



ZAMBIA REVENUE AUTHORITY

Direct Taxes Division

Income Tax Return for Companies or Other Bodies Other than Individuals
Self-Assessment Form
Income Tax Charge Year ended 31st December.....

	<input type="checkbox"/> Original	<input type="checkbox"/> Amended	(Tick as applicable)
	If Amended, give reasons		
	Attachments (if any)		1. 2.
Sr. No	Description	Details	
1	Taxpayer Identification Number (TPIN)		
Taxpayer Details (only fill in 3 to 6 if there has been any changes)			
2	Name of Company	Business Name	
		Trading Name	
3	Postal Address	PO Box	
		Town	
		Province	
		Country	
4	Physical Address	Plot / House No	
		Street	
		Area	
		Town	
		Province	
		Country	
5	E-mail Address		
6	Telephone / Cell Number	Country Code	
		Area Code	
		Number	
7	Accounting Period		

NOTES:

This return with any balance of payment should be submitted to Zambia Revenue Authority NOT later than 21st June
 If the return is submitted later than this date, you will be liable to a penalty under Section 46(4) of the income tax act.
 Failure to submit or submitting a false return is also subject to penalties and/or prosecution. All fields on page 1 are mandatory

FOR OFFICIAL USE ONLY

Officer's Name		<div style="border: 3px double black; padding: 10px; display: inline-block;"> Receiving Office Date Stamp </div>
Officer's Signature		
Date Received		

Part 1 RENTAL INCOME

ANNUAL RENTAL INCOME	TAXABLE INCOME	TAX ASSESSED
1. RENTAL INCOME	xxx	xxx
2. Less Withholding Tax suffered on rental income		xxx
3. Net Tax on rental income (2-1)		xxx

Part 2: INCOME OTHER THAN RENTAL

Section A: Summary of Tax Payable

Assessment of Tax			Amount
1.	Total Tax from all Sources [Schedule 1-3(Line 18)]		
2.	Total Tax From Other Sources (as per attached continuation sheet(s)) – [State Number of extra Sheets]	No of Extra Sheets Attached <input type="text"/>	
3.	Rental income Tax		
4.	Advance Income Tax for the charge year		
5.	Tax Payable /(Repayable) [1+2+3-4]		

Section B: Statement of Financial Position (Balance Sheet) as at __

	1.	Fixed Assets / Non-Current Assets		
	a.	Land and Buildings		
	b.	Plant and Machinery		
	c.	Motor Vehicles		
	d.	Furniture and Fixtures		
	e.	Capital works in Progress		
	f.	Other Assets		
	g.	Intangible Assets		
	h.	Total Fixed Assets (a+b+c+d+e+f+g)		
	i.	Accumulated Depreciation / Amortization		
	j.	Net Book Value of Fixed Assets (h-i)		
	2.	Investments		
	a.	Shares		
	b.	Debentures		
	c.	Fixed Deposits		
	d.	Government Securities		
	e.	Other Investments		
	f.	Total Investments (a+b+c+d+e)		

3.	Current Assets, Loans and Advances				
	a.	Current Assets			
		i.	Inventories		
			a.	Stores / consumables including packing materials	
			b.	Raw Materials	
			c.	Work-in-Progress	
			d.	Finished Goods or Trade Goods	
			e.	Other	
			f.	Total Inventory $(a+b+c+d+e)$	
		ii.	Accounts Receivables/Debtors		
			a.	Trade Receivables/Debtors/Loans	
			b.	Prepayments	
			c.	Other Receivables/Debtors/Loans	
			d.	Total Receivables/ Debtors $(a+b+c)$	
		iii.	Cash and Bank Balances		
			a.	Bank Balances	
			b.	Cash in hand and cash equivalents	
			c.	Total balance available $(a+b)$	
		iv.	Other Current Assets		

		v.	Total Current Assets $[i(f)+ii(d)+iii(c)+iv]$		
	b.	Loans and Advances			
		i.	Loans and advances to related Parties		
		ii.	Loan and Advances to Staff		
		iii.	Deposits (Other than Fixed Deposits)		
		iv.	Loans and Advances to Others		
		v.	Tax Assets		
		vi	Loans to shareholders		
		vii.	Total of Loans and Advances $(i+ii+iii+iv+v+vi)$		
	c.	Total Current Assets, Loans and Advances $(a(v)+b(vi))$			
4.	d.	Current Liabilities and Provisions			
		i.	Current Liabilities		
		a.	Trade Payables/Creditors		
		b.	Liability for leased assets		
		c.	Other Current liabilities		
		d.	Total current liabilities $(a+b+c)$		
		ii.	Provisions		

