Oinsa Submete Formuláriu Anuál How to Submit Annual Tax Return

BY: UNIDADE SISTEMA INFORMASAUN

Note Importante Important Note

- ▶ 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 <u>ATTL.GOV.TL</u>

Visit/Contact Tax Authority Website ATTL.GOV.TL

Seidauk iha E-Service Account ? Do not have E-service Account yet ?

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

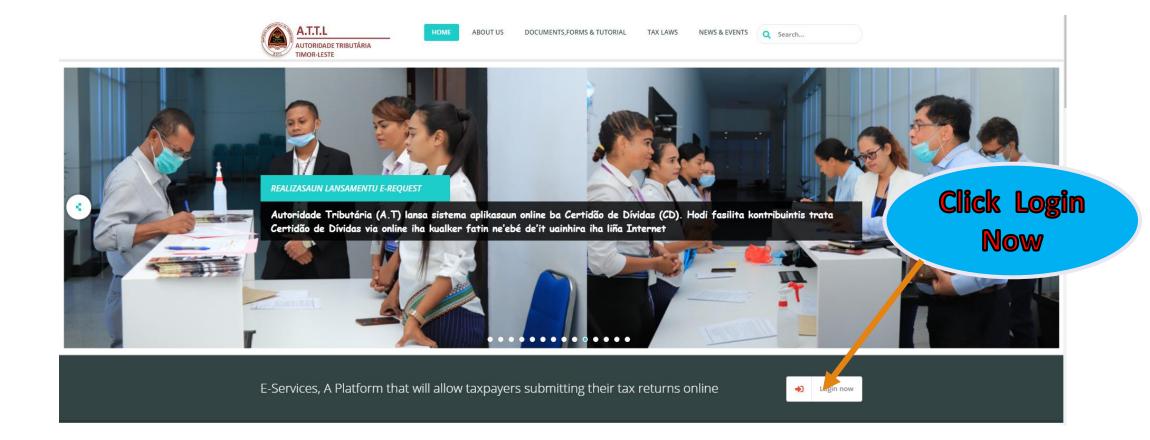
Please click link bellow to create your E-Service Account

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

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

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

Step 1: Login to E-service Account

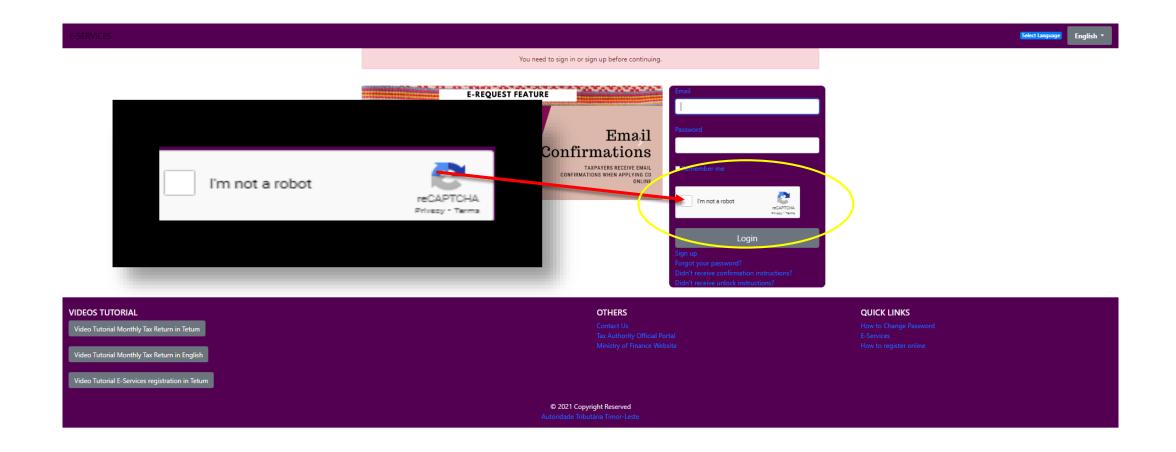


Stop 2: Insera E-service Account (Email and Rassword)

