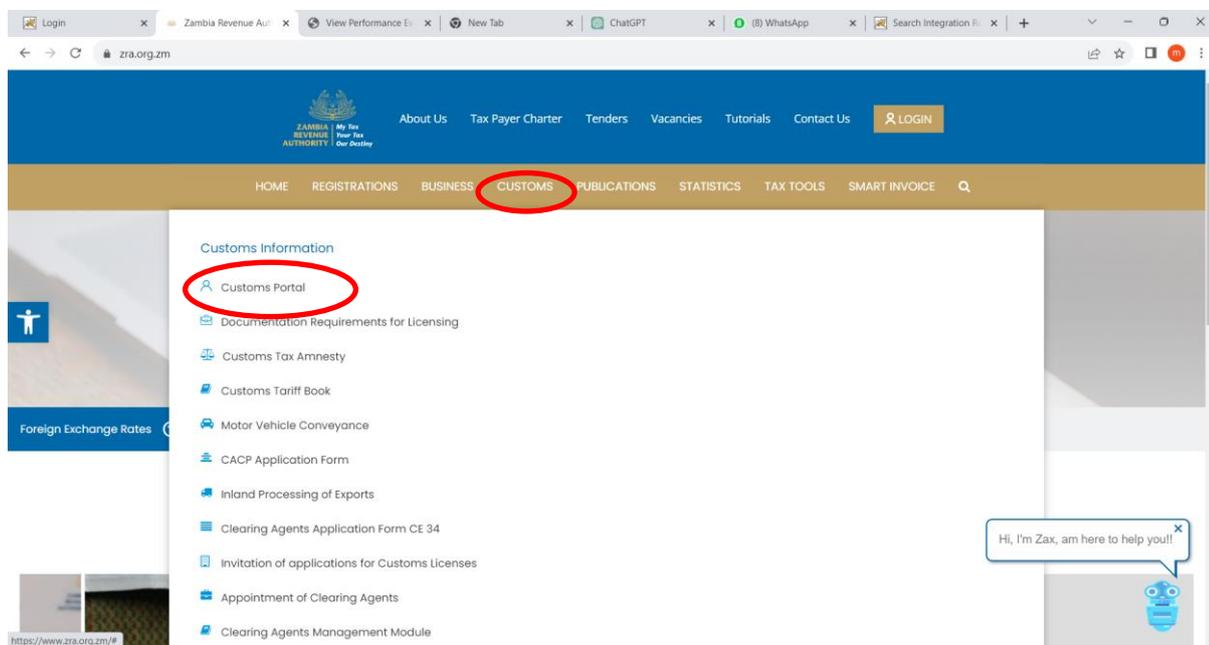
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2.0 INTRODUCTION

The User Guide is intended to assist Taxpayers to make Miscellaneous Payment at their own convenience. The ultimate aim is to guide users on how to access Miscellaneous declaration payment form from the Customs portal, which is found on the ZRA website www.zra.org.zm.

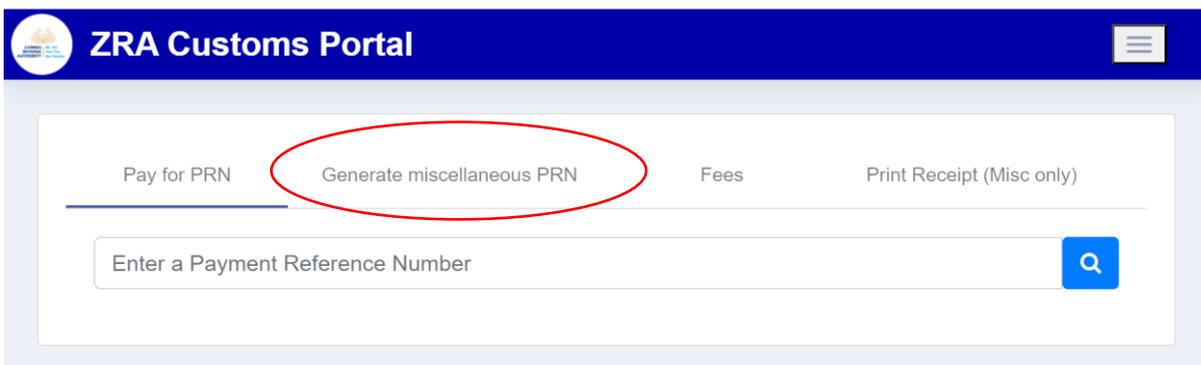
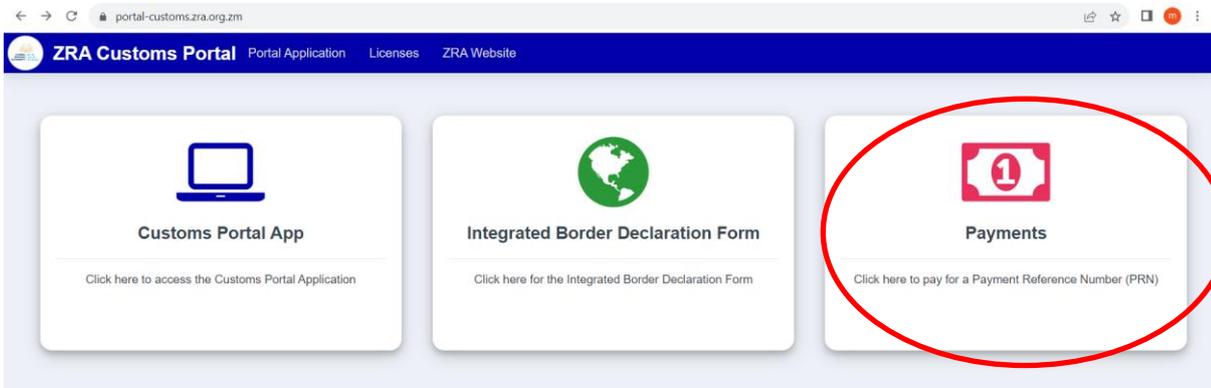
3.0 ACCESS TO THE MISCELLANEOUS DECLARATION PAYMENT

