

Sage in Africa

Ivory Coast Payroll Tax Summary 2024

Sage

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Terminology

All references to 'he', 'his', 'him' or 'himself' includes 'she', 'her' or 'herself' in the case of a female taxpayer, and 'it' or 'its' refers to a taxpayer other than an individual, and is not intended to be discriminatory.

The purpose of this document is to address employee's tax and includes references to the General Tax Code (GTC) where applicable.

Employee Tax

Definitions and Employee Tax Concepts

Official Currency

The official currency of Ivory Coast is West African CFA Franc (XOF or FCFA).

Tax Year

Ivory Coats's tax year is the Calendar year, January to December.

The tax year ends on the 31st of December.

Revenue Service

Direction Générale des Impôts (DGI)

Website: <http://www.dgi.gouv.ci/>

Resident

An individual resident in Ivory Coast for tax purposes is subject to tax on their worldwide income from all sources.

An individual is a resident in Ivory Coast for tax purposes if:

- The person's usual place of residence is a dwelling in Ivory Coast, either as an owner or tenant with a lease of least one year, or his or her principal place of residence is in Ivory Coast.
- The person is an employee who, during periods of absence from Ivory Coast continues to be paid by the employer for which he or she works while in Ivory Coast. The rule is the same for any person who transfers his or her place of residence to Ivory Coast during the year.

(article 237)

Non-Resident

An individual who is not resident in Ivory Coast is subject to tax on their Ivory Coast source income only.

Expatriate

A person is considered an expatriate, when the individual is moved from his country to Ivory Coast to work under a formal contract of employment. The employer must file a non-resident employment contract with the labour administration (called Emploi Jeunes) and pay an annual contribution to this agency based on the term of contract and the nationality of the employee (Decree n° 96-287 of 3 April 1996 on the employment contract).

(Note n° 2411/SEPMBPE/DGI-DLCD of 20 June 2018)

Employment Income

Employment income is all amounts paid in the year to employees by public and private employers, with the exemption of reimbursements. This will include salaries, wages, allowances, emoluments, pension, life annuities and benefits in kind paid by the employer.

(article 115)

Exempt Income

Below is a list of exempt income (in cash or in kind), provided that each listed item complies with the specified rules and limits. Should it not be the case, then the amount / benefit will constitute taxable employment income excluding any payment of reimbursive nature.

(article 116)

Transport Allowance

Granted to employees up to a monthly limit of 30 000 XOF, this increased limit applies to transport allowances paid from August 2019. Before August 2019, the limit was 25 000 XOF per month.

(article 116-10 and Note n° 0593/MPMBPE/DGI/DLCD-SDL/eamd/02-2020 of 12 February 2020)

Meal Allowance

Granted to employees up to a monthly limit of 30 000 XOF per employee provided the meals are provided at the company's own canteen or an external canteen which the company has contracted for purposes of providing meals to its employees.

(article 116-17)

Professional Expenses /Allowances

Granted to employees to cover costs related to the function of employment (to cover work-related



expenses). This excludes any expenses of private nature.

This exempt allowance is limited 10% of total remuneration (including indemnities, excluding benefits in kind).

These special allowances may take the form of allowances or reimbursements.

Examples include:

- Business travel expenses of the workplace to another place of business and missions' costs/business trip expenses (transport costs, accommodation, catering etc.).
- Special clothing expenses essential in the exercise of activity or imposed by the nature of the activity, or by labour legislation.

This exemption does not allow for these allowances to be calculated by a method which applies a fixed or variable percentage to the remuneration received. The costs incurred must be validated by supporting invoices. Employers must be able to justify the amount of the special costs incurred by their employees and that these costs were business in nature.

Allowances must also not be combined with actual expense reimbursements.

(Note n° 2411/SEPMBPE/DGI-DLCD of 20 June 2018 and article 116-1)

Medical Assistance and Contributions

Employer's individual medical assistance to HIV affected staff, the cost of dialysis for renal failure, the expenses that the employer devotes to medical and paramedical care of people with cancer as well as those related to the costs of screening for this condition as well as expenses for staff first aid. Expenses that may be incurred by means of contributions or subsidies to specialised organisations or associations recognised as being of public utility and having as their sole benefit the financing of the medical and paramedical care of employees, provided that these organisations use least 85% of contributions or grants to finance these actions.

The expenses incurred by companies to pharmacy box to deal with first aid of sick employees, the cost of treatment for malaria, tuberculosis, viral hepatitis, diabetes, and arterial hypertension as well as the sums paid to medical insurance companies, to their brokers, portfolio managers under health insurance contracts.

(article 116-11 and 116-14)

Apprenticeship Allowance

Granted to employees, but not exceeding a limit of 100 000 XOF over a period of 2 years.

(article 116-12)

Internship Allowance

Academic monthly internship allowance/trainee allowance of 150 000 XOF for a period not exceeding 6 months.



(article 116-12)

Retirement Pensions and Annuities

Retirement pensions and annuities are exempt if it does not exceed 320 000 XOF per month.

(article 116-13)

Employer Pension Contributions and Insurance Premiums

Employer pension contributions and insurance premiums paid to a pension fund on behalf of the employee is exempt up to one tenth of the gross salary limited to 320 000.

(article 116-9)

Transport Cost for Annual Leave for an Expatriate Employee

Expatriate employees (employees of foreign nationality) generally benefit from provisions in employment contracts whereby the employer covers the transport costs for the annual leave of the employee and his family to and from their home address.

These transport costs (which are inseparable form the cost of recruiting an expatriate employee) are exempt from payroll tax. The same principle applies to moving expenses. These expatriates concerned are expatriates holding employment contract issued by the Labour Administration at the request of the employer.

(Note n° 2411/SEPMBPE/DGI-DLCD of 20 June 2018)

Severance Pay / Lay-Off Allowance

The limit for the fraction of the tax-exempt redundancy payment is the minimum wage (75 000 2024). Any amount exceeding this limit, is taxed at 50%. This exemption is only for employee tax and not for employer taxes (CN employer contribution, CE, TA and FPC), the full value is included to calculate these taxes.

(Note n° 2410/SEPMBPE/DGI-DLCD of 20 June 2018 and Administrative Note issued on 12 April 2022)

Other Exempt Employment Income

- Family allowances, family assistance allowances and increase in pay/allowances or pensions in consideration of the family situation or responsibilities (article 116-2).
- Life annuities and temporary indemnities awarded to victims of work accidents (article 116-5).
- Employment income of diplomatic staff working in Ivory Coast, insofar as the countries they represent grant similar advantages to Ivorian diplomatic personnel (article 116-7).
- Costs incurred by the employer paid for commuting expenses involving the use of public



transport of up to 20 000 XOF per month per employee (article 116-16).

- Sums paid to workers by employer during presentation or award ceremonies, up to a maximum of six months' gross salary excluding benefits in kind (article 116-19)
- Social housing of four rooms (maximum) of which the amount does not exceed 23 000 000 francs (excluding taxes) made available free of charge to workers or supervisors by agricultural or agro enterprises-industrial on the sites of their plantations (article 116-18).
- Wages paid by agricultural, agro-industrial and similar enterprises referred to in article 147, to workers classified in the professional categories fixed in article 148 (article 116-8).
- Remuneration paid by the African Institute for Economic and Social Development (INADES) (article 116-15).

Benefits in Kind / Fringe Benefits

Any benefit granted for private use are taxable.

Taxable fringe benefits will include benefits such as:

- Water
- Electricity
- Telephone
- Housing
- Furniture
- Security/Guarding services
- Domestic services (caretaker, gardener, servants cooks etc.)
- Ancillary costs
- Vehicles (provided that it does not fall within the description of a vehicle used for company business or a service vehicle)
- Transport of employees via a bus that is owned by the employer. In this case the amount of the benefit is determined by reference to the actual costs incurred for the use of the vehicle (fuel costs, maintenance costs, insurance, vignette, technical visit etc.). This amount will be apportioned equally between the employees concerned and will be exempt up to 25 000 XOF per month per employee. Any amount exceeding 25 000 XOF per month per employee will be taxable as a benefit in kind.

