



Package C
TIN Application Form –
ALL EMPLOYEES (Citizens & All Others)
OWNERS (only Timor-Leste Citizens)



(Owners who are not citizens of Timor-Leste, Use Package F)

Section 1 – General Information

1. Do you already have a Timor-Leste TIN? <input type="checkbox"/> Yes → <i>enter your current TIN:</i> _____ <input type="checkbox"/> No	2. Are you applying for a second TIN for yourself personally? <input type="checkbox"/> Yes → <i>State the reason:</i> _____ _____ <input type="checkbox"/> No
3. Is the TIN being requested because you are an Employee or because you are a Citizen/Resident Owner of a Timor-Leste Company? <i>(Note: Non-Resident owners of businesses must use Package F)</i>	<input type="checkbox"/> Citizen/Resident Employee or Owner → <i>Complete Section 2</i> <input type="checkbox"/> Non-Resident Employee → <i>Complete Section 3</i>

Section 2 – Citizen Contact Information (Owner or Employee)

4. Personal Information			
4a. Family Name		4b. First Name	
4c. Street No.	4d. Street Name/PO Box		4e. Door/Apartment No.
4f. City/Village	4g. Sub-District	4h. District	4i. Zone <i>(for Dili only, circle one)</i> A B C D
4j. Primary Phone Number	4k. Other Phone Number	4l. Email Address	
4m. Birth Date		4n. City/District and Country of Birth	
4o. Father's First Name		4p. City/District and Country of Birth	
4q. Mother's First Name	4r. Mother's Maiden Name	4s. City/District and Country of Birth	
5. For official correspondence, do you prefer using the Email Address you provided or the physical Mailing Address?			
<input type="checkbox"/> Email Address <i>(from Question 4l.)</i>		<input type="checkbox"/> Mailing Address <i>(from Question 4)</i>	
6. Preferred Language of Correspondence <i>(check only one box)</i>		<input type="checkbox"/> Tetun	<input type="checkbox"/> English
		<input type="checkbox"/> Portuguese	<input type="checkbox"/> Indonesian

Section 3 – Non-Citizen Employee Contact Information

7a. Family Name		7b. First Name	
7c. Country of Passport	7d. Primary Phone Number	7e. Email Address	
8. Employer Information <i>(Your employer's address will be used as your mailing address for tax purposes)</i>			
8a. Employer's TIN (mandatory)		8b. Employer's Name	
8c. Street No.	8d. Street Name/PO Box	8e. Door/Apartment No.	8f. City/Village
8g. Sub-District	8h. District	8i. Country	8j. Zone <i>(for Dili only, circle one)</i> <div style="text-align: center;">A B C D</div>

Section 4 - Supporting Documents

9. Have you included all supporting documents? Check all appropriate boxes.	
Identification documents for the taxpayer:	
Document Type	Number <i>(indicate number as it appears on the document)</i>
If the Applicant is a Citizen of Timor-Leste (employee or owner) <i>(one of the following documents must be provided)</i>	
<input type="checkbox"/> Copy of Timor-Leste Citizen Card	
<input type="checkbox"/> Copy of Timor-Leste Voter Card	
<input type="checkbox"/> Copy of Timor-Leste Passport	
If the Applicant is a Non-Citizen Employee <i>(both documents must be provided)</i>	
<input type="checkbox"/> Copy of identification page of Passport; AND	
<input type="checkbox"/> Copy of Work VISA page of Passport	

Section 5 - Taxpayer Certification

I, _____ <i>(name of applicant or the applicant's official Representative)</i> 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 Applicant or Applicant's official Representative:	Date:
<p>Please contact the National Directorate of Domestic Revenue if you have any questions about this application form, tax matters or tax obligations.</p> <p>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: www.mof.gov.tl, tab 'Taxation'. If you need more assistance, contact the nearest office of the National Directorate of Domestic Revenue, as appropriate.</p>	

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Approved <input type="checkbox"/> →	TIN Registered:	_____
Rejected <input type="checkbox"/> →	Reason:	_____
Tax Centre Assigned to (<i>check only one</i>):		
<input type="checkbox"/> Dili	<input type="checkbox"/> Baucau	<input type="checkbox"/> Maliana
Name of Determining Official:	Signature:	Date: