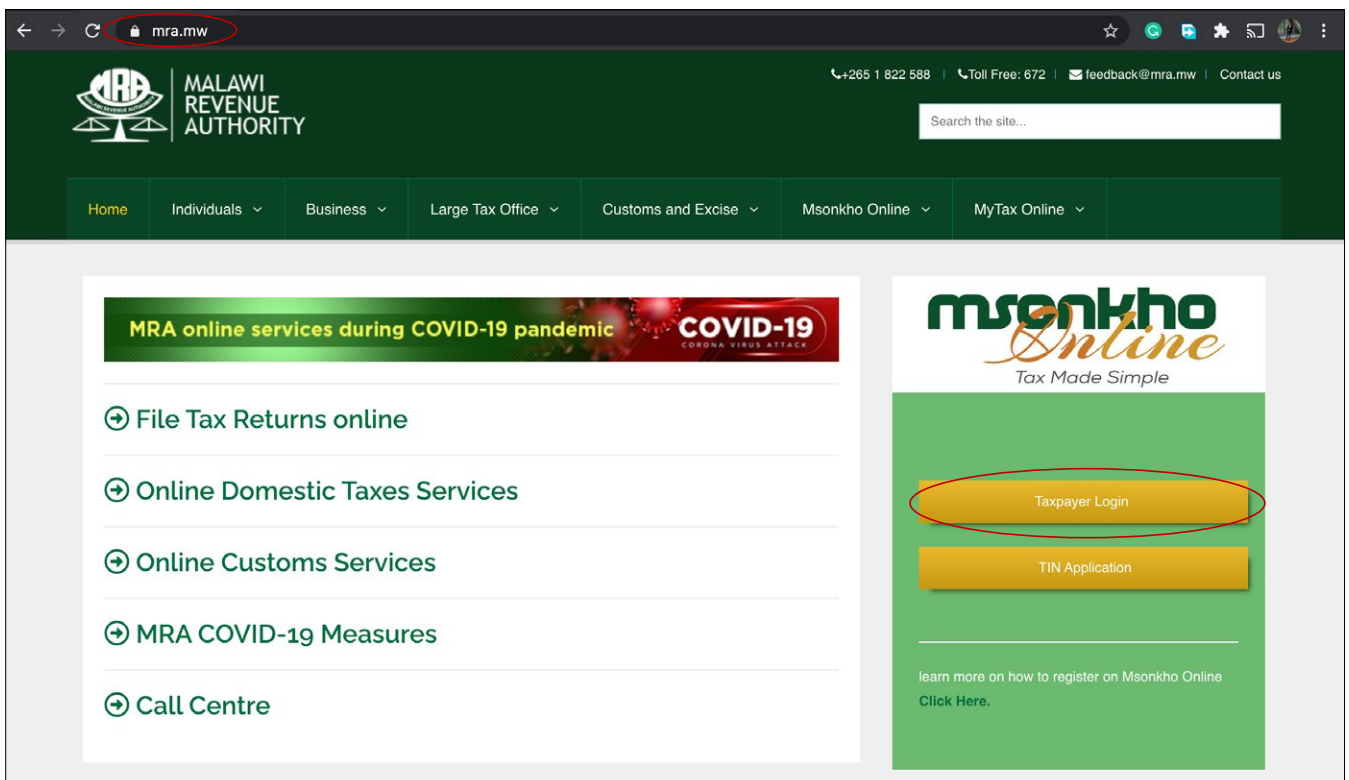


ONLINE DOMESTIC EXCISE FILING E-GUIDE

Dear taxpayer, in order to file tax return for Domestic Excise please follow the steps below:

STEP 1

ON YOUR BROWSER TYPE “www.mra.mw”
Then “**Taxpayer Log in**”



The screenshot shows the MRA website interface. The browser address bar displays 'mra.mw'. The website header includes the MRA logo, contact information (+265 1 822 588, Toll Free: 672, feedback@mra.mw, Contact us), and a search bar. The main navigation menu contains: Home, Individuals, Business, Large Tax Office, Customs and Excise, Msonkho Online, and MyTax Online. A central banner reads 'MRA online services during COVID-19 pandemic' with a 'COVID-19 CORONA VIRUS ATTACK' graphic. Below the banner is a list of services: File Tax Returns online, Online Domestic Taxes Services, Online Customs Services, MRA COVID-19 Measures, and Call Centre. On the right side, the 'msonkho Online Tax Made Simple' logo is displayed above a green panel containing two yellow buttons: 'Taxpayer Login' (circled in red) and 'TIN Application'. At the bottom of the green panel, there is a link: 'learn more on how to register on Msonkho Online Click Here.'

STEP 2

ON TAXPAYER LOG IN PAGE TYPE “Username” then “Password” then Click “Log in”

msonkho-online.mra.mw/#/security/login/taxpayer

msonkho Online
Tax Made Simple

TAXPAYER LOGIN

Username

Password

Log in Cancel

Forgotten your password?