- Goods

(article 118 and Note n° 2408/SEPMBPE/DGI-DLCD of 20 June 2018)

Exempt Fringe Benefits

- Company or service vehicles made available to the employee are not considered as a taxable benefit in kind.
- Employer funded annual leave travel costs of the expatriate employee and his family, from his place of work to his home address, are considered as inseparable from the cost of recruiting the expatriate employee and do not constitute a salary supplement. Under labour legislation, such costs are the responsibility of the employer. These expatriates concerned are expatriates holding employment contract issued by the Labour Administration at the request of the employer (Note n° 2411/SEPMBPE/DGI-DLCD of 20 June 2018).
- Employer funded 'on-call housing' costs are not considered a taxable benefit in kind. This is property which is made available to an employee to enable him to immediately perform his employment duties at the workplace when the need arises. This accommodation must not be the employee's personal residence. For example, accommodation provided to employees in common dormitories on a drilling vessel does not constitute a taxable benefit in kind (Note n° 2408/SEPMBPE/DGI-DLCD of 20 June 2018).

Flat Rate Valuation Method

The following benefits in kind are subject to a flat-rate valuation:

- The accommodation and its accessories, which includes furniture, electricity, water, air conditioning and swimming pool.
- If the employer temporarily accommodates an employee in a hotel, it is accepted that the actual cost of the accommodation paid by the employer is used as the taxable fringe benefit amount.
- Home facilities such as services of domestic workers, which includes caretaker, gardener, housekeeper and cook).

The taxable benefit amount is reduced by any amount actually paid by the employee for the benefit.
(Article 118 and Order No. 1028 MEF.DGI.DGA.SLCD of 7 November 1996)

Accommodation and its Accessories

Valuation table:

Number of rooms	House	Furniture	Electricity *(a)	Water *(b)
1	60 000	10 000	10 000	10 000
2	80 000	20 000	20 000	15 000
3	160 000	40 000	30 000	20 000
4	300 000	60 000	40 000	30 000
5	480 000	80 000	50 000	40 000
6	600 000	100 000	60 000	50 000
7 and more	800 000	150 000	70 000	60 000

*(a) If there is aircon (AC) this amount will be increased with 20 000 per room with AC or just 20 000 if the AC installation is general.

*(b) If the house has a swimming pool, this amount will increase with 30 000.

*This table should only be used if an actual value cannot be linked/provided for the benefit. For example, if the employer rents the accommodation and receives an invoice for the rental of 40 000, then 40 000 is the fringe benefit amount.

Home Facilities / Services

Valuation table:

Designation	Amount
Security man, gardener	50 000
Household people/domestic workers/caretaker	60 000
Cook	90 000

*This table should only be used if an actual value cannot be linked/provided for the benefit. For example, if the employer/employee receives an invoice for the security man provided of 40 000, then 40 000 is the fringe benefit amount.

Actual Value Valuation Method

Benefits in kind not included in the list of 'flat rate valuation method' fringe benefits are valued according to the actual value valuation method.

Examples include:

- The share of catering costs funded by the employer. However, these expenses are exempt up to a maximum of 30 000 XOF per month per employee. Where the catering service is provided



outside the employee's canteen the exemption is subject to the production of a contract signed between the employer and the external catering provided together of proof of actual expenditure incurred in this regard.

- In any other case, if food is provided free of charge by the employer, the value of the meals served to the employee constitute a taxable benefit in kind.
- The employer's payment of travel expenses for holidays to locally recruiter employees.
- The employer's responsibility for an employee's home phone costs.
- Home security costs, when the security service is performed and invoiced to the employer by a security company.
- Work carried out in the dwelling made available to the employee, in the case of work normally carried out by the tenant and not by the owner.
- Services linked to the employer's activity and from which the employee benefits free of charge. The advantage consists in the acquisition of a good of the benefit of a service at a price below typical open market value.

The taxable benefit amount is reduced by any amount actually paid/reimbursed by the employee for the benefit.

