 

**EMPLOYER’S DATA FORM**

**Levy Calculation for basis period: April to March TPIN:**

**Section 1: Basic information** – Please provide the required information in the blank spaces below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Employer’s Name** |  | | | | | |
|  | **Sector of the Industry** |  | | | | | |
|  | **Employer’s Postal address** |  | | | | | |
|  | **Employer’s Physical address** |  | | | | | |
|  | **District** |  | | | | | |
|  | **Phone number** |  | | | | | |
|  | **E-mail:** |  | | | | | |
|  | **Contact person/office** |  | | | | | |
|  | **Number of Employees** | Male: |  | Female: |  | Total: |  |

**Section 2: Payroll Information** – Please provide details of gross emoluments for the year.

|  |  |
| --- | --- |
| **Monthly Breakdown** | **Gross Emoluments** |
| April 20… |  |
| May 20… |  |
| June 20… |  |
| July 20… |  |
| August 20… |  |
| September 20…. |  |
| October 20… |  |
| November 20… |  |
| December 20… |  |
| January 20… |  |
| February 20… |  |
| March 20… |  |
| **Total gross emoluments paid (basis of Tevet levy calculation)** |  |

**Section 3: Calculation of TEVET Levy**

|  |  |
| --- | --- |
| Take **1%** of total in Section 2 above = Levy for current year | **MWK** |

|  |
| --- |
| Official stamp/Seal |

**Section 4: Declaration**

Name of Officer providing information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation of Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare that the information that I have prepared[[1]](#endnote-1) on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Employer) is true and can be verified objectively by any independent person that may be appointed by the TEVET Authority.

Signature of Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: Dissemination of Employer Data Form**

Please send two duly filled Employer Data Forms to addresses as follows:

|  |  |
| --- | --- |
| **Form 1 to: TEVET Authority Secretariat,**  **TEVETA House,**  **Private Bag B406,**  **Lilongwe 3.** | **Form 2 to: The MRA Secretariat**  **Msonkho House,**  **Private Bag 247,**  **Blantyre.** |

**Section 6: Payment of TEVET levy into the TEVETA Account by stakeholders**

TEVET Levy calculated in **Section 3** above shall be deposited into any of the following bank accounts:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Account Name** | TEVET Authority | TEVETA Pvt Levy | TEVETA Pvt Levy | TEVETA Pvt Levy | TEVETA Pvt Levy | TEVETA Pvt Levy |
| **Bank Name** | Standard Bank | NBS Bank | FDH Bank | My Bucks | National Bank | Ecobank |
| **Bank Branch** | City Centre | Lilongwe | City Centre | City Centre | City Centre | City Centre |
| **Account Type** | Current Account | Current Account | Current Account | Current Account | Current Account | Current Account |
| **Account No.** | **9100004186211** | **18422549** | **1970000163627** | **9032510510023** | **1266349** | **5460000003842** |
| **Swift Code** | SBICMWMX | NBSTMWMW | FDHFMWMW | MBBCMWMW | NBMAMWMW | ECOCMWMW |

If there is **NO** any Bank branch available in your location for the above 6 banks, take the payment to the Malawi Revenue Authority Station nearest to you where you will get a TEVETA/MRA Receipt for your payment of the TEVET levy.

Once you deposit the cheque or cash into the TEVETA Account, indicate the name of the employer/company and/or TPIN on the deposit slip for easy identification.

Please stamp this form with your official stamp or seal

1. [↑](#endnote-ref-1)