

Premier and Classic

Release Notes

6.5b

15 January 2026



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1.0 Important Notice

When you access your company, an Important Notice will display in PDF format.

The Important Notice is a synopsis of some of the items recorded in these Release Notes.

You can save or print this document for reference purposes.

Please Note:

This notice will be displayed each time you access the company until you tick the tick box “I acknowledge. Don’t show this message again.” at the bottom of the screen.

2.0 Angola: Tax Changes (Premier Only)

The Angola 2026 State Budget has been promulgated and published in the Diário da República.

The following changes are effective from **1 January 2026**:

- The Personal Income Tax (PIT) exemption on employment income has increased from Kz100 000.00 to Kz150 000.00.
- Employment income up to Kz150 000.00 is now tax-free.
- All subsequent tax brackets have been adjusted to start from the new threshold.

Monthly Tax Table effective 1 January 2026:

From	To	%	Amount Over	Fixed Amount
0.00	150 000.00	0%	0.00	0.00
150 000.01	200 000.00	16%	150 000.00	12 500.00
200 000.01	300 000.00	18%	200 000.00	31 250.00
300 000.01	500 000.00	19%	300 000.00	49 250.00
500 000.01	1 000 000.00	20%	500 000.00	87 250.00
1 000 000.01	1 500 000.00	21%	1 000 000.00	187 250.00
1 500 000.01	2 000 000.00	22%	1 500 000.00	292 250.00
2 000 000.01	2 500 000.00	23%	2 000 000.00	402 250.00
2 500 000.01	5 000 000.00	24%	2 500 000.00	517 250.00
5 000 000.01	10 000 000.00	24.5%	5 000 000.00	1 117 250.00
10 000 000.01	And above	25%	10 000 000.00	2 342 250.00

Tax File version: 202601

Please Note:

If you make use of a Monthly, Weekly or Bi-weekly Tax Table, tax will not be backdated for previous periods if this update is installed after January.

3.0 DRC: Tax Changes (Premier Only)

Effective **1 January 2026**, the Democratic Republic of Congo (DRC) will implement a new income tax framework under Law No. 23/053 of 30 November 2023.

3.1 Summary of Changes

Below is a summary of the key changes affecting payroll calculations and configuration:

3.1.1 Change of Tax Type

The Impôt Professionnel sur les Rémunérations (IPR) will be replaced by the Impôt sur le Revenu des Personnes Physiques (IRPP).

The progressive tax brackets and rates remain unchanged, but the scope of taxable income has been expanded under the IRPP regime.

3.1.2 Dependent Rebate

Tax continues to be reduced by 2% per dependent, up to a maximum of 9 dependents under Article 123, however, no rebate applies to income above the third tax bracket.

3.1.3 Additional Exempt Income

The following income categories are now exempt from IRPP under Article 69:

- Alimony payments
- Scholarships
- Lump-sum allowance paid to military and police personnel upon completion of their careers

3.1.4 Repealed Tax Categories

The following tax categories have been repealed under the new law – Article 152:

- Casual workers (15%)
- Termination payments (10%)

3.1.5 Rounding Rule Change

As per Article 118, Taxable income must be rounded down to the nearest 1 000 CDF before applying the IRPP scale.

Example:

Taxable income = 1 945 430 CDF → use 1 945 000 CDF in the tax table.

Under Article 150, the tax rounding method has been updated:

- Previously (IPR): final tax rounded to the nearest 1 CDF.
- Now (IRPP): final tax must first be rounded to the nearest whole CDF, then to the nearest 100 CDF.

The law specifies that rounding applies to the **final tax amount**, which means it must be done **after all calculations have been completed**, including the application of the tax table **and** any family rebates or other deductions.

In other words:

- **Rounding is not applied to intermediate values** (per-bracket tax, rebate value, or subtotals).
- **Rounding is applied to the final tax payable** (the amount at the end of the calculation).

Rounding process (two-step rule)**STEP 1: Decimal rounding**

If the tax includes a decimal, round to the nearest whole number:

- $\geq 0.5 \rightarrow$ round up
- $< 0.5 \rightarrow$ round down

STEP 2: Hundreds rounding

If the remainder (after dividing by 100) is:

- ≥ 50 CDF $\rightarrow$ round up to the next 100 CDF
- < 50 CDF $\rightarrow$ round down to the previous 100 CDF

For Example:

Step	Calculation
Tax before rebate	1 250 000 CDF
Family rebate	– 75 000 CDF
Tax before rounding	1 174 960.71 CDF
Step 1 – Decimal rounding	1 174 961 CDF
Step 2 – Hundreds rounding	1 175 000 CDF
	**

Please Note:

Employers must withhold IRPP from employee salaries and remit it by the 15th of the following month.

A monthly declaration must be filed, even where no remuneration was paid (Nil declaration).

3.2 System Changes

The latest Tax File is Version 202601. We made the following changes to the Tax File and Rules:

- The Tax Tables have been amended to accommodate the new rounding rule.
- Tax Tables regarding Temps/Terminations have been deleted.
- Rebate Rule changed to exclude application of rebates from income above the third tax bracket.
- Removed minimum Tax.

3.3 User Intervention Required

To apply the new law that repeals Casual Workers (15%) and Termination Payments (10%), go to **Main Menu > Employee > Change Employee > Statutory Details Tab – Tax Status** and change all employees set to “Secondary/Temp” to “Statutory Tables.”

4.0 Ghana: SSNIT Changes (Premier Only)

The Social Security and National Insurance Trust (SSNIT), has increased the maximum insurable earning for 2026 from GHS 61 000.00 to GHS 69 000.00 effective **1 January 2026**.

This means that from 1 January 2026, the maximum contributions payable to SSNIT will be **GHS 9,315.00** and **GHS 79.35** for the minimum.

Please Note:

After accessing your company for the first time, we advised you to do a General Recalculation from **Main Menu > Payroll > General Recalculation** to ensure that the **correct limits** are **applied**.

5.0 Malawi: Tax Changes (Premier Only)

The Malawi Revenue Authority (MRA) has confirmed that the following tax changes have been enacted on 30 December 2025 in the Taxation (Amendment) Act No.36 of 2025 and are effective from **1 January 2026**:

- A higher tax-free band.
- Removal of the 25 percent bracket.
- A new 40 percent top rate.

Monthly Tax Table for the 2026 Tax Year

Monthly Income		Taxable amount (MK)	Rate
From (MK)	To (MK)		
0.00	170 000.00	170 000.00	0%
170 000.01	1 570 000.00	1 570 000.00	30%
1 570 000.01	10 000 000.00	10 000 000.00	35%
10 000 000.01	And above		40%

Tax File Version: 202601

Please Note:

If you make use of Monthly, Weekly or Bi-weekly Tax Tables, tax will not be backdated for previous periods if this update is installed after January.

6.0 Nigeria: Tax Changes (Premier Only)

As part of the reform, the new Nigeria Revenue Service (Establishment) Act has repealed the Federal Inland Revenue Service (Establishment) Act, and thus a new administrator, the Nigeria Revenue Service (NRS), will replace the FIRS.

The Nigeria Tax Act 2025 is effective **1 January 2026**.

6.1 Tax Table Changes

Annual Tax Tables:

From (N)	To (N)	%
0.00	800 000.00	0%
800 000.01	3 000 000.00	15%
3 000 000.01	12 000 000.00	18%
12 000 000.01	25 000 000.00	21%
25 000 000.01	50 000 000.00	23%
50 000 000.01	And above	25%

6.2 Summary of Other Changes

6.2.1 Accommodation Benefit Taxable Amount

Where an employer provides premises or accommodation to an employee, the accommodation benefit taxable amount is now limited to a maximum of 20% of the employee's annual gross income from employment (not taking into account the value of the rental property).

6.2.2 New Rent Relief

Rent relief of 20% of annual rent paid for qualifying employees, subject to a maximum of 500 000.00, whichever is lower.

6.2.3 Abolish Consolidated Relief Allowance.

The Consolidated Relief Allowance (CRA) is excluded in the new Act under allowable deductions. During consultation, it was stated that the new Rent Relief will replace the CRA.

6.2.4 Change to Capital Gains Tax Act

Income that qualified for Capital Gains Tax (CGT) in line with the Capital Gain Tax Act will be subject to normal tax at the applicable progressive income tax rate based on the individual's income brackets. CGT at the flat rate of 10% is no longer applicable.

6.3 System Changes and User Intervention

6.3.1 Nigeria Statutory Information Tab

Main Menu > Company > Basic Company Information > Nigeria Statutory Information Tab

We have added an indicator on the Nigeria Statutory Information Tab for “**Enable Consolidated Relief Allowance**”:



The screenshot shows the 'Nigeria Statutory Information' tab within the 'Basic Company Information' section. The form includes the following fields:

- NHF Number
- NHIS Number
- ITF Levy Number
- NSITF Number
- Pension PFA Code (with '000' entered)
- Pension Employer Code
- Nature of Business
- Enable Consolidated Relief Allowance** (checkbox, currently unchecked and highlighted with a red box)

Select (Tick) “Enable Consolidated Relief Allowance” if the relief must still be applied for the whole company.

When this flag is on, the Consolidated Relief Allowance will be calculated for the company, otherwise, Rent Relief will be calculated if there is a rent amount specified on the Employee Statutory Details Tab (see below).

6.3.2 Employee Statutory Details Tab

Main Menu > Employee > Change Employee > Statutory Details Tab

We have added a field for “**Annual Rent**” under the “Tax Reliefs” section of the Employee Statutory Details Tab.

If your company is not going to apply the Consolidated Relief Allowance, enter the Employee’s Annual Rent paid here.

The Annual value will be used to calculate the Rent Relief for the month.
The Rent Relief to be applied is the lower of: Annual Rent value x 20% or 500 000.00.

