

# **Eswatini Revenue Service**

DOMESTIC TAXES DEPARTMENT

Portion 419 of Farm 50, Along MR103, Ezulwini



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IT 13

# **RETURN OF INCOME -COMPANY**

Tax Year
, , , , , , , , , , , , , , , , , , , ,
Branch Code
Tax Practioner Details

# PART B – Statement of Financial Position (Balance sheet)

	EMALANGENI only (not cents)												
NON C	CURRENT ASSETS												
1	Property, plant and equipment												
2	Intangible assets												
3	Investments												
4	Director/Shareholder loans												
5	Associated company loans												
6	Deferred tax												
7	Other (attach schedule)												
CURR	ENT ASSETS												
8	Inventory												
9	Trade receivables												
10	Cash and cash equivalents												
11	Other receivables												
12	Other (attach schedule)												
13	Total Assets (Sum of lines 1 to 12)												
EQUITY AND LIABILITIES													
EQUIT	Υ												
14	Share capital												
15	Retained earnings												
16	Other reserves (attach schedule)												
NON C	CURRENT LIABILITIES			1	1			1		1	1		
17	Long term loans												
18	Director/shareholder loans												
19	Associated company loans												
20	Deferred tax												
	ENT LIABILITIES			ı	ı			ı		ı	ı		
21	Trade payables												
22	Other payables												
23	Bank overdraft												
24	Short term loans												
25	Other (attach schedule)												
26	Total equity and liabilities (Sum of lines 14 to 25)												

PART C – Statement of Comprehensive Income (Income statement)

DESCRIPTION EMALANGENI only (not cents)							)						
INCOM	IE .												
27	Turnover / Sales												
28	Cost of sales												
29	Gross profit / loss (Line 27 – 28)												
30	Income other than turnover (attach schedule)												
31	TOTAL INCOME (Line 29 + 30)												
EXPEN	NDITURE												
32	Accounting fees												
33	Consulting fees												
34	Provision for Bad debts												
35	Management fees												
36	Commission paid												
37	Depreciation												
38	Director's fees												
39	Electricity												
40	Entertainment												
41	Insurance												
42	Interest / Financial Charges												
43	Lease Payment												
44	Legal Costs												
45	Rates												
46	Rental Paid												
47	Repairs and Maintenance												
48	Royalties and License Fees												
49	Salaries and Wages												
50	Telephone												
51	Travel Costs												
52	Other (attach schedule)												
53	TOTAL EXPENSES (Sum of lines 32 to 52)												
54	ACCOUNTING PROFIT/LOSS FOR THE YEAR (Line 31 – 53)												

# PART D - Exempt Income

DESCRIPTION			EMALANGENI only (not cents)										
55	Exempt organisations, associations (Section 12)												
56	Exempt dividends												
57	Other (attach schedule)												
58	Total exempt income (Line 55 +56 + 57)												

#### PART E - ADJUSTMENTS: Add Back **DESCRIPTION EMALANGENI only (**not cents) Depreciation 59 60 **Donations** 61 Provision for Bad Debts **Legal Costs** 62 63 Private/Personal Expenses Other Provisions 64 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)] Infrastructural Initial Allowance [s14(1)(e)(ii)] 70 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) Other (attach schedule) 75 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) **NET TAXABLE INCOME/(LOSS) (Line 77 – 78)** 79 80 Tax assessed (L79 x applicable rate) **PART H – DETAILS OF PAYMENTS** Date Paid **EMALANGENI only (**not cents) Foreign tax credits (attach certificates and proof of payment) 81 1<sup>st</sup> installment: Provisional Tax 82 2<sup>nd</sup> installment: **Provisional Tax** 83 Provisional Tax 3<sup>rd</sup> installment: 84 85 Total provisional tax paid (Line 82 + 83 + 84) (attach proof) Tax Payable / Refund (Line 80 – 81 - 85) 00

00	Tax Payable / Refund (Line 60 – 61	- 00)											
If in refund position please indicate how the SRA should treat it													
	er to future period for Income Tax er to another tax type	VAT _	Customs			Othe	r				 		

# **PART I - WITHHOLDING TAX - RESIDENTS** Amount of Tax deducted (E) **Gross Amount (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** Contractors (s59) 94 **PART K – DETAILS OF DIRECTORS Personal Taxpayer Name of Director Amount Paid during the year Identification Number Identification Number** 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.

Date

Signature

M

# **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 spec ific 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 r eturns 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 ope rating 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.