			a.	Provision for Taxes					
			b.	Provision for Bad Debts					
			c.	Proposed Dividends					
			d.	Employment Related Provisions					
			e.	Other Provisions					
			f.	Total Provisions (a+b+c+d+e)					
			iii.	Total Current Liabilities and Provisions (i(d)+ ii(f))					
	5.		Net Current Assets (c-d(iii))						
	6.		Deferred Tax Assets						
	7.	Total Assets (1j+2f+5+6)							
SOURCES OF FUNDS	8.	Shareholder's Funds							
		a.	Share Capital						
			i.	Issued, Subscribed and Paid Up Capital					
			ii.	Additional Issued Share Capital					
			iii.	Total Share Capital (i+ii)					
		b.	Reserves and Surpluses						
			i.	Share Premium					
			ii.	Capital Reserves					
			iii.	Capital Redemption Reserves					

			iv.	Statutory Reserves		
			v.	Revaluation Reserves		
			vi.	Translation Reserves		
			vii.	Hedging Reserves		
			viii.	Other Reserves		
			ix.	Retained Earnings / Accumulated Profit or Loss or Surplus or Deficit		
			x.	Total Reserves and Surpluses <i>(sum of i to ix)</i>		
		c.	Total Shareholder's Funds <i>(a(iii)+b(x))</i>			
9.	Long Term Liabilities					
	a.	Secured Liabilities				
		i.	Loan from Financial Institutions			
		ii.	Other Loans			
		iii.	Debt securities issued			
		iv.	Due to related Parties			
		v.	Total Secured Liabilities <i>(i+ii+iii+iv)</i>			
	b.	Unsecured Liabilities				
		i.	Loans from Financial Institutions			
		ii.	Other Loans			

		iii.	Payables/Creditors for more than one year		
		iv.	Due to related Parties		
		v.	Total Unsecured Liabilities (i+ii+iii+iv)		
	c.	Total long term/non-current liabilities (a(v)+b(v))			
10.	Deferred Tax Liability				
11.	Shareholder's Funds and Long Term Liabilities (8c+9c+10)				

Section C: Statement of Comprehensive Income (Profit and Loss Account) for the Year Ended __

1.	Sales / Gross Receipts of business or profession (From all sources)				
	a.	Sales / Gross Turnover			
2.	Cost of Sales				
	a.	Opening Inventory			
		i.	Raw materials		
		ii.	Work in progress		
		iii.	Trading/Manufactured goods		
		iv.	Other		
		v.	Total opening Inventory (<i>i to iv</i>)		
	b.	Purchases (raw materials/trade goods)			
		i.	Local Purchases		
		ii.	Imports		
		iii.	Total Purchases and Imports(<i>i+ii</i>)		
	c.	Direct costs			
		i.	Direct wages		
		ii.	Direct Expenses		
		iii.	Total of other direct costs (<i>i+ii</i>)		
	d.	Overheads			
		i.	Rent and rates		
		ii.	Depreciation		
		iii.	Other overheads		
		iv.	Total overheads (<i>i to iii</i>)		
	e.	Closing Inventory			
		i.	Raw materials		
		ii.	Work in progress		
		iii.	Trading/Manufactured goods		
		iv.	Other		
		v.	Total Closing Inventory (<i>i to iv</i>)		
	f.	Cost of sales [2a(v)+2b(iii)+2c(iii)+2d(iv)]-[2e(v)]			
3.	Gross Profit [1(a)-2(f)]				
4.	Other Income				

	a.	Interest earned from sources inside Zambia		
	b.	Interest earned from sources outside Zambia		
	c.	Dividends earned from sources inside Zambia		
	d.	Dividends earned from sources outside Zambia		
	e.	Rent		
	f.	Commissions and Fees		
	g.	Annuities		
	h.	Royalties		
	i.	Realized exchange gains		
	j.	Unrealized exchange gains		
	k.	Profit on disposal of assets		
	l.	Hedging Income		
	m.	Management / Consultancy/ Technical Fees		
	n.	Any other income		
	o.	Total Other Income <i>(total of a to n)</i>		
5.	Operating Expenses			
	a.	Advertisement/Sales Promotion		
	b.	Bad Debts Written Off		
	c.	Royalties		
	d.	Repairs and Maintenance		
	e.	Repairs of Building		
	f.	Freight and Transport		
	g.	Operating Lease Charges		
	h.	Power and Water		
	i.	Fuel and lubricants		
	j.	Provision for Bad and Doubtful Debts		
	k.	Depreciation		
	l.	Rent and Rates		
	m.	Preliminary Business Expenses		
	n.	Stationery and Printing		
	o.	Telephone Expenses		
	p.	Training Expenses		
	q.	Traveling Expenses including foreign traveling		
	r.	Price participation/ environmental rehabilitation and restoration		
	s.	Total Operating Expenses <i>[total from 5(a) to 5(r)]</i>		
6.	Other Expenses (Specify) (make provision to add rows according to number of other expenses)			
	a.			