Personal Details | Address Details | **Statutory Details** | Payment Details | Analysis Details | Benefit Details

Tax Details

State/Province Tax Status **Statutory Tables** ★

National Housing Fund (NHF) Number Tax Office

National Housing Fund (NHF) Status ☒ Tax Number

Development Levy Deduction Period Tax Start Date

National Health Insurance Fund (NHIS) Number Age (Tax Year) (56 yrs)

National Health Insurance Fund (NHIS) Status ☐ Medical Aid/Health Insurance Name

Pension Fund Code Medical Aid Number

Pension Fund Number Pension Fund Contributions will be calculated according to the Pension Fund Start Date on the Benefit Details Tab.

Employee Compensation Scheme (NSITF) Status ☒

Industrial Training Fund (ITF) Status ☒

Tax Reliefs

Annual Rent

6.3.3 Tax Rates

Main Menu > Company > Basic Company Information > <Tax Rates>

The Tax Rates Screen will adjust according to whether you selected (ticked) “Enable Consolidated Relief Allowance” on the Nigeria Statutory Information Tab, or not.

- “Enable Consolidated Relief Allowance” selected:

The Tax Rates effective for 1 January 2026 - 31 December 2026

Annual Taxable Income	Tax on Bands	Percentage
0.00 - 800000.00	.00	0.00 % up to 800000.00
800000.01 - 3000000.00	330000.00	15.00 % up to 3000000.00
3000000.01 - 12000000.00	1620000.00	18.00 % up to 12000000.00
12000000.01 - 25000000.00	2730000.00	21.00 % up to 25000000.00
25000000.01 - 50000000.00	5750000.00	23.00 % up to 50000000.00
50000000.01 - 999999999.00		25.00 % up to 999999999.00

Consolidated Relief Allowance 200000.00 or 1.0000 % of gross income, whichever is higher,
plus 20.0000 % of gross income, per annum.

National Minimum Wage 840000.00 per annum.

Main Menu > Payroll > Payslip Screen > Route to TAX

The Employee Tax Reliefs will record as follows:

Tax Reliefs	
Total Periodic Gross Income	.00
Total Annual Gross Income	11400000.00
1.0000 % of AGI	114000.00
CRA Limit	200000.00
Higher of 1% and CRA Limit	200000.00
20.0000 % of AGI	+ 2280000.00
Consolidated Relief Allowance	= 2480000.00
Total Annual Tax Reliefs	= 2480000.00

- “Enable Consolidated Relief Allowance” NOT selected:

The Tax Rates effective for 1 January 2026 - 31 December 2026					
Monthly Taxable Income	Tax on Bands	Percentage			
0.00 - 800000.00	.00	0.00 %	up to	800000.00	
800000.01 - 3000000.00	330000.00	15.00 %	up to	3000000.00	
3000000.01 - 12000000.00	1620000.00	18.00 %	up to	12000000.00	
12000000.01 - 25000000.00	2730000.00	21.00 %	up to	25000000.00	
25000000.01 - 50000000.00	5750000.00	23.00 %	up to	50000000.00	
50000000.01 - 999999999.00		25.00 %	up to	999999999.00	
Rent Relief - Lower of 500000.00 per annum, or 20.0000 % of gross income.					
National Minimum Wage 84000000 per annum.					

Main Menu > Payroll > Payslip Screen > Route to TAX

The Employee Tax Reliefs will record as follows:

Tax Reliefs	
Total Periodic Gross Income	.00 
Total Annual Gross Income	11400000.00 
Rent Relief Limit	500000.00
20.00 % of Rent	90000.00
Lower of 20.00 % and Rent Limit	90000.00
Total Annual Tax Reliefs	= 90000.00

6.3.4 Capital Gains Tax

Please Note:

If you make use of a **Method of Calculation** to calculate Capital Gains Tax, CGT has been abolished from 1 January 2024.

Therefore, if you cater for income that qualifies as Termination Benefits (Compensation for loss of office or employment) in line with Chargeable Gains, as defined, it will be subject to Personal Income Tax (PIT) on the portion of the income above N50 000 000.

7.0 Other Tax Countries: New Reports

7.1 Kenya: P9 Tax Deduction Cards (Premier Only)

You received a **patch** file with this new report on **4 December 2025**.

The Kenya Revenue Authority has released a new template for the P9 Tax Deduction Card for the 2025 tax year. This report is a simplified version of the current P9A/P9A Hosp/P9B – Tax Ded Cards and will be replacing the report.

The P9 Tax Deduction Cards Report can be found on: **Main Menu > Reports > Kenya Reports > P9 Tax Deduction Cards**

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Reports

NHIF (Monthly Return and Online Sub)	☐	NSSF Payroll Template	☐	Kenya Cooperative Bank File	☐
NSSF (Social Security Return)	☐	Bank of Africa File	☐	CBARTGS Bank File	☐
P10D (Employer PAYE Return)	☐	Barclays Web Bank File	☐	CBAEFT Bank File	☐
P9A/P9A HOSP/P9B - Tax Ded Cards	☐	Citidirect BKT (Citibank) File	☐	PrimeNET Bank File	☐
PAYE Monthly Return - Manual	☐	Citidirect DFT (Citibank) File	☐	EcoBank Bank File	☐
Industrial Training Levy	☐	Citidirect EFT (Citibank) File	☐	SHIF (Monthly Return and Online Sub)	☐
P10B - Fringe Benefits Tax Return	☐	Kenya Commercial Bank File	☐	Simplified P10 Return	☐
New iTax PAYE Online - New P10	☐	NIC Bank File	☐	P9 Tax Deduction Cards	☐
New NSSF Return (effective Jun 2014)	☐	KCB Quickpay Bank File	☐		
HELB Monthly Remittance Schedule	☐	Stanbic nBoI Bank File	☐		

If any new System Definitions (Earnings, Deductions, Company Contributions, Calculation Fields, Hours, Own, Perks Tax) have been added, please return to the Report Set-up Screen to update report linkings.

When you print the report for the first time, access the **<Report Setup>** Screen and link the relevant lines to the available options. Refer to the Help guides for a better understanding of the various fields.

Report Setup 1 | Report Setup 2

Basic Salary/Other Cash Allow		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Benefits Non-Cash		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Value of Quarters		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Pension/Provident/NSSF		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Owner Occupied Interest		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
PAYE/Tax		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Insurance Relief		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Commission Rate		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Vehicle Engine Size		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Rent Recovery		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Loan Amount		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Company Int Rate		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Prescribed Int Rate		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Motor Vehicle Benefit		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
NHIF Contribution		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Post Retirement Medical Fund		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Social Health Insurance		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Affordable Housing Levy		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Post Retire Medical Relief		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen

Continue
 Support Letter

Field	Description
Basic Salary/Other Cash Allow	Total Cash Income includes Basic Salary plus all Taxable Cash Earnings and Allowances.
Benefits Non-Cash	The Taxable Value of the Fringe Benefits for the month, excluding the taxable value of Housing Benefit and Low Interest Loan Benefit.
Value of Quarters	If Housing is provided to the Employee, the value of the Quarter's results in a Taxable Housing Benefit.
Pension/Provident/NSSF	Contribution towards NSSF as well as Pension/Provident Fund contributions to any other approved fund.
Owner Occupied Interest	Owner Occupied Interest Contribution.
PAYE/Tax	Total PAYE/Tax Contribution.
Insurance Relief	Insurance Relief Contribution: this can be a Deduction, Company Contribution or Private Contribution.
Commission Rate	The Commissioner provides a Fixed Scale Rate on Type of Vehicle and Engine Size. This will determine the Taxable Benefit.
Vehicle Engine Size	The Vehicle Engine Size is a determining factor in the calculation of the Vehicle Benefit.
Rent Recovery	Rent recovered by the Employer from the Employee.

Loan Amount	The original Loan Amount given to the Employee from which a Taxable Benefit arises.
Company Int Rate	Interest Rate charged by the Employer on Loan Amount granted to the Employee.
Prescribed Int Rate	Prescribed Interest Rate as determined by the Commissioner.
Motor Vehicle Benefit	Taxable Benefit where Employee is provided with a vehicle by the Employer.
SHIF Contribution	Social Health Insurance Contribution
Post Retirement Medical Fund	Post Retirement Medical Fund contributions.
Social Health Insurance	Social Health Insurance (SHIF) contributions allowed as tax deductible.
Affordable Housing Levy	Affordable Housing Levy contributions.
Post Retire Medical Relief	Post Retirement Medical Fund Relief amount

After completing all the Report Selections, you can **<Continue>** to run the report.

Select whether the export is for the **Current** or **Multiple** Companies. If “Multiple Companies” is selected, you have the option to select other companies to be included in the report.

The **Second Print-time Selection Screen** requires some important mandatory information before you can **<Continue>**.

Report Format

Excel PDF

Employee's SHA Reference Number

Sundry Number 1

Pension Deduction Percentage

30.00

Post Ret Med Fund Limit

15000.00

Pension Deduction Fixed Limit

30000.00

Personal Relief Monthly Amount

2400.00

Mortgage Interest Limit

30000.00

Insurance Relief Percentage

15.00

Pension Deduction Fixed Amount

30000.00

Insurance Relief Monthly Limit

5000.00

Field	Description
Report Format	• Excel will produce an Excel spreadsheet containing: ○ Summary Sheet: List of all employees for whom Tax Deduction Cards are included. ○ Tax Deduction Card Sheet: The Tax Deduction Cards consist of 2 pages: - Page 1 – Financial Information per month for the Tax Year (January to December). - Page 2 – Additional Employee, Employer and Fringe Benefit information. • PDF will produce: ○ Excel spreadsheet containing a Summary listing all employees for whom a Tax Deduction Card is created. ○ Individual PDFs will be created containing the Tax Deduction Card and Additional Information page. The PDF will be password protected – using Date of Birth as the password.
Employee's SHA Reference Number	Select the field where you have captured the SHA Reference Number for the employee. This is a mandatory field. Available options are: • Sundry Number 1 (Employee > Change Employee > Statutory Details Tab) • Deduction Line Reference (Payroll > Payslip Screen – REF Button) • Military Number (Personnel > Personnel History > Supplementary)
Pension Deduction Percentage	The default is set to the current published value of 30.00. It can be adjusted if required. This value will be used in calculations, fixed information and headers on the report.
Pension Deduction Fixed Limit	The default is set to the current published value of 30 000.00. It can be adjusted if required. This value will be used in calculations, fixed information and headers on the report.
Mortgage Interest Limit	The default is set to the current published value of 30 000.00. It can be adjusted if required. This value will be used in calculations, fixed information and headers on the report.
Pension Deduction Fixed Amount	The default is set to the current published value of 30 000.00. It can be adjusted if required. This value will be used in calculations, fixed information and headers on the report.
Post Ret Med Fund Limit	The default is set to the current published value of 15 000.00. It can be adjusted if required. This value will be used in calculations, fixed information and headers on the report.

