

Oinsa Kria E-Servise Online

How to Create E-Service Online

02 ABRIL-2020

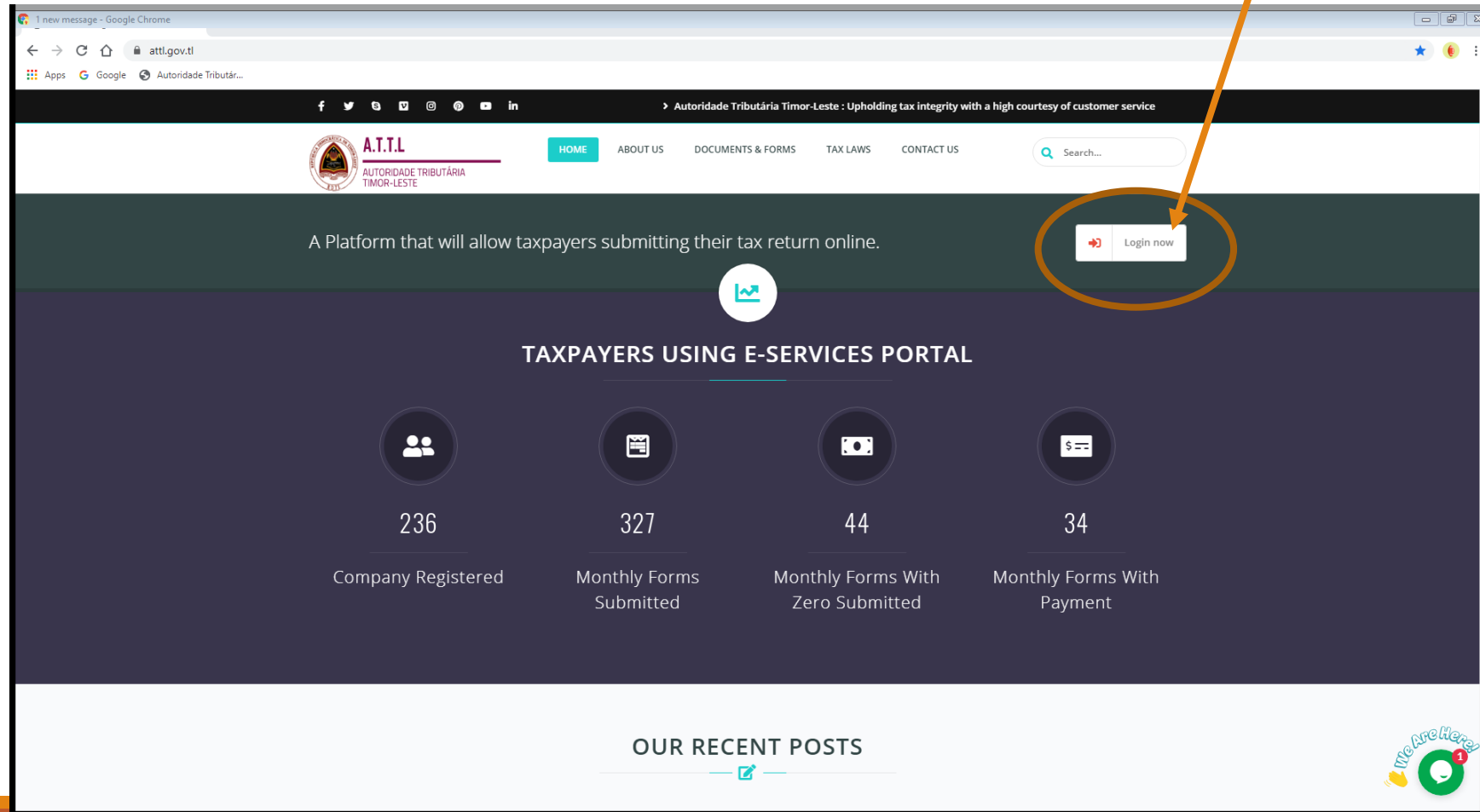
Etapa 1: Ba Portal Autoridade Tributária

Step 1: Go to Tax Authority Website

<https://attl.gov.tl/>

Etapa 2: Click Login Now

Step 2: Click Login Now



Etapa 3: Click iha Sign Up

Step 3: Click Sign Up



Etapa 4: Inserir Dados (Nota Importante)

Step 4: Insert Information (Important Note)

(Rekomendasaun:

Pessoal ne'ebe toma responsabilidade ba Compania ou Nain Nota; koluna hotu-hotu mandatóriu no labele husik mamuk.

