

A COMPANY'S TAX AND LABOUR LAW OBLIGATIONS

WHAT TO DO	WHEN	WHERE	OBSERVATIONS
Declaration of the commencement of trading for tax purposes. (Filling of Model 1 (<i>Modelo 1</i>)).	Immediately. Before issuing invoices.	Submit it to a Tax Office (<i>Repartição de Finanças</i>) where the company is registered.	Must be signed by the company's accountant.
Preparation and signing of the Employment Contracts and opening of the employee's Personal File ¹ .	Whenever an employee is hired.	All recruitments and dismissals must be notified to the Directorate of Labour (<i>Direcção do Trabalho</i>) (Matola)	Prepare these documents for the already existent employees.
Approval of the expatriate employee's Employment Contracts.	Immediately.	Directorate of Labour (Matola)	After the Employment Contract has been approved, the expatriate will need to obtain a work visa and request a Foreign Resident's Identification Document (<i>DIRE – Documento de Identificação de Residente Estrangeiro</i>), from the Department of Migration (<i>Migração</i>). ²

¹ The employee's Personal File should contain a copy of the employment contract, a copy of the employee's identification document, certificates of academic or professional qualifications, a copy of the registration form of the employee issued by the Finance Department (NUIT - *Número Único de Identificação Tributária* (Individual Tax Number)) and from the INSS.

² To request the approval of the Expatriates' Employment Contracts, the company will have to be registered at the Institute of Social Security (*Instituto Nacional de Segurança Social - INSS*) and have declared the

Acquisition of the employee's Individual Tax Number (NUIT - <i>Número Único de Identificação Tributária</i>).	Upon the employee's admission in the company.	Will be submitted to the Tax Office which will then assign the NUIT to the employee.	If the employee already has a NUIT, there is no need to request a new one.
Filing of the Nominal Relation Spreadsheet (<i>Folha de Relação Nominal</i>), with the details of the employees of the company.	Immediately, for the already existing employees. Must be updated annually and submitted in April.	4 originals are submitted to the Directorate of Labour.	One original will be returned after being stamped, and it must then be displayed at the company.
The company must register at the Institute of Social Security (<i>Instituto Nacional de Segurança Social</i>) ("INSS").	As soon as the company declares the commencement of trading for tax purposes. The payroll sheets and the monthly contributions will be deposited until the 10 th of the each following month.	At the INSS.	The appropriate form is to be completed.
Registration of the employees at INSS.	As soon as they are recruited. In the month following the commencement of the contract, the company must submit to INSS the amount of the contributions to be deducted from the employee's salary (7%).	At the INSS.	Employees who have already worked at another company and that already possess a Taxpayer's Number at INSS will not need to register again.
Working Hours	Must be submitted together with the nominal relation spreadsheet (within 15 days after declaring the commencement of trading for tax purposes)	Directorate of Labour (Matola)	2 originals of the appropriate form are to be completed. One original will be returned after being stamped, and it must then be displayed at the company.
Work Accident Insurance	As soon as possible after the employees are recruited.	With an Insurance Company.	A copy of the insurance policy will be kept by the company's Human Resources Department.
Internal Regulation	As soon as possible.	A copy must be	A copy stamped by the

commencement of trading for tax purposes at the Finance Department, therefore, it will need to present a Statement of Discharge (*Certidão de Quitação*) from these two entities.

Av. Kenneth Kaunda, 660
Bairro da Sommershield
Maputo - Moçambique

Tel.: +258 21 491 580
Fax: +258 21 491 576
E-mail : scan@scan.co.mz

www.scan.co.mz

		submitted to Directorate of Labour.	Directorate of Labour will be kept by the company's Human Resources Department, after being disclosed to the employees.
Income Tax (<i>Imposto Sobre o Rendimento</i>)	Monthly. Withholding tax is levied by the company, when preparing the salary statement.	At the Tax Office.	Monthly.
Municipal Individual Tax (<i>Imposto Pessoal Autárquico</i>)	Annual (once-off payment)	At the <i>Recebedoria</i> of Matola's Municipal Council (<i>Conselho Municipal</i>)	Withholding tax is levied by the company in the month of February.
Value - Added Tax (<i>Imposto de Valor Acrescentado – IVA</i>)	Monthly, over the sales or services provided in the previous month.	At the Tax Office.	
Placards or Signs	If the Company puts up any Placards or Signs at its facilities or vehicles, it must obtain a license from the Municipal Council and pay an annual fee.	At the <i>Recebedoria</i> of Municipal Council	Annual.