



Package D TIN Application Form – Business



(Do not use this form for ENIN Sole-Trader or Unipessoal LDA)

Section 1 – General Information

1. What type of business are you applying for? (Select only one value)	
<input type="checkbox"/> LDA	<input type="checkbox"/> For Profit Foundation
<input type="checkbox"/> SA	<input type="checkbox"/> For Profit Association
<input type="checkbox"/> Branch of Foreign Company	<input type="checkbox"/> State-Owned Enterprise
2. Does the business already have a Timor-Leste TIN?	3. Are you applying for a second TIN for the same business?
<input type="checkbox"/> Yes → enter your current TIN: _____	<input type="checkbox"/> Yes → State the reason: _____
<input type="checkbox"/> No	<input type="checkbox"/> No

Section 2 – Taxpayer Contact Information

4. Business Name		5. Trading Name (if different from Business Name)	
6. Preferred Language of Correspondence (check only one box)		<input type="checkbox"/> Tetun	<input type="checkbox"/> English
		<input type="checkbox"/> Portuguese	<input type="checkbox"/> Indonesian
7. Trading Address (include corresponding map proving the address)		8. Mailing Address (include corresponding map proving the address) → If same as Trading Address, check box <input type="checkbox"/> → If different than Trading Address, complete address below	
7a. Street No.	7e. Sub-District	8a. Street No.	8e. Sub-District
7b. Street Name/PO Box	7f. District	8b. Street Name/PO Box	8f. District
7c. Door/Apartment No.	7g. Country	8c. Door/Apartment No.	8g. Country
7d. City/Village	7h. Zone (for Dili only, circle one) A B C D	8d. City/Village	8h. Zone (for Dili only, circle one) A B C D
9. Business Contact Information			
9a. Primary Phone Number	9b. Other Phone Number	9c. Fax Number	9d. Email Address
9e. For official correspondence, do you prefer using the Email Address you provided or the physical Mailing Address in Question 8? <input type="checkbox"/> Email Address (from Question 9d) <input type="checkbox"/> Mailing Address (from Question 8)			
10. Director or Permanent Representative in Timor-Leste responsible for filing and payment of all taxes for the business The Director or Representative has to be an individual (natural person) living in Timor-Leste and cannot be a business. A Timor-Leste TIN is mandatory for the Director or Permanent Representative. - If he/she is a citizen of Timor-Leste and does not have a Timor-Leste TIN, then → Complete a Package C form - If he/she is not a citizen of Timor-Leste and does not have a Timor-Leste TIN, then → Complete a Package F form			
10a. TIN (mandatory)	10b. Family Name	10c. First Name	10d. Title/Position
10e. Primary Phone Number	10f. Other Phone Number	10g. Fax Number	10h. Email Address
If you are a Non-Resident Business (your articles of association/incorporation are from a country other than Timor-Leste) and/or you intend to register a Permanent Establishment in Timor-Leste, then complete Section 3. Otherwise, go to Section 4.			

Section 3 – Non-Resident Business Only
(Articles of Association/Incorporation are from a country other than Timor-Leste)

11. Is the Director or Permanent Representative (Question 10) living in Timor-Leste?				<input type="checkbox"/> Yes → go to Question 13
				<input type="checkbox"/> No → go to Question 12
12. The business must have at least one Director or Permanent Representative living in Timor-Leste, who is responsible for filing and payment of all taxes for the business.				
<i>The designated Director or Permanent Representative has to be an individual (natural person) living in Timor-Leste and cannot be a business. A Timor-Leste TIN is mandatory for the Director or Permanent Representative.</i>				
- If he/she is a citizen of Timor-Leste and does not have a Timor-Leste TIN, then				→ Complete a Package C form
- If he/she is not a citizen of Timor-Leste and does not have a Timor-Leste TIN, then				→ Complete a Package F form
12a. TIN (mandatory)	12b. Family Name	12c. First Name	12d. Title/Position	
12e. Primary Phone Number	12f. Other Phone Number	12g. Fax Number	12h. Email Address	
13. Do you already have or are you applying for a Permanent Establishment in Timor-Leste?				
<input type="checkbox"/> Yes <i>(include corresponding map proving the address)</i>		<input type="checkbox"/> No		
↓		↓		
14a. Street No.	14e. Sub-District	15a. Country of Incorporation/Registration		
14b. Street Name/PO Box	14f. District	Address of the Headquarters:		
14c. Door/Apartment No.	14g. Country	15b. Street No.	15g. Postal Code	
14d. City/Village	14h. Zone <i>(for Dili only, circle one)</i> A B C D	15c. Street Name/PO Box	15h. Primary Phone Number	
14i. Description of the Physical Structure <input type="checkbox"/> Office <input type="checkbox"/> Other <i>(describe)</i> _____ <input type="checkbox"/> Warehouse _____		15d. Door/Apartment No.	15i. Other Phone Number	
14j. Full Name of Manager of Permanent Establishment		15e. City	15j. Fax Number	
14k. Title/Position		15f. Country	15k. Email Address	
14l. Primary Phone Number	14m. Email Address			