1. The User will navigate to the Zambia Revenue Authority website at www.zra.org.zm
2. The User will then select the Customs Portal tab amongst the options on the home



4.0 GENERATE MISCELLANEOUS PAYMENT REFERENCE NUMBER PRN

The user will then click the Payment tab in order to Generate Miscellenous PRN



The user will click generate Miscellaneous PRN to allow them to fill all the necessary information in all the fields below.

Pay for PRN Generate miscellaneous PRN Fees Print Receipt (Misc only)

| | |
|--|--|
| ID Type (*) <input type="text" value="NRC Number"/> | NRC Number (*) <input type="text"/> |
| Nationality (*) <input type="text"/> | Name (*) <input type="text"/> |
| Email (*) <input type="text"/> | Mobile Number (*) <input type="text"/> |
| Address (*) <input type="text"/> | Vehicle Registration No. (*) <input type="text"/> |
| Customs Office (*) <input type="text"/> | Currency (*) <input type="text" value="ZMW"/> <input type="text" value="Zambian Kwacha"/> |

Items

* - Mandatory

The first input relates to the *personal and vehicle details*. The user will select the ID type from the drop-down menu 'ID Types' and input the personal details vehicle registration number, Customs office and select the Currency from the down menu.

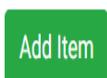
Pay for PRN Generate miscellaneous PRN Fees Print Receipt (Misc only)

| | |
|--|--|
| ID Type (*) <input type="text" value="NRC Number"/> | NRC Number (*) <input type="text" value="336622161"/> |
| Nationality (*) <input type="text" value="MALAWIAN"/> | Name (*) <input type="text" value="JOHN DAKA"/> |
| Email (*) <input type="text" value="djohn@gmail.com"/> | Mobile Number (*) <input type="text" value="0978555555"/> |
| Address (*) <input type="text" value="Chipata"/> | Vehicle Registration No. (*) <input type="text" value="BBA123"/> |
| Customs Office (*) <input type="text" value="MWA - MWAMI BORDER POST"/> | Currency (*) <input type="text" value="ZMW"/> <input type="text" value="Zambian Kwacha"/> |

Items

* - Mandatory

The second part allows the User to select the liability the intend to pay for by clicking on the button 'Add item'. The fields will display on which the user will select the applicable taxes and fees.



For example, council fee is 50 per crossing the applicant should put by 2 if they are making entry and exist crossing. The quantity will be captured on field for quantity.

Items

| | |
|----------------------|--------------------------------|
| Transaction Type (*) | Transaction Reference (*) |
| <input type="text"/> | <input type="text"/> |
| Unit of Measure (*) | Quantity (*) |
| <input type="text"/> | <input type="text" value="0"/> |
| Unit Price (*) | Total Amount (*) |
| <input type="text"/> | <input type="text" value="0"/> |

The user can add multiple Tax types or fees by clicking on the Add Item Icon.

Items

| | |
|----------------------|---------------------------|
| Transaction Type (*) | Transaction Reference (*) |
| LVC COUNCIL LEVY | CROSSING FEES |
| Unit of Measure (*) | Quantity (*) |
| NUMBER | 2 |
| Unit Price (*) | Total Amount (*) |
| 3500 | 7000 |

| | |
|-----------------------------------|---------------------------|
| Transaction Type (*) | Transaction Reference (*) |
| CES4 CES MV CAPACITY 1501 -2000CC | CARBON EMISSION SURTAX |
| Unit of Measure (*) | Quantity (*) |
| NUMBER | 1 |
| Unit Price (*) | Total Amount (*) |
| 350 | 350 |

Total: ZMW 7,350

Add Item

* - Mandatory

Submit

Items

| | |
|--|--|
| Transaction Type (*) MVS MOTOR VEHICLE AGE SURTAX | Transaction Reference (*) CROSSING FEES |
| Unit of Measure (*) NUMBER | Quantity (*) 520 |
| Unit Price (*) 1 | Total Amount (*) 520 |

Total: ZMW 520

Add Item

The user will click on the submit button to register the miscellaneous declaration Payment

| | |
|---------------|------------------|
| Add Item | Total: ZMW 7,350 |
| * - Mandatory | |
| Submit | |

Once the user clicks the submit button, the below message must be displayed for the user to click on Yes to fully submit the Miscellaneous payment.