You need to sign in or sign up before continuing. OUR LANGUAGES (TETUM, ENGLISH Emai Confirmations Support Multi Languages VIDEOS TUTORIAL **QUICK LINKS** Email: sampleeddy@gmail.com Video Tutorial Monthly Tax Return in Tet Password: Password ne'ebé Ita Kria Video Tutorial Monthly Tax Return in En Video Tutorial E-Services registration in

Step 2a: Click iha "I am not robot" (Saya Bukan Robot iha Lingua English)

Step 2a: click in "I am not robot" and than



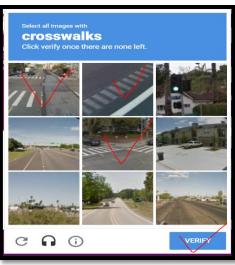
Nota importante Important note

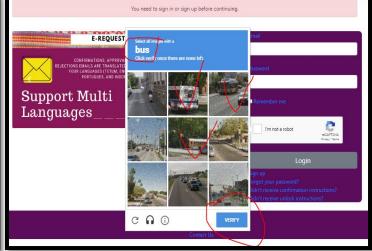
- Imagen ne'ebe mosu sei la konsistente, click basea ba Letra/liafuan ne'ebe iha leten
- ► The picture/image is not consistent, click based on the word that appear at the top of the image.

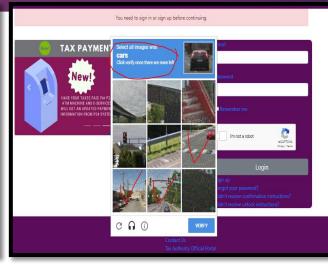
Note seluk/Other note

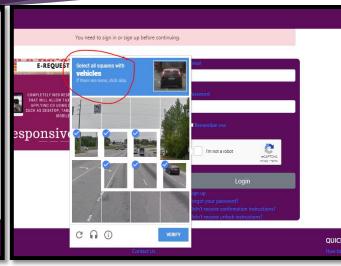
- Dalaruma nia imajen la mosu, Automatically fo bisku wainhira click
- Sometimes, the image does not appear, its automatically a ticked once do the clicking

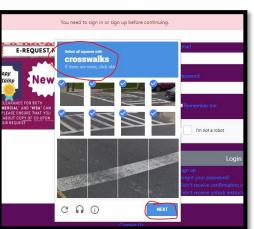
Exemplu Imajen/liafuan Komun balun ne'ebe mosu wainhira click iha **I'm not Robot"**Some of the common images/words that appear when click on "I'm not Robot"

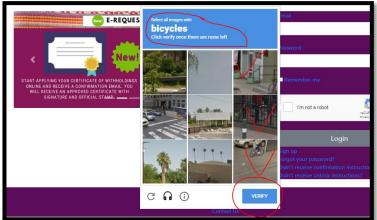


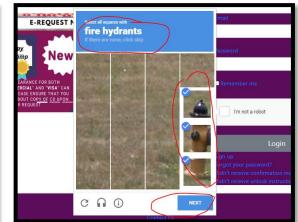


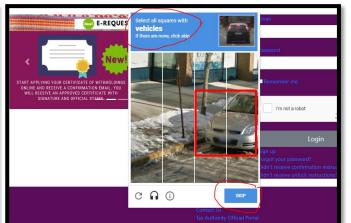




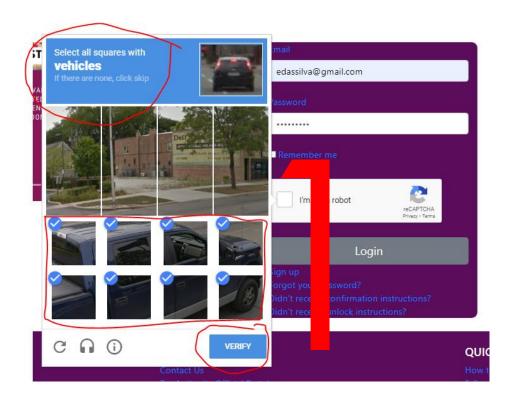


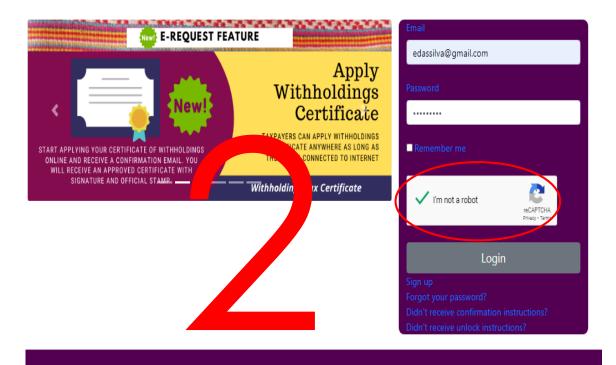






Tenki iha "BISTU" hanesan exemplu iha kraik antes Click Login Must have "TICKED" as following before click on login



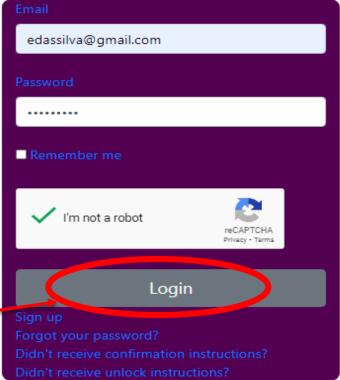


Step 3: Click Login

Step 3 : Click Login

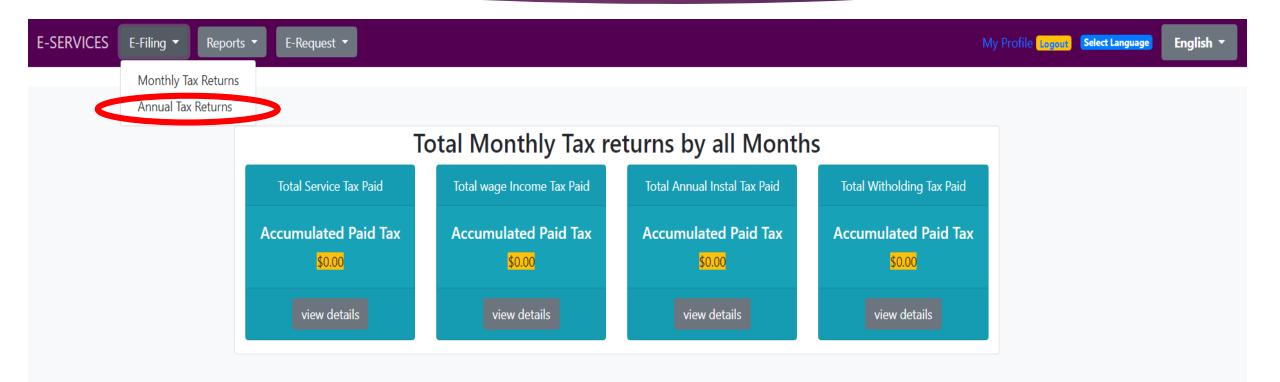


Click Login

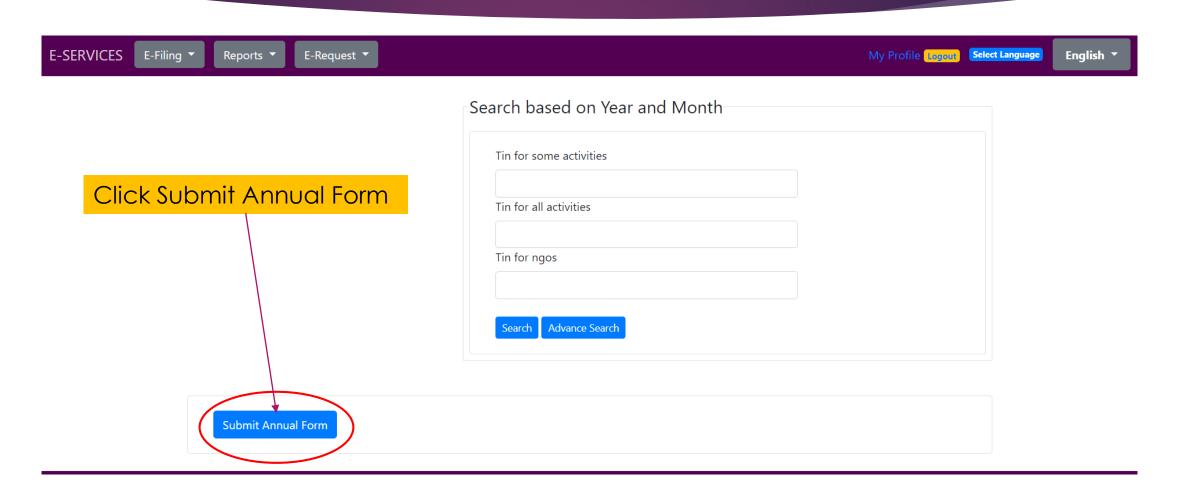


Step 4: Click E-Felling Pois Hili Retoriu Annual

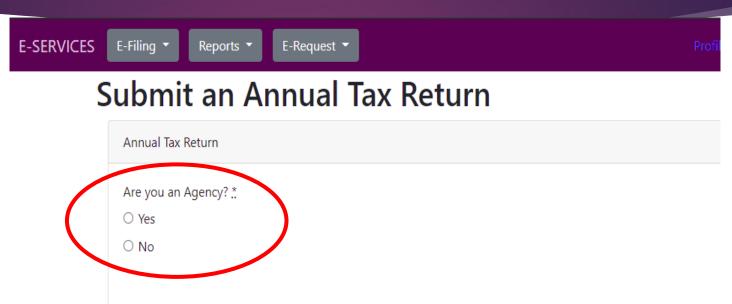
Step 4: Click E-Filling then Choose Annual Tax Return



Step 5: click iha Submit Annual Form Step 5: Click on Submit Annual Form



Ita bo'ot Ajensia? Are you an Agency?



Note

Click iha "Yes" se Ita-o'ot Hanesan Ajensia ou "no" se karik Nain Ba Compania (Note-Yes; Halo favor Aneksa Karta Porkurasaun)

Click "Yes" if you are an agency who help the company or "No" if you are the owner of the company Note: Yes: please Upload your Agreement Letter.

Ita bo'ot Ajensia? Are you an Agency?

Annual Tax Return

Are you an Agency? *.

Yes

O No

Uplead Agreement as a service Provider with the Company (Clien

Choose File No file chosen

Activities Type (Choose one) *.

- ALL of the income the company received was subject to prope Income Tax Return
- O SOME (but not ALL) of the income the company received was subject to proper withholding, and the company is reporting only that income subject to proper withholding on this form. The company is also filing an INCOME TAX RETURN to report the income received that was not subject to proper withholding
- O NGO/Non Bussines

Yes

"Yes"; Halo favor Aneksa Karta Porkurasaun antes click hili Ita nian Tipu de Atividades

"Yes": please Upload your Agreement Letter before choose Activities Type.

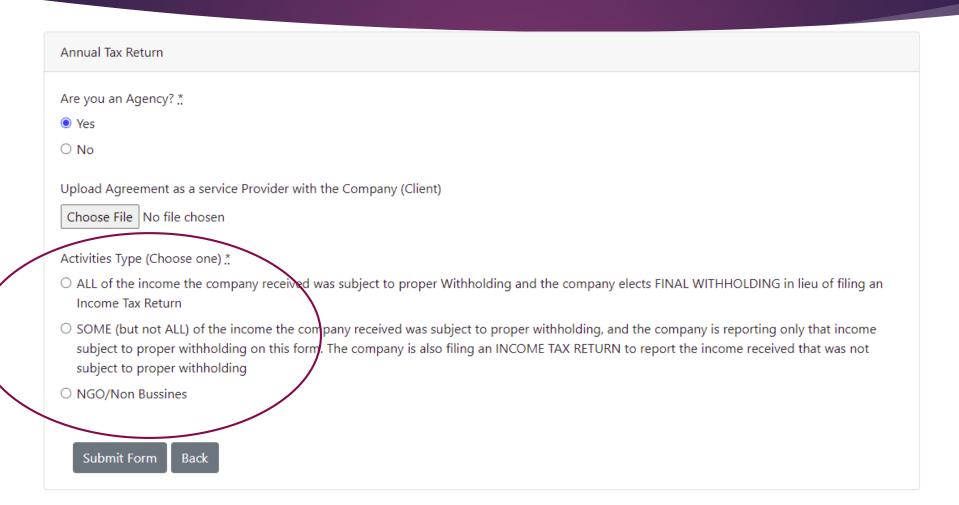
Step 6a: Hili Tipu Atividade Step 6a: Choose type of activities

Note Importante

Activities Type (Choose one) *

- 1) (Atividade sujeitu ba FINAL WITHHOLDING). ALL of the income the company received was subject to proper Withholding and the company elects FINAL WITHHOLDING in lieu of filing an Income Tax Return.
- Ba Atividade Rekrutive ne'ebe la'os ba FINAL WITHHOLDING (Lucrativu). SOME (but not ALL) of the income the company received was subject to proper withholding, and the company is reporting only that income subject to proper withholding on this form. The company is also filing an INCOME TAX RETURN to report the income received that was not subject to proper withholding.
- 3) Ba NGO no tipu atividade ne'ebe la iha lukrus (non-lucrative). NGO/Non Bussines

Step 6: Hili Tipu Atividade Step 6: Choose type of activities



Step 7: Tipu Atividae Primeiru Step 7: First Activities Type

- Atividade sujeitu ba FINAL WITHHOLDING). ALL of the income the company received was subject to proper Withholding and the company elects FINAL WITHHOLDING in lieu of filing an Income Tax Return
 - The type of Services Provided by the company (Check all that applicable)
 - ▶ Type of Service offered
 - ► Carrying on Construction or Building Activities (2%)
 - Providing Construction consulting services (4%)
 - Providing air or sea transportation services (2, 46%)
 - Carrying on mining or mining support services (4,5%)
 - No Project Awarded

Step 7a: Tipu Atividae Primeiru Step 7a: First Activities Type

Activities Type (Choose one) *	
 ALL of the income the company received was subject to proper Withholding and the Income Text Poturn 	company elects FINAL WITHHOLDING in lieu of filing an
SOME (but not ALL) of the income the company received was subject to proper with subject to proper withholding on this form. The company is also filing an INCOME TAX.	
subject to proper withholding O NGO/Non Bussines	Formulariu Kompletu iha E-servic
Taxpayer Information	
Taxpayer Complete Name Taxpayer TI	Halo lavor priense Formulano no
Tax Period	Kuidado no basea atividade
Select an Option Select an Option	ne'ebe ita iha ba tinan ida ne'e
The type of Services Provided by the company (Check all	Please Fill the form Carefully
Type of Service offerred	based on the activities that you
Carrying on Constrution or Building Activities (2%)	have done for the year.
Providing Construction consulting services (4%) Providing air or sea transportation services (2, 46%)	

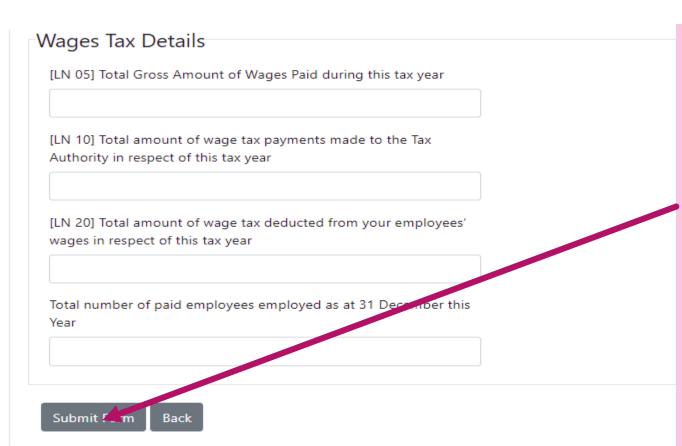
E-service

Review Ita bo'ot nia Informasaun

Review All the information

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

Step 7b: Click Submit Step 7b: Click Submit



Nota/Note Formulariu Kompletu iha E-service

Halo favur priense Formulariu ho Kuidado no basea atividade ne'ebe ita iha ba tinan ida ne'e

Please Fill the form Carefully based on the activities that you have done for the year.

Step 8: Tipu Atividae Segundo Step 8: First Activities Type

Note Importante

Ba Atividade Rekrutive ne'ebe la'os ba FINAL WITHHOLDING (Lucrativu). SOME (but not ALL) of the income the company received was subject to proper withholding, and the company is reporting only that income subject to proper withholding on this form. The company is also filing an INCOME TAX RETURN to report the income received that was not subject to proper withholding.

Step 8a: Tipu Atividae Segundo Step 8a: First Activities Type

Activities Type (Choose one) ...

All of the income the company received was subject to proper

- ALL of the income the company received was subject to proper Withholding and the company elects FINAL WITHHOLDING in lieu of filing an Income Tax Peture
- SOME (but not ALL) of the income the company received was subject to proper withholding, and the company is reporting only that income subject to proper withholding on this form. The company is also filing an INCOME TAX RETURN to report the income received that was not subject to proper withholding
- NGO/Non Bussines

Nota/Note Formulariu Kompletu iha E-service

Perguntas Bazikus

Period Covered

January 1, 2019 to December 31, 2019

Commercial Name

Select an Option

Halo favour priense Formulariu ho Kuidado no basea atividade ne'ebe ita iha ba tinan ida ne'e

Company Name

ARE YOU AN INDIVIDUALLY-OWNED ENTERPRISE? (PLEASE SEE Q.1 IN THE 2019 INCOME TAX FORM INSTRUCTIONS FOR MORE

Tax Identification Number (TIN)

INFORMATION)

O Yes

Please Fill the form Carefully based on the activities that you have done for the year.

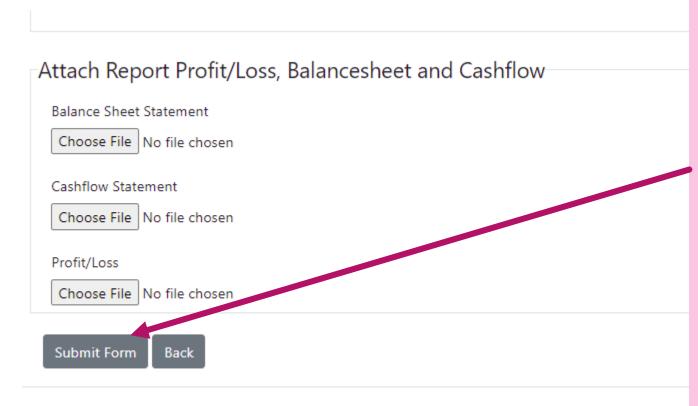
Q2.IF YES TO Q1, ARE YOU A RESIDENT OF TIMOR LESTE FOR TAX PURPOSES? (PLEASE SEE Q.2 IN THE 2019 INCOME TAX FORM INSTRUCTIONS FOR MORE INFORMATION)

Review Ita bo'ot nia Informasaun

Review All the information

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

Step 8b: Click Submit Step 8b: Click Submit



Nota/Note Formulariu Kompletu iha E-service

Halo favor priense Formulariu ho Kuidado no basea atividade ne'ebe ita iha ba tinan ida ne'e

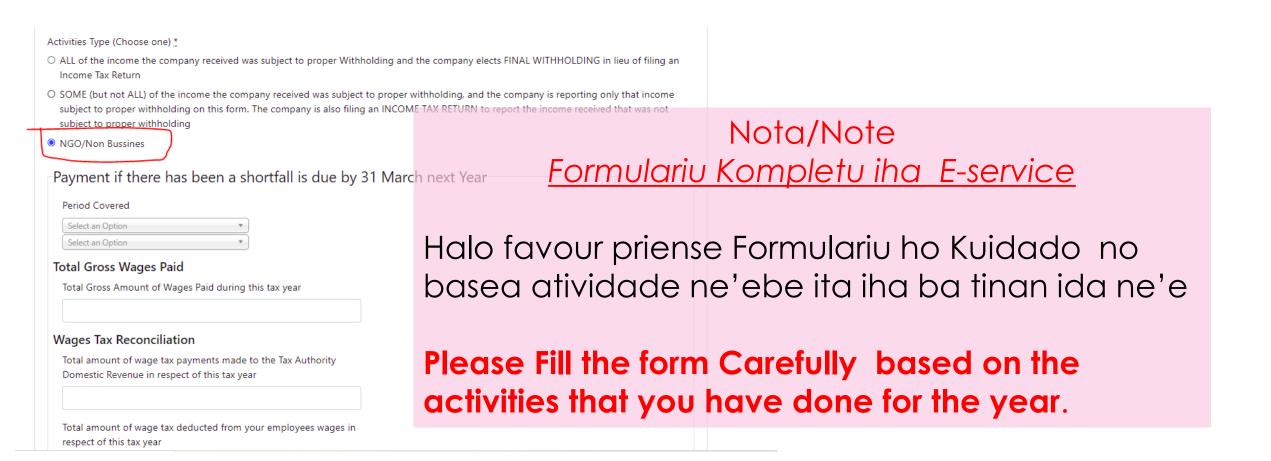
Please Fill the form Carefully based on the activities that you have done for the year.

Step 9: Tipu Atividae Terseiru Step 9: This Activities Type

Note Importante

III. Ba NGO no tipu atividade ne'ebe la iha lukrus (non-lucrative). NGO/Non Bussines

Step 9a: Tipu Atividae Terseiru Step 9a: This Activities Type

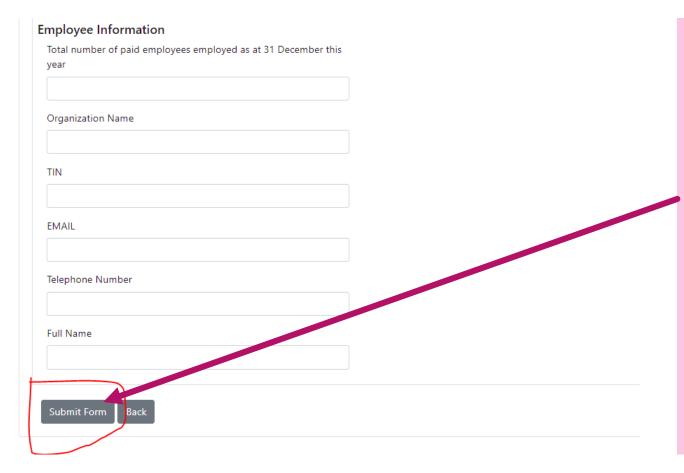


Review Ita bo'ot nia Informasaun

Review All the information

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

Step 9b: Click Submit Step 9b: Click Submit

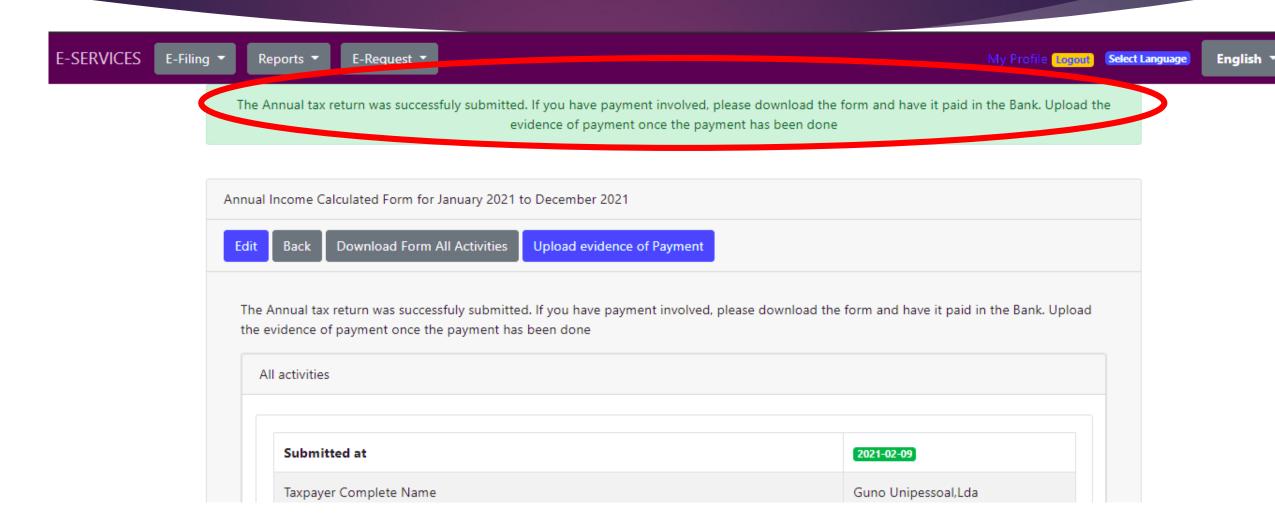


Nota/Note Formulariu Kompletu iha E-service

Halo favor priense Formulariu ho Kuidado no basea atividade ne'ebe ita iha ba tinan ida ne'e

Please Fill the form Carefully based on the activities that you have done for the year.

