



## **PUBLIC NOTICE: PUBLIC OFFICER RESPONSIBILITIES**

The Zimbabwe Revenue Authority wishes to advise companies that for tax purposes they are required to appoint Public Officers to manage their accounts. Public Officers have specific duties and responsibilities stipulated in the Taxes Acts. To register Public Officers, companies must utilise the recently implemented TaRMS system, which was introduced in October 2023. Public Officers are responsible for assigning roles in TaRMS to other company employees involved in tax-related matters. Therefore, companies are advised to take note of issues detailed in this Public Notice to ensure seamless utilisation of TaRMS for the submission of returns and account management.

### **Role of Public Officer in TaRMS:**

- a. The Public Officer is the legal representative of the Taxpayer and should be a senior official in the Company/Organisation, resident in Zimbabwe and should be a signatory to the Taxpayer's bank accounts.
- b. Every notice, process or proceeding may be given to, served upon or taken against any Company/Organisation may be given to, served upon or taken against its Public Officer, or Representative (Sections 53, 54 and 61 of the Income Tax Act; and or Section 47 of the VAT Act).
- c. Is required to, among other many requirements, submit/amend duly completed tax returns and make payments for tax liabilities that may arise from the submitted returns.
- d. Can assign roles in SSP to Taxpayer's officials who are referred to in TaRMS as Assignees. Assignees assigned roles, can submit, amend and view tax returns under the assigned roles. Actions of the Assignees are treated as the actions of the Public Officer.

### **A Public Officer is not:**

- a. A person appointed for just fulfilling a requirement of the tax law but has great tax responsibilities;
  - b. A person who is not supposed to know some tax issues of the company;
  - c. A person the company does not trust or have confidence in;
  - d. A person who cannot stand up to support tax compliance requirements;
  - e. A person who is interested in knowing and implementing tax issues;
2. How to change a Public Officer in SSP.
- a. The changes in SSP can be done by the outgoing Public Officer.
  - b. Where the outgoing Public Officer is no-longer available to make the changes in SSP, Taxpayer can complete a REV2 Form and submit to ZIMRA Office where the TIN is registered, and such a change will be effected by ZIMRA on behalf of the taxpayer.

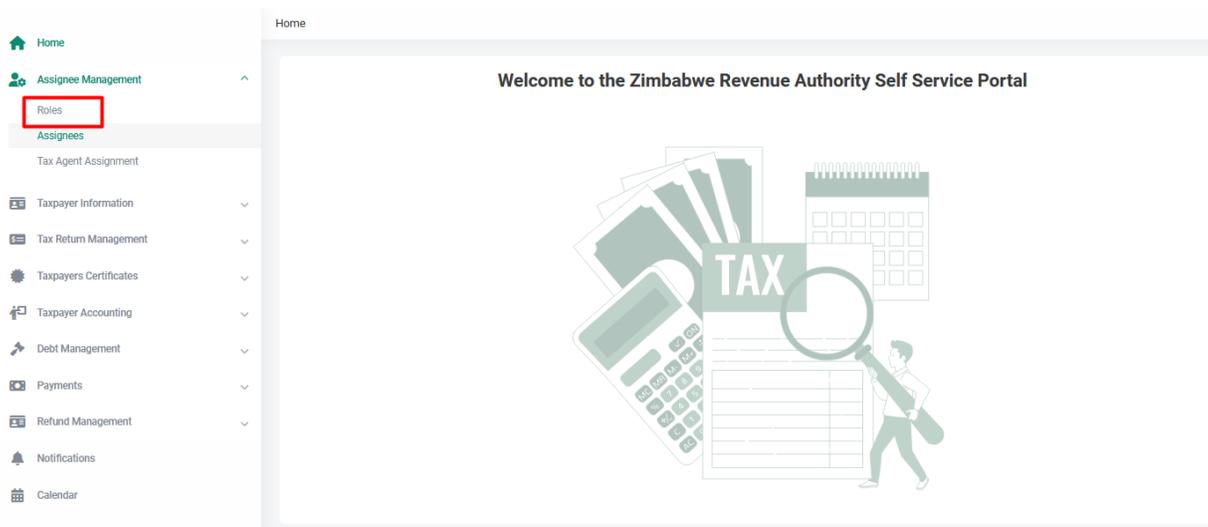
- c. Upon changes being effected, the outgoing Public Officer/Representative will cease to have access to the taxpayer SSP profile, while the incoming Public Officer/Representative will now assume access.

### 3. How to assign roles in SSP?

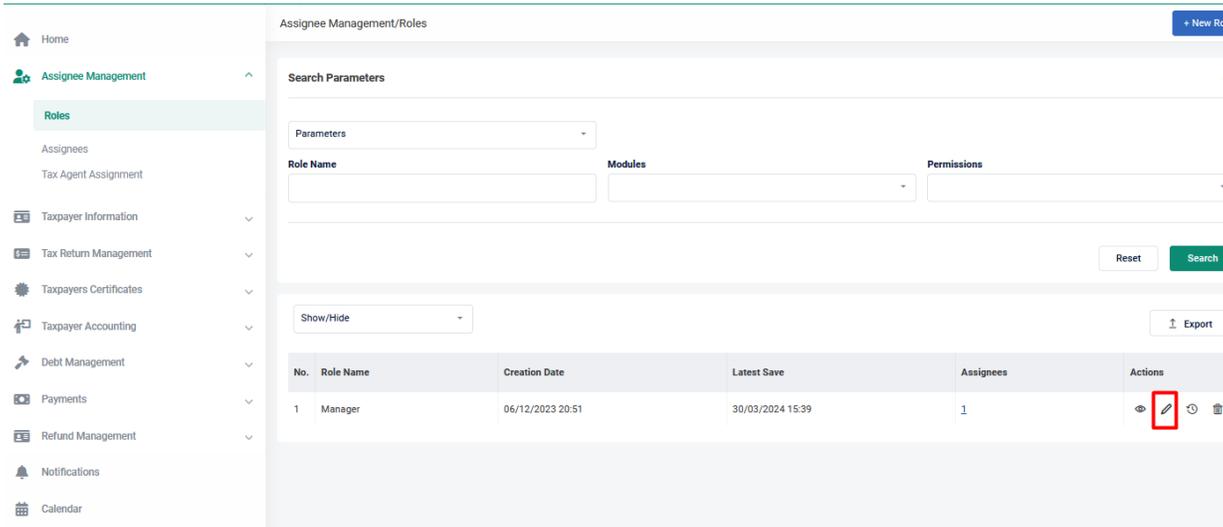
#### A. Steps to Create Assignee Roles to Assignees

Taxpayer Assignee Roles should be created by the Public Officer.

- a. Public Officer Logs into their SSP Profile.
- b. Public officer selects the TIN on the drop down.
- c. User goes under Assignee Management Menu and selects Roles sub-menu



- d. User Scrolls on the list of Roles and under **Actions** column clicks Edit to update the desired role



- e. Scroll down to Attributes, under Application Type scroll down and select all the application types the assignee user should be given rights.

NB; This is where the Public Officer can select PAYE Return as well on the list if the user should see

# the payroll

Assignee Management/Roles

Role Name \*

Manager

Permissions

Available

Modules

Permission

Selected

Modules

Permission

Select All [Reset](#)

- See authorized persons tab
- See history tab
- Export Tax Returns
- View E-Agreement
- Download vat certificate
- Search\_View Details\_View Comment of Instalment Plan Applicati
- Edit business details
- Download excise duty certificate
- Delete Tax Return
- Terminate Assignment
- Edit branches details

Attributes

Document type

Application type

Individual Registration, Business Organizatio...

Development Partner Registration Applicatio...

Cancel

Save

Assignee Management/Roles

Role Name \*

Manager

Permissions

Available

Modules

Permission

Selected

Modules

Permission

Select All [Reset](#)

- Export Tax Returns
- View E-Agreement
- Delete Tax Return
- Read Pending Tax Returns
- Edit Tax Return
- Search Certificate Requests
- Export E-Agreement
- Edit E-Agreement
- Amend E-Agreement
- Create Tax Return
- Download PDF E-Agreement
- Amend Tax Return

Attributes

Document type

Individual Registration, Business Organizatio...

- PAYE Tax Return
- Payment
- Return for Remittance of PAYE on Pens...
- Refund from single account to taxpayer...
- Change Single Account application
- Return for Remittance of PAYE on Pens...

Cancel

Save

f. Click Save to finish the process

## B. Steps to Un-Assign an Assignee

- a. Click on **Assignee Management**,
- b. Click **Assignee**,
- c. Click **Delete assignee** (represented by X)
- d. Click **Search** and select the Assignee to be un-assigned or deleted
- e. Click on the X
- f. Click **SAVE**

For any queries, contact the ZIMRA **Contact Centre** or **nearest ZIMRA Office**. See below details.

*My Taxes, My Duties: Building My Zimbabwe!!*

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