Generate miscellaneous PRN

| | |
|---|---|
| Transaction Type (*) CES4 CES MV CAPACITY 1501 -2000CC | Transaction Reference (*) CARBON EMISSION SURTAX |
| Unit of Measure (*) NUMBER | Quantity (*) 1 |
| Unit Price (*) 350 | |

Submit data

Are you sure you want to submit this data

Yes Cancel

Total: ZMW 7,350

Add Item

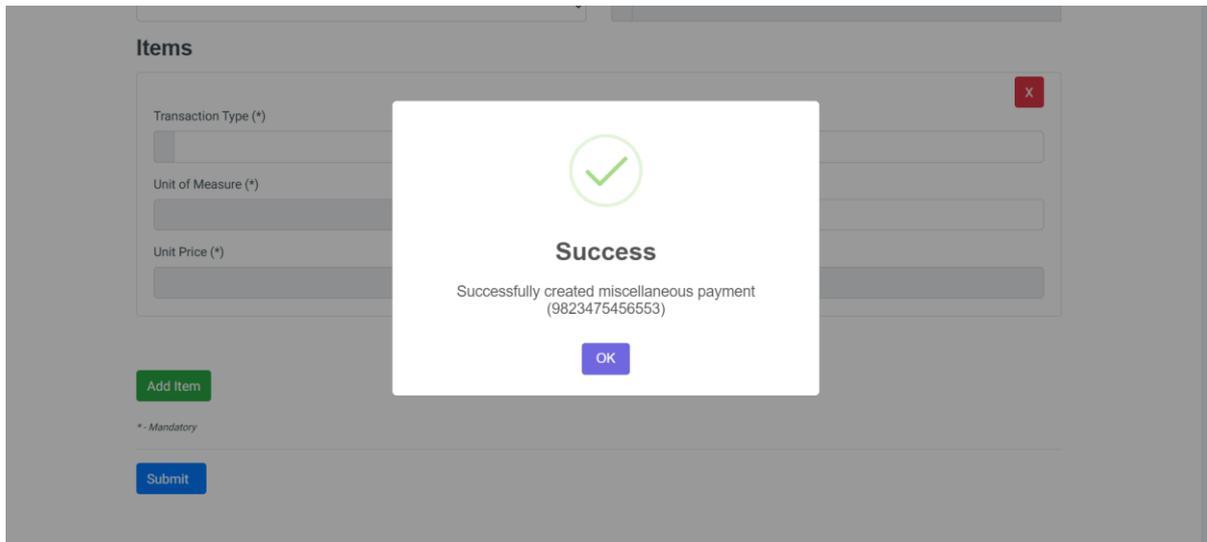
* - Mandatory

Submit

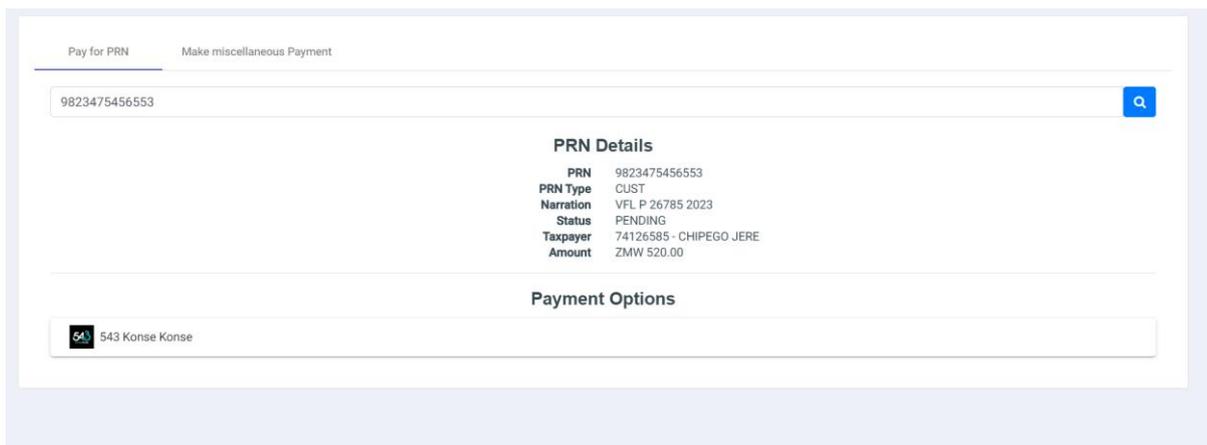
Click [**OK**] to complete the transaction.

If you click [**Cancel**], the miscellaneous payment will not be generated / created.

The form is submitted and PRN will be displayed on the screen.



The user will proceed to make payment by clicking on the payment option below or pay using other payment options.



5.0 CONCLUSION

With this user guide, ZRA expects that Taxpayers will find it easy to navigate through the module and will be encouraged to use it.