(article 118)

Tax Payable by the Employee

Employees' tax (personal income tax)

For the calculation of gross tax, the progressive tax scale by salary bracket is applied, which is as follows:

Monthly income brackets in CFA francs	Rate
0 - 75,000	0%
75,001-240,000	16%
240,000 - 800,000	21%
800,001 - 2,400,000	24%
2,400,001 - 8,000,000	28%
Above 8,000,000	32%

(article 119 bis)



A tax reduction for dependents (RICF) is applied to the amount of gross tax as determined above. This reduction is made according to the scale below:

Number of parts	Tax Reduction for Family Charges	
	Monthly amount in CFA francs	Annual amount in CFA francs
1	0	0
1.5	5,500	66,000
2	11,000	132,000
2.5	16,500	198,000
3	22,000	264,000
3.5	27,500	330,000
4	33,000	396,000
4.5	38,500	462,000
5	44,000	528,000

The number of parts to be taken into account for the determination of the tax reduction for dependents provided for above is set as follows:

The number of parts to be taken into consideration for the tax reduction may in no case exceed five (5).

Marital Status	Parts
Single, divorced or widowed with no child	1
Married with no child	2
Single, divorced with 1 child	2
Married, widowed with 1 child	2.5
Single, divorced with 2 children	2.5
Married, widowed with 2 children	3
Single, divorced with 3 children	3
Married, widowed with 3 children	3.5
Single, divorced with 4 children	3.5
Etc.	Etc.

In other words:

Type of allowance	Number of Parts
Single, divorced or widowed individuals with no children	1
Married individuals with no children, single or divorced individuals with one child	2
Each additional child	0.5



In certain scenarios, the number of parts can be 1.5:

In the case of a single, divorced or widowed taxpayer who have no dependent children is 1.5 when the employee –

- have one or more children of full age or subject to separate taxation,
- have had one or more children who have died, provided that at least one of them has reached the age of sixteen or at least one of them has died as a result of acts of war,
- are holders or an invalidity pension of at least 40%, either war, work accident, or a war widow's pension, or
- adopted a child.

Children must be legitimate children, recognized natural children and legally adopted children who are minors under the age of 27 when continuing their studies.

For the regularization calculation, the family situation existing on 1 January of the year should be used, however, in the event of the employee's marriage or an increase in children during the year, the situation existing on 31 December should be used or on the date of departure (domiciled outside Ivory Coast) or death.

Retired persons over the age of 70 benefit from a 75% reduction in tax calculated after application of the tax reduction for dependents.

(article 120)

Taxes Payable by the Employer

Employees' tax payable by the employer consists of four components -

- Employer Contribution (CE),
- National Contribution (CN)
- Apprenticeship tax (TA), and
- Vocational/Continual Training Tax (FPC).

(article 119 – 134)

Employer Contribution (CE)



This is paid by the employer.

Taxable base: Employment income

Tax rate general regime: 9.2% for expatriate employees only (remuneration paid to local staff is exempt from this contribution).

Tax rate agricultural regime (agricultural and agro-industrial enterprises: 2% for workers included in the categories listed in article 147 and 148 of the CGI

Exclusions/Exemptions (other than listed in 'Exempt Income'):

- Amounts paid during the exploration period by any holder of an exploration permit for useful mineral substances classified under mining regime.
- Maternity allowances paid by the National Social Security Fund (CNPS).
- Remuneration paid to people with physical disability is exempt for 5 years from the date of hiring.

National Contribution (CN)

This is paid by the employer.

Taxable base: Employment income

Tax rate: 1.5%

Exclusions/Exemptions (other than listed in 'Exempt Income'):

- Remuneration paid for the employee's first job is exempt for a period of 2 years from hire and for local staff whose hiring does not constitute a first job, the exemption applies for a period of one year from hiring.
- Remuneration paid to people with physical disability is exempt for 5 years from the date of hiring.
- Allowances paid to trainees within the framework of their internship is exempt for a period of 12 months and the allowance must not exceed 150 000 francs per month.
- The remuneration paid to the staff of companies subject to a real tax regime, created, relocated or reopened before 31 December 2012 in the Centre, North and West zones are exempt over the period 2010 to 2015. This exemption is reduced to 75% for years 2016 and 2017.
- Remuneration paid to the staff of agro-industrial companies operating in the cotton, cashew and shea sectors, created, relocated or reopened in the Centre, North and West zones before 31 December 2012, are exempt over the period 2010 to 2015. This exemption is reduced to 75% for the years 2016 and 2017.
- The remuneration paid for ten years to staff of companies created between 1 January 2010 and



31 December 2012 for the production, conservation, packaging or processing of agricultural food products, the list of which is established by joint order of the Minister in charge of Agricultural and the Minister of Economy and Finance.

