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PUBLIC NOTICE: PUBLIC OFFICER RESPONSIBILITIES

The Zimbabwe Revenue Authority wishes to advise companies that for tax purposes they are required to appoint Public Officers to manage their accounts. Public Officers have specific duties and responsibilities stipulated in the Taxes Acts. To register Public Officers, companies must utilise the recently implemented TaRMS system, which was introduced in October 2023. Public Officers are responsible for assigning roles in TaRMS to other company employees involved in tax-related matters. Therefore, companies are advised to take note of issues detailed in this Public Notice to ensure seamless utilisation of TaRMS for the submission of returns and account management.

Role of Public Officer in TaRMS:

- a. The Public Officer is the legal representative of the Taxpayer and should be a senior official in the Company/Organisation, resident in Zimbabwe and should be a signatory to the Taxpayer's bank accounts.
- b. Every notice, process or proceeding may be given to, served upon or taken against any Company/Organisation may be given to, served upon or taken against its Public Officer, or Representative (Sections 53, 54 and 61 of the Income Tax Act; and or Section 47 of the VAT Act).
- c. Is required to, among other many requirements, submit/amend duly completed tax returns and make payments for tax liabilities that may arise from the submitted returns.
- d. Can assign roles in SSP to Taxpayer's officials who are referred to in TaRMS as Assignees. Assignees assigned roles, can submit, amend and view tax returns under the assigned roles. Actions of the Assignees are treated as the actions of the Public Officer.

A Public Officer is not:

- a. A person appointed for just fulfilling a requirement of the tax law but has great tax responsibilities;
- b. A person who is not supposed to know some tax issues of the company;
- c. A person the company does not trust or have confidence in;
- d. A person who cannot stand up to support tax compliance requirements;
- e. A person who is interested in knowing and implementing tax issues;
- 2. How to change a Public Officer in SSP.
 - a. The changes in SSP can be done by the outgoing Public Officer.
 - b. Where the outgoing Public Officer is no-longer available to make the changes in SSP, Taxpayer can complete a REV2 Form and submit to ZIMRA Office where the TIN is registered, and such a change will be effected by ZIMRA on behalf of the taxpayer.

- c. Upon changes being effected, the outgoing Public Officer/Representative will cease to have access to the taxpayer SSP profile, while the incoming Public Officer/Representative will now assume access.
- 3. How to assign roles in SSP?

A. Steps to Create Assignee Roles to Assignees

Taxpayer Assignee Roles should be created by the Public Officer.

- a. Public Officer Logs into their SSP Profile.
- b. Public officer selects the TIN on the drop down.
- c. User goes under Assignee Management Menu and selects Roles sub-menu



d. User Scrolls on the list of Roles and under Actions column clicks Edit to update the desired role

•	Home		Assignee	Management/Roles						+ New R
	Assignee Management	^	Search	Parameters						
	Roles									
	Assignees		Param	eters	•					
	Tax Agent Assignment		Role Na	me		Modules		Perm	issions	
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28	Refund Management	~								
¢.	Notifications									
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e. Scroll down to Attributes, under Application Type scroll down and select all the application types the assignee user should be given rights.

NB; This is where the Public Officer can select PAYE Return as well on the list if the user should see

the payroll

signee Management/Roles	
Role Name *	
Manager	
Permissions	
Available	Selected
Modules	Modules - Permission
	Select All <u>Reset</u>
	See authorized persons tab
	See history tab
	View E-Agreement
	Download vat certificate Search_View Details_View Comment of Instalment Plan Applic
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f. Click Save to finish the process

B. Steps to Un-Assign an Assignee

- a. Click on Assignee Management,
- b. Click Assignee,
- c. Click **Delete assignee** (represented by X)
- d. Click Search and select the Assignee to be un-assigned or deleted
- e. Click on the X
- f. Click **SAVE**

For any queries, contact the ZIMRA Contact Centre or nearest ZIMRA Office. See below details.

My Taxes, My Duties: Building My Zimbabwe!! Public Notice 30 of 2024, issued on 11/04/2024.

