



THE COMMONWEALTH ASSOCIATION OF TAX ADMINISTRATORS

Commonwealth Secretariat, Marlborough House, Pall Mall, London, SW1Y 5HX

Tel: (44) 020 7747 6473 • Fax: (44) 020 7747 6225

Email: cata@commonwealth.int • Web: www.cata-tax.org

30 March 2009

CATA CIRCULAR No: 5 of 2009

TO ALL MEMBERS

THIRTIETH ANNUAL TECHNICAL CONFERENCE – CHANGE IN VENUE

CATA's Thirtieth Annual Technical Conference will now be held in **Lilongwe**, Malawi from **27th September to 2nd October 2009** instead of Mangochi as notified to members earlier through **CATA's Circular No 2 of 2009 dated 23rd January 2009**. **THERE IS NO CHANGE IN THE CONFERENCE DATES.**

Venue:

The Conference will be held at **Crossroads Hotel**.

Hotel Accommodation:

Delegates will be accommodated in **three (3)** hotels, all situated in close proximity of the conference venue. **Delegates are advised to book arrival flights to Lilongwe. On arrival they will be met by representatives of the Malawi Revenue Authority and transferred to their respective hotels.** Special room rates for bed & breakfast have been negotiated with these hotels (inclusive of all taxes). These rates are quoted in US Dollars. Delegates are requested to book their hotel accommodation early, latest by **31st May** to qualify for these negotiated rates and to ensure availability of desired rooms. **Hotel reservations should be made through the Organizing Committee only.** Hotel rates are as follows:

1. Crossroads Hotel			
	Rates per night on bed & breakfast		
Room Category	Single	Double	No. of rooms
Superior	\$100	\$160 sharing	48
Superior Suite	\$140	\$190 Sharing with spouse	4
Delux	\$150	\$200 sharing	40

Delux Queen	\$180	\$220 Sharing with spouse	10
Contact Person	Bridget		
Tel.	(265) 01 750333; 01 750444; cell 09513100		
Email	bridget@crossroadshotel.net ; crossroadshotel@malawi.net		
Web Site	www.crossroadshotel.net		
Fax	(265) 01 750336		
Address	P.O. Box X1, Post Dot Net, Lilongwe		

2. Sunbird Capital Hotel

	Rates per night on bed & breakfast		
Room Category	Single	Double	No. of rooms available
Standard	\$127	\$153 sharing	93
Superior	\$153	\$180 with spouse only	73
Deluxe	\$180	\$206 with spouse only	8
Executive Suites	\$257	\$283 with spouse only	8
Contact Person	Monalisa/Chisangalatso/Willy		
Tel.	(265) 01 773388		
Email	capitalres@sunbirdmalawi.com		
Web Site	www.sunbirdmalawi.com		
Fax	01 771 273		
Address	P.O. Box 30018, Capital City Lilongwe 3		

3. Pacific Hotel

	Rates per night on bed & breakfast		
Room Category	Single	Double	No. of rooms available
Standard	\$80	\$100 with spouse only	24
Deluxe	\$95	\$117 with spouse only	24

This hotel does not provide the option for sharing of rooms by participants but sharing is allowed for spouses only.

Contact Person	Treza		
Tel.	(265) 01 776133; 01 770444		
Email	farooq@pacifichotelsmw.com ; farook_amd2002@yahoo.com		
Web Site	www.pacifichotelsmw.com		
Fax	(265) 01 776222		
Address	P.O Box 2296, Capital City, Lilongwe		

Topics:

The same two topics will be discussed at the conference as notified earlier:

1. “Strategies for taxation of cash based transactions”
2. “Current developments in organizing for effective tax administration”

Additional Information:

Revised additional information about Malawi, Lilongwe and conference related matters is contained in the attached document (**Annex – I**).

Background Papers:

Each member country is required to furnish background papers (not more than four pages each) on the conference topics. The manner in which these background papers should be structured was set out in **Annex - II** to the earlier Conference Circular. **Due date for submission of background papers REMAINS 30 April 2009 despite other logistical changes.** Special guests do not have to furnish background papers.

Visas:

Delegates are advised to check their Visa requirements for travel to Malawi well in advance either through their travel agency or the Malawi High Commission in their respective country/region. It is important to have Visa clearance prior to travel to avoid journey continuation problems at airline transfer desks at airports en-route to your final destination. In some cases Visas may be required for transit or transfer points during the journey. Information regarding visa requirements is available from Malawi High Commissions in different countries

Health requirements:

Malawi has mandatory vaccination requirements for yellow fever, in which case a certificate of inoculation against yellow fever is required from travellers older than one year of age. An international certificate of vaccination against Yellow Fever is valid for 10 years. Delegates arriving without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malawi. For more information log on to www.visitmalawi.mw

Delegates are also advised to take malaria tablets as a preventive measure. Visitors are advised to ensure they have a travel health insurance cover. To check on additional medical care facilities, please log on to the following websites: www.visitmalawi.mw

Climate:

The month of **September** is generally **sunny, warm and dry**. Temperatures range between **23⁰c and 30⁰ c** with the lowest temperatures experienced during the nights. Visitors are therefore advised to carry summer clothing. For more information log onto www.visitmalawi.mw

Registration:

Delegates nominated to attend the conference and special guests and observers are requested to forward the attached **Revised Registration Form (Annex-III)** duly completed to reach the **Conference Coordinator** (with a copy to the CATA Office) no later than **15 May 2009**.

All registration forms **MUST** be either sent through the designated Country Representative for CATA of the nominating country or clearly endorsed by such authority. **No registration form will entertained unless it meets this requirement. (Does not apply to invited Special Guests).**

Delegates are advised to book their hotel rooms early through the Conference Coordinator and copy the booking request to CATA Secretariat.

Financial Assistance:

A limited number of fellowships will be available from the Commonwealth Secretariat's (COMSEC) Governance and Institutional Development Division. Successful participants will receive CFTC awards to cover subsistence only. No other allowances are payable.

Applicants must ensure that their applications for funding are approved by and routed through COMSEC's designated Point of Contact in their respective countries. Names and contact particulars of COMSEC's designated POCs are available on CATA's web site.

Applications not so endorsed will **NOT** be considered by GIDD. Under their very strict guidelines, if a participant approved by GIDD for funding fails to attend the Conference, the approved amount will lapse and will not be paid to his substitute, if any, without the advance prior written consent of GIDD.

The cost of participants' air travel (to and from Lilongwe) will have to be met by the nominating government.

Conference Coordinator:

Mrs Roza Mbilizi will be the **Conference Coordinator**. She can be contacted as follows:

Mail: Malawi Revenue Authority
P/Bag 247
Blantyre
Tel.: (265) 01821241 (direct); 01 822588 (office)
Fax: (265) 822302
Email: rmbilizi@mra.mw

Details of the Conference programme will be circulated to all members and invited Special Guests in due course. CATA's web site will be updated regularly on conference related matters. MRA's special conference web site will also be operative very soon and members will be informed immediately.



Zahir Kaleem
Executive Director