



MINISTRY OF PLANNING AND FINANCE

INTERNAL REVENUE DEPARTMENT

NOTICE TO FILE INCOME TAX RETURN, ANNUAL SALARY STATEMENT AND ANNUAL
COMMERCIAL TAX RETURN

1. **Income Year or the Year in which Sale proceed or Receipt is accrued:** Income year or the year in which sale proceed or receipt is accrued (reporting period), to file a return, is specified as follows-
 - (a) **For state owned organizations and financial organizations including banks,** form October 1, 2018 to September 30, 2019,
 - (b) **For individuals, partnerships and associations,** from April 1, 2019 to September 30, 2019.
2. **Return Receiving Offices:** Current (old) taxpayers have to file the returns at relevant revenue offices where their taxation matters are administered. For the new taxpayers, foreign companies have to file at Medium Taxpayers' Office (2); Myanmar companies located in Yangon Region at Medium Taxpayer Office (4); Myanmar companies located in Mandalay Region, Sagaing Region and Union Territory at Medium Taxpayer Office (5); Myanmar Companies located in other state/regions at relevant Township Revenue Offices; and individual taxpayers at relevant Township Revenue Offices, respectively.
3. **Methods of filing a return:** Returns can be filed by either of the following two methods -
 - (a) **Filing in person:** In the case of return filing in person, return is considered filed on the date it is stamped as received by the Department.
 - (b) **Filing by Mail:** In the case of return filing by mail, return is considered filed on the date of the postmark.
4. **Completing the Return:** Taxpayer is required to complete the return properly and he/she has to attest to the accuracy and completeness of the return.

5. The Return must be signed by taxpayer. If a tax return or part of a tax return was prepared for reward by some other person, that paid-preparer must also sign the return.
6. **Deadline for filing returns:** January 2, 2020 (Thursday)
(Note: According to the relevant laws, the due date for return filing is December 31, 2019, the new year eve which is an international holiday. The following day, January 1, 2020 is also an International New Year Holiday. As per Section 19, Sub-section (a) of Tax Administration Law, the deadline has to be moved to the next succeeding working day that is January 2, 2020.)
7. **Penalties:** The following penalties shall be applied for non-compliance:
 - (a) A person who fails to file tax return on time is subject to a penalty equal to the greater of –
 - (1) Five percent of the amount of tax owing, plus further one percent of the tax due for each month or part of a month during which the failure continues, but not beyond the time when the Director General issues an assessment; and
 - (2) 100,000 MMK
 - (b) In case of including an incorrect statement or omitting key information that lead to reduced tax due in the return as intentional conduct or negligence, the taxpayer is liable to a penalty in the amount of-
 - (1) 25 percent of the underpayment if the amount of the underpayment is less than 100,000,000 MMK or 50 percent of the person's tax liability, or
 - (2) 75 percent of the underpayment if the amount of the underpayment is more than 100,000,000 MMK or 50 percent of the person's tax liability.

Income Tax Return

8. **Who has to File Income Tax Return:** Companies, partnerships and joint-ventures, cooperatives, associations of collective farming, individuals (excluding salary-earners), associations formed by individuals, organizations or associations registered and formed under an existing law which are chargeable under Income Tax law are required to file their income tax return whether or not a profit was made during income year. Salary-earners are not required to file return.
9. **Supporting Documents to be Submitted:** The following documents are required to submit –
 - (a) Taxpayers of Large Taxpayers' Office and Medium Taxpayers' Office (1) should prepare their returns by strictly following the instructions mentioned in the return template and are not required to submit financial statement.
 - (b) Taxpayers who are not registered with Large Taxpayers' Office or Medium Taxpayers' Office (1) and earn income from business are required to attach a financial statement for the relevant year including books of account kept, along with the income tax return.

Annual Salary Statement

10. Employer is required to prepare and file annual salary statement for a period of 6 months from April 1, 2019 to September 30, 2019 for his/her employees to the relevant Township Revenue Office before a specified date.

Annual Commercial Tax Return

11. **Who has to File Annual Commercial Tax Return :** Any person who has taxable proceed of sale or receipt within the stipulated time for carrying out any of the following economic activities are required to file annual commercial tax return that declares annual sale proceed or receipt from services –
 - (a) Domestic manufacturing and distribution,
 - (b) Importing,

- (c) Trading,
- (d) Providing services.

12. Enquiries: Enquiries may be made at the relevant revenue offices and please contact the following Taxpayer Service Units for further questions:

- (a) Taxpayer Service Unit (Naypyitaw), Building No 46, Internal Revenue Department, Ph: 067-3430533, 067-3430522
- (b) Taxpayer Service Unit (Yangon), No. 59/61, Ground Floor, Corner of Merchant Road and Pansodan Street, Kyauktada Town, Ph: 01-378370, 01-378372
- (c) Tax Service Unit (Mandalay), 65th Street, between 22nd and 23rd Streets, Aung Myae Tharzan Township Ph: 02-4030192

Sd/ Min Htut

Director General

Internal Revenue Department