Personal Relief Monthly Amount	The default is set to the current published value of 2 400.00. It can be adjusted if required. This value will be used in calculations, fixed information and headers on the report.
Insurance Relief Percentage	The default is set to the current published value of 15.00. It can be adjusted if required. This value will be used in calculations, fixed information and headers on the report.
Insurance Relief Monthly Limit	The default is set to the current published value of 5 000.00. It can be adjusted if required. This value will be used in calculations, fixed information and headers on the report.

Please Note:
Values captured on this screen will be applied for the full tax year.

Select the folder where the Report must be **saved**.

The report is protected, and values cannot be changed.

7.2 Malawi Oracle Banking Digital Experience (OBDX) Bank File (Premier Only)

You received a **patch** file with this new report on **4 December 2025**.

The new Oracle Banking Digital Experience (OBDX) Bank file has been added to: **Main Menu > Reports > Malawi Reports > Oracle Banking Digital Experience**.

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Reports

Fringe Benefit Return	☐	First Merchant Bank File	☐
Tevet Levy	☐	Nat Bank of Malawi Bank File	☐
P4 (New Employee Registration)	☐	Standard Bank File	☐
P5 (Terminations)	☐	Standard nBOL Bank File	☐
* P9 (Tax Certificates)	☐	Eco Bank File	☐
* P16 (Annual PAYE Return)	☐	PAYE Report	☐
P12 and P12A (PAYE)	☐	Oracle Banking Digital Experience	☐

* Reset Tax Certificate Number ☐

If any new System Definitions (Earnings, Deductions, Company Contributions, Calculation Fields, Hours, Own, Perks Tax) have been added, please return to the Report Set-up Screen to update report linkings.

Close Continue Report Control **Report Setup**

After selecting the Report, you can **<Continue>** to run the report.

Select whether the export is for the **Current** or **Multiple** Companies. If “Multiple Companies” is selected, you have the option to select other companies to be included in the report.

The **Second Print-time Selection Screen** is the standard bank file information screen used for all bank file exports.

Payment Info

Payment Date (yyyy/mm/dd)

2025/12/04

Bank Account Number

Bank Account Number

Branch Code

Branch Code

Payment Run

Net Pay (Main Payslip)

Setup Net Pay

Separate Payslip

Payment Reference

Salaries December 2025

Employees to be Extracted

Primary Sort Sequence

Secondary Sort Sequence

Select Employees

All Employees

Currency

Your current Payroll Currency is:

Not used

Use a different Currency for Payroll

Payroll Currency

Only use this field if you wish to use a different Currency than that on the System

Use a different Currency for Conversion

Conversion Currency

SelectAction

Enter Conversion Rate

Close

Continue

Once you have completed this screen and **<Continue>**, additional information is required on the **Third Print-time Selection Screen**.

Oracle Banking Digital Experience Info

Party ID

Vote Number

Debit Account Number

0

Funding TRF Number

Funding Reference Number

Cost Centre

Field	Description
Party ID	Identifier per customer. It is used in the export file name.
Vote Number	Unique number per customer.
Debit Account Number	Account Number from where the salaries must be paid.
Funding TRF Number	Transfer Reference Number / Transaction Reference Number. This is a unique code assigned to each transfer.
Funding Reference Number	General Identifier.
Cost Centre	Select the field where the Cost Centre of the employee is captured. Available options: • Cost Department (Payroll > Payslip Screen > Route to “COST” - linking on first line) • Cost Centre (Payroll > Payslip Screen > Route to “COST” - linking on first line) • Job Grade (Employee > Change Employee > Analysis Details Tab) • Category (Employee > Change Employee > Analysis Details Tab) • Department (Employee > Change Employee > Analysis Details Tab) • Pay Point (Employee > Change Employee > Analysis Details Tab) • R.S.C Field (Employee > Change Employee > Analysis Details Tab)

Please Note:

The Beneficiary Bank BIC Number must be captured in the SWIFT Code field of the employee.
(**Employee > Change Employee > Payment Detail Tab** – SWIFT Code field)

Complete the necessary fields, then click on **<Continue>**.

Select the directory where the .CSV and .XLS files must be **saved**.

The report is protected, and values cannot be changed.

8.0 Other Tax Countries: Changes to Existing Reports

8.1 Namibia: ETX Return (Patch File and Release Changes)

You received a **Patch** file with the following change on **11 November 2025**.