- Amounts paid during the exploration period by any holder of an exploration permit for useful mineral substances classified under mining regime.

(article 146)

Apprenticeship Tax (TA)

This is paid by the employer.

Taxable base: Employment income

Tax rate: 0.5%

Exclusions/Exemptions (other than listed in 'Exempt Income'):

- Amounts paid during the exploration period by any holder of an exploration permit for useful mineral substances classified under mining regime.
- Maternity allowances paid by the National Social Security Fund (CNPS).
- Remuneration paid to people with physical disability is exempt for 5 years from the date of hiring.

Vocational / Continual Training Tax (TFC)

This is paid by the employer.

Taxable base: Employment income

Tax rate: 1.5% if the employer pays the full contribution.

0.75% if half of the full contribution is used to finance effective training for the benefit of the employees of the company. When a regularization calculation is applied, the full % of 1.5% should be used and the employer must then provide proof of the training carried out (approval from the professional training development fund, contracts, invoices etc.) and there may be residual tax payable if the training plans are less than 0,75% or if the 0,75% paid during the year is less than what should have been paid or if all or part of the 0,75% has not been used for professional training purposes.

Exclusions/Exemptions (other than listed in 'Exempt Income'):

- Amounts paid during the exploration period by any holder of an exploration permit for useful mineral substances classified under mining regime.
- Maternity allowances paid by the National Social Security Fund (CNPS).



- Remuneration paid to people with physical disability is exempt for 5 years from the date of hiring.

(Dereé N° 92-529 of 2 September 1992)

Regularization Calculation

A regularization calculation should take place at the end of the tax year, or in the event of departure of the employee (if employee leaves the employment of the employer) or in the event of a closure of the business. A regularization calculation must be done on all taxes payable by the employee and employer.

For ITS purposes, the family situation existing on 1 January of the year should be used, however, in the event of the employee's marriage or an increase in children during the year, the situation existing on 31 December should be used or in the event of death or departure (domiciled outside Ivory Coast), the family situation on the date of departure (domiciled outside Ivory Coast) or death should be used. Therefore, the most favourable situation for the year will be used.

(article 123 and 132)

Administration and Compliance

Monthly Reconciliations and Payments

Remittance for the monthly employees' tax:

- Employers subject to a real tax regime are required to pay and submit the following statements before the 15th of each month following the month to which the employees' tax relates to (date may differ for certain sectors – see below):
 - ITS Declaration (FDFP declaration included in this single form from 09 April 2024)
 - FDFP report (Before 09 April 2024)
- With regards to employers under the Large Enterprises Directorate or the Medium-sized Enterprises Directorate, the return must be paid and submitted –
 - by the 10th of the following month for industrial companies and oil and mining companies,
 - by the 15th of the following month for commercial companies, and
 - by the 20th of the following month for companies providing services.
- When the total amount of monthly deductions for the semester do not exceed 10 000 francs, the payment can only be made for the past semester (January to June and July to December):



- by the 15th of July, and
- by the 15th of January.
- However, if for any given month the amount of the payment exceeds 5000 francs, all sums due since the beginning of the current semester must be paid within the first fifteen days of the following month.
- In the event of business transfer or cessation, the payment of sums due must be made immediately.
- In the event of an employer's death, the payment must be made within the first fifteen days of the month following of that of the death.

(article 124 - 130)

Annual Reconciliations and Payments

Remittance for the annual employees' tax:

- Employers are required to submit the 301 report/statement by –
 - the 30th of June for companies subject to the obligations to certify their accounts by an auditor, or
 - the 30th of May for other companies, individuals, and associations.
- Employers are required to submit the annual FDFP report/statement by –
 - the 30th of June each year.