	h.	Total of Other Expenditure [total from 6(a) to 6(---)]		
7.	Administrative Expenses			
	a.	Audit Expenses		
	b.	Commissions		
	c.	Depreciation		
	d.	Directors emoluments		
	e.	Donations		
	f.	Entertainment		
	g.	Hedging Expenses		
	h.	Legal Expenses		
	i.	Loss on disposal of assets		
	j.	Management/Consultancy Fees		
	k.	Rent and rates		
	l.	Research and Development Expenses		
	m.	Staff Welfare Expenses		
	n.	Technical Fees Paid		
	o.	Employment Expenses		
		i.	Salaries and wages	
		ii.	Subscriptions	
		iii.	Pension Contributions	
		iv.	Share Option Scheme Expenses	
		v.	Employment Costs for expatriate staff	
		vi.	Any other employment costs	
		vii.	Total employment expenses (total of i to vi)	
	p.	Total Administrative Expenses [total from 7(a) to 7(o)(vii)]		
8.	Financing Expenses			
	a.	Financing Lease Charges		
	b.	Interest		
	c.	Bank charges		
	d.	Incidental Costs (Commitment, Guarantee, Arrangement fees etc.)		
	e.	Insurance		
	f.	Realized exchange losses		
	g.	Unrealized exchange losses		
	h.	Total financing expenses [total from 8(a) to 8(g)]		
9.	Profit/(loss) before Tax [3 + 4(o) - 5(s) - 6(h) - 7(p) - 8(h)]			
10.	Income Tax			
11.	Profit after Tax (9-10)			
12.	Proposed dividend			

13.	Profit after tax and dividend (11-12)	
14.	Balance of profit /(loss) brought from previous period	
15.	Balance carried to balance sheet or statement of financial position (13+14)	

Section D: Computation of Chargeable Income from Business as per source

SOURCE 1

INCOME CODE _____
(See Code Table for Income Codes)

Summary Statement of Comprehensive Income (Profit and Loss Account) as per source			
1		Sales / Gross Receipts from business or profession	
2		Cost of sales	
3		Gross Profit [1-2]	
4		Total other income	
5		Total Operating Expenses	
6		Total of Other Expenditure	
7		Total Administrative Expenses	
8		Total Financing Expenses	
9	Profit / Loss per source [3 + 4 - 5 - 6 - 7- 8]		
10	Add non-allowable deductions/expenses		
	a.	Depreciation	
	b.	Entertainment Expenses	
	c.	Donations (to the extent not allowable)	
	d.	Loss on disposal of assets	
	e.	Balancing charge	
	f.	Provision for bad and doubtful debts	
	g.	Preliminary Business Expenses (to the extent not allowable)	
	h.	Unrealized foreign exchange loss [to the extent not allowable]	
	i.	Research and Development Expenses	
	j.	Non cash benefits	
	k.	Motor and housing expenses	
	l.	Other non-allowable deductions/expenses (specify) (make provision to add rows according to number of other expenses)	
	i.		
	ii.		
		Total other disallowable expenses (i+ii+-----)	
	m.	Total amount to be added back (total from a to l(---))	
11.	Less allowable deductions		
	a.	Profit on disposal of assets	
	b.	Capital allowances (portion that relate to source as per schedule 4)	