Section 4 – Other Locations in Timor-Leste where you are Conducting Business/Operations

16. Other than the primary address, do you have locations in Timor-Leste where you are conducting business/operations?				
<input type="checkbox"/> Yes →		<i>List all other addresses below</i>		<input type="checkbox"/> No
<i>(include corresponding map proving the address)</i>				
1	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
16e. City/Village		16f. Sub-District	16g. District	16h. Zone <i>(for Dili only, circle one)</i> A B C D
2	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
16e. City/Village		16f. Sub-District	16g. District	16h. Zone <i>(for Dili only, circle one)</i> A B C D

3	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
	16e. City/Village	16f. Sub-District	16g. District	16h. Zone (for Dili only, circle one) A B C D
4	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
	16e. City/Village	16f. Sub-District	16g. District	16h. Zone (for Dili only, circle one) A B C D
5	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
	16e. City/Village	16f. Sub-District	16g. District	16h. Zone (for Dili only, circle one) A B C D
6	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
	16e. City/Village	16f. Sub-District	16g. District	16h. Zone (for Dili only, circle one) A B C D
7	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
	16e. City/Village	16f. Sub-District	16g. District	16h. Zone (for Dili only, circle one) A B C D
8	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
	16e. City/Village	16f. Sub-District	16g. District	16h. Zone (for Dili only, circle one) A B C D
9	16a. Trade/Operating Name	16b. Street No.	16c. Street Name/PO Box	16d. Door/Apartment No.
	16e. City/Village	16f. Sub-District	16g. District	16h. Zone (for Dili only, circle one) A B C D

Section 5 – Owners and Partners

(Note: Every owner or partner must have or obtain a Timor-Leste TIN)

17. List all the owners and partners of this business. Total ownership must add to 100%.			
<i>A proof of the Timor-Leste TIN of each owner/partner has to be provided. If the owner/partner does not have a TIN, then:</i>			
- For each individual who is a citizen of Timor-Leste → Complete a Package C form			
- For each non-individual/Company which is a resident of Timor-Leste → Complete a Package D form			
- For each individual or non-individual which is NOT a citizen of – or is incorporated in Timor-Leste → Complete a Package F form			
1	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %
2	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %
3	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %
4	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %
5	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %

6	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %
7	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %
8	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %
9	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %
10	17a. Owner/Partner Name	17b. TIN (proof required)	17c. Ownership in %

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Did each owner/partner provide a proof of TIN? Yes No → Reject form until all proofs are provided **Total Ownership:** _____ %

Section 6 – Description of Activities

18. Date Business Started or was acquired: (dd/mm/year) ____/____/____	19. Describe the primary activity of your business: _____ _____ _____		
20. Indicate the 3 digit industry code for: (refer to the list of industry codes available at the counter)	20a. Your primary activity: _____		
20b. List all your secondary activities: (if none, put N/A)	_____	_____	_____
21. 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?	<input type="checkbox"/> Yes → Indicate your Government Vendor ID No. V _____ <input type="checkbox"/> No		
22. Does the business have an investment certificate? (include a copy of the certificate)	<input type="checkbox"/> Yes → Valid from (dd/mm/yyyy) ____/____/____ to ____/____/____ <input type="checkbox"/> No		
23. Will the business have employees? If yes, when will (or did) the business first pay wages to employees?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No		
24. Will there be a manager, supervisor or any employee earning more than \$500 per month?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25. Will there be any non-resident employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
26. How many resident and non-resident employees will you have?	Number of resident employees? _____ Number of non-resident employees? _____		
27. What is the highest number of employees (non-resident and resident) the business expects to have in the first year of operation?	_____ employees		
28. What is the expected gross income during the first 12 months of operations?	USD _____		
29. Will the business be paying rent for land, buildings, or apartments?	<input type="checkbox"/> Yes → How much is the monthly rent? USD _____ <input type="checkbox"/> No → go to Question 32		
30. To whom will the rent be paid? (company or individual name and address)	30a. Name: _____		

