



Namibia Tourism Board

TOURISM LEVY RETURN & STATISTICS FORM

Instructions:

1. Always state the **NTB Registration Number** in your correspondence and Remittance Forms. The NTB Registration Number is issued by the NTB for each registration establishment and consists of 3 letters defining the category of the establishment followed by a five digit serial number (e.g. *NTB Registration number for a lodge would be: LOD00035*)
2. Always state the **Payment Reference Number** on Bank Transfer / Deposit slips, on the electronic payment transactions and / or cheques accompanying any Tourism Remittance Forms. This Payment Reference Number consists of the NTB Registration Number followed by the **Payment Reference Code**. The Payment Reference Code consists of a combination of characters defining the MONTHS and the YEAR of the levy Period it is applied to (**EXAMPLE** the Payment Reference Code for the levy period January & February will be M0102Y05)

In this case **M** stands for the month, **0102** represents the months of January and February, **Y** stands for year and **05** for 2005.

Thus the Payment Reference Number for an establishment with the NTB Registration Number LOD00035 and the levy period January & February 2005 is as follows:

(LOD00035M0102Y05 (EXAMPLE ONLY))

3. Full complimentary refers to free overnight stay if each given guides or other guest (i.e. for educational) where no leviable revenue (zero payment for bed & breakfast) was charged. Stipulate actual nights when full complimentary was given for each month.
4. Complete one Remittance form for each month of each levy period. Clearly mark the month for which you complete the form for.
 - Each form for the 1st month of a levy periods as well as for the 2nd month of levy period, must be submitted on or before the end of the following month.
 - If the establishment fails to pay the due date, the applicable 5% penalty amount should be added to that months levy's amount to get the total amount payable. **Do not round off the amount payable.**

5. Levy Payment Periods are as follows

<u>Months</u>	<u>Payment due</u>	<u>Months</u>	<u>Payment due</u>
January/February	End of March	March/April	End of May
May/June	End of July	July/August	End of September
September/October	End of November	Nov/Dec	End of January

6. Payment or proof thereof, for the appropriate levy period, must accompany the Remittance forms when submitted. Enclose the payment (crossed cheque) or payment details (copy of bank transfer slip or copy electronic payment transaction) fir the levy period.
7. Complete in triplicate: 2 copies to be returned to NTB and 1 copy to be kept for own record. Ensure that you complete fully relevant of the form.
8. **Please note:** Even if no guests were received or no income was generated at all for a given month of levy period, Remittance Form must still be submit with a letter stating so.
9. **NB: Levy payment can be made at the NTB main office between 8:30 to 16:00 and any First National Bank Branch, Acc Name: Namibia Tourism Board Levy Account, Account No: 620 7274 7193, Branch Code: 281872, Swift Code: FIRNMANX**
10. **Charge for late Payment:** In terms of Government Notice No. 137, Schedule 5 of Government Gazette No. 3235 an owner, who fails to pay the levy in full the last day for payment prescribed by regulation 4(2)a, must pay, in addition to the levy, a charge equal to 5 percent of any outstanding amount of the levy in respect of each month or a part of a month during which the outstanding amount remains unpaid.

WARNING

There are severe penalties for levy when due or submitting a falsified return. In terms of Government Notice No. 137, Schedule 6 Government Gazette No. 3235 a fine not exceeding N\$4000 or sentence of imprisonment not exceeding one both may be imposed upon conviction.