

# **TAX INFORMATION MANAGEMENT UNIT**

**(DLEC)**

## • **Description of the Unit**

**The staff of the Tax Information Management Unit is made up of three officers and the unit is headed by a Principal Tax Inspector. This Unit is responsible for coordination and ensuring the follow-up of information exchange processing. In addition to the officers in this Unit all the officers in the operational directorates participate in the process when requests are referred to them. They are namely the (Directorates of Specialised Tax Services, Dakar Regional Directorate, Directorate of Tax Audit and Information, Directorate of Regional Services, Directorate of Lands Registration and Directorate of Topography).**

**The Unit, which is housed in the Directorate of Legislation, Studies and Litigation, is equipped with adequate computer hardware, a metal cupboard for the safe keeping of documents and a scanning machine. Moreover, with the assistance of the French Cooperation, it is envisaged the Unit will acquire the OECD exchange of information software.**

**The office must endeavour to ensure it is operational through the procedures for information processing, management, archiving and exchange, but also the drafting of a clear confidentiality policy.**

- **WORK TOOLS**

The Unit has :



Demande  
d'assistance administrative



Traiter la  
demande d'assistance d'



Traiter les  
demandes reçues d'

\* 3 manual procedures :

\* 2 registers focusing on Incoming and Outgoing correspondences as well as one register for internal memos

\* All the Tax Administration departments are equipped with standard office equipment. In addition to tax management, the system is automated and functions through an ERP called 'SIGTAS', which is an integrated management system of all taxes and levies (i.e. registration, tax base, assessment, collection and audit).

- **RELATIONS WITH OTHER DGID DEPARTMENTS**

**In addition to the Unit, all the officers in the operational directorates participate in capturing requests when such matters are referred to them.**

**The directorates are as follows :**

- \* Directorate of Specialised Tax Services,**
- \* Dakar Regional Directorate,**
- \* Directorate of Tax Audit and Information,**
- \* Directorate of Regional Services,**
- \* Directorate of Lands Registration and**
- \* Directorate of Topography**

- **RELATIONS WITH OTHER GOVERNMENT AGENCIES**

**The Government Agencies that could intervene in matters relating to exchange of information are:**

- \* Government agency responsible for the registration of taxpayers (National Office of Statistics),**
- \* Customs Service,**
- \* Treasury,**
- \* Ministry of Justice through the Registry of Courts that manage the Company Registration files**
- \* or the Ministry of Interior that manages the issuance of national identity cards.**

- **Statistics on processed requests**

**Number of requests received since 2002 : 19 requests**

**Number of requests received since 2006: 08 requests including 3 from 2013 to 2014.**

**NB: No request was recorded in 2012**

**Number of responses to requests : 06 responses**

**Number of acknowledgments : N.A**

**Timeline for response:** At the level of the Directorate of Legislation, Studies and Litigation under which the Tax Information Management Unit is housed, there are management and monitoring indicators. To this end, the Unit in the event of receiving a request has 48 hours to refer the matter to the internal departments or the Government agencies or other relevant persons. Likewise, under the same timeline, an awaiting response to the relevant Government agency should be drafted.

**Number awaiting letters : 01**