Password minimum tenke karater walu (8), tenke hili foto ba profile)

Recommendation

Should be people who have full responsible for the company/

Owner

Note: All column are mandatory. Password should be more than 8 minimum characters

Etapa 4a: Inserir Dados (Explicação)

Step 4a: Insert Inform (Explanation)

First name (Naran Primeiru)

Last name (Naran Apaledu)

Tax Identification Number (TIN) (Nu. TIN Companhia, *Karik ita iha TIN liu rua, ntaun registu ida deit*)

Email (Email ne'ebé validu)

Password (Inserir Password 8 caracteres minimum, Labele haluha)

Password confirmation (Konfirmar Password ne'ebé hanesan)

Name of Companhia (Companhia Nia naran ne'ebé validu, *Karik ita iha Companhia liu rua, ntaun registu ida-deit*)

Position (pozisaun hosi naran pesoál ne'ebé ita insera iha Leten)

Phone number (inserir Numeru telf ne'ebé fasil atu kontaktu)

Profile Picture (pozisaun hosi naran pesoal ne'ebé ita insera iha Leten)

Etapa 4b: Insera Dadus (Esplikasaun)

Step 4b: Insert Inform (Explanation)

Company or Business Address/kompania HelaFatin

- District **(Click iha kourse hodi Hili)**
- Subdistric **(Click iha kourse hodi Hili)**
- Village **(Click iha kourse hodi Hili)**
- Hamlet **(Click iha kourse hodi Hili)**

[Signup](#) / Company or Business Address

District

Subdistrict

Village

Hamlet

[Sign up](#)

[Log in](#)
[Didn't receive confirmation instructions?](#)

Etapa 5: Insera Dadus (formuláriu)

Step 5: Insert Inform (Form)

E-SERVICES

Choose Language : ENG | TL

[Signup](#) / Personal Details

First name	Last name
<input type="text"/>	<input type="text"/>
Tax Identification Number (TIN)	Email
<input type="text"/>	<input type="text"/>
Password (8 characters minimum)	Password confirmation
<input type="text"/>	<input type="text"/>
Name of Kompania	Position
<input type="text"/>	<input type="text"/>
Phone number	Profile Picture
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

Etapa 5a: Inserir Dados (formulário)

Step 5a: Insert Inform (Form)

[Signup](#) / Company or Business Address

District

Select District ▼

Subdistrict

Select Subdistrict ▼

Village

Select Village ▼

Hamlet

Select Hamlet ▼

Sign up

[Log in](#)
[Didn't receive confirmation instructions?](#)

Etapa 6: Click Sign Up iha Okos no Sistema sei manda email ba ita-bo'ot hodi konfirma. Email ne'e sei mai husi info@attl.gov.tl

Step 6: Click Sign Up below and system will send your confirmation Notice.
This email by info@attl.gov.tl

[Signup](#) / Company or Business Address

District

Select District ▼

Subdistrict

Select Subdistrict ▼

Village

Select Village ▼

Hamlet

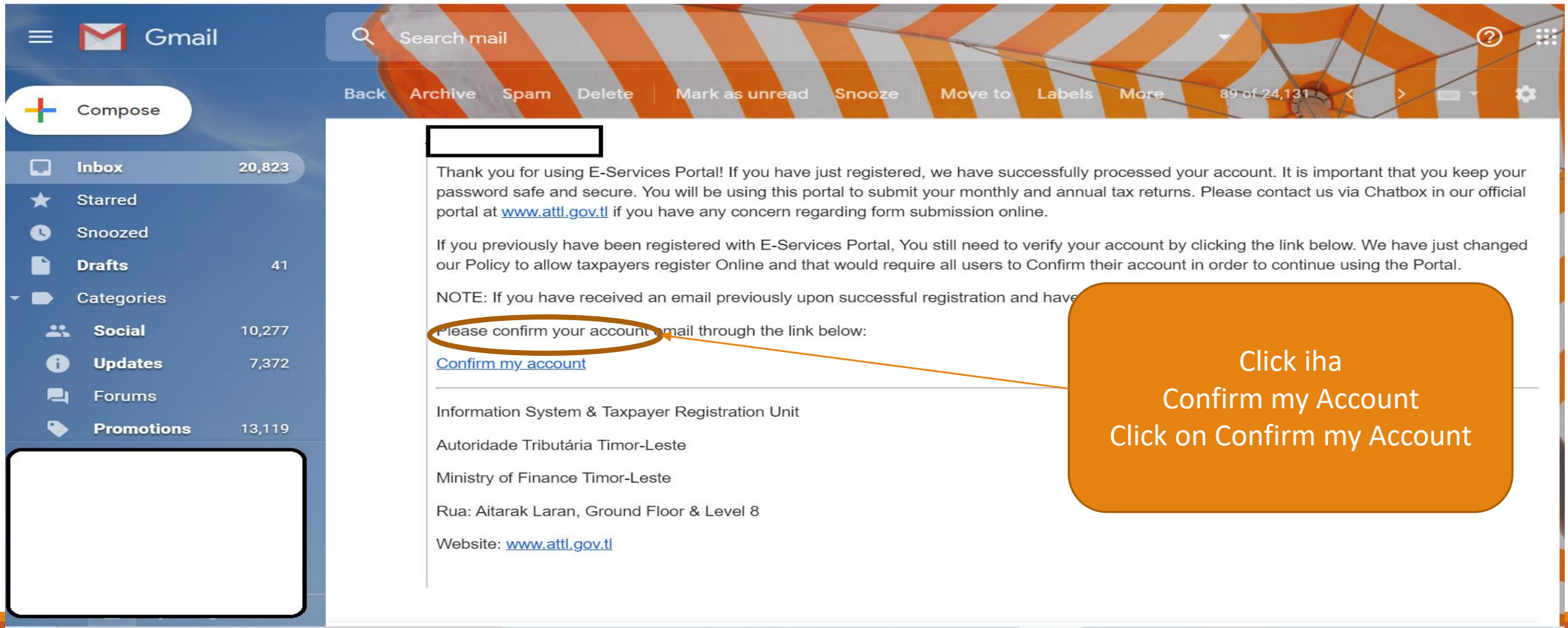
Select Hamlet ▼

Sign up

[Log in](#)
[Didn't receive confirmation instructions?](#)

