



**General Guidelines to Tourism
Operators and Authorised Dealers on
the Completion of Form TRAS1**

Export Facilitation and Administration

Division

Reserve Bank of Zimbabwe

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PREFACE

These notes are produced as guidelines to Authorised Dealers and Tourism Operators. It is believed that with the aid of the guidelines, the handling of Form TRAS1 by Authorised Dealers and Tourism Operators providing tourism services in the non-consumptive sector in Zimbabwe will be simplified and be easy to understand.

These guidelines will, whenever necessary, be amended by the issue of replacement pages, whose availability will be made public as and when issued.

On the strict understanding that the Form TRAS1 is a correct reflection of the actual invoiced foreign and local earnings in any particular month, the Tourism Operator shall submit the **one** Form TRAS1 to Reserve Bank for approval through **one** Authorized Dealer for **one** tourism facility registered or to be registered with ZTA for **one** month.

1. DEFINITIONS/INTERPRETATIONS

Term	Definition
(a) RBZ	Reserve Bank of Zimbabwe; a central bank established under Reserve Bank Act Chapter 22:15
(b) ZTA	Zimbabwe Tourism Authority, established under the Tourism Act Chapter 14:20
(c) Tourism Industry	Refers to all businesses, enterprise and activities which provide tourist facilities, including any such business, enterprise and activities carried on by the state, a statutory body or a local authority.
(d) Non Consumptive Tourism	Refers to the intangible elements or recreational activities that do not directly deplete or remove natural resources, such as hospitality services, excursions, boat cruises, rest and relaxation, culture, tours, escape, adventure, photography, video recording and game viewing.
(e) Form TRAS1	Tourism Receipts Accounting System form
(f) Tourism Operator	Refers to any person who conducts or operates the tourism facility or who is responsible for its management. It also refers to any agent who receives payment from a foreign resident on behalf of other operators to pay for services, premises, places, or things in a registered tourist facility.
(g) Registered or Designated Tourist Facility	Registered tourist facility means any service, premises, place or thing which is defined as such in terms of the section 2 of the Tourism Act Chapter 14:20.
(h) Denominated currency	For the purposes of completing Form TRAS1, refers to any of the following currencies; United States dollar, British Pound, South African Rand, Botswana Pula, and Euro.
(i) Non-resident Client	In relation to Non Consumptive Tourism, means a person not ordinarily resident in Zimbabwe and not a Zimbabwean by citizenship who contracts directly and indirectly with the operator to for the services offered by the operator.
(j) Resident Client	In relation to Non Consumptive Tourism, means a person ordinarily resident in Zimbabwe and is a Zimbabwean by citizenship who contracts directly and indirectly with the operator to for the services offered by the operator.
(k) Foreign Tourism	It is expenditure by non-resident foreigners who have traveled to and stayed in places in Zimbabwe for not more than one consecutive year for leisure, business and other purposes.
(l) Local Tourism	It is expenditure by resident Zimbabweans and resident

		foreigners who have stayed in Zimbabwe for more than one consecutive year, is classified as domestic tourism.
(m)	Gross Earnings from Foreign Tourism	Aggregate sales figure realized from services offered by an operator to non-resident clients
(n)	Gross Earnings from Domestic Tourism	Tourism earnings realized from services offered by an operator to resident clients
(o)	Parks and Wildlife Management Authority	Means the Parks and Wild Life Management Authority established under the Parks and Wild Life Act (Chapter 20:14)
(p)	Authorized Dealer (AD)	Bank or Financial Institution authorized by RBZ to handle foreign exchange transactions under Exchange Control Act
(q)	Confirmation by an Authorised Dealer	It is an attestation by the Authorised Dealer that the information submitted for the completion of the Form TRAS1 is a solemn declaration by tourism operator.
(r)	CEPECS	Computerised Export Payments Exchange Control System
(s)	FCA	Foreign Currency Account
(t)	ZCT	Zimbabwe Council for Tourism
(u)	Accounts Receivables	Also known as "debtors" funds owed to the tourism operator for business rendered to tourists. Excludes any debtors which would arisen from supply of goods to other non-tourists e.g. sale of air conditioner to a another company
(v)	Accounts Payables	Also known as "creditors" funds owed by the tourism operator to other operators for business rendered or to be rendered to tourists. The amount excludes any creditors which would arisen from supply of goods from other non-tourists e.g. acquisition of hotel supplies from a manufacturing company

