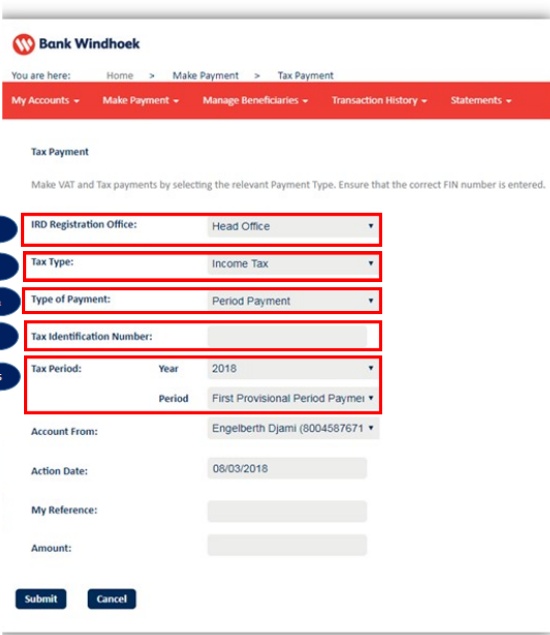


Dear Client

In line with The Ministry of Finance's (MoF) efforts to improve TAX collection services, the introduction of the Tax Identification Number (TIN) meant that the validations of TAX references had to be changed on our Internet Banking Tax Payment platform to comply with the new standard.

The table below is aimed at guiding you through these new features and changes

<p>1. IRD Registration Office – With this new field you are now required to select the registered IRD office. The list that you have to select from consists of:</p> <ul style="list-style-type: none">a. Head Officeb. Large Taxpayers Officec. Windhoekd. Otjivwarongoe. Oshakatif. Walvis Bayg. Katima Muliloh. Rundui. Keetmanshoop	
<p>2. Tax Type – This is an existing field where you have to select the correct Tax Type.</p>	
<p>3. Type of Payment – This is an existing field where you have to select between "Period" or "Account Payment"</p>	
<p>4. Tax Identification Number- This field has changed and you are now required to enter an 8-digit number called the TIN (Tax Identification Number).</p> <p>The previous version of Tax Payments numbers was called a FIN (File Identification Number) and consisted of 10 digits. In the new version as requested by MoF, you now have to enter the TIN, which is now a zero (0), followed by the first seven digits of the old FIN, as illustrated in the example below:</p> <p>Old version - FIN: xxxxxxxxxx New version - TIN: 0xxxxxxx</p>	
<p>5. Tax Period – This is an existing field where you have to select the Year and Period.</p>	

For enquiries or assistance, please call the Digital Channels Sales and Support Team at 061 299 1881/2 or email to ibank@Bankwindhoek.com.na

Regards

The Digital Channels Team