

## GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 100 OF 2016

**The Tourism and Hospitality Act**  
(Act No. 13 of 2015)**The Tourism and Hospitality (Service Charge)  
Regulations, 2016**

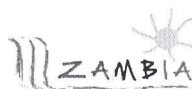
IN EXERCISE of the powers contained in sections *fifty-four* of the Tourism and Hospitality Act, 2015, the following Regulations are made:

- |   |                 |
|---|-----------------|
| 1. These Regulations may be cited as the Tourism and Hospitality (Service Charge) Regulations, 2016.  | Title           |
| 2. In these Regulations, unless the context otherwise requires “accommodation establishment” has the meaning assigned to it in the Act;<br>“Agency” has the meaning assigned to it in the Act;<br>“restaurant” has the meaning assigned to it in the Act;<br>“tourism-related service” has the meaning assigned to it in the Act; and<br>“service charge” means a fee that is charged on accommodation, food, beverages and other tourism-related services. | Interpretation. |
| 3. (1) An accommodation establishment and restaurant shall impose a service charge on the total bill on accommodation, food, beverages and tourism related services.<br>(2) The service charge shall be a rate of ten percent of the total bill as prescribed in the Schedule.  | Service charge  |
| 4. An accommodation establishment and restaurant shall keep a record of the service charge collected and paid monthly for purposes of verification by the Agency.   | Record Keeping  |
| 5. An accommodation establishment and restaurant shall submit to the Agency a quarterly return of payment of the service charge in the Form set out in the Schedule.  | Return          |

*Copies of this Statutory Instrument can be obtained from the Government Printer,  
P.O. Box 30136, 10101 Lusaka. Price K8.00 each.*

SCHEDULE  
(Regulation 5)

PRESCRIBED FORM



Form  
(Regulation 5)

The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)

The Tourism and Hospitality (Service Charge) Regulations, 2016  
SERVICE CHARGE QUARTERLY RETURN

Reporting Months: From \_\_\_\_\_ to \_\_\_\_\_ Year: \_\_\_\_\_ Tourism and Hospitality

Licence No: \_\_\_\_\_

1.	<input type="checkbox"/> Original	<input type="checkbox"/> Amended	
	If amended, amendment Approval Number		
<b>Sr. No</b>	<b>Description</b>	<b>Details</b>	
2.	Name of Tourism Enterprise		
3.	Taxpayer Identification Number (TPIN)		
4.	Unique Reference No.:		
5.	Postal Address	P O Box	
		District	
		Province	
6.	Physical Address	Plot / House No	
		Street	
		Area	
		District	
		Province	
7.	E-mail Address		
8.	Telephone Details	Landline	
		Fax number	
		Mobile	

**PART 1: Summary of Service Charge payable**

Type of Charge	Total amount (K)	Service Charge Rate (%)	Service Charge Payable (K)
Accommodation (Rooms and Bed space) (A5+B5)			
Restaurant (Number and Seating capacity) (C5+D5)			
Food and beverage (A6+B6+C6+D6)			
Tourism-related services (E5)			
Total			

**PART 2: Sales made in the month**

(a) Accommodation (Rooms)

Total number of rooms	Total number of rooms sold	Room occupancy rate %	Total number of guests	Total gross room sales amount (before VAT)	Total gross food and beverage sales amount (before VAT)
(1)	(2)	(3)	(4)	(5)	(6)

## (b) Accommodation (Bed space)

Total number of bed space	Total number of bed nights sold	Bed night occupancy rate %	Total number of guests	Total gross bed sales amount (before VAT)	Total gross food and beverage sales amount (before VAT)
(1)	(2)	(3)	(4)	(5)	(6)

## (c) Restaurant (Dining/Function rooms)

Number of dining/ function rooms seating capacity available	Number of dining/ function rooms seating capacity sold	Dining/ function rooms seating capacity occupancy rate %	Total number of clients	Total gross dining/ function seats sales amount (before and VAT)	Total gross food and beverage sales amount (before VAT)
(1)	(2)	(3)	(4)	(5)	(6)

## (d) Restaurant (Seating capacity)

Number of dining/ function rooms available	Number of dining/ function rooms sold	Dining/ function room occupancy rate %	Total number of clients	Total gross dining/ function sales amount (before VAT)	Total gross food and beverage sales amount (before VAT)
(1)	(2)	(3)	(4)	(5)	(6)

## (e) Tourism-related service

Total number of tourism related services available	Total number of services provided	Ratio of services provided	Total number of clients serviced	Total gross tourism related services amount
(1)	(2)	(3)	(4)	(5)

Submitter's Name	
Submitter's Signature	
Date Received	

For Official use only

Officer's Name		Receiving Office Date Stamp
Officer's Signature		
Date Received		

C. R. BANDA,  
Minister of Tourism and Arts

LUSAKA  
15th December, 2016

