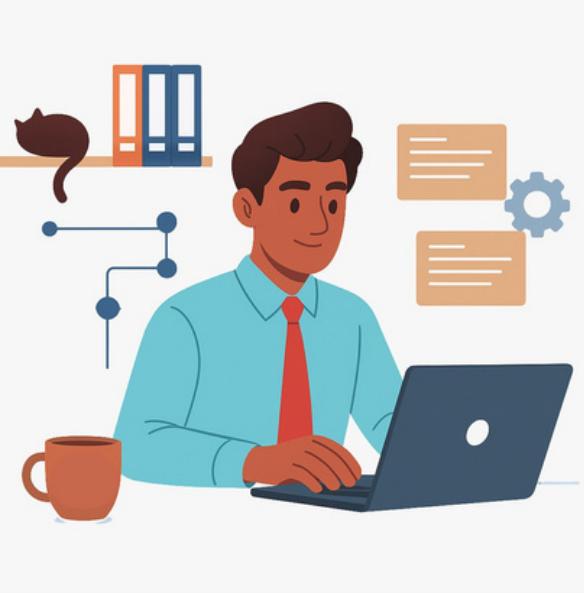


## CRITICAL UPDATE: DECEMBER PAYROLL, FDS RUNS & ZIMRA PROCEDURES



We trust that you are currently using our payroll software and would like to advise you of the following important updates that require your attention. Please be advised of the following End of Year payroll processes and compliance updates.

All payroll authors have been engaging with ZIMRA throughout the year, and a meeting with ZIMRA is scheduled for next week Tuesday to confirm the correct approach for Year-End processing. Following this engagement, comprehensive guidance will be issued to all clients.

Clients who have already run their December payroll will be required to complete their final FDS Run. Further instructions and step-by-step guidance will be communicated after Tuesday's meeting.

Monthly returns are due by the 5th of the following month. Please ensure all submissions are completed on time. The upcoming deadline is 5 January 2026, covering the complete year of 2025.

Please note that ITF 16s will no longer be required going forward, as PAYE submissions are now processed monthly via the TaRMS platform. Clients are encouraged to review the official ZIMRA public notice 67 of 2025 to ensure full compliance and transparency.

## PRICE ADJUSTMENTS

We appreciate your continued partnership and the trust you place in our services. To maintain the high standards of quality and reliability you expect, a price adjustment will apply to the 2026 support fees. This adjustment reflects increased operational costs and prevailing market conditions.

We remain committed to providing exceptional service and value. Should you have any questions, please do not hesitate to contact our support team.

