

# Oinsa Submete Formuláriu Mensál

## *How to Submit Monthly Form*

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## Note Importante

### *Important Note*

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- Tenki iha E-Service Account ho Password Rasik (e-mail/Password)

*Have an E-service Account Created (email/Password)*

- Visita/ Kontaktu portal Autoridade Tributária iha [ATTN.GOV.TL](http://ATTN.GOV.TL)

*Visit/Contact Tac Authority Website [ATTN.GOV.TL](http://ATTN.GOV.TL)*



Iha E-Service Account ?  
Have E-service Account ?

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- *Kontinua Etapa sira tuirmai*
- *Continue with following steps*

# Sedauk iha E-Service Account ?

## Do not have E-service Account yet ?

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Halo favór, visita Link iha kraik hodi kriak ita nia E-service Account

<https://attl.gov.tl/news/oinsa-kria-services-online/> ou <https://attl.gov.tl/wp-content/uploads/2020/04/Oinsa-Kria-E-Servise-Online-Mesak-final.pdf>

**Please click link bellow to create your E-Service Account**

<https://attl.gov.tl/news/oinsa-kria-services-online/> ou <https://attl.gov.tl/wp-content/uploads/2020/04/Oinsa-Kria-E-Servise-Online-Mesak-final.pdf>

# Step 1 : Login ba E-Service Account

## *Step 1 : Login to E-service Account*

The screenshot shows the A.T.T.L. website in a Google Chrome browser. The address bar displays 'attl.gov.tl'. The website header includes the A.T.T.L. logo, navigation links (HOME, ABOUT US, DOCUMENTS & FORMS, TAX LAWS, CONTACT US), and a search bar. A dark green banner below the header contains the text 'A Platform that will allow taxpayers submitting their tax return online.' and a 'Login now' button with a red arrow icon. An orange arrow points from a white oval containing the text 'Click Login Now' to the 'Login now' button. Below the banner, a section titled 'TAXPAYERS USING E-SERVICES PORTAL' displays four statistics:

Category	Count
Company Registered	236
Monthly Forms Submitted	327
Monthly Forms With Zero Submitted	44
Monthly Forms With Payment	34



Step 2 : Insera E-service Account (Email no Pasword )

*Step 2 : Login to E-service Account ( Email and Password )*

The screenshot shows the E-SERVICES login interface. At the top, there is a purple header with 'E-SERVICES' on the left and a language selector 'Select Language English' on the right. The main content area features a banner for 'E-REQUEST FEATURE' with the text 'Web Responsive' and 'Apply CD anywhere'. Below the banner, there is a login form with two input fields: 'Email' and 'Password'. A red circle highlights these two fields. Below the input fields, there is a 'Remember me' checkbox and a 'Login' button. A black callout box with white text is overlaid on the bottom right of the login form, containing the email 'sampleeddy@gmail.com' and the password 'Password ne'ebé Ita Kria'. The bottom of the page has a purple footer with 'VIDEOS TUTORIAL' and 'QUICK LINKS' sections.

E-SERVICES

Select Language English

E-REQUEST FEATURE

Web Responsive

Apply CD anywhere

TAXPAYERS CAN APPLY CD ANYWHERE AS LONG AS THEY HAVE AN INTERNET CONNECTION

Email

Password

☐ Remember me

Login

Forgot Password?

Forgot Password confirmation

Forgot Password unlock instructions?

VIDEOS TUTORIAL

Video Tutorial Monthly Tax Return in Tetum

Video Tutorial Monthly Tax Return in English

Video Tutorial E-Services registration in Tetum

QUICK LINKS

How to Change Password

E-Services

How to register online

Email:  
sampleeddy@gmail.com  
Password: Password ne'ebé  
Ita Kria

# Step 3 : Click Login

## *Step 3 : Click Login*

E-SERVICES

Select Language

English

**E-REQUEST FEATURE**



COMPLETELY WEB RESPONSIVE  
THAT WILL ALLOW TAXPAYERS  
APPLYING CD USING DEVICES  
SUCH AS DESKTOP, TABLET AND  
MOBILE PHONE

**Web Responsive**

**Apply CD  
anywhere**

TAXPAYERS CAN APPLY CD  
ANYWHERE AS LONG AS THEY ARE ONLINE

Email

Password

☐ Remember me

**Login**

[Sign up](#)

[Forgot your password?](#)

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

[Didn't receive unlock instructions?](#)

**Click Login**

**VIDEOS TUTORIAL**

Video Tutorial Monthly Tax Return in Tetum

Video Tutorial Monthly Tax Return in English

Video Tutorial E-Services registration in Tetum

**QUICK LINKS**

[How to Change Password](#)

[E-Services](#)

[How to register online](#)

Tax Authority Official Portal  
Ministry of Finance Website

Step 4 : Click E-Felling Pois Hili Monthly Tax Return

*Step 4 : Click E-Filling then Choose Monthly Tax Return*

E-SERVICES

E-Filing ▼

E-Request ▼

[My Profile](#)

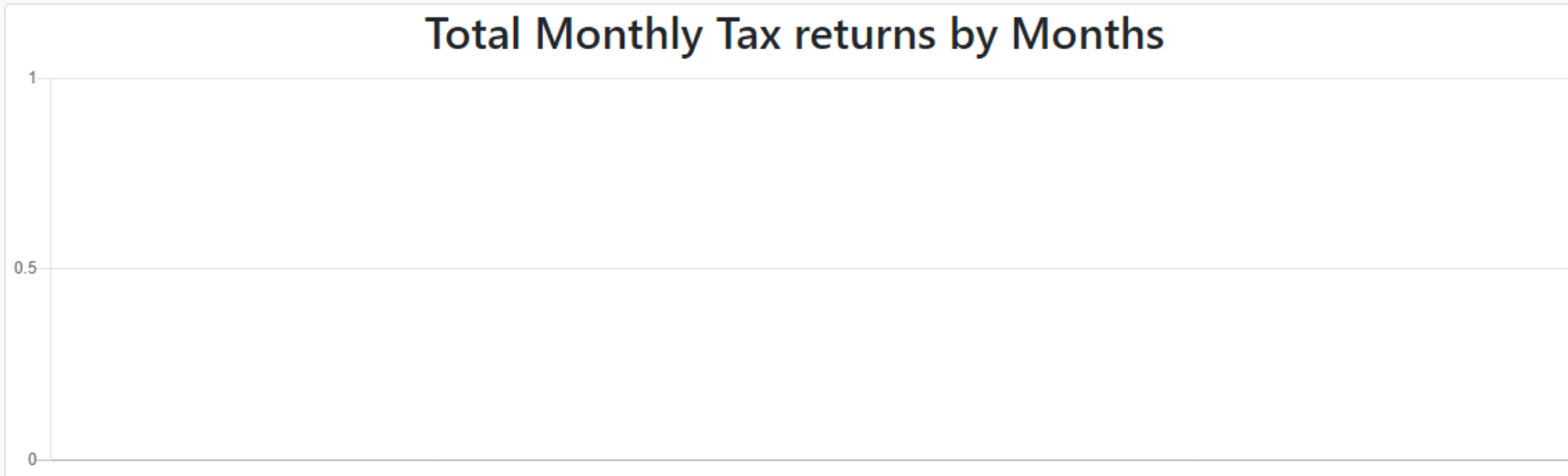
[Logout](#)

[Select Language](#)

English ▼

Signed in successfully.

### Total Monthly Tax returns by Months





Step 4a : Click E-Felling Pois Hili Monthly Tax Return

*Step 4a : Click E-Filling then Choose Monthly Tax Return*

E-SERVICES

E-Filing ▾

E-Request ▾

My Profile

Logout

Select Language

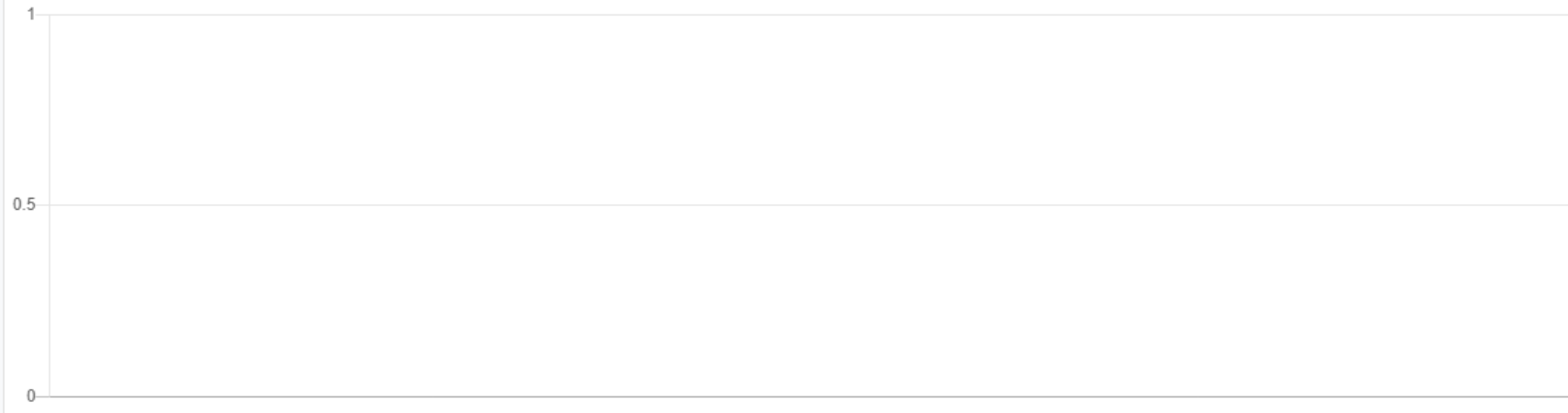
English ▾

Monthly Tax Returns

Annual Tax Returns

Signed in successfully.

### Total Monthly Tax returns by Months



# Step 5 : Click iha Submit Form

## *Step 5 : Click Submit Form*

E-SERVICES

E-Filing ▾

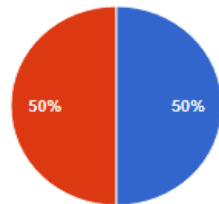
E-Request ▾

My Profile [Logout](#)

[Select Language](#)

English ▾

Summary of Tax Returns



- Number of Wages Income Tax submitted
- Total Forms Submitted

### Search based on Year and Month

Year

Month

[Search](#)

[Advance Search](#)

[Submit a Form](#)

[Download the Form](#)

Month	Year	TIN	Tax Payer Name	Establishment Name	Total Gross Wages Paid during the month	Total Wages Income Tax	Action
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# Step 6 : Insera Dadus ho kuidadu

*Step 6 : Fill the form carefully*

## Monthly Consolidate Form

### Personalia

Month ...

Year ...

TIN ...

Tax Payer Name ...

Establishment Name ...

### 1. Wages Income Tax

Total Gross Wages Paid during the month ...

Total Wages Income Tax ...

### 2. Withholding Tax

2.1 - Prizes and Lotteries ...

2.2 - Royalties ...

2.3 - Rent land and Buildings ...

2.4 - Construction and Building Activities ...



Step 6b : Inserta Dadus ho kuidadu

*Step 6b : Fill the form carefully*

2.5 - Construction Consulting Services *	2.6 - Mining and Mining Support Services *
<input type="text"/>	<input type="text"/>
2.7 - Transportation Air and Sea *	2.8 - Non Resident Without PE *
<input type="text"/>	<input type="text"/>
<b>3. Service Tax</b>	
Hotel Services (LN -15) *	Restaurant and Bar Services (LN -20) *
<input type="text"/>	<input type="text"/>
Telecommunication Services (LN - 30) *	
<input type="text"/>	
<b>4. Annual Income Tax Installment</b>	
Total Turnover *	
<input type="text"/>	
<b>Contact</b>	
Contact number *	
<input type="text"/>	

Step 7 : Review Ita bo'ot nia Informasaun

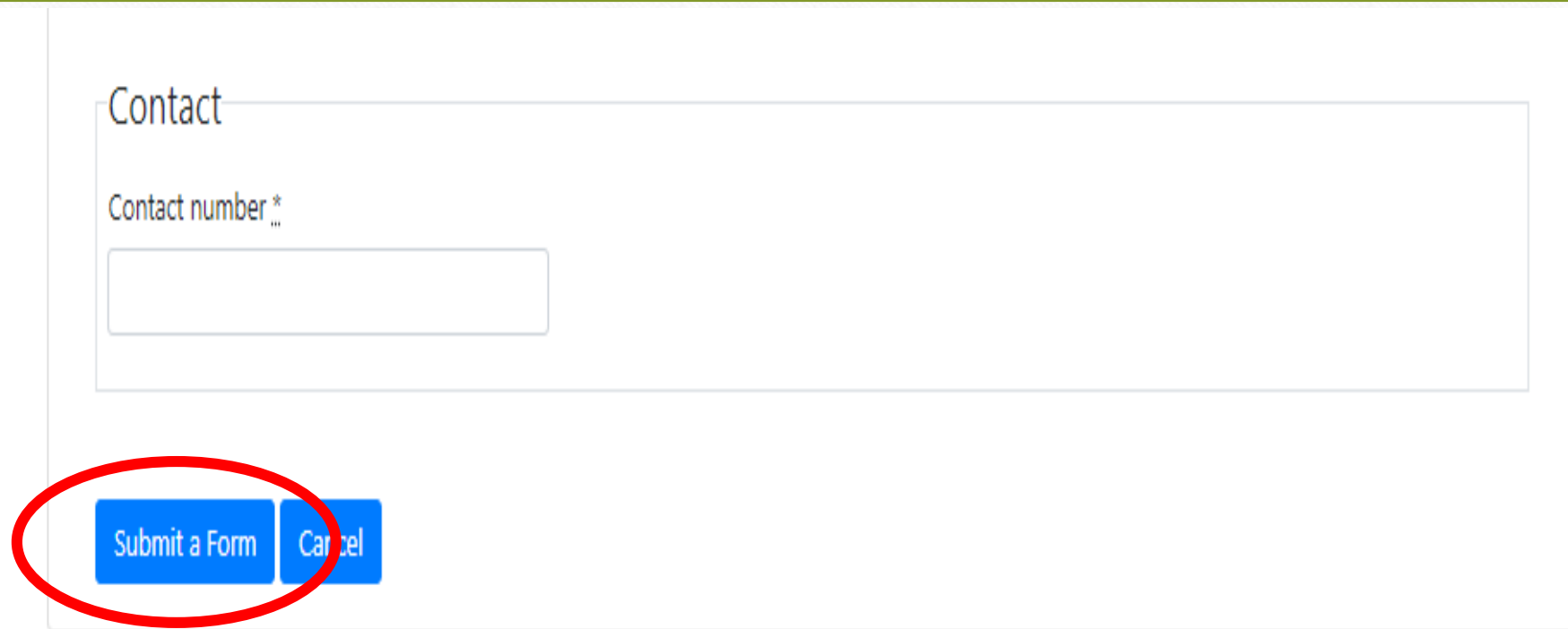
*Step 7 : Review All the information*

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Keta haluha hare'e fila fali antes click iha Submit  
Do not forget re-check before Click submit

## Step 8 : Click Submit a form

*Step 8:* Click Submit a Form



Contact

Contact number \*



## Step 9 : Nota Important

### *Step 9 : Important Note*

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- Zero Tax Return (Parabens)
- Ba Zero Kontribuintis: ita-Bo'ot kompleta ona Monthly Tax Return

*(For Zero : you have completed your Monthly Tax Return)*

- Payment/Pagamentu

(Kontinua ho step sira tuir/Continue with Following Step)

## Step 10 : Note Seluk

### *Step 10 : Further note*

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- Ba Kontribuitis ne'ebe mak pressija halo pagamentu Ruma, halo Favor ba Selu iha Banku pois upload ita-bo'ot sira nia Recibu hosi Banku

*(For those who have payment to do, Please go to the Bank, and then upload your receipts)*

# Oinsa Upload Recibu

## *How to upload the Receipts*



# Oinsa Upload Recibu

## *How to upload the Receipts*

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Iha sessaun Hamutuk Rua oinsa Relata Recibu

**(There are two Session for this Step)**

- I. Halo Pagamentu **(Do the Payment)**
- II. Upload Recibu **(Upload the Receipts)**

# I. Halo Pagamentu

## I. (Do the Payment )

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Halo favor tuir Etapa sira tuir mai

