

RWANDA REVENUE AUTHORITY
TAXES FOR GROWTH AND DEVELOPMENT

TAX COMPLIANCE FOR PROFESSIONAL ACTIVITIES SECTOR

HERE FOR YOU TO SERVE

The Professional activities sector represents a significant share of the tax base. The key considerable tax compliance risks are registration, filing, payment and reporting.

1. Registration risk:

Any person who sets up a business or other activities that may be taxable is obliged to register with Rwanda Development Board (RDB) within a period of seven (7) days from the beginning of the business or activity or the establishment of the company.
From the analysis, it was found out that;

- Some Taxpayers register in some tax heads but not register in other taxes for which they are eligible.

During business registration the owner must:

- Specify his/her business activity
- Specify address of the business (district, sector, cell, village, street number etc.)
- Indicate types of taxes to register to
- Specify whether he/she is doing business as individual or a company
- Indicate identification of the business owner/ shareholders (names, ID/passport, telephone numbers, email addresses)

2. Filing risk:

From the analysis, it was found out that the following are the most practices:

- Late filing of tax returns
- Missing tax returns

To avoid this, Taxpayers should regularly file their tax returns on time

3. Payment risk:

From the analysis it was found out that the majority of arrears is associated with small & micro enterprises.

In order to avoid this, Taxpayers should:

- Make all payments on time
- Make a follow up of their business transactions to record all payments

4. Underreporting risk:

From RRA analysis, it was found out that the following are the most practices:

- Understatement of business revenues;
- Difference between WHT tax of 5% declared and withholding paid in customs;
- Not withholding 15% on payments made to unregistered suppliers;
- Benefits in kind not charged PAYE;
- Differences between staff costs declared in PAYE and staff costs in books of accounts;
- Not charging VAT reverse charge on services available locally;
- Input VAT claimed not related to the business;
- Expensing VAT input;
- Declaration of non-deductible expenses:
  - Expensing fines, interest and penalties;
  - Expenses for personal use;
- Expenses not related to the business;
- Expenses recorded twice;
- Expenses without supporting documents;
- Overstatement of depreciation;
- Not register the company's assets on Local government taxes;
- Inappropriate usage of EBM:
  - Non issuance of EBM invoices;
  - Understatement of EBM invoice;
  - Cancellation of EBM invoices without supporting documents.

What must be reported?

- All incomes/revenues/sales
- Employees' remuneration and corresponding tax (PAYE)
- Real expenses incurred on goods and services

Conclusion

Taxpayers in this sector are requested to comply with tax laws and regulations to address issues mentioned above. Taxpayers are requested to acquire EBM and always issue EBM invoices with the correct amount, description of the service and the client's TIN or telephone number. Taxpayers are requested to trade with suppliers with EBM to be able to declare expenses. RRA is extremely willing and prepared to assist taxpayers comply with tax laws and regulations.

