



PUBLIC NOTICE

EMPLOYER REPORTING REQUIREMENTS

The Authority wishes to remind all employers that 2010 PAYE Annual Summaries are due on February 28th 2011. Employers are requested to take note of the following:

1. all reports should include an electronic version;
2. the employer's name and Tax Identification Number (TIN) must be provided in the report;
3. employees' names and TINs must be provided on employee certificates;
4. either the employer or the authorized person should write his or her name; the report must be signed and dated;
5. all attachments to the report must be signed by the authorised person.
6. before issuing employee certificates, employers must :
 - stamp and initial all originals that are manually prepared
 - stamp and initial all manual or computer generated certificates and copies that have been altered.

The income tax law provides severe penalties for persons who make false returns or who fail to lodge reports on time.

If you have any difficulties in complying with the reporting requirements, please e-mail general/technical enquiries to our Taxpayer Education & Publicity Unit (tepu@frca.org.fj) or technical services team (tipu@frca.org.fj); or visit our customer service centers, or contact

Taxation Senior Executives, Lilly Bingwor, 324 3501; Makereta Ledua, 324 3590; Epeli Naua, 324 3505 or Paula Savai, 324 3509.

Arieta Dimuri

Acting Chief Executive Officer