2. WHY IS IT NECESSARY TO COMPLETE THE FORM TRAS1

The introduction of Form TRAS1 facilitates the recognition of the Tourism Industry as an "Export Industry" for export statistics, enhances data collection for the industry and simplifies the monitoring of foreign exchange generation by the sector for balance of payments purposes.

The Form TRAS1 ensures that:

- a) The Reserve Bank of Zimbabwe quantifies the foreign currency earnings generated by the tourism sector, for balance of payment purposes and feeding into the Tourism Satellite Account..
- b) The Ministries of Finance and Tourism quantify the tourism sector contribution towards national foreign currency earnings in order to determine performance of the industry, appropriate policies and incentives.
- c) Tourism operators declare their gross earnings to the authorities as conveniently as possible and measure own market share in the non-consumptive tourism industry.

3. WHO SHOULD COMPLETE THE FORM TRASI

All tourist operators and amenities as stipulated in Statutory Instrument 106 of 1996 □ Tourism (Designated Tourist Facilities) and covered in the (Declaration and Requirements for Registration) Regulations, 1996 which include:

a) All premises and places where tourists pay for accommodation including:

- (i) Hotels
- (ii) Lodges
- (iii) Motels
- (iv) Boats/Households
- (v) Boatels
- (vi) Caravans/Camping parkings
- (vii) Camps
- (viii) Farmhouses
- (ix) Guesthouses
- (x) Hostels
- (xi) Inns
- (xii) Self □catering accommodation including apartments, apartholes, chalets and cottages.

b) Transport for tourists or hiring of the following means of transport by any tourists:

- (i) Aircraft
- (ii) Motor vehicles whether for self-driven or chauffeur-driven
- (iii) Motor Cycles/scooters
- (iv) Bicycles
- (v) Boats/cruises/yachts/rafts

c) Services or facilities provided to tourists by the following:

- (i) Conference organizers
- (ii) Travel agents or organizers
- (iii) Non-hotel conference facility operators
- (iv) Photographic and other non-consumptive safari operators.
- (v) Tour operators who provide tours including;

- fishing safaris for a tourist who is a visitor to Zimbabwe
 - photographic tours
 - special interest tours, including for historical, scientific or botanical purposes
 - sight seeing tours, including tours for animal viewing
 - Couriers
- d) **Visitor attractions including museums, monuments, game parks, farms, sanctuaries, art galleries, and cultural villages.**
- e) **Visitor activities including canoeing, rafting cruising, balloon riding, bunjee jumping, horse riding and golf.**

4. HOW TO COMPLETE THE FORM TRAS1

The Form TRAS1 is issued in terms of the Exchange Control Act (Chapter 22:05) and the Tourism Act (Chapter 14:20). The meticulous completion of the form will no doubt avoid unnecessary follow ups and raising queries with the Tourism Operator.

Form TRAS1 is divided into the following 8 sections:

4.1 SECTION 1: DETAILS OF THE TOURISM OPERATOR

Tourism Industry Category

Indicates the subsection of non-consumptive tourism for the tourism facility, as registered with ZTA.

Report Month

Refers to the month being reported on and should be in the format specified

Tourism Operator Name

The Tourism operator's trading name, as per ZTA registration.

Tourism Operator Address

The tourism operator's physical address provided during the time of ZTA registration or any other subsequent updates by RBZ

Tourism Operator ZTA Number and Expiry Date.

The Tourism operator's ZTA number is obtained upon initial or renewal of registration, and should always be valid.

