

# PROCEDURES ON HOW ACTIVE (OPERATIONAL) COMPANIES CAN FILE THEIR PROVISIONAL INCOME 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 the 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, etc.

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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Mariental  
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