



## SHISHYA PNG COMPLIANCE CALENDAR 2016

Obligations	Frequency	Format	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Financial Statements<sup>1</sup></b>	Annual	As prescribed					31							
<b>Annual General Meeting<sup>2</sup></b>	Annual	N/A						30						
<b>Annual return<sup>3</sup></b>	Annual	Form 22 / Form 50						30						
<b>Company Tax return</b>	Annual	Form C						30						
<b>Income tax returns (Others)</b>	Annual	Form P/Form I/Form B												
<b>Training Levy Return<sup>4</sup></b>	Annual	Form TL												
<b>Group Employer Reconciliation Statement</b>	Annual	Form S1/S6		14										
<b>Interest Withholding Tax Reconciliation</b>	Annual	Form I2	21											
<b>Business Income Payment Tax Reconciliation<sup>5</sup></b>	Annual	Form P8			15									
<b>Dividend Withholding Tax Reconciliation</b>	Annual	Form D2	21											
<b>Foreign Contractor Annual return</b>	Annual	Form F2	21											
<b>Management Fee Withholding Tax Reconciliation</b>	Annual	Form M2	21											
<b>Royalty Withholding Tax Reconciliation<sup>6</sup></b>	Annual	Form R2/PR2	21											
<b>Biannual Report<sup>7</sup></b>	Biannually	N/A												
<b>Salary or Wages Tax Remittance</b>	Monthly	Form S2	7	7	7	7	7	7	7	7	7	7	7	7
<b>GST</b>	Monthly	Form G1	21	21	21	21	21	21	21	21	21	21	21	21
<b>Business Income Payment Tax Remittance</b>	Monthly	Form P5	14	14	14	14	14	14	14	14	14	14	14	14
<b>Interest Withholding Tax Remittance<sup>8</sup></b>	Monthly	Form I1	21	21	21	21	21	21	21	21	21	21	21	21
<b>Royalty Withholding Tax Remittance</b>	Monthly	Form R1/PR1	14	14	14	14	14	14	14	14	14	14	14	14
<b>Dividend Withholding Tax Remittance</b>	Within 21 days from	Form D1	21	21	21	21	21	21	21	21	21	21	21	21
<b>Foreign Contractor Withholding Tax Remittance<sup>9</sup></b>	Within 21 days from	Form F1	21	21	21	21	21	21	21	21	21	21	21	21
<b>Management Fee Withholding Tax Remittance</b>	Within 21 days from	Form M1	21	21	21	21	21	21	21	21	21	21	21	21
<b>Salary or Wages Declaration</b>	Upon employing	Form S3												
<b>Certificate of Compliance<sup>10</sup></b>	Prescribed Activities	Form COC												
<b>Tax Clearance</b>	Annual Remittances > K200000	Form TCC												

<sup>1</sup> Generally within five (5) months from end of its financial year, as per format prescribed by Accounting Standard Board. A December year end company is used for above illustration.

<sup>2</sup> Within six (6) months from end of financial year. A December year end company is used for above illustration

<sup>3</sup> Depends on the month allocated by the IPA which is generally the incorporation month. For above illustration it is assumed that IPA has allocated "June"

<sup>4</sup> Only applies to entities who pay more than K200,000 in annual payroll

<sup>5</sup> Applies to I entities who make payments to industries mentioned in Note (10) below

<sup>6</sup> There are separate forms for Royalty paid to resident and non-resident entities

<sup>7</sup> Applies to Foreign enterprises and due within six(6) months from date of their IPA certificate and every six(6) months thereof

<sup>8</sup> Applies to banks and financial institutions and, to payments of interest to non-residents

<sup>9</sup> Applies to entities who pay foreign consultant for prescribed services like Construction, Heavy machinery, Substantial equipment's, Professional Services etc. Separate requirement to lodge contract with IRC within 14 days of signing.

<sup>10</sup> Only applies to certain industries namely Construction, Motor Vehicle repairs, Road Transportation and Security