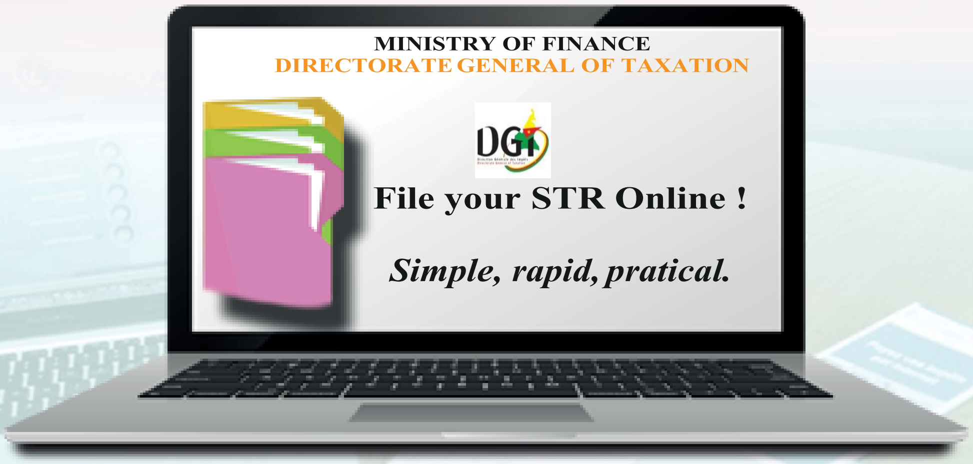
MINISTRY OF FINANCE

DIRECTORATE GENERAL OF TAXATION

GUIDE ON THE E-FILING OF THE STATISTICAL AND TAX RETURN

Large Taxpayers (LTO)
Medium Size Taxpayers (MTO)
Liberal Professionals and Public Establishments (STCLP & STCPE)



1 : Filing Options

There exist three options :

1– Directly on the platform ;

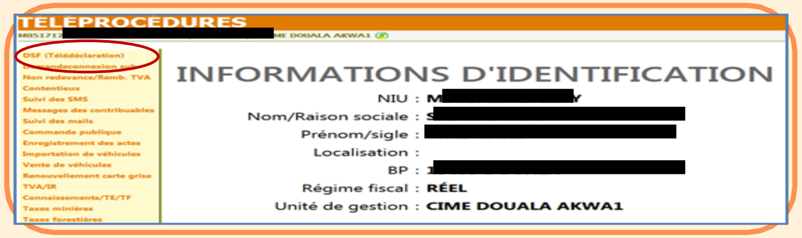
2– Uploading the approved DGT Excel file format for non-web based accounting systems;

3– Through the Application programming Interface (API) - for web based accounting systems.

2 : Getting connected

« Connect » to the e-services window of the Directorate General of Taxation : « www.teledeclaration-dgi.cm » with the usual username and password.

Click on the « DSF (télédéclaration) » link.



3 : Setting up your profile

Once redirected to the online STR platform proceed as follows :

A– Select « Setting » and fill the fields on the company profile and click on « save ».

B– Fill the following pages Normal STR (page de garde, fiche R1, Fiche R2, Grilles d'analyse des notes), Insurance (Fiche 1, Fiche 2, Fiche 5), Bank (ID1 , ID2).

C– For web based accounting system, an API can be programmed for the direct transmission of the STR from the accounting system to the platform. Log-in to the STR e-filing platform via the e-services windows of the website of the DGT.

Set up your space on the platform.

Activate the API functionnality within the Configuration window. The user-name is TIN by default and a password has to be created;

Authenticate your credentials with the user name and password and receive a temporal connection token.

- Select the « Help » button on the interface to consult the API specifications witnin the « API configuration».

- Carefully read the instructions and select « API documentation » for detailed instructions.
- Follow the instructions on the obtention of the authentification token, the creation, addition and online submission of all the pages of the return from the accounting system.

