

PART E – ADJUSTMENTS: Add Back

DESCRIPTION		EMALANGENI only (not cents)													
59	Depreciation														
60	Donations														
61	Provision for Bad Debts														
62	Legal Costs														
63	Private/Personal Expenses														
64	Other Provisions														
65	Unproductive Interest – description in notes section														
66	Other (attach schedule)														
67	TOTAL (Sum of lines 59 to 66)														

PART F – ADJUSTMENTS: Allowable

If you have claimed the following deductions, please state the amounts in the boxes provided (attach a copy of the certificate of approval from Commissioner General)

DESCRIPTION		EMALANGENI only (not cents)													
68	Industrial Building Allowance [s14(1)(d)]														
69	Machinery Initial Allowance [s14(1)(e)(i)]														
70	Infrastructural Initial Allowance [s14(1)(e)(ii)]														
71	Building Initial Allowance [s14(1)(e)(iii)]														
72	Hotel Initial Allowance [s14(1)(h)]														
73	Wear and Tear Allowance [s14(1)(c)]														
74	Bad debts (written off) (attach schedule)														
75	Other (attach schedule)														
76	TOTAL (Sum of lines 68 to 75)														

PART G - ASSESSMENT TO TAX

DESCRIPTION		EMALANGENI only (not cents)													
77	Taxable income/Assessed Loss (Line 54 – 58 + 67 – 76)														
78	Losses brought forward (from previous years)														
79	NET TAXABLE INCOME/(LOSS) (Line 77 – 78)														
80	Tax assessed (L79 x applicable rate)														

PART H – DETAILS OF PAYMENTS

		Date Paid	EMALANGENI only (not cents)												
81	Foreign tax credits (attach certificates and proof of payment)														
82	Provisional Tax	1 st installment:													
83	Provisional Tax	2 nd installment:													
84	Provisional Tax	3 rd installment:													
85	Total provisional tax paid (Line 82 + 83 + 84) (attach proof)														
86	Tax Payable / Refund (Line 80 – 81 - 85)														

If in refund position please indicate how the SRA should treat it

Transfer to future period for Income Tax

Transfer to another tax type

VAT

Customs

Other.....

Refund

PART I - WITHHOLDING TAX – RESIDENTS

		Gross Amount (E)										Amount of Tax deducted (E)									
87	Interest																				
88	Dividends																				
89	Rental Income																				

PART J - WITHHOLDING TAX – NON RESIDENTS

		Gross Amount (E)										Gross Amount (E)									
90	Tax on Interest																				
91	Entertainers / Sportsmen																				
92	Royalty & Management Charge																				
93	Branch Profit Tax																				
94	Contractors (s59)																				

PART K – DETAILS OF DIRECTORS

Name of Director	Personal Identification Number	Taxpayer Identification Number	Amount Paid during the year																	
		Total																		

DECLARATION BY PUBLIC OFFICER

I being the duly appointed Public Officer for the above - mentioned company, declare that the particulars given in this return and also those stated in the accompanying schedules, are true and correct. They are a full and complete disclosure of the total income received/accrued from all sources within the Kingdom of Swaziland by this company during the financial year ended DD / MM / YYYY. I also affirm that such particulars shall be used to update the company's registration details accordingly.

Signature		Date	D	D	-	M	M	-	Y	Y	Y	Y
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Notes for guidance

Please read these notes before completing *IT13 Returns*

General Information

Income tax returns are a legal obligation and as such, it is compulsory to furnish a return on or before the due date.

Completeness

Please note that when completing the income tax return, all the instructions as set out therein have to be strictly adhered to, required information must be provided on the return and where separate schedules are required such schedules must be enclosed.

Inscriptions on the tax return such as **see attached or refer to financial statements** and blank spaces whereas specific information is required, are not acceptable and will render the tax return incomplete.

The return of income form must be accompanied by a complete set of financial statements covering the tax year.

Signing of Tax Returns

Note also that company tax returns are required to be signed by a Public Officer approved by the Commissioner General. Unsigned tax returns and financial statements are not authentic and therefore shall not be considered, and estimated assessments will be raised thereof.

Details of the Company

Please note that the name of the company should be disclosed as it appears on the Certificate of Incorporation and the trade name should be disclosed in the space provided.

Give details of the nature of your business, where the company is operating more than one, state each one as per the description on the licenses. Please note that banking details are necessary for processing a refund and must have been verified by the bank.

Part A Taxpayer Particulars

You are required to fill in your tax particulars in full, including your bank details and details of the public officer.

Part B Statement of Financial Position (Balance sheet)

You are required to fill the balance sheet. Please note that the Commissioner may require additional information before an assessment is raised.

Non-current assets:

Current assets:

Equities:

Liabilities:

Part C Statement of Comprehensive Income (Income Statement)

You are required to fill the income statement. Please note that the Commissioner may require additional information before an assessment is raised.

Income

- Turnover sales:
- Other Income: also include here is income that has its' source or origin in Eswatini even though it may be recovered or recouped outside of Eswatini
- Cost of sales:

Expenditure

- Expenditure and losses actually incurred in the production of income Eswatini, provided such are not of a capital nature as per s14 (1) of the Income Tax Order 1975 as amended

Part D Exempt Income

Income that is exempt from tax in terms of section 12 of the Income Tax Order.

Part E Adjustments (add back)

- Expenses and deductions not allowable in terms of section 15 of the Income Tax Order, 1975 should be added back.

Part F Adjustments (allowable)

Expenses that qualify for deduction in terms section 14 (1) of the Income Tax Order.

Wear and tear allowance

A company should keep an asset register for tax purposes showing the acquisition cost, additions to assets, disposal of assets, wear and tear allowances claimed since acquisition and tax values. Taxpayers should apply wear and tear per the rates issued by the Commissioner General. Wear and tear must be calculated on the reducing balance method unless the taxpayer has obtained written approval from the Commissioner General to use another method.

Part G Tax Computation

Part H Details of payment

- A company is a provisional taxpayer and is required to make provisional payments in three installments in respect of his liability for normal tax in respect of every year of assessment. Such Provisional tax payments are calculated from estimated taxable income of the taxpayer and the computation thereof are provided for in Schedule 4 of the Income Tax Order, 1975, as amended. You are required to insert the correct corresponding amounts in respect of each provisional payment in the spaces provided, receipt numbers and dates, if the space provided is insufficient attach a separate schedule.
- State the date and amount paid as provisional tax in respect of the first, second and third installment.
- A company claiming a credit on tax paid in another country, the income of which is taxable in Eswatini, must include a withholding tax certificate showing the paying entity, payee, income, date of payment and tax paid.

Part I Withholding Tax Residents

Declare the gross amount and withholding tax deducted on payments made to residents during the tax year.

Part J Withholding Tax Residents

Declare the gross amount and withholding tax deducted on payments made to non-residents during the tax year.

Part K Details of Directors

State the names, details and amounts paid to each Director during the year. Where there are more directors than the spaces provided a schedule in the same format as the in the form.