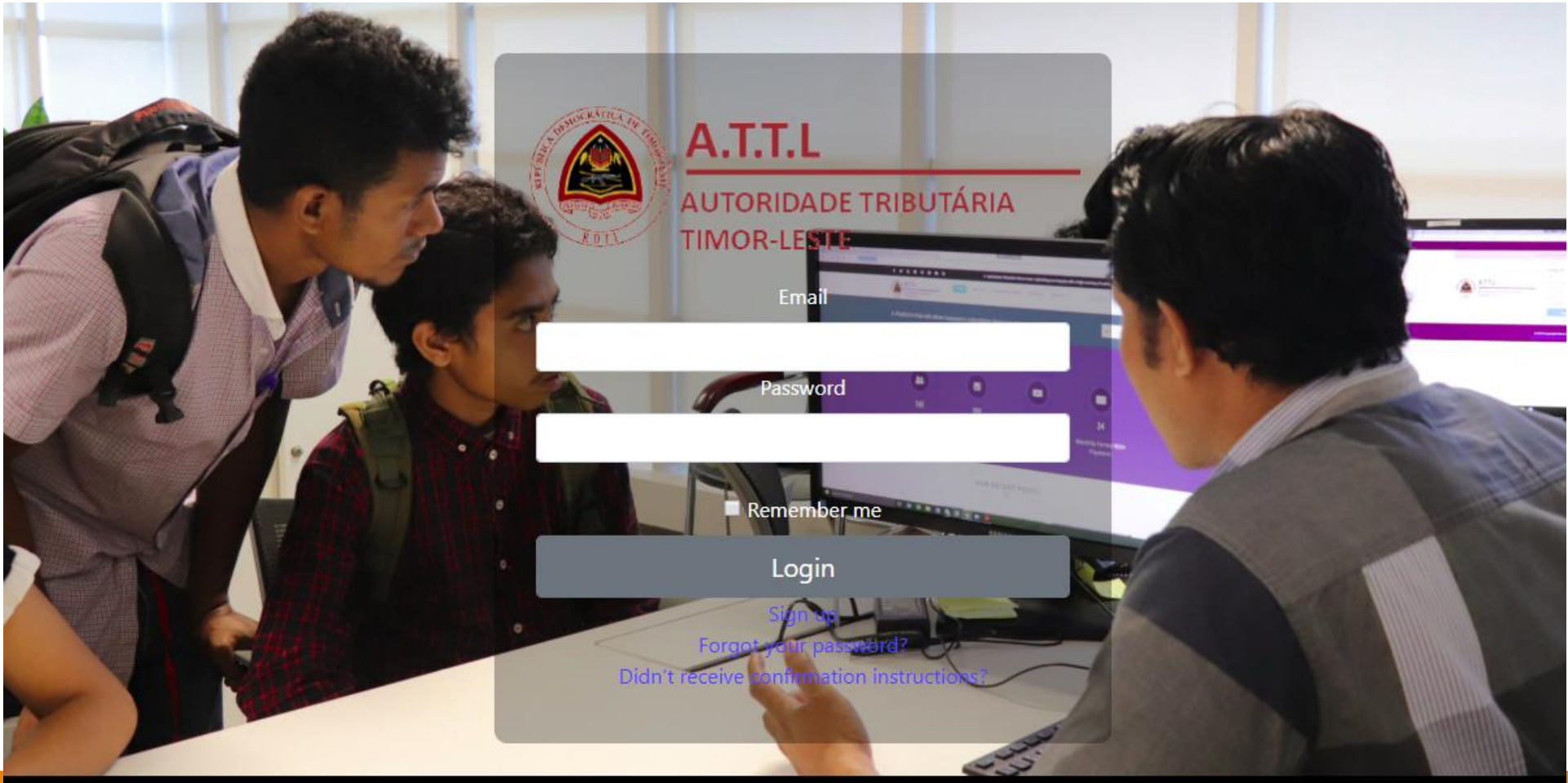
Etapa 6a : Login (Tama) ita-nia email hodi halo konfirmasaun