Modify or create a code within the system according to the API specifications. Download or copy the API specifications of each DSF page in the **body** section of the pages, then map the values of your database with the corresponding **json** specifications (see Help) .

With this last stage executed for all the pages, call the API.

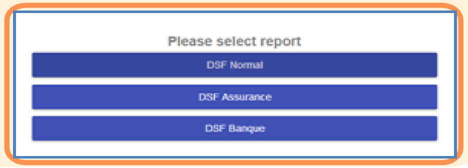
Eight (8)API call termination points exist :

- Connection
- Add a declaration
- Delete a declaration
- Obtain all declarations
- Obtain all the declarations for a given year
- Obtain specific declarations for a specific year
- Add / modify / delete a page
- Submit the declaration

4: Filling the STR directly on the platform

Click on « New DSF »;

Select the format as per your sector of activity from Normal, Banking and Insurance.



To fill out the STR , select a page and complete the details ; Save the pages at any moment by hitting the « Save draft» button;

Move from one page to another by selecting the « Next » button at the foot of the page or « Back » at the top of the page.

5: Submitting the STR via the Excel upload method for non-web based accounting systems

Dowload the Excel format of the STR from the web :

1– type the following link in your navigator:

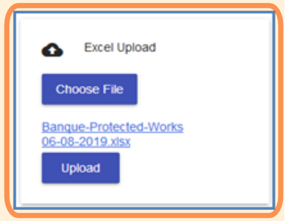
http://www.impots.cm/index.php/fr/actualites/new-formats-electronic-str-and-accompanying-guide-available

2– On the website go to « News » select the Excel file for downloading

3– On the application platform check on from an existing Excel file.

Fill the Excel file by transferring data from your accounting system into it or from an existing Excel file. Save, close and click on « Choose file » to attach this file.

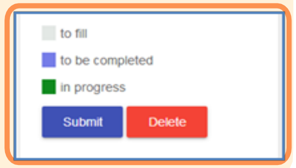
2– Select « upload » , the system will automatically fill all the fields.



***NB*: Verify all the pages before submission.**

4– Click on « Submit ».

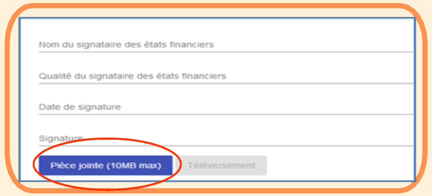
5– The « Delete» button can be used to restart the process.



6 : Attaching documents

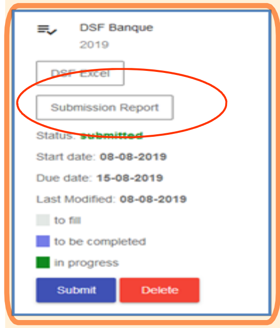
A « pièce jointe » button is found at the foot of each page for attaching documents as in an email.

Compulsory documents that have to be attached before submission* :
1-Visa attestation from the Chartered Accountant, Tax Adviser, Accountant or company employee ;
2-Subsidiary account balance for customers ;
3-Subsidiary account balance for suppliers ;
4-Tax expenditure documentation ;
5-Transfer pricing documentation ;
6-Attestation of dematerialisation of securities ;
7-Amortisation table.
***See the corresponding tables for attachments at the end.**



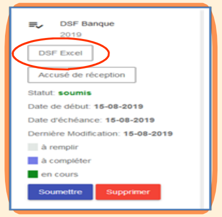
7: Acknowledgement of receipt

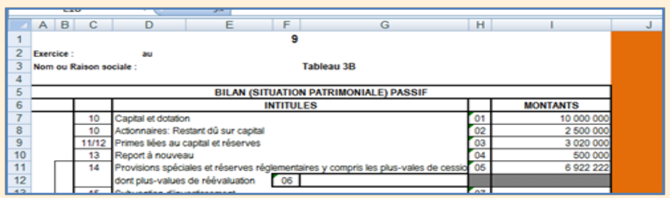
Select «Submission receipt » for the acknowledgement receipt.



