

Obligations	Frequency	When Due	Prescribed Form	Applies to	Rate
Annual Financial Statements	Once a year	<i>Company</i> -Within 5 months from end of financial year <i>Others</i> – As per respective statute	Generally comprise of Balance Sheet, Profit and Loss Account, Cash Flow Statement and applicable notes and schedules. For reporting Company it is based on Approved Financial Reporting Standards issued by Accounting Standard Board	<ul style="list-style-type: none"> • Company • Bank /Financial Institutions • Cooperative Society • Insurance Company • Partnerships • Public Bodies • Superannuation funds • Trusts 	NA
Annual General Meeting (AGM)	Once a year	Within 6 months from end of financial years	N/A	<ul style="list-style-type: none"> • Company 	NA
Audit report	Once a year	Within 6 months from end of financial year	For general purposes financial statements, based on guidance notes issued by Accounting Standard Board . For specific purposes financial statements, as prescribed under relevant	<ul style="list-style-type: none"> • Bank /Financial Institutions • Reporting Company • Cooperative Society • Incorporated Associations • Insurance Company 	NA

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			statute.	<ul style="list-style-type: none"> Public Bodies Superannuation funds 	
Annual return	Once a year	Within 14 days from AGM	Form 22 – Local Company Form 52 – Overseas Company	<ul style="list-style-type: none"> Company 	NA
Bi annual reports	Twice a year	Within 6 months from date of foreign certificate and every 6 months thereof	No prescribed format however information to be furnished includes shareholding, operating location, operating activities, directors, employee and economic statistics	<ul style="list-style-type: none"> Foreign enterprises who have obtained IPA certification 	NA
Business Income Payment Tax	Monthly	Within 14 days from end of month	P5 – Business Income Payment Tax Remittance Advice Form	<ul style="list-style-type: none"> All entities who make eligible payments to local service providers for e.g. construction, road transport, vehicle repairs, security, etc. 	10% applied on gross basis.
	Once a year	By 15 March following end of year	P8 – Business Income Payment Tax Reconciliation Statement		
Certificate of Compliance	Usually once a year	Within 6 weeks from expiry of current certificate	C2- Application for Certificate of Compliance	<ul style="list-style-type: none"> Certain Resident Service providers (refer above) 	NA

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Dividend Withholding Tax (DWT)	Monthly	Within 21 days from end of month in which dividend is paid/declared	D1 – Dividend Withholding Tax Remittance Advice Form	<ul style="list-style-type: none"> All Company who declare or pay dividends. 	Upto 17% applied on gross basis
	Once a year	Within 21 January following end of year or such extended time.	D2 – Dividend Withholding Tax Reconciliation Statement		
Foreign Contractor Withholding Tax (FCWT)	Upon entering into contract	Within 14 Days from date of execution of contract	Lodge copy of contract, obtain tax file number and request a IRC determination.	<ul style="list-style-type: none"> All entities that enter into a prescribed contract with non-resident and make payments. 	12% applied on gross basis
	Monthly	Within 21 Days from end of month	F1 - Foreign Contractor Withholding Tax Remittance Advice Form plus a copy of contract		
GST	Monthly	Within 21 days from end of month	G1 – Goods and Service Tax Return	<ul style="list-style-type: none"> All entities who make taxable supplies above K250,000, are 	10% applied on gross basis

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				GST registered or exempt entities claiming input GST.	
Income Tax(ITR) and Training Levy(TLR) returns ¹	Once a year	<i>December year end - 28 February</i> following year if not using tax agent else 30 April or as extended <i>Other year ends- Within 2 months</i> from end of year if not using tax agent else within 4 months from end of year or as extended.	Form A – Non business return Form B- Business Return Form C- Company return Form TL – Training Levy return	<ul style="list-style-type: none"> ITR -All entities 	30-48% on net basis for Company Upto 42% for individuals
				<ul style="list-style-type: none"> TLR – Entities who pays more than K200,000 annual payroll in a year. 	2% of gross payroll less qualifying training expenses
Interest Withholding	Monthly	Within 21 days from end of month in which interest is paid.	I1 – Interest Withholding Tax Remittance Advice Form	<ul style="list-style-type: none"> Payments of interest by Banks/ financial institutions, Central 	Upto 15% applied on gross

¹ The actual extension is dependent upon other factors like timely tax payment, prior year tax lodgement status etc.

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Tax (IWT)	Once a year	Within 21 January following end of year or such extended time.	I2 – Interest Withholding Tax Reconciliation Statement	Bank or a company to resident <ul style="list-style-type: none"> • Payments of interest to non-resident entities. 	basis
Prescribed Royalty Withholding Tax	Monthly	Within 14 days from end of month in which prescribed royalty is paid.	PR1 –Prescribed Royalty Withholding Tax Remittance Advice Form	<ul style="list-style-type: none"> • Royalty payments to landowners by resource, forestry and fishing Company for usage of customary land/waters 	5% applied on gross basis
	Once a year	Within 21 February following end of year or such extended time.	PR2 –Prescribed Royalty Withholding Tax Reconciliation Statement		
Non resident Royalty Withholding Tax	Monthly	Within 21 days from end of month in which non-resident royalty is paid.	R1 –Royalty Tax Remittance Advice Form –Payment to Non-Residents	<ul style="list-style-type: none"> • Royalty payments made to non-resident entities . 	Upto 30% applied on gross basis
	Once a year	Within 21 January following end of year or such extended time.	R2 –Prescribed Royalty Withholding Tax Reconciliation Statement		

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Management Fee Withholding Tax	Monthly	Within 21 days from end of month in which interest is paid.	M1 –Management Fee Withholding Tax Remittance Advice Form –Payment to Non-Residents	<ul style="list-style-type: none"> Payment of fee towards managerial, administrative or technical service rendered by Non-resident but excludes salary or royalty. 	Upto 17% applied on gross basis
	Once a year	Within 21 January following end of year or such extended time.	R2 –Prescribed Royalty Withholding Tax Reconciliation Statement		
Salary and Wages Withholding Tax (SWT)	Monthly	Remit SWT within 7 days from end of month	S2 – Remittance by Group Employer	<ul style="list-style-type: none"> All entities who pay taxable salaries 	22-42% applied on progressive basis as per prescribed tax tables.
	New employee/ Change in event	Within 28 days from receipt of declaration lodge with the IRC	S3- Salary or Wages Declaration		
	Once a year	By 14 February following end of year	S1 – Salary or Wages Statement of Earnings		

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	Once a year	By 14 February following end of year	S6 – Group Employer Reconciliation Statement		
Tax Clearance	Once a year per payee	Reasonable time say 4 weeks before payment due	Application for Tax Clearance Certificate	Payments made to a single payee exceeding K200,000 in a calendar year.	NA

CONTACT US

If you want to know how the above affects your business or want to get more information on this newsletter please email [Hari](mailto:hari@shishya.net) at hariharan.bm@shishya.net

Disclaimer

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