	c.	Mining prospecting expenditure			
	d.	Mining expenditure			
	e.	Unrealized foreign exchange gains [to the extent allowable]			
	f.	Deduction for employing persons with a disability			
	g.	Other allowable deductions/expenses (specify) (make provision to add rows according to number of other expenses)			
	i.				
	ii				
		Total other allowable deductions (i+ii+----)			
	h.	Total allowable deductions (total of item a to g(---))			
12.	Adjusted Profit/ Loss[9+10(l)-11(h)]				
13.	Brought forward loss of previous year from business activity to be set off against current year of income (Column A of Schedule–6)				
14.	Taxable Profit[12-13]				
15.	Tax on Taxable Profit(apply applicable rate)				
16.	Less Withholding Tax (for this source of income)				
17.	Net Tax Payable / Repayable (15-16)				
18.	Loss to be carried forward to next year for set off, if (12) is negative. If positive write “0”				
Note: Loss incurred by the taxpayer shall not be deducted against any other income of the taxpayer for the year of loss, but shall be carried forward and allowed as deduction in determining chargeable business income of the taxpayer in the following year for the same source, subject to loss carry forward limitations.					

Schedule 1: Summary for Capital Allowances

Sr. No.	Items form part of Capital Allowance	Amount
1.	Capital Allowances on Implements, Plant and Machinery (<i>Part –1 total of column H</i>)	
2.	Industrial Building and Commercial Building Allowances (<i>Part –2 total of column H</i>)	
3.	Farm Improvements, Development, Farm Works Allowances and Farm Dwelling (<i>Part –3 total of column H</i>)	
4.	Capital Allowances on Motor Vehicles (<i>Part –4 total of column H</i>)	
Total		

Part 1: Capital Allowances on Implements, Plant and Machinery

Sr. No.	Item	Type of Allowance	Qualifying Cost	Year of Purchase	Year of first use	Written down value B/F	Applicable allowance rate	Capital allowance for the year	Written down value C/F
	(A)	(B)	(C)	(D)	(E)	(F)	(G)=%	(H)=C*G	(I)
1.									
2.									
3.									
Total									

Part 2: Capital Allowances on Industrial Building and Commercial Building

Sr. No.	Item	Type of Allowance	Qualifying Cost	Year of Purchase/ Construction / Alterations	Year of first use	Written down value B/F	Applicable allowance rate	Capital allowance for the year	Written down value C/F
	(A)	(B)	(C)	(D)	(E)	(F)	(G)=%	(H)=C*G	(I)
1.									
2.									
3.									
Total									

Part 3: Capital Allowances on Mining Deductions, Farm Improvements, Development, Farm Works and Farm Dwelling

Sr. No.	Item	Type of Allowance	Qualifying Cost	Year of Purchase/ Expenditure for the year	Year of first use	Written down value B/F	Applicable allowance rate	Capital allowance for the year	Written down value C/F
	(A)	(B)	(C)	(D)	(E)	(F)	(G)=%	(H)=C*G	(I)
1.									
2.									
3.									
Total									

Part 4: Capital Allowances on Motor Vehicles

Sr. No.	Item	Type of Allowance	Qualifying Cost	Year of Purchase/ Acquisition	Year of first use	Written down value B/F	Applicable allowance rate	Capital allowance for the year	Written down value C/F
	(A)	(B)	(C)	(D)	(E)	(F)	(G)=%	(H)=C*G	(I)
1.									
2.									

3.									
Total									

****Note:** Please use the continuation sheet if necessary for part 1 to 4

Schedule 2: Details of current year losses, if any to be carried forward to future years

Sr. No.	Source code of Income	Loss incurred during charge year
i.		
ii.		
iii.		
iv.		
v.		
vi.		
Total		

Schedule 3: Details of losses of earlier years to be carried forward to future years

Sr. No.	Source code of Income	Charge year to which brought forward loss belongs to	Brought forward loss from earlier years for set off (A)	Loss set off from current year's income (B)	Loss carried forward to future years for set off (A-B)
i.					
ii.					
iii.					
iv.					
v.					
vi.					
Total					

Section E: Shareholding and Shareholder's Emoluments (Add schedules if space is insufficient)

a. Where is the Company Head Office situated b. Where were Directors' meetings held during the tax year under review			
i.	ii.	iii.	iv.
(c) Name and address of each shareholder (if a nominee shareholder, give also name and address of beneficial owner). Indicate which are company Directors or employees by	Number and Class of shares held	Period held if not whole year	Voting rights % attached to shares held

marking (E) (*for <i>unlisted shares only</i>)		From	To	

i.	ii.	iii.	iv.	v.	vi.
(d) In all cases state: Name and Address of the Directors and of the Company Secretary	Fulltime or Part time	Number and Class of shares held	Salary	Directors fees, Bonuses and Allowances	PAYE Deducted