8 : Print your STR after submission

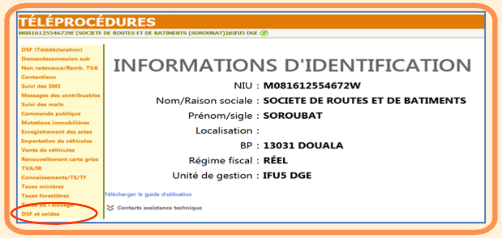
You can print your STR after submission by clicking on « DSF EXCEL» download and print the file.



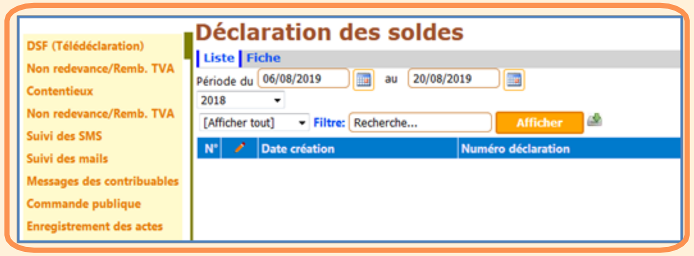


9: Paying the tax balances

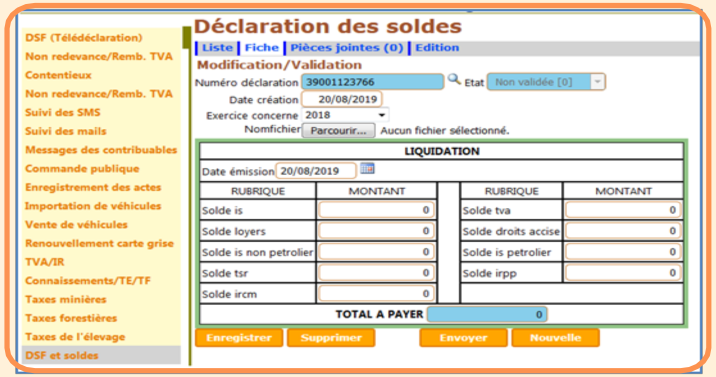
Go to the e-services platform in case of additional tax balance and select « solde DSF ».



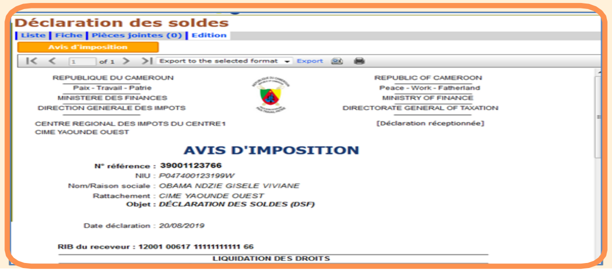
Select « fiche ».



Fill the amounts, click on « Enregistrer » and « Envoyer ».



Select « Edition » and then « Avis d'imposition » to print the notice.



CORRESPONDING TABLES FOR ATTACHMENTS

N°	COMPULSORY DOCUMENTS TO BE ATTACHED	NORMAL STR	BANK STR	INSURANCE STR
1	Visa attestation from the certifying accountant	Fiche R1	ID1	Fiche 1
2	Subsidiary account balance for customers	Note 7	An1 20A, Annexe 5	Annexe 1à 6
3	Subsidiary account balance for suppliers	Note 17	Tableau 14A, 14B, 14C, 16B, Annexe 1	Tableau Sommes verses, 8Bis
4	Tax expenditure documentation	FICHE R2	Annexe 7	Fiche 2
5	Transfer pricing documentation	FICHE R2	ID2	Fiche 2
6	Attestation of dematerialisation of securities	FICHE R3	ID1	Fiche 3
7	Amortisation table	Note 3C	Tableau 4A, 4B et Annexe 2	Tableau 2Bis