



## PUBLIC NOTICE

### Issuance of Clearance Certificates for Professionals

The Zimbabwe Revenue Authority (ZIMRA) hereby advises all employers, professionals and professional bodies that in line with Public Notice Number 92 of 2024, the guidelines for issuance of clearances have been uploaded on the ZIMRA website. ZIMRA's computerised systems are not fully equipped to process this requirement for 2025 and interim **guidelines** have been established to facilitate manual clearances until further notice.

#### Criteria for Issuing Clearance Certificates

Clearance Certificates will be issued under the following conditions:

1. The applicant is fully tax compliant, i.e. including registration, submission of returns, and payment of tax.
2. Employees of organizations who do not earn additional taxable income from other sources.
3. Employees earning income from other sources, provided they are tax compliant.

#### Interim Guidelines

##### 1. Professionals in Trade

- a) Professionals conducting business are required to register for tax and apply for a Tax Clearance Certificate via TaRMS.
- b) Professionals with a Tax Clearance Certificate older than 30 days must submit a **manual application** and will be issued a confirmation letter for registration and licensing purposes.

##### 2. Employees

- a) Employees who are professionals must complete a manual application form.
- b) **Employers with multiple professionals needing clearance letters must submit a list of all employees applying for clearances, accompanied by a covering letter and individual application forms. Upon approval, ZIMRA will issue a letter to the employer, which will serve as a Clearance Certificate for licensing purposes.**

##### 3. ZIMRA Processing

- a. Dedicated units at local ZIMRA stations will handle the processing of these applications.
- b. Applications should be submitted via email to **contactcentre@zimra.co.zw** for processing.

#### Key Information:

- The confirmation letter issued by ZIMRA will act as a valid Clearance Certificate for the purpose of registration and licensing with professional bodies **only**.
- Compliance with this requirement is compulsory for professional registration and licensing.

For any inquiries or further clarification, taxpayers are encouraged to contact their nearest ZIMRA Offices or get in touch with the ZIMRA Contact Centre on the details provided below.

*My Taxes, My Duties: Building My Zimbabwe.*

**Public Notice 103 of 2024, issued on 18/12/2024**

Get in touch with us on our Contact Centre  
Toll free number **585** / for Netone **08010271**  
WhatsApp **0782 729 862**  
Email **contactcentre@zimra.co.zw**

*we are here to serve*



**www.zimra.co.zw**