	30b. Street No.		30f. Sub-District	
	30c. Street Name/PO Box			30g. District
	30d. Door/ Apartment No.	30e. City/Village		30h. Zone (for Dili only, circle one) A B C D
31. When will the business first pay this rent?	Month _____ Year _____			
32. Will the business be receiving rent for land, buildings, or apartments?	<input type="checkbox"/> Yes → How much is the monthly rent? USD _____ <input type="checkbox"/> No → go to Question 35			
33. From whom will the rent be received? (company or individual name and address)	33a. Name: _____			
	33b. Street No.		33f. Sub-District	
	33c. Street Name/PO Box			33g. District
	33d. Door/ Apartment No.	33e. City/Village		33h. Zone (for Dili only, circle one) A B C D
34. When will the business first receive this rent?	Month _____ Year _____			
35. 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			
36. Will the business be receiving royalties?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			
37. List the name and address of the source of the royalties:				
38. Will the business carry on construction or building activities?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			
39. Will the business provide construction consulting services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			
40. Will the business provide air or sea transportation services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			
41. Will the business carry on mining or mining support services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			
42. Will the business be providing hotel services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			
43. Will the business be providing restaurant or catering services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			
44. Will the business be providing bar services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			
45. Will the business be providing telecom services?	<input type="checkbox"/> Yes → starting when? Month _____ Year _____ <input type="checkbox"/> No			

Section 7 - Supporting Documents

46. Have you included all supporting documents? Check all appropriate boxes.

- Copy of current Business License
- Copy of the Articles of Association/Incorporation. If foreign Articles of Incorporation are attached, the only available types of business are 'Branch of a Foreign Company' or 'State-Owned Enterprise' as appropriate
- Letter of official authorization for the individual submitting this application
- Does the Director or Permanent Representative have a Timor-Leste TIN (*Question 12*)?
 - If yes, then include a copy of NDDR prints showing his/her name and TIN
 - If not:
 - Provided the Director or Permanent Representative is a citizen of Timor-Leste, include a **Package C**
 - Provided the Director or Permanent Representative is not a citizen of Timor-Leste, include a **Package F**
- Map identifying the location of each establishment of this TIN
- Copy of Investment Certificate (if applicable)
- Copy of every open contract with the Government of Timor-Leste (if applicable)
- The number of non-resident employees is: _____
 - For each non-resident employee that does not have a TIN from Timor-Leste, include a **Package C** TIN Application form

You must provide proof of a TIN or a Package requesting a TIN for every owner:

Type of Owner	Number of Owners
<input type="checkbox"/> Indicate the number of owners who already have a Timor-Leste TIN: → For each such owner, include a copy of NDDR prints showing the owner's name and TIN	
<input type="checkbox"/> Indicate the number of owners <u>without a TIN</u> who are individuals (natural persons) and who are citizens of Timor-Leste: → For each such owner, complete and include a Package C TIN Application form	
<input type="checkbox"/> Indicate the number of owners <u>without a TIN</u> who are businesses (legal persons) that are operating in Timor-Leste. These TINs must be issued by SERVE.	
<input type="checkbox"/> Indicate the number of owners <u>without a TIN</u> who are individuals and not citizens of Timor-Leste or businesses incorporated outside Timor-Leste and the business is <u>not</u> operating in Timor-Leste: → For each such owner, complete and include a Package F TIN Application form	
TOTAL NUMBER OF OWNERS:	

Identification documents for every Director or Permanent Representative (Question 10), and Owner (Question 17):

For **INDIVIDUALS** (natural persons), one of the following documents has to be provided:

- Copy of Timor-Leste Citizen Card
- Copy of Timor-Leste Voter Card
- Copy of Passport

For **BUSINESSES** (legal persons), one of the following documents has to be provided for the company's Representative for tax matters in Timor-Leste:

- Copy of Timor-Leste Citizen Card
- Copy of Timor-Leste Voter Card
- Copy of the Passport

Section 8 - Taxpayer Certification

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:
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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: www.mof.gov.tl, tab 'Taxation'. If you need more assistance, contact the nearest office of the National Directorate of Domestic Revenue, as appropriate.

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Approved <input type="checkbox"/> →	TIN Registered: _____			
Rejected <input type="checkbox"/> →	Reason: _____			
Tax Centre Assigned to (check only one):				
<input type="checkbox"/> Dili	<input type="checkbox"/> Baucau	<input type="checkbox"/> Maliana		
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			These returns must be filed and paid annually, usually by the 31 st 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			These returns must be filed and paid monthly, by the 15 th of the following month. 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			These returns must be filed and paid monthly, by the 15 th of the following month. 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			These returns must be filed and paid monthly, by the 15 th of the following month. 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			These payments toward your Income Tax liability are 0.5% of your total turnover that is not subject to withholding tax in the month. These returns must be filed and paid monthly, by the 15 th of the following month.
Name of Determining Official:		Signature:		Date: