

Date Received

FOR INSTRUCTIONS SEE PAGE 4

MALAWI REVENUE AUTHORITY

INCOME TAX DIVISION

Note - Failure to render return or obtain an extension within the period prescribed by law entails liability to penalties

INCOME TAX,

RETURN BY THE PUBLIC OFFICER OF A COMPANY

File No.

To:
Public officer of

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.....
.....

OFFICIAL
INCOME TAX DIVISION

You are hereby required, under the provisions of the Taxation Act (Cap 41:01), to make on this form a true and correct return on behalf of the above-named Company of the income received by or accrued to the Company during the Twelve Months ended..... The declaration on page 3 must be signed and the completed form posted, or delivered to the Commissioner General, P/Bag 247, Blantyre, within the period prescribed by law from the date of issue.

Provided the circumstances so warrant, a reasonable extension of time beyond the 180 days, within which to render this return will be allowed if immediate application is made to the Commissioner General, giving the reasons for the request.

Commissioner General

DATE OF ISSUE

[Empty box for DATE OF ISSUE]

INFORMATION REQUIRED

- (a) Is the Company incorporated in Malawi?
- (b) If not, where is it incorporated?
- (c) State below the Names and Addresses of all Directors:

NAME	ADDRESS	PERIOD DIRECTORSHIP HELD IF NOT FOR WHOLE PERIOD COVERED BY ACCOUNTS	
		From	To
.....
.....
.....

If the above space is insufficient, a separate schedule giving the required particulars should be attached.

- (d) State the Name (s) and Address (es) of any Shareholder (s) who during the period covered by the Accounts held more than 20 per cent of the total issued Share Capital:

Name and Address of Shareholder (If nominee shareholder, give also name and address of beneficial owner)	Number and Class of Shares held	PERIOD SHARES HELD IF NOT FOR THE WHOLE PERIOD COVERED BY ACCOUNTS	
		From	To
.....
.....
.....

If the above space is insufficient, a separate schedule giving the required particulars should be attached.
Return of shareholdings and of dividends received or accrued during the twelve months ended.....

SCHEDULE 1. Shares held by the company for its own benefit, or shares held by some other person on its behalf in companies incorporated in Malawi.

Name of Company	No. and Class of Shares held	DIVIDENDS		Name and Address of person in whose name Shares are held
		Net Amount Received or Accrued K	t	
.....
.....
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TOTALS	

SCHEDULE 2. Shares held for the benefit of other person.

Name of Company	No. and Class of Shares held	Net Amount Of Dividends		Name and Address of person for whom name Shares are held
		K	t	
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.....
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TOTALS	

STATEMENT OF THE INCOME received by or accrued to or in favour of the company during the twelve months of the company's accounting period. Every section must be completed. If Nil, state "Nil". The instructions on page 4 should be carefully read before this statement is completed

Amount of Income from each Source	Notes	SOURCE OF INCOME	Office Use Only
	1. From the Trade of Business of		K
	NOTE-For full instructions as to the nature of accounts, statements and information required, see paragraph II, page 4. If a loss has been incurred the accounts must nevertheless be furnished		
	2	From Rents Property. Statements to be attached giving details set out in paragraph III, page 4. Gross Rentals Accrued. K Less Deductions, as detailed in statement K Net Rentals. <u> K </u>	K
If such interest has been included in the receipts returned above in respect of trade the fact should be stated.	3.	From Interest and Debenture Interest; Interest (other than interest on Post Office Saving Bank Accounts) received or accrued from sources in Malawi	
	4.	From any other source in Malawi Statement to be attached giving full particulars,	K
	Totals for the year ended.....		K

**DECLARATION
(WHICH MUST BE COMPLETED AND SIGNED)**

I hereby declare that this return contains a full, just and true account of the required particulars in regard to income of
for the twelve months ended.....

Date
Signature of Public Officer of the Company
Address for service of notices etc.

DETAILED INSTRUCTIONS

Paragraph 1-Year for return

The income to be returned is that received or accrued during the twelve months of the company's accounting period.

Paragraph II-Income derived from a trade or business

(a) In computing the income to be entered on page 3, any amounts received or a accrued under any contract made within Malawi for the sale of goods, irrespective of the place of delivery of such goods, must be taken into account. Any remuneration for services rendered or work done in the carrying on in Malawi of any trade or business wherever such remuneration is payable and wherever the payer is resident, must be included.

(b) COMPANY TRADING OUTSIDE MALAWI

Where the business of a company, other than a company carrying on the business of insurance, extends to any other country and if it is impracticable or impossible to ascertain the taxable income of the company in the ordinary manner laid down in the legislation, the company must submit proposals for the determination of its taxable income in some alternative manner. The fullest particulars must be submitted supporting the proposals of the company, which must also follow as closely as possible, the general provisions of legislation respecting the determination of taxable income.

ACCOUNTS

The return must be supported by the last printed (or manuscript) accounts of the company as a whole, which should include:-

- (i) Balance Sheets;
- (ii) Trading Account;
- (iii) Profit and Loss Account;
- (iv) Appropriation Account;
- (v) Auditors' and/or Directors' Report

If the company has its Chief Office outside Malawi or carries on business outside Malawi, an account showing the actual profits earned or income receive in Malawi should also be annexed, unless the Commissioner has agreed to accept a return on some other basis (see above).

NOTES- (1) The Commissioner has power to call for the production of books, accounts or any other documents.

- (2) A certificate or statement by the person who prepared the accounts recording the extent of the examination by him of the books of accounts and of the documents from which the books were written up must be furnished.
- (3) Any person who has prepared any balance sheet, statement of assets and liabilities, or account for the company is required to furnish it with the certificate or statement required above.

Paragraph III-Income from rents

Details required in respect of each property:

- (a) Description of property, street name and number, etc;
 - (b) Names of tenants and rent accrued from each;
 - (c) Deductions claimed in respect of each property,
 - (i) Rent not recovered;
 - (ii) Rates;
 - (iii) Repairs, i.e., sums actually incurred for repairs resulting from the letting of property (detailed lists of all repairs claimed must be furnished);
 - (iv) Insurance
 - (v) Interest (showing names and address of all persons to whom interest is payable and amount payable to each persons);
 - (vi) Other expenses.
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