Step 6a : Login to your Email to do the confirmation



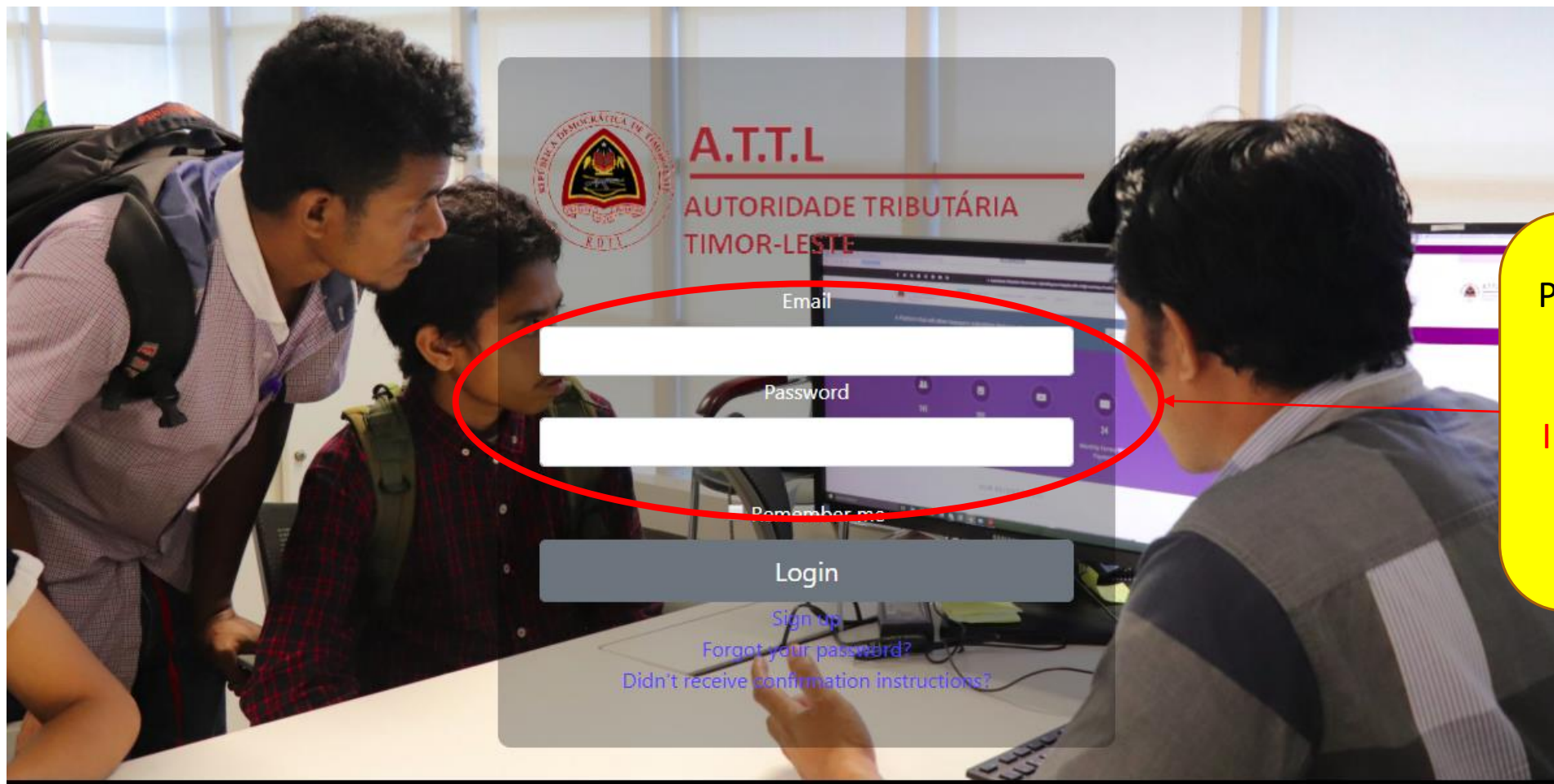
Wainhira click tiha link “Confirm my account” ita-bo’ot sei mai iha pazina ida-ne’e ho mensajem tuirmai ne’e.

When you Click on “My Confirm My Account” Will lead to the page



Etapa 7 : Login Page

Step 7 : Login Page



Insera Email no a
Password ne'ebé kria
Pois Click Login

Insert Email and and
Password that
Created
Than Click Login

Oinsa Submete Formuláriu Online

How to Submit Form Online

Ita hetan ona E-service Account, Matadalan Oinsa Submete Formuláriu Online bele asesu iha attl.gov.tl

You have E-Service Account, Guideline for Submitting Monthly Form can be found on attl.gov.tl.

Karik iha dúvidas ruma kona-bá Madatalan ida-ne'e, bele kontaktu diretamente mai Autoridade liuhusi chat-box iha Portal www.attl.gov.tl ou bele liga números hirak tuirmai: 7730 5824, 7700 9024, 7818 0920, 7740 6667, 7739 1332 e 7766 5259.

Should you have any queries or doubts on this Guideline, please do not hesitate to directly contact us through the Chat-box on our portal at www.attl.gov.tl and/or dial into the following office numbers: 77305824, 77009024, 78180920, 77406667, 77391332 and 77665259.

Obrigadu
Thanks