**Please use the following steps**

Step 1 : Click iha View

*Step 1 : Click on View*

Submit a Form

Download the Form

Month	Year	TIN	Tax Payer Name	Establishment Name	Total Gross Wages Paid during the month	Total Wages Income Tax	Action
June	2020	1012345	ABC, UNIPessoal. LDA	ABC, UNIPessoal. LDA	\$0.00	\$0.00	<a href="#">View</a> <a href="#">Edit</a>



Step 2 : Click Download the form

*Step 2: Click on Download the form*

Details of Monthly Tax Return

[Back](#) [Download the Form](#)

[Home](#) [Evidence of Payment From Bank](#)


Personalia				
Month	Year	TIN	Tax Payer Name	Establishment Name
June	2020	1012345	ABC, UNIPessoal. LDA	ABC, UNIPessoal. LDA

1. Wages Income Tax

Total Gross Wages Paid during the month	Total Wages Income Tax
\$0.00	\$0.00

Step 2 : Click Download the form

*Step 2: Click on Download the form*

  
**República Democrática de Timor-Leste**  
**Autoridade Tributária**  
Rua Aitarak Laran Dili, Ministeriu das Financas, Pezu 8, Telf. 74002070/74002071

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**1. Personal Details**

Month	Year	TIN	Taxpayer Name	Establishment Name
March				ering

**2. Wages Income**

Sample Form

Total Wages Paid during the month	Total Wages Income Tax
\$0.00	\$0.00

**3. Withholding Tax**

Payment Type	LN	Gross Payment	Rate	LN	Calculated Withholding
Prices and Lottery	45	\$0.00	10%	50	\$0.00
Royalties	55	\$0.00	10%	60	\$0.00
Rent and Building	65	\$0.00	10%	70	\$0.00
Construction and Building Activities	75	\$0.00	2%	80	\$0.00
Construction and Consulting Services	85	\$0.00	4%	90	\$0.00
Mining and Mining Support Services	95	\$0.00	4.5%	100	\$0.00
Transportation - Air and Sea	105	\$0.00	2.64%	110	\$0.00
No resident without Permanent Establishment	115	\$0.00	10%	120	\$0.00
Total Withholding Tax					\$0.00

**4. Service Tax**

## Step 3 : *Note Importante*

### *Step 3: Important Note*

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*Lori document (Formuláriu) refere ba banku hodi halo pagamentu*  
*Bring this Document (form) to the Bank to do the payment.*



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Depois de Pagamentu  
**After the Payment**

## II. Upload Recibu

### II (Upload the Receipts)

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Halo favór tuir Etapa sira tuirmai

**Please use the following steps**

## II. Note

### II (Note)

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Login Fali Ba E-Service

**Please login to E-Service**



Step 1 : Click iha View

*Step 1 : Click on View*

Submit a Form

Download the Form

Month	Year	TIN	Tax Payer Name	Establishment Name	Total Gross Wages Paid during the month	Total Wages Income Tax	Action
June	2020	1012345	ABC, UNIPessoal. LDA	ABC, UNIPessoal. LDA	\$0.00	\$0.00	<a href="#">View</a> <a href="#">Edit</a>

## Step 2 : Click iha Evidence of Payment

*Step 2 : Click Evidence of Payment*

Details of Monthly Tax Return

[Back](#) [Download the Form](#)

[Home](#) [Evidence of Payment From Bank](#)

Personalia

Month	Year	TIN	Tax Payer Name	Establishment Name
June	2020	1012345	ABC, UNIPessoal. LDA	ABC, UNIPessoal. LDA

1. Wages Income Tax

Total Gross Wages Paid during the month	Total Wages Income Tax
\$0.00	\$0.00

## Step 2 : Click Choose File

*Step 2 : Click Choose File*

Payment Evidence

You don't have the Evidence yet, if your form submission involve payment, please upload

Choose File from your Device

Choose File No file chosen

Upload Evidence

Cancel



# Step 3 : Click select Upload

## *Step 3 : Click Upload*

Payment Evidence

You don't have the Evidence yet, if your form submission involve payment, please upload

Choose File from your Device

Choose File No file chosen

Upload Evidence

Cancel

Parabens, Ita bo'ot Kompleta ona  
Formulariu Mensal/Anual

**Congratulation, you have completed  
your Monthly/Annual Tax Return**

Obrigadu  
Thank You