Previously, the system supported only a single housing option per Company, with one reference number linked to the PAYE number.

This design was based on the regulatory guidance available at the time. However, based on new information confirmed with NamRA, the requirement has changed.

Updated requirement:

- Employees within the same company may have different housing options (e.g. free housing, housing allowance, mortgage bond subsidy).
- Each employee's housing option must be recorded at employee level with the correct reference number linked to that scheme, instead of a single reference number at company level.

8.1.1 User Input Required

To ensure that the correct information exports you must capture the correct Housing Type Indicator as well as the Housing Reference Number to be used, for every employee.

- **Main Menu > Payroll > Payslip Screen > Route to XS**

Use a **Calculation Screen** Field to capture the relevant **Housing Type Indicators**:

- 1 – Free Housing
- 2 – Housing Allowance
- 3 – Mortgage Bond Subsidies

- **Main Menu > Payroll > Payslip Screen > Route to MEM**

The **Housing Reference Number** is captured on the **Memo Screen**

- Free Housing: No Reference Number required.
- Housing Allowance: Capture the Reference Number on General Memo Line A.
- Mortgage Bond Subsidies: Capture the Reference Number on General Memo Line B.

8.1.2 Report Setup

The **ETX Return** can be found on: **Main Menu > Reports > Namibia Reports > ETX Return**

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Reports

E.As.6 (Annual Wage Return)	☐	VET Levy	☐	Bank Windhoek Payment File	☐
Form 10 (SSC Submission)	☐	ETX Return	☒		
PAYE 4	☐	CDFF Citibank EFT File	☐		
PAYE 5	☐	Standard nBOL Bank File	☐		
PAYE 5(b)	☐	FNB ENCR Payment File	☐		

If any new System Definitions (Earnings, Deductions, Company Contributions, Calculation Fields, Hours, Own, Perks Tax) have been added, please return to the Report Set-up Screen to update report linkings.

Access the **<Report Setup>** to link the Housing Type Indicators on **Report Setup 2** Tab.

Report Setup 1 | Report Setup 2 | Report Setup 3

Additional Tax		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 1 Tax Free		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 1 Taxable		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 1 Tax Ded		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 2 Tax Free		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 2 Taxable		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 2 Tax Ded		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 3 Tax Free		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 3 Taxable		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 3 Tax Ded		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 4 Tax Free		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 4 Taxable		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 4 Tax Ded		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 5 Tax Free		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 5 Taxable		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Directive 5 Tax Ded		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Annuity Income		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Board Mem/Non-Exec		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Housing Type		Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen

An option has been added for “Housing Type”. Use this field to indicate on which Calculation Field Line (XS) the Housing Type Indicator is saved.

Report Setup Tab	Field	Description
Report Setup 2	Housing Type	Click on <Calc Screen> and select the relevant line.

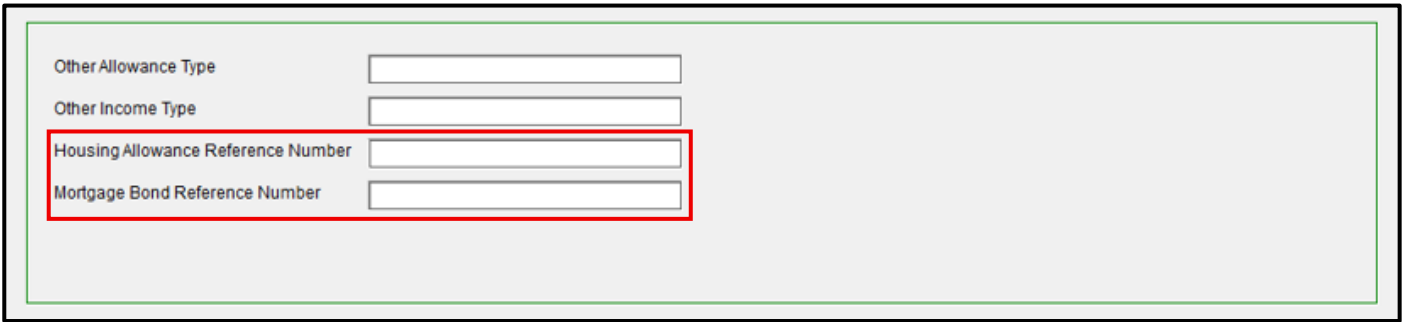
Please Note:
We received feedback from clients indicating that the Reference Number can be the same for all employees in a Company.

As from **Release 6.5b**, the ETX Return has been modified to allow you to enter the **Reference Numbers**:

- at **employee level** on the Employee Memo Screen, or
- at **export time**.

Every employee must still be linked to a **Housing Type Indicator** on their **Calculation Screen** (Routing XS), as explained [above](#), because the Housing Type Indicator determines which Reference Number to export for the employee.

- If the **Reference Number differs** per employee, continue to capture the Reference Number on the Employee **Memo Screen** (Routing MEM), as explained [above](#).
- If you want to use the **same Reference Number** for all employees in the company, capture the Reference Number at export time, on the **third print-time selection screen**:



The screenshot shows a form with four input fields. The first two are 'Other Allowance Type' and 'Other Income Type'. The next two are 'Housing Allowance Reference Number' and 'Mortgage Bond Reference Number'. The 'Housing Allowance Reference Number' field is highlighted with a red border.

