

# Oinsa Kria E-Servise Online

## How to Create E-Service Online

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02 ABRIL-2020

# Etapa 1: Ba Portal Autoridade Tributária

## Step 1: Go to Tax Authority Website

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

# Etapa 2: Click Login Now

## Step 2: Click Login Now

The screenshot shows the website of the Autoridade Tributária Timor-Leste (A.T.T.L.). The browser address bar displays 'attl.gov.tl'. The website header includes the A.T.T.L. logo, navigation links (HOME, ABOUT US, DOCUMENTS, FORMS & TUTORIAL, TAX LAWS, NEWS & EVENTS), and a search bar. The main content area features a large banner with a photo of staff at a service counter. Overlaid on the banner is a text box with the title 'REALIZASAUN LANSAMENTU E-REQUEST' and the text: 'Autoridade Tributária (A.T) lansa sistema aplikasaun online ba Certidão de Dívidas (CD). Hodi facilita kontribuintis tra a Certidão de Dívidas via online iha kualker fatin ne'ebé de'it uainhira iha liña Internet'. Below the banner, a dark grey bar contains the text 'E-Services : a platform that will allow taxpayers submitting their tax return online.' and a 'Login now' button with a right-pointing arrow icon. An orange arrow from the text 'Step 2: Click Login Now' points to this button, which is also circled in orange. In the bottom right corner, there is a 'We Are Here!' chat icon.

# Etapa 3: Click iha Sign Up


## Step 3: Click Sign Up

E-SERVICES

Select Language English

You need to sign in or sign up before continuing.

### E-REQUEST FEATURE



CONFIRMATIONS, APPROVAL, AND REJECTIONS EMAILS ARE TRANSLATED INTO FOUR LANGUAGES (TETUM, ENGLISH, PORTUGUES, AND INDONESIA)

## Support Multi Languages

## Email Confirmations

TAXPAYERS RECEIVE EMAIL CONFIRMATIONS WHEN APPLYING CD ONLINE

Email

Password

☐ Remember me

[Log in](#)

[Sign up](#)

[Forgot your password?](#)

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

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

Click Iha Sign Up

### VIDEOS TUTORIAL

[Video Tutorial Monthly Tax Return in Tetum](#)

[Video Tutorial Monthly Tax Return in English](#)

[Video Tutorial E-Services registration in Tetum](#)

### OTHERS

[Contact Us](#)

[Tax Authority Official Portal](#)

[Ministry of Finance Website](#)

### QUICK LINKS

[How to Change Password](#)

[E-Services](#)

[How to register online](#)

8/5/2020

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AUTORIDADE TRIBUTARIA, MINISTERIU FINANSAS  
Autoridade Tributária Timor-Leste

# Etapa 4: Nota Importante

## Step 4: Important Note

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( Rekomendasaun:

Pesoál ne'ebé toma responsabildiade ba Compañia ou Nain ba Compañia,

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)

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First name (Naran Primeiru)

Last name (Naran Apalidu)

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 characters 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 (foto hosi 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)**
- Sub-district **(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

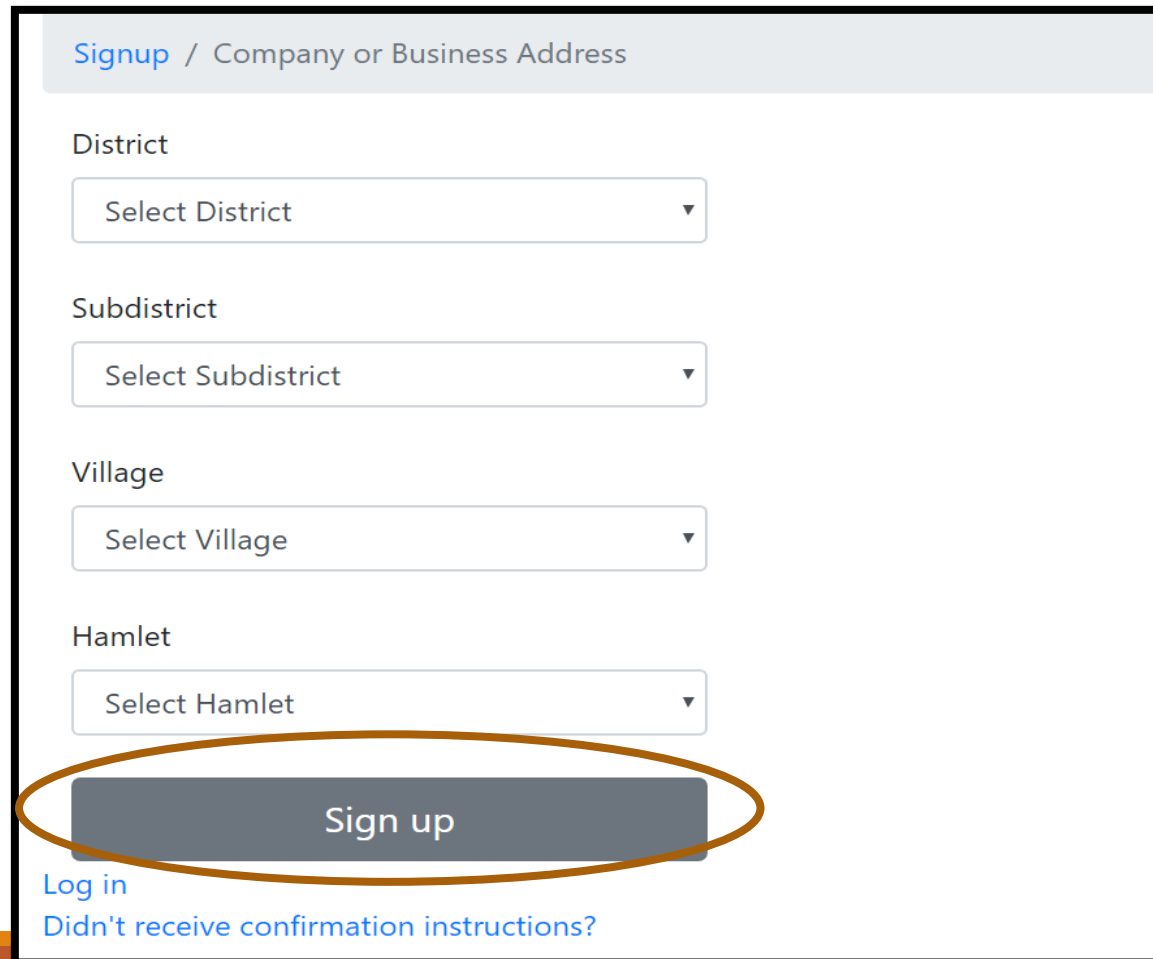
Select Hamlet ▼

Sign up

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

Etapa 6: Click Sign Up iha Okos no Sistema sei manda Komfirmasaun email ida ba ita-bo'ot. Email ne'e sei mai husi [info@attl.gov.tl](mailto:info@attl.gov.tl)

**Step 6: Click Sign Up below and system will send your confirmation email.**  
**This email by [info@attl.gov.tl](mailto:info@attl.gov.tl)**



Signup / Company or Business Address

District  
Select District ▼

Subdistrict  
Select Subdistrict ▼

Village  
Select Village ▼

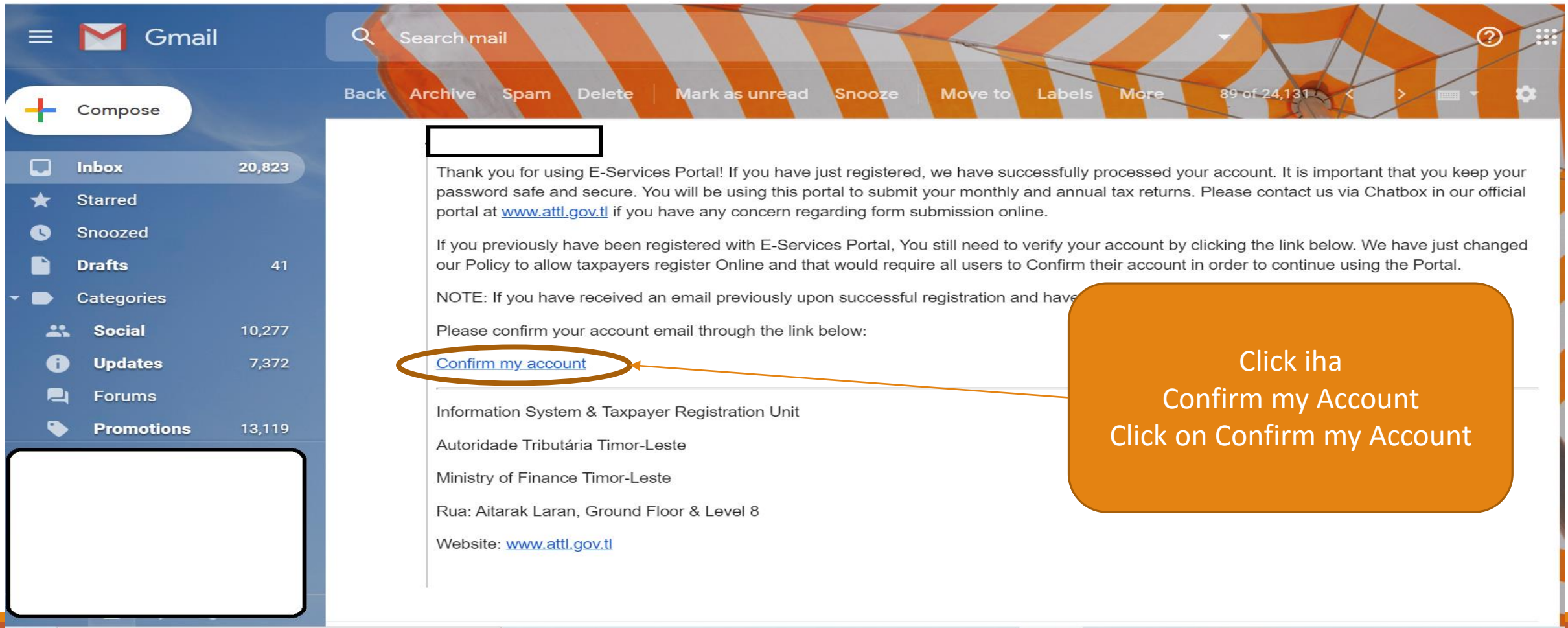
Hamlet  
Select Hamlet ▼

**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**

E-SERVICES

Select Language English

You need to sign in or sign up before continuing.



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Login

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# Etapa 7 : Login Page

## Step 7 : Login Page

E-SERVICES

Select Language English

You need to sign in or sign up before continuing.

**E-REQUEST FEATURE**

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**Email Confirmations**

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Email

Password

☐ Remember me

Login

Sign up

Forgot your password?

Didn't receive confirmation instructions?

Didn't receive unlock instructions?

Insera Email no a Password ne'ebé kria

Pois Click Login

Insert Email and and Password that Created Than Click Login

**VIDEOS TUTORIAL**

Video Tutorial Monthly Tax Return in Tetum

Video Tutorial Monthly Tax Return in English

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**OTHERS**

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E-Services

How to register online

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# Oinsa Submete Formuláriu Online

## *How to Submit Form Online*

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Ita hetan ona E-service Account, Matadalan Oinsa Submete Formuláriu Online, bele asesu iha [attl.gov.tl](http://attl.gov.tl)

*Your E-Service Account has created, Guideline for **Submitting Monthly Form** can be found on [attl.gov.tl](http://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](http://www.attl.gov.tl) ou bele liga número hirak tuirmai: (+670) 78499862, (+670)74002293, (+670)74002291 , (+670)74002071, (+670) 74002070.

**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](http://www.attl.gov.tl) and/or dial into the following office numbers: (+670)78499862, (+670)74002293, (+670)74002291 , (+670)74002071, (+670) 74002070.**

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Obrigadu  
Thanks