Not registered yet? Register Now

Efficiency | Convenience | Automation

STEP 3

LOG IN MSONKHO ONLINE AND CLICK “Submit a Return Button”

msonkho Online
Tax Made Simple

HOME MY ACCOUNT MY TAX MY AGENTS SUPPORT

Register As Agent
Submit a Return
Make a Payment
NEED HELP? Chat Now

Welcome to your Tax Services portal

Account Type	Balance
Suspense	0.00
Capital Gain Tax(CGT)	2,925,293.84
Non Resident Tax(NRT)	0.00
Domestic Excise	2,089,000.00
Fringe Benefit Tax	0.00
PAYE	158,300.00
Domestic VAT	44,250,000.00 CR

Taxpayer Notification

STEP 4

ON RETURNS SUMMARY WINDOW WITH RETURNS OUTSTANDING CLICK
“Domestic Excise Tax (CGT)” under Select

Returns Summary

Select	Tax Type	Returns Outstanding
<input type="radio"/>	Capital Gain Tax(CGT)	N/A
<input checked="" type="radio"/>	Domestic Excise	1
<input type="radio"/>	Non Resident Tax(NRT)	N/A
<input type="radio"/>	PAYE	2

Domestic Excise

Select	Period	Return Document
<input checked="" type="radio"/>	2022/01	Domestic Excise Return

[Continue](#)

STEP 5

CLICK “Download Template” SAVE IN YOUR COMPUTER
“Key In Details” CLICK “Upload Details” AND CLICK “Next”

DOMESTIC EXCISE RETURN - SUMMARY

Period: 2022/1
NIL Return?

UPLOADS

- TRANSACTION INFORMATION ON DOMESTIC EXCISE TAX COMPUTATION ON GOODS
[Download Template](#) [Upload Details](#)
- TRANSACTION INFORMATION ON RAW MATERIAL USED CALCULATION FOR GOODS
[Download Template](#) [Upload Details](#)
- TRANSACTION INFORMATION ON DOMESTIC EXCISE TAX COMPUTATION FOR SERVICES
[Download Template](#) [Upload Details](#)

[Save As Draft](#) [Cancel](#) [Next >](#)

STEP 6

DOCUMENTS TO UPLOAD

GOODS TAX COMPUTATION

	A	B	C	D	E	F	G	H	I	J	K	L
25												
26	TABLE DATA											
27	1. Nature of Activity	2. Product Type	3. Opening Units	4. Units Produced	5. Closing Units	6. Units Disposed	7. Value of Disposed Units (Goods)	8.1 Return Inwards	8.2 Destructions	8.3 Exports	8.4 Duty Free Supplies	8.5 Other Specify
28	MANUFACTURING	AUDIO_TAPES	50	30	40	40	500000	40000	2000	5000	1000	0
29												
30												

RAW MATERIALS USED

	A	B	C	D	E
8					
9	TABLE DATA				
10	1. Type of Raw Materials	2. Unit of Measure	3. Opening Raw Materials	4. Raw Materials Purchased	5. Closing Raw Materials
11	Plastic Covers	Kg		10	15
12					

SERVICES TAX COMPUTATION

	A	B	C	D	E	F
1	Nature of Activity	Description of Service/ Activity	Quantity/ Volume	Gaming Receipts/ Value of Airtime	Deductions	Excisable Value
2	SERVICE	AIRTIME	100	5000000	300000	4700000
3						
4						

STEP 7

DOMESTIC EXCISE RETURN SUMMARY CHECK IF THE DETAILS ARE CORRECT TICK TO “**CERTIFY**” then “**SUBMIT**”

HOME MY ACCOUNT MY TAX MY AGENTS SUPPORT

DOMESTIC EXCISE RETURN
DOMESTIC EXCISE RETURN - SUMMARY

DOMESTIC EXCISE RETURN - SUMMARY

DOMESTIC EXCISE INFORMATION AND CALCULATION DETAILS ON GOODS

5.1 Total Value of Disposed Units on Goods	5,000,000.00
5.2 Total Deduction on Goods	60,000.00
5.3 Excisable Value On Goods	4,940,000.00
5.4 Excise Amount on Goods	494,000.00
7.1 Total Gaming Receipts / Value of Airtime on Services	
7.2 Total Deductions On Services	
7.3 Excisable Value On Services	
7.4 Excise Amount On Services	
Processing Fees	10,000.00
Total Excise Amount on Goods and Services	494,000.00
Total Excise and Processing Fees	504,000.00

I hereby certify that the information given in this DOMESTIC EXCISE Return is true and correct

< Previous

Print
Cancel
Submit

STEP 8

CONFIRMATION WITH REFERENCE NUMBER

The screenshot shows the top navigation bar of the msonkho Online Excise website. The navigation menu includes: HOME, MY ACCOUNT (with a dropdown arrow), MY TAX (with a dropdown arrow), MY AGENTS, SUPPORT (with a dropdown arrow), a user profile icon with a dropdown arrow, and a scale of justice icon. The main content area features a white box with a green border containing the following text:

Confirmation

Your Excise Returns request has been submitted successfully. Your reference number is: DEXR/00004887/2021

[Cancel](#)