

# PROCEDURES ON HOW ACTIVE (OPERATIONAL) COMPANIES CAN FILE THEIR ANNUAL INCOME TAX RETURNS FOR COMPANIES AND CLOSE CORPORATION ON ITAS PORTAL



**Note:** A Financial Statement displaying all trading activities by the company for the period under review is a mandatory attachment

## Integrated Tax Administration System

### FILING PROCESS

<b>1</b> Login to your ITAS portal by entering your username and password	<b>2</b> Go to returns	<b>3</b> Click on my returns	<b>4</b> Click on Search your return	<b>5</b> Click on the company's return you wish to submit
<b>6</b> Click on file your return button	<b>7</b> Upload financial statements for all trading activities at the attachment container	<b>8</b> Complete Schedule 14 by capturing the income and expenditure incurred during the period	<b>9</b> Check Schedule 16 for the summary	<b>10</b> Check Schedule 17 for tax calculations
<b>11</b> Complete Schedule 28 and 29 by answering the questions as may be applicable to your company	<b>12</b> Scroll down to declare by clicking in the box	<b>13</b> Scroll up to enter the verification code	<b>14</b> 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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## **NamRA SATELLITE OFFICE TELEPHONE EXTENSION-OPEN LINES**

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Tsumeb  
Khorixas  
Mariental  
Oranjemund  
Luderitz  
Swakopmund  
Gobabis  
Nkurenkuru  
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