



# EMPLOYER'S DATA FORM



Levy declaration for basis period \_\_\_\_\_  
TPIN \_\_\_\_\_

## SECTION 1: BASIC INFORMATION – Please provide the required information in the blank spaces below:

1.	Employer's Name	
2.	Sector of the Industry	
3.	Employer's Postal address	
4.	Employer's Physical address	
5.	Location details (street name, building name, etc.)	
6.	District	
7.	Phone number	
8.	E-mail:	
9.	Contact person/office	
10.	Number of Employees	Male: _____ Female: _____ Total: _____

## SECTION 2: PAYROLL INFORMATION – Please provide gross emoluments of the basis year by months as follows:

Month	Emoluments
July 20...	
August 20...	
September 20...	
October 20...	
November 20...	
December 20...	
January 20...	
February 20...	
March 20...	
April 20...	
May 20...	
June 20...	
<b>Total gross emoluments paid (basis of TEVET levy calculation)</b>	

## SECTION 3: CALCULATION OF TEVET LEVY

<b>Calculate the TEVET levy amount</b>
Take 1% of total in Section 2 above (TEVET levy for the year)

## SECTION 4: DECLARATION

Name of Officer providing information: \_\_\_\_\_  
Designation of Officer: \_\_\_\_\_

I declare that the information that I have prepared on behalf of \_\_\_\_\_  
(Name of Employer) is true and can be verified objectively by any independent person that may  
be appointed by the TEVET Authority.

Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_



Official Stamp/Seal in this place

## SECTION 5: DISSEMINATION OF EMPLOYER DATA FORM

Please send two duly filled Employer Data Forms to addresses as follows:

<b>Copy 1 to:</b> The Director of Finance, TEVET Authority, TEVETA House, Capital City, Private Bag B406, Lilongwe 3.	<b>Copy 2 to:</b> The Commissioner of Domestic Taxes, Malawi Revenue Authority, Msonkho House, Private Bag 247, Blantyre.
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## SECTION 6: PAYMENT OF TEVET LEVY INTO THE TEVETA ACCOUNT BY STAKEHOLDERS

Payment calculated in Section 3 above shall be deposited in the bank account as follows:

Account Name	: TEVET Authority
Bank Name	: Standard Bank
Bank Branch	: City Centre
Type of Account	: Malawi Kwacha (Current Account)
Account Number	: 140032075300
Swift code	: SBICMWMX

If any Standard Bank branch is not available in your location, take the payment to the Malawi Revenue Authority Station nearest to you where you will get a TEVETA/MRA Receipt for your payment of the TEVET levy.

Once you deposit the cheque or cash into the TEVETA Account, you will receive a printed acknowledgement receipt of your payment at the Standard Bank branch.

Please stamp this form with your official stamp or seal