Section F: Related/Associated Persons Transactions

1. Did you have any transactions with related/associated persons in the tax year covered by this return?
2. If yes, you are required to fill out the table below.
 - 2.1. Did you perform any comparability analysis on any benchmarking exercise to determine the arms length prices?
 - 2.2. Do you have documentation that evidences the steps undertaken in 2.1 above for the determination of arms length prices?
 - 2.3. What is the country of tax residence of the ultimate parent company? **Yes** [☐] **No** [☐]
 - 2.4. Did the multinational group you belong to have a restructuring of business transactions or entities in related parties in the tax year? **Yes** [☐] **No** [☐]
 - 2.5. If yes, did this restructuring affect your business transactions? **Yes** [☐] **No** [☐]
 - 2.6. Have you received from or provided to a related party any non-monetary consideration for the performance of services, transfer of property (tangible or intangible), processes, rights or obligations? **Yes** [☐] **No** [☐]
 - 2.7. Have you provided to a related party any services, transfer of property (tangible or intangible), processes, rights or obligations for which the consideration was nil? **Yes** [☐] **No** [☐]
 - 2.8. Is the entity family owned? **Yes** [☐] **No** [☐]
 - 2.9. Was there a transfer of intangibles in the group in the current tax year? **Yes** [☐] **No** [☐]

Transactions with Related/Associated Persons

Nature of Transactions	Received from non – resident related/associated persons	Supplied to non-resident related/associated persons	Received from resident related/associated persons	Supplied to resident related/associated persons
	Amount in Kwacha	Amount in Kwacha	Amount in Kwacha	Amount in Kwacha
Services				
Management and Consultancy				
Technical				
Research and Development				
Commissions				
Others (specify) (provide for addition of rows as the taxpayer specifies)				
Financial				
Interest				
Guarantee fees				
Loans				

Hedging & similar financial instruments				
Others (specify) (provide for addition of rows as the taxpayer specifies)				
Goods				
Processed or finished goods				
Unprocessed goods				
Rents				
Royalties				
License Fees				
Franchise Fees				
Forward contract sales				
Others (specify) (provide for addition of rows as the taxpayer specifies)				
Others				
Reimbursement of expenses				
Cost sharing/cost contribution arrangement				
Employment Costs for expatriate staff				
Others (specify) (provide for addition of rows as the taxpayer specifies)				
Total Value of transactions				

Relative Performance against Consolidated Group Company

	Zambian Company	Holding Company (Consolidated)
Total Assets		
Operating Assets		
Current Liability		
Turnover		
Gross Profit		
Total Expenses		
Operating Expenses		
Operating profit/ loss		

DETAILS OF RELATED PERSONS AND ASSOCIATED TRANSACTIONS FOR INBOUNDS

Name of Related PERSON	Address	Taxpayer Identification Number in Country of Residence	Country of Incorporation/Registration	Country of Tax Residence (Destination of Payments)	Natures of Relationship	Description of Transaction	Aggregate Value of Transactions (Income and expenses should not be offset)	Transfer Pricing method used

DETAILS OF RELATED PERSONS AND ASSOCIATED TRANSACTIONS FOR OUTBOUNDS

Name of Related Party	Address	TPIN in Country of Residence	Country of Incorporation/Registration	Country of Tax Residence (Destination of Payments)	Natures of Relationship	Description of Transaction (Drop down see list on note 1)	Aggregate Value of Transactions (Income and expenses should not be offset)	Transfer Pricing Method used

Note 1.

1. Hire of equipment
2. Royalties
3. Interest
4. Arrangement fees
5. Purchase of tangible assets (e.g. trade stock, capital assets, etc)
6. Purchases of intangible assets (e.g. customer lists, brands, trademarks, goodwill, etc.)
7. Management/ consultancy/technical/service fees
8. Cost contribution arrangements
9. Guarantee fees
10. Reimbursements/recharges
11. Other (Specify)

Summarised details of controlled transactions that give rise to taxable income or tax deductible expenses

Nature of Transactions	Received from non - resident related/associated persons Amount in Kwacha	Supplied to non-resident related/associated persons Amount in Kwacha	Transfer Pricing Method **	Received from resident related/associated persons Amount in Kwacha	Supplied to resident related/associated persons Amount in Kwacha	Transfer Pricing Method

DETAILS OF LOANS TO AND FROM RELATED PERSONS**i): Loans to related persons**

Name of Related person	Initial Amount Advanced	Opening Balance	Closing Balance	Interest bearing(Yes/No Selectable)	Interest Rate

ii): Loans from related persons

Name of Related person	Initial Amount Borrowed	Opening Balance	Closing Balance	Interest bearing(Yes/No Selectable)	Interest Rate

Transactions of capital nature with related persons involving disposal or acquisition of assets (May involve both tangible & intangible assets e.g. machinery, land, buildings, shares, mining rights etc.)