Social Security (CNPS)

Every employer is required to make social security contributions to the National Insurance Fund (Caisse Nationale de Prévoyance Sociale, CNPS) in respect of their employees. Social security contributions are regulated by Law 99-477 of 2 August 1999 as modified by Ordinance No. 2012-03 of 11 January 2012.

Who Must Contribute?

Workers, as defined in Article 2 of the Labour Code must contribute towards CNPS. Persons, other than workers as defined in Article 2 of the Labour Code, may voluntarily join one or more branches of the social security scheme managed by CNPS regardless of the nature of the activity they perform.



Contribution Amounts

Contributions are based on gross salaries/wages up to a ceiling. The ceiling for the monthly contribution towards the CNPS retirement fund is XOF 3 375 000 (annual ceiling of 40 500 000 XOF), the limit is 45 times the Guaranteed Interprofessional Minimum Wage (SMIG)

i.e minimum wage (SMIG) = 75 000

45 times the minimum wage per month = 3 375 000

	Old age	Occupational hazard	Maternity and Family benefits
Employer contribution	7.7%	2% up to 5% depending on the assessed degree of risk	5.75% (0.75% is for maternity and 5% for family benefits)
Employee contribution	6.3%	0	0
Total	14%	2% - 5%	5.75%
Ceiling on which contribution is based on	XOF 3 375 000	XOF 75 000	XOF 75 000

Contribution Base

According to the Social Security code, paragraph 1 of Article 23, contributions are based on all wages, including benefits in kind and various allowances paid by the employer to its employees, with the exception of allowances in the nature of reimbursement of expenses.

The following items are excluded:

- The basked bonus up to 3 times the hourly guaranteed minimum salary
- The “dirt” bonus up to 13 times the hourly guaranteed salary
- The monthly allowance for work clothes, up to 7 times the hourly guaranteed interprofessional minimum salary
- The monthly tooling premium up to a maximum of 10 times the hourly guaranteed interprofessional minimum salary
- The monthly transportation allowance (between 20 000 FCFA and 30 000 FCFA as a threshold depending on the cities)

Monthly Reconciliations and Payments

Employers are required to submit the CNPS return by the 15th of each month following the month to which the social security contributions relate to.



Annual Reconciliations and Payments

Employers are required to submit the annual CNPS return (DISA) by the 31st of March each year.

Universal Health Coverage (CMU)

The Ivorian social security system have a mandatory health risk coverage system for the benefit of populations residing in Ivory Coast. The Couverture Maladie Universelle (CMU) contribution is administered by the National Health Insurance Fund (CNAM) and paid through the National Social Security Fund (CNPS) for the contributory scheme.

Universal Health Coverage is made up of:

- A contributory scheme, called the general basic scheme;
- A non-contributory scheme, called the medical assistance scheme, which targets economically weak or destitute people, as defined by decree.

For the contributory scheme (General basic scheme):

The employer withholds the 1000 FCFA contributions through an even (50/50) split:

- 500 FCFA employee contribution per dependent; and
- 500 FCFA Employer contribution, per dependent with a limit of 6 child dependents.

