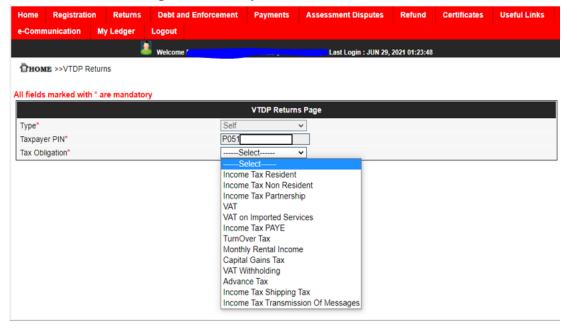


FILING OF RETURNS UNDER THE VOLUNTARY TAX
DISCLOSURE PROGRAMME (VTDP) – TAXPAYER PORTAL
PROCESS

1. Log into the iTax portal using your PIN and password, and navigate to the 'returns' menu and select the option "Voluntary Tax Disclosure Programme".

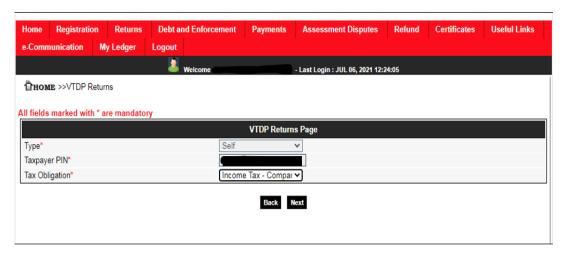


2. Select the Tax obligation that you wish to file for under VTDP.

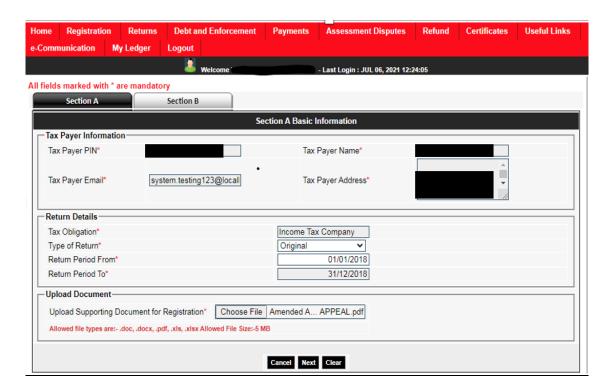




3. Click on the "Next" button

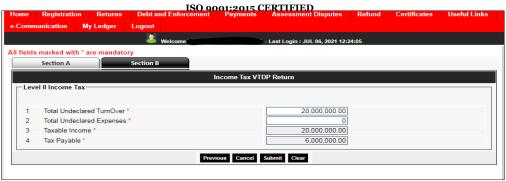


4. Capture the return period and upload the relevant supporting documents under section A.

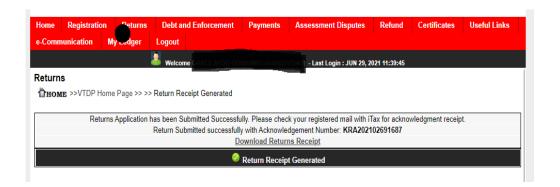


5. Under section B, capture the Undeclared Turnover, Undeclared expenses, Undeclared Gross Amount and total tax payable (in case of payment registration obligations where applicable) and submit the application.

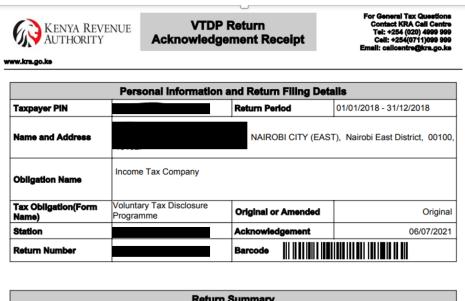




6. The system will generate an acknowledgement receipt and a verification task will be created at the respective Tax Service Office. A copy of the acknowledgement receipt will be sent to the iTax registered email and the same can also be downloaded at this stage.



Sample VTDP acknowledgement receipt





- 7. Once the application is approved/rejected at the respective Tax Service Office, an approval/rejection notice will be communicated to the taxpayer's iTax registered email. For the approved cases, a payment slip (PRN) can then be generated as per the filed VTDP return. To generate the PRN, navigate to the payments menu, select payment registration, click on next, select the tax head and sub head, select payment type as Voluntary Tax Disclosure Programme. The liability details as per the approved VTDP return will populate, for the required details to be confirmed or captured.
- 8. As a final step, select the mode of payment, submit and download the payment slip and proceed to make payments at any of the agent banks or make payments through either mobile money or debit/credit card.

END