8.1.3 Exporting Reference Numbers

- Housing Allowance
 - If the Housing Type Indicator is equal to 2 (Housing Allowance) and there is a Reference Number captured on the Memo Screen line A, then this number will export.
 - If the Housing Type Indicator is equal to 2 (Housing Allowance) and there is no Reference Number captured on the Memo Screen line A, then the Housing Allowance Reference Number as captured on the Screen during export will print.

- Mortgage Bond
 - If the Housing Type Indicator is equal to 3 (Mortgage Bond) and there is a Reference Number captured on the Memo Screen line B, then this number will export.
 - If the Housing Type Indicator is equal to 3 (Mortgage Bond) and there is no Reference Number captured on the Memo Screen line B, then the Mortgage Bond Reference Number as captured on the Screen during export will print.

8.2 Rwanda: Unified Declaration (Premier Only)

You received a **Patch** file with this change on **11 November 2025**.

The existing Rwanda Unified Declaration Report has been updated to reflect the current Employee Pension Contribution Rate of 6% and Employer Pension Contribution Rate of 6% in the report headings.

To simplify future maintenance, all percentage values used in the report headings have now been included in a Print-time Selection screen.

The **Unified Declaration** can be found on: **Main Menu > Reports > Rwanda Reports > Unified Declaration**

The new print-time selection screen has been added after the current two Print-time Selection screens.

These percentage values will default to the current applicable rates but can be amended by the user as required.



Unified Declaration	
Submission Type	Original
Pension Percentage - Employee	06.00
Pension Percentage - Employer	06.00
Occupational Hazard Percentage	02.00
Maternity Percentage - Employee	00.30
Maternity Percentage - Employer	00.30
RAMA Percentage - Employee	07.50
RAMA Percentage - Employer	07.50
CBHI Subsidy Percentage	00.50

The following column headings of the Rwanda Unified Declaration Report, for all three sheets/files (PAYE Permanent Employees, PAYE Casual Employees and PAYE Secondary Employees), have been amended to use the percentage values as applied on the new Print-time Selection Screen in the payroll system, instead of a hardcoded percentage value:

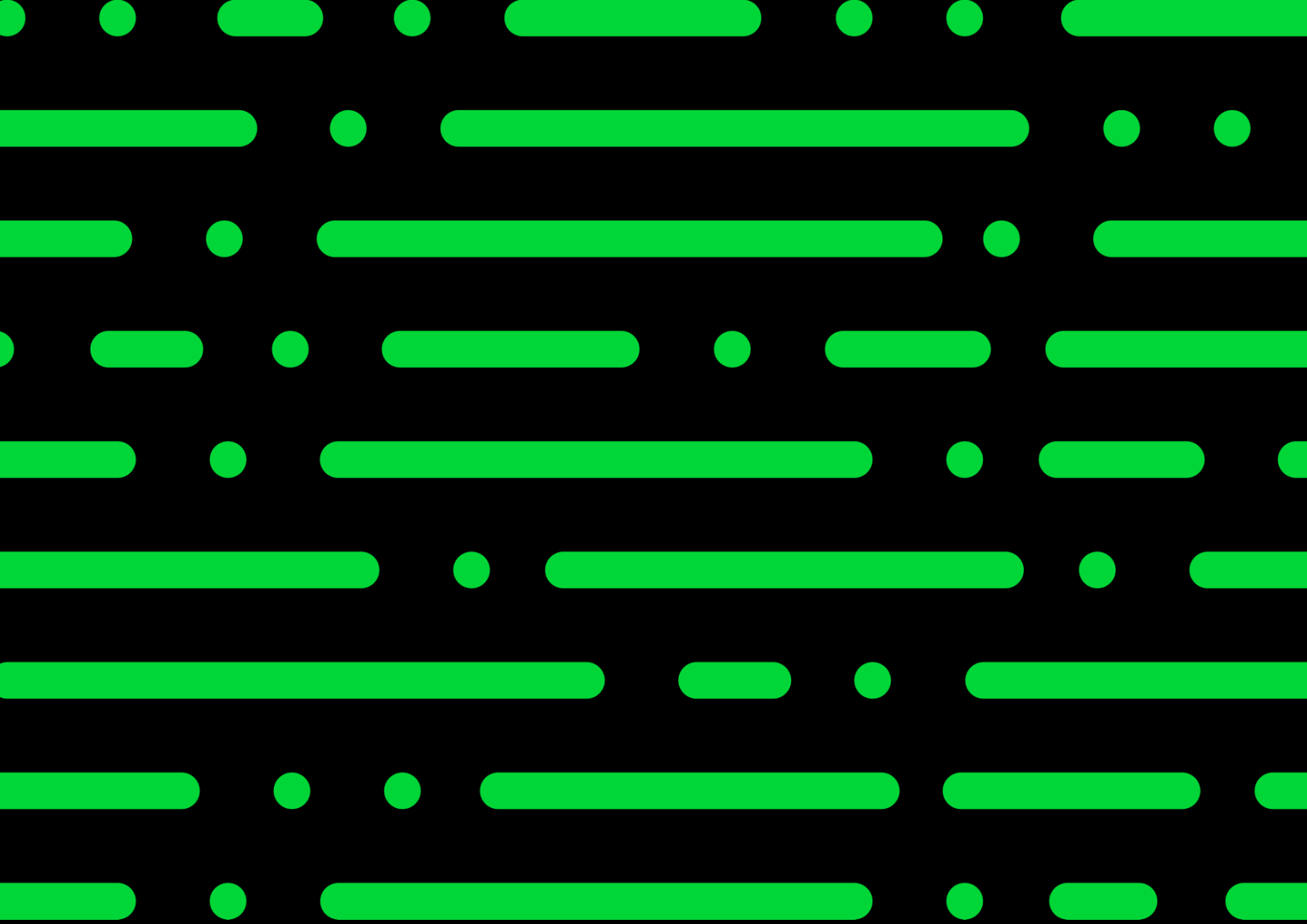
- Employee 6% Pension/Part personnel
- Employer 6% Pension/Part Patronale
- Employer 2% Occupational Hazards (OH)/Part Patronale aux risques professionnels
- Employee 0.3% Maternity ((T-O)0.3%)/Part Personnel des cotisations Maternité
- Employer 0.3% Maternity ((T-O)0.3%)/Part Patronales des Cotisations Maternité
- Total Maternity leave Contributions (0.6%)/Cotisations Totales Maternité
- Employee 7.5% RAMA/Part Personnel RAMA
- Employer 7.5% RAMA/Part Patronale RAMA
- Total RAMA (15%)/Cotisations Totales en RAMA
- Employee CBHI Subsidies (0.5%)/Subventions au regime des Mutuelles de Santé.

9.0 System Modifications/Issues Resolved

The following system modifications have been made, and issues have been resolved.

Area	Issue	Detail
System Modifications		
RSA Users - Equity Module: Employee Equity Screen	Job Function	Main Menu > Equity > Employee Equity Screen The mandatory status of the 'Job Function' field has been removed. The Equity Reports have not required this as a mandatory field for a while. This has been applied to the following screens or processes: • Main Menu > Equity > Employee Equity History Screen: You may exit this screen without input on this field. • Main Menu > Interfaces > Import Data > Utility Imports > Equity History: You may import the file without input for this field. • Main Menu > Interfaces > Flexi Utility > Fixed Information > Import: You may import the file without input for this field. • Main Menu > Reports > Reports and Maintenance > Reports 401 – 600 > Equity Report (Real N 711): No longer appears on the Validation Report if not completed.
RSA Users - Equity Module: Equity Plans	Wording Change	Main Menu > Equity > Numerical Goal Plans The new legislation refers to "employees with disabilities" as opposed to "disabled employees". We have revised the applicable labels on the Employment Equity Numerical Goal Screen to align to legislative documentation.
Issues Resolved		
All Users: Company Contribution Tab	Print Screen File Format	Main Menu > Payroll > Payslip Screen > Selected Employee > Co Contr Tab The Print Screen of the Employee Company Contribution Tab will now create an .HTML file, instead of a .HT file, that will open in your default browser.

All Users: Mobility Payslips	Consent Forms and Error Report	Main Menu > Payroll > Mobility > Print Employee Consent Forms The correct Sage logo is now printing on the Consent Forms as well as on the Error Report, when printing to PDF as well as to a printer.
All Users: Reports Print and Maintenance	Add Report Message	Reports > Reports Print and Maintenance > Add Report When you do not enter a report number to add but you click on <Continue>, the message now correctly refers to <Close> instead of to <Cancel>.
RSA Users: Company Car	Date format on Print Screen	Main Menu > Payroll > Payslip Screen > Selected Employee > Taxable Benefits (Perk) Tab To access the Company Car transactions, click on the <Company Car> button and then edit a line item on the screen. If the date format of the company is set to ddmmyyyy, and you made a print screen of the detail of a Company Car Transaction, the date format was incorrect.
RSA Users: ETI Definitions	Alignment of Buttons	Main Menu > Employee > Change Employee > Employment Tax Incentive Tab If you accessed the ETI Definitions Screen by clicking on the Lookup for "Minimum Monthly Wage" or "Special Economic Zone" the <Add>, <Select> and <Close> buttons were displaying incorrectly.
RSA Users: OID Report	Values for previous months incorrect in some instances.	Main Menu > Reports > Reports and Maintenance > Reports 1 – 200 > OID Report (Real Number 502) When printing the OID Report the Perks Tax Value for Use of Motor Vehicle was not included in the value for the previous months.
RSA Users – Affiliated to SEIFSA: Error Report	Error Report never prints.	Main Menu > Interfaces > Export Data > Industrial Councils When you export for the current company and have employees that do not export amounts, once you <Continue> , a message is displayed asking if you want to print a list of these employees. When you select <Yes> , the Report never printed.



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