

# PROCEDURES ON HOW DORMANT COMPANIES CAN FILE THEIR PROVISIONAL TAX RETURNS ON ITAS PORTAL



## Integrated Tax Administration System

### FILING PROCESS

1

Login to your ITAS portal by entering your username and password

2

Go to returns

3

Click on my returns

4

Click on Search your return

5

Click on the provisional return you wish to submit

6

Click on file your return button

7

Complete the form by entering zero on estimated taxable income

8

Scroll down to declare by clicking in the box

9

Scroll up to enter the verification code

10

Then click on the Submit button

### As an ITAS e-filer you can:

- Modify contact details
- Submit tax returns
- Obtain tax account statements
- Object to any tax assessment;
- Request a tax Good Standing;
- Print a Tax Registration Certificate

Visit <https://itas.namra.org.na> and follow the easy steps today!

[www.namra.org.na](http://www.namra.org.na)



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# CONTACT US

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## **NamRA SATELLITE OFFICE TELEPHONE EXTENSION-OPEN LINES**

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Tsumeb  
Khorixas  
Mariental  
Oranjemund  
Luderitz  
Swakopmund  
Gobabis  
Nkurenkuru  
Omuthiya  
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