Sr No.	Name of related Person	Situation / Description	Date of Purchase	Purchase Price	Transfer pricing method of purchase	Date of Sale	Sale Price	Transfer pricing method of sale	Tax Paid

Section G: Members of the Cooperative

#	TPIN	Name	Interest held (%)
1			
2			
3			
4			
5			

6			
7			
8			
9			
10			

Section H: Declaration

This return has been completed based on information and details supplied by the taxpayer (Attach ITF 56) Full Name of Tax Agent Signature..... Capacity.....	
I (Full names in Block Letters)declare that this return contains a full and true statement of the income liable to tax for the year to which this form relates and that the information given in this form is true and correct. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Signature of person making the return </div> <div style="width: 45%;"> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Designation </div> <div style="width: 45%;"> Phone </div> </div>	
* THIS RETURN WILL NOT BE ACCEPTED UNLESS THE DECLARATION IS SIGNED.	

Filing Requirements: You are required under the Income Tax Act, CAP 323 to furnish an income tax return to the Commissioner General of the Zambia Revenue Authority through any office of the ZRA located near you. The declaration must be furnished within six months from the end of that year. The Charge Year is a period of 12 months ending on December 31st of each year. This return must provide a true and accurate account of your financial information for the period shown. You are required to make payment of any tax due on or before the due date.

Conflicting Information - The following instructions are provided to assist you in completing this tax return. If there is any conflict between the information below and the Income Tax Act (CAP 323) or its Regulations the Income Tax Act and the Regulations will prevail.

Personal Information

- 1) Legal Name of Taxpayer – Enter the name on the Taxpayer Identification Number certificate issued to you.
- 2) Taxpayer Identification Number –Enter the number as it appears on your certificate. If you do not have one you must apply for TPIN registration.

Filing Status

Note that this return serves as your self- assessment for this charge year and therefore any tax due for this charge year must be paid upon submission of this tax return.

- 1) If this is the first Income Tax Return Form ITF 2A that you have filed for this tax period, tick the “Original” box. If this is an amended return, tick the “Amended” box and complete the additional lines.

2) If you had submitted an original return earlier please enter the acknowledgement receipt number issued to you in the space provided at item 2 on the first page of the return.

3) Enter a brief statement as to the reason you are filing an amended return.

Section A – Enter details of your balance sheet here.

Section B – Enter the Profit and Loss Account details here.

Schedule 1 – 3: This provides for reporting your income from different sources of income here. Should you have more than 3 sources of income please complete as many extra sheets as your circumstances require.

Part 1 – provides for reporting your Capital Allowances on Implements, plant and machinery. Note that each asset must be reported individually.

Part 2 – provides for reporting your industrial building and commercial building allowances. Note that each asset must be reported individually

Part 3 – provides for Farm improvements, Farm works and Farm dwelling allowances. Note that each asset must be reported individually

Part 4 – provides for capital allowances for motor vehicles. Note that each asset must be reported individually

Schedule 4 – This is the summary of capital allowances itemized in Parts 1 – 3 above.

Part 5 - Summary of Tax Payable

Under 1 of this part, add the total tax from only 3 sources namely – Schedules 1 -3. Should you have completed additional schedules for extra sources of income include such additional income under item 2 of this part and please attach those schedules.

The tax payable per item 4 is the total of items 1 -3 under this part.

Tax Rate – use the appropriate tax rate In this column use the appropriate tax rate for each of the income sources. Amount of Tax – Compute the amount of tax applicable.

Penalty -

Section 46(4) - Penalty for late filing: Any person who fails to furnish a return of income for the year of income within the time required, is liable to a penalty of 2000 penalty units for each month or part thereof late.

Declaration

Under sections 100 and 102 of the Income Tax Act, any incorrect return which commits an offence and is liable on conviction to penalties specified by law.

Any further clarifications you may need to enable you comply with your tax obligations must be directed to your local ZRA office or phone the Call Centre 381111/097-281111 or email: advice@zra.org.zm

DISCLAIMER

THIS MANUAL RETURN IS MEANT FOR GUIDANCE ONLY AND THEREFORE SHOULD NOT BE SUBMITTED