



**Package G**  
**TIN Registered at SERVE**  
**AFTER 1 November 2013**  
 Description of Taxable Activities



Business Name	TIN
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<b>1. Date Business Operations Began or Existing Business was acquired:</b> <i>(dd/mm/year)</i>  ____/____/____	<b>2. Describe the primary activity of your business:</b> _____ _____ _____										
<b>3. Is the business already, or does it expect to become, a contract vendor for any Ministry or other Agency of the Government of Timor-Leste?</b>	<input type="checkbox"/> Yes → <i>Indicate your Government Vendor ID No. V</i> _____ <i>Contract with which Ministry?</i> _____ <i>Award Date (month and year)</i> _____ <input type="checkbox"/> No, I do not have and do not expect to have a government contract										
<b>4. Does the business have an investment certificate?</b> <i>(include a copy of the certificate)</i>	<input type="checkbox"/> Yes → <i>Valid from (dd/mm/yyyy)</i> ____/____/____ <i>to</i> ____/____/____ <input type="checkbox"/> No										
<b>5. Will the business have employees? If yes, when will (or did) the business first pay wages to employees?</b>	<input type="checkbox"/> Yes → <i>starting when?</i> Month _____ Year _____ <input type="checkbox"/> No										
<b>6. Will there be a manager, supervisor or any employee earning more than \$500 per month?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No										
<b>7. Will there be any non-resident employees?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No										
<b>8. How many resident and non-resident employees will you have?</b>	Number of resident employees? _____ Number of non-resident employees? _____										
<b>9. What is the highest number of employees (non-resident and resident) the business expects to have when fully operating?</b>	_____ employees										
<b>10. What is the expected gross income when fully operational?</b>	<input type="checkbox"/> <b>Less than \$1Million gross income per year</b> <input type="checkbox"/> <b>More than \$1 Million gross income per year</b>										
<b>11. Will the business be <u>paying</u> rent for land, buildings, or apartments?</b>	<input type="checkbox"/> Yes → <i>How much is the monthly rent? USD</i> _____ <input type="checkbox"/> No → <i>go to Question 14</i>										
<b>12. To whom will the rent be paid?</b> <i>(company or individual name and address)</i>	12a. Name: _____ <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">12b. Street No.</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">12f. Sub-District</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">12c. Street Name/PO Box</td> <td style="border-bottom: 1px solid black; padding: 2px;">12g. District</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">12d. Door/ Apartment No.</td> <td style="border-bottom: 1px solid black; padding: 2px;">12e. City/Village</td> </tr> <tr> <td colspan="2" style="padding: 2px;">12h. Zone (if known) <i>(for Dili only, circle one)</i></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;"> <input type="checkbox"/> A    <input type="checkbox"/> B    <input type="checkbox"/> C    <input type="checkbox"/> D         </td> </tr> </table>	12b. Street No.	12f. Sub-District	12c. Street Name/PO Box	12g. District	12d. Door/ Apartment No.	12e. City/Village	12h. Zone (if known) <i>(for Dili only, circle one)</i>		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	
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<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D											
<b>13. When will the business first pay this rent?</b>	Month _____ Year _____										

14. Will the business be <u>receiving</u> rent for land, buildings, or apartments?	<input type="checkbox"/> Yes → How much is the monthly rent? USD _____ <input type="checkbox"/> No → go to Question 17							
15. From whom will the rent be received? (company or individual name and address)	15a. Name: _____ <table border="1" data-bbox="799 392 1481 660"> <tr> <td data-bbox="799 392 1220 470">15b. Street No.</td> <td data-bbox="1220 392 1481 470">15f. Sub-District</td> </tr> <tr> <td data-bbox="799 470 1220 548">15c. Street Name/PO Box</td> <td data-bbox="1220 470 1481 548">15g. District</td> </tr> <tr> <td data-bbox="799 548 970 660">15d. Door/ Apartment No.</td> <td data-bbox="970 548 1220 660">15d. City/Village</td> <td data-bbox="1220 548 1481 660">15h. Zone (if known) (for Dili only, circle one)  A      B      C      D</td> </tr> </table>	15b. Street No.	15f. Sub-District	15c. Street Name/PO Box	15g. District	15d. Door/ Apartment No.	15d. City/Village	15h. Zone (if known) (for Dili only, circle one)  A      B      C      D
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16. When will the business first receive this rent?	Month _____ Year _____							
17. Will the business be paying for services/subcontracts to individuals or businesses outside Timor-Leste??	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
18. Will the business be receiving royalties?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
19. List the name and address of the source of the royalties:								
20. Will the business carry on construction or building activities?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
21. Will the business provide construction consulting services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
22. Will the business provide air or sea transportation services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
23. Will the business carry on mining or mining support services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
24. Will the business be providing hotel services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
25. Will the business be providing restaurant or catering services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
26. Will the business be providing bar services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							
27. Will the business be providing telecom services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No							

In Timor-Leste, the types of Domestic Tax for which you may be liable include:

- 1) WAGES Tax                      2) WITHHOLDING Tax                      3) SERVICES Tax  
4) INSTALLMENT Tax                      5) INCOME Tax

Your responses to the questions above will be evaluated by an NDDR official to make the determination which taxes your Business/Organization is liable to file.

## For Taxpayers Registered at SERVE After 1 November 2013

### DETERMINATION OF TAXES TO BE FILED MONTHLY AND ANNUALLY

Business Name	TIN
I, _____ (name of official Representative) certify that all of the information provided by me is true and accurate. I am aware that providing false information is punishable by law.	
Signature of Taxpayer official Representative:	Date:
Please contact the National Directorate of Domestic Revenue if you have any questions about this application form, tax matters or tax obligations. You are responsible to know the tax laws of Timor-Leste as they apply to you. The tax laws and explanations are available on the Ministry of Finance website: <a href="http://www.mof.gov.tl">www.mof.gov.tl</a> , tab 'Taxation'. If you need more assistance, contact the nearest office of the National Directorate of Domestic Revenue, as appropriate.	
Tax Centre closest to my headquarters office is:	
<input type="checkbox"/> Dili	<input type="checkbox"/> Baucau
<input type="checkbox"/> Maliana	

### FOR OFFICIAL USE

Tax Type	Decision?	If yes, period of first tax return/payment: (month/year)	Due date for first return (to be filed and paid by): (dd/mm/yyyy)	Instructions
Income Tax	<input type="checkbox"/> Yes <input type="checkbox"/> No			<b>These returns must be filed and paid annually,</b> usually by the 31 <sup>th</sup> of March the following year. There is a penalty for late filing, even if you owe no tax due on the tax return that is filed late.
Wages Tax	<input type="checkbox"/> Yes <input type="checkbox"/> No			<b>These returns must be filed and paid monthly, by the 15<sup>th</sup> of the following month.</b> There is a penalty for late filing, even if you owe no tax due on the tax return that is filed late.
Withholding Tax	<input type="checkbox"/> Yes <input type="checkbox"/> No			<b>These returns must be filed and paid monthly, by the 15<sup>th</sup> of the following month.</b> There is a penalty for late filing, even if you owe no tax due on the tax return that is filed late.
Services Tax	<input type="checkbox"/> Yes <input type="checkbox"/> No			<b>These returns must be filed and paid monthly, by the 15<sup>th</sup> of the following month.</b> There is a penalty for late filing, even if you owe no tax due on the tax return that is filed late.
Installment Payments	<input type="checkbox"/> Yes <input type="checkbox"/> No			<b>These returns must be filed and paid monthly, by the 15<sup>th</sup> of the following month.</b> These payments toward your Income Tax liability are 0.5% of your total turnover that is not subject to withholding tax in the month.
Name of Determining Official:			Signature:	Date:

**NDDR will provide you with a copy of this determination. Read the information above carefully and be sure you understand the tax liabilities before you leave the NDDR office.**

- **Ensure you know how to obtain and complete CONSOLIDATED MONTHLY TAXES FORMS and ANNUAL INCOME TAX FORMS, and where to file them.**
- **Ensure you know how to file your tax returns and to pay tax due.**