Tourism Operator Bank Name

Name of Authorized Dealer or Bank chosen by the tourist operator for submitting Form TRAS1 for a given month

4.2 SECTION 2: GROSS EARNINGS - FOREIGN TOURISM

***NB:** The values in this section shall be stated in one of the following reporting currencies: USD, ZAR, BWP, EURO and GBP. Once one reporting currency has been chosen, all subsequent sections should always be denominated in the same currency.*

The amount relates to total revenue invoiced (whether received and not yet received or not yet credited to the operator's Foreign Currency Account) generated by the operator for the month from tourism operations/activities. The amount includes revenue generated through the use of vouchers, not yet cashed.

The gross earnings from foreign tourism (excluding earnings billed on behalf of other downstream operators) should be broken into the following

- (i) Accommodation
- (ii) Food and Beverage (where categorisation is possible and applicable)
- (iii) Transport
- (iv) Other

4.3 SECTION 3: GROSS EARNINGS - LOCAL TOURISM

NB: The reporting currency chosen before this section is applied hereto.

The gross earnings from local tourism (excluding earnings billed on behalf of other downstream operators) should be broken into the following:

- (i) Accommodation
- (ii) Food and Beverage (where categorisation is possible and applicable)
- (iii) Transport
- (iv) Other

4.4 SECTION 4: TOTAL NUMBER OF CLIENTS SERVED

The section states the count of residents and non-resident clients invoiced during the month being reported on. Hence the section is broken into the following subsections: -

- (i) Non-resident clients (foreign clients) as defined
- (ii) Resident clients (local clients) as defined

4.5 SECTION 5: MODE OF PAYMENT-TOTAL RECEIPTS

(NB: The reporting currency chosen before this section is applied hereto)

This section breaks down all the receipts attributable to own revenue (excluding funds received on behalf of other operators) which were received through various Banks during the month being reported on.

(i) Total Direct Cash Receipts

This amount reflects the total foreign currency received directly by the Tourism Operator.

(ii) Total Receipts through Electronic Cards

These are receipts earned through international credit cards transactions..

(iii) Receipts through RTGS, Wire Transfers, Drafts etc

These are earnings received through transfers.

4.6 SECTION 6: DEBTORS AND CREDITORS

(NB: The reporting currency chosen before this section is applied hereto)

The section is divided into the following balances as at the end of each calendar month: -

- Total Accounts Receivable (Debtors)
- Total Accounts Payable (Creditors) *must be banked in FCA (Transitory)

(i) Total Accounts Receivable (Debtors)

The amount refers to foreign currency receipts for all the previous months not yet received (debtors receivable) by the close of the calendar month. The debtors are the difference between cumulative revenue generated and cumulative receipts.

(ii) Total Accounts Receivable (Creditors)

The amount refers to funds received on behalf of other downstream operators but not yet distributed. Such funds should be banked on a daily basis in FCA (Transitory)

4.7 SECTION 7: DECLARATION BY THE TOURISM OPERATOR

The section appears on a Form TRAS1 printout, being a section which an authorised representative of the tourist operator signs the document. It is a declaration by the representative of the business that the declared information is true in terms of Section 41 of Exchange Control Regulations of 1996.

4.8 SECTION 8: ENDORSEMENT BY AUTHORISED DEALER

The section appears on a Form TRAS1 printout, being a section which a Bank chosen by the tourist operator solemnises the declaration. It is a confirmation that declaration by the Operator has been done by a competent declarant. It is not an authentication or confirmation that the information is correct.

5. SUBMISSION OF FORM TRAS1

- 5.1** All Tourism Operators are encouraged to capture and submit electronic Forms TRAS1 from their own premises, through a web based application available on <https://cepecsrpt.excon.rbz.co.zw> .
- 5.2** Where an operator has no access to Internet, the Form TRAS1 should be completed by the Authorised Dealer electronically upon being furnished with all the relevant information by the Operator.
- 5.3** After completion, the form is submitted for approval by Reserve Bank. All forms TRAS1 should be submitted by the 15th day of the following month.
- 5.4** Once confirmed by the Authorised Dealer, the Form TRAS1 is deemed to have been submitted electronically to Reserve Bank and subsequent acquittal is required.

THE END