Monthly Reconciliations and Payments

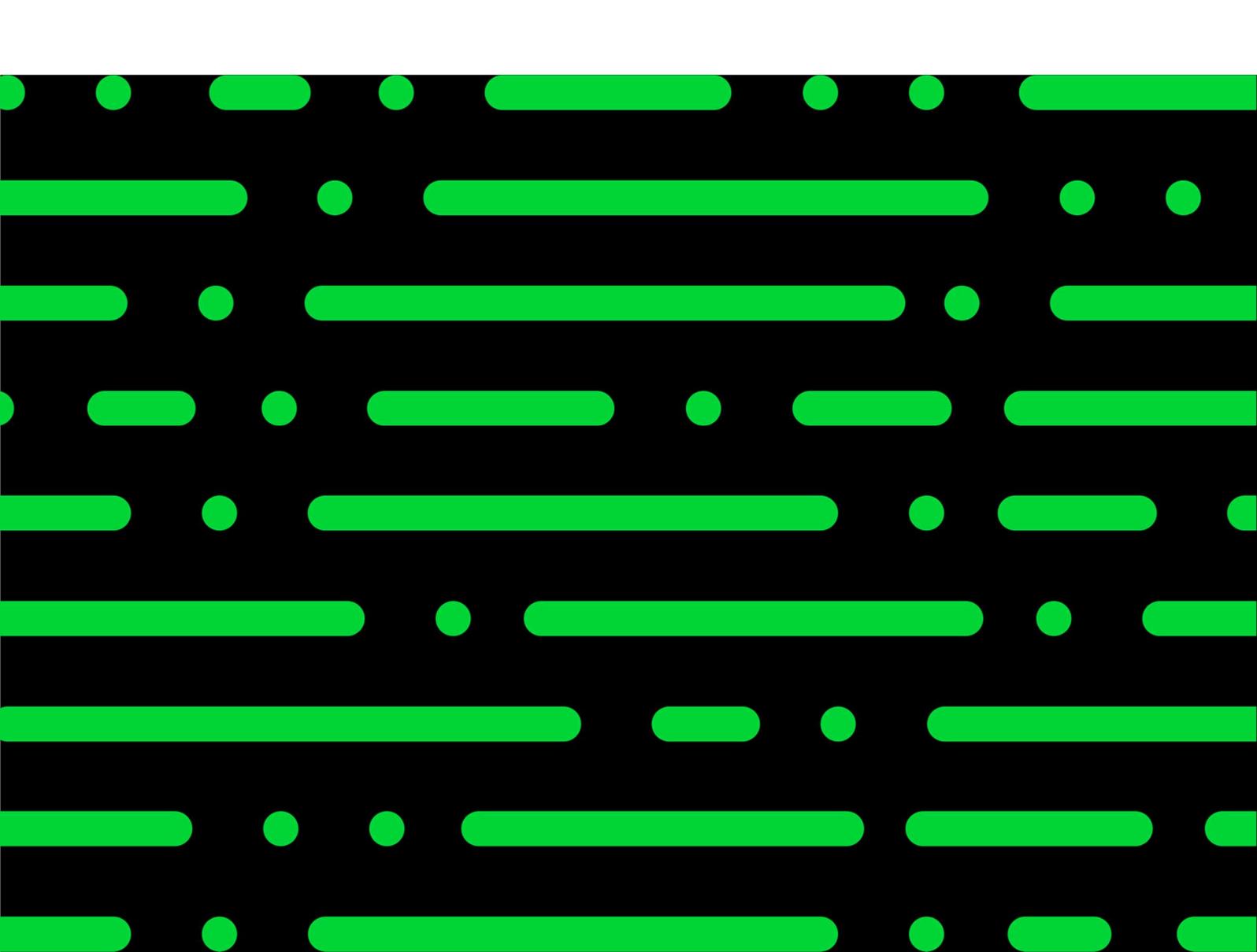
Employers are required to submit a CMU declaration to the CNPS by the 15th of each month following the month to which the CMU contributions relate to.

Sources

- General Tax Code
- BDO
- ENSAfrica
- **www.dgi.gouv.ci**
- Note n° 2411/SEPMBPE/DGI-DLCD of 20 June 2018
- Note n° 0593/MPMBPE/DGI/DLCD-SDL/eamd/02-2020 of 12 February 2020
- Note n° 2411/SEPMBPE/DGI-DLCD of 20 June 2018 and article 116-1
- Note n° 2411/SEPMBPE/DGI-DLCD of 20 June 2018
- Note n° 2408/SEPMBPE/DGI-DLCD of 20 June 2018
- Social Security Act
- Order No. 1028 MEF.DGI.DGA.SLCD of 7 November 1996Employee Compensation Act
- Law No.62-61 of 16 February 1961
- Deree N° 92-529 of 2 September 1992Vocational Education and Training Act
- Ordonnance n° 2023-719 du 13 septembre 2023

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