

Levy Penalties

If you fail to pay levy in full before the last date of the payment, you must pay, in addition to the levy, a charge equal to 5 percent (5%) of any outstanding amount of the levy in respect of each month or a part of a month during which the outstanding amount remains unpaid.

The levy payment periods due dates are as follows:

Months	Payment Due	Comments
January	Before end of March	It is advisable to pay your levies monthly before end of every month (pay for January before end of February, pay for February before end of March )
February		

Months	Payment Due	Comments
March	Before end of May	It is advisable to pay your levies monthly before end of every month (pay for March before end of April, pay for April before end of May)
April		

Months	Payment Due	Comments
May	Before end of July	It is advisable to pay your levies monthly before end of every month (Pay for May before end of June, pay for June before end of July)
June		
Months	Payment Due	Comments
July	Before end of September	It is advisable to pay your levies monthly before end of every month (Pay for July before end of August, pay for August before end of September)
August		

Months	Payment Due	Comments
September	Before end of November	It is advisable to pay your levies monthly before end of every month (Pay for September before end of October, pay for October before end of November)
October		
Months	Payment Due	Comments
November	Before end of January	It is advisable to pay your levies monthly before end of every month (Pay for November before end of January, pay for December before end of January)
December		

**Example:**

Say your levy for Jan 2016 = 1,500.00  
Feb 2016 = 2,500.00

**MARCH 2016**

if you fail to pay before end of March,  
penalty calculation will start as from the first  
of April 2016

i.e. for Jan 2016, your penalty will be:

$$(5/100) * 1,500.00 = 75.00 \quad \text{Total Payable including penalty: } 1,500.00 + 75.00 = \underline{1,575.00}$$

for Feb 2016, your penalty will be:

$$(5/100) * 2,500.00 = 125.00 \quad \text{Total Payable including penalty: } 2,500.00 + 125.00 = \underline{2,625.00}$$

**APRIL 2016**

if you still fail to pay for Jan and Feb before April 2016 ends,  
your penalty will continue accumulating as from the first of May:

i.e. for Jan 2016, your penalty will be:

$$(5/100) * 1,500.00 = 75.00 \quad \text{Total Payable including penalty: } 1,500.00 + 75.00 + 75.00 = \underline{1,650.00}$$

for Feb 2016, your penalty will be:

$$(5/100) * 2,500.00 = 125.00 \quad \text{Total Payable including penalty: } 2,500.00 + 125.00 + 125.00 = \underline{2,725.00}$$

**NB:** Penalty accumulates on a monthly basis (for each month that you fail to pay, 5% of levy payable is added as from the first day of the month). From the above example; say if you fail to pay before December 2016, you will be charged as follows:

For Jan 2016 : April(75.00)+May(75.00)+Jun(75.00)+Jul(75.00)+Aug(75.00)+Sep(75.00)+Oct(75.00)+Nov(75.00)+Dec(75.00)  
For Feb 2016 : April(125.00)+May(125.00)+Jun(125.00)+Jul(125.00)+Aug(125.00)+Sep(125.00)+Oct(125.00)+Nov(125.00) + Dec(125.00)

Total Payable will be: Jan 1,500 + (75.00\*9) = 1,500+ 625 = 2,175.00  
Feb 2,500 + (125.00\*9) = 2,500 + 1125 = 3,625.00