Step 10: Format for successful Form submission



Step 11: Important Note

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

(For Zero: you have completed your Annual Tax Return)

Payment/Pagamentu

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

Step 12 : Note Seluk

Step 12 : Further note

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

Iha sessaun Hamutuk Rua oinsa Relata Recibu

(There are two Session for this Step)

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

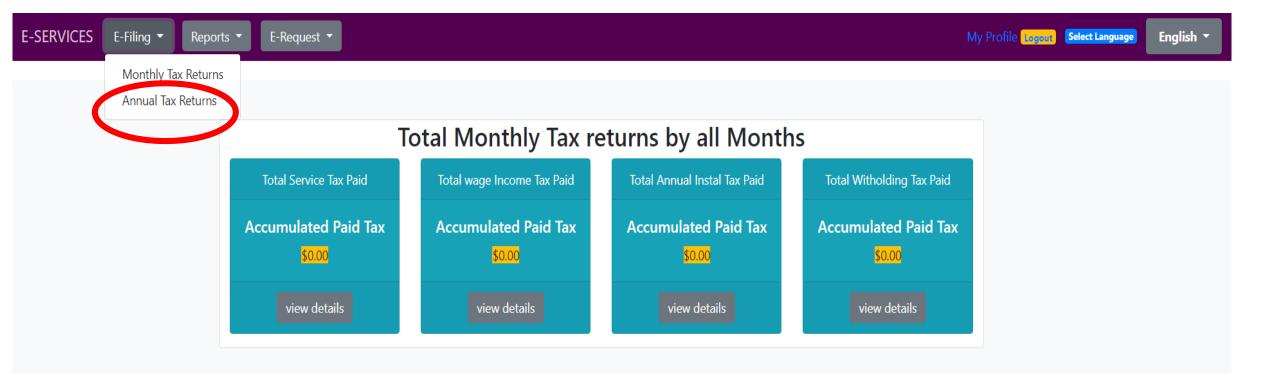
I. Halo PagamentuI. (Do the Payment)

Halo favor tuir Etapa sira tuir mai

Please use the following steps

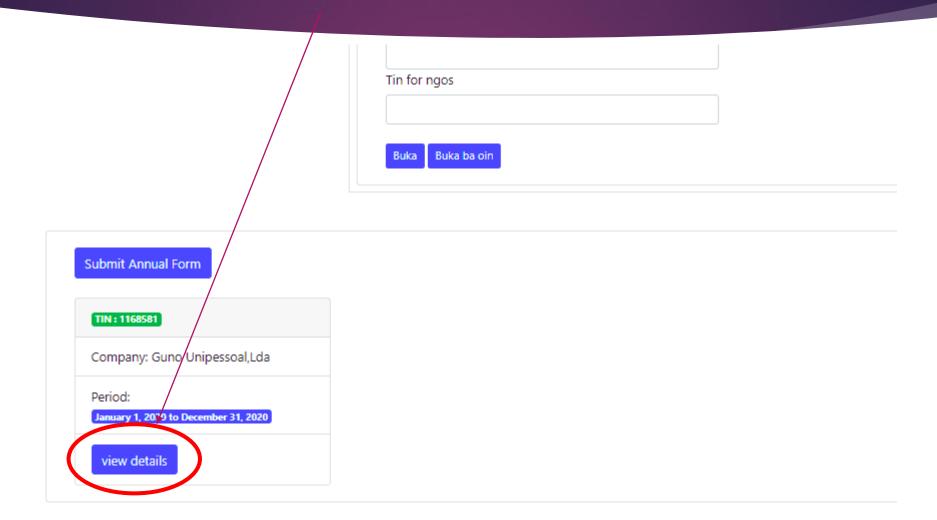
Step 1 : Click E-Felling Pois Hili Relatoriu Anual

Step 1: Click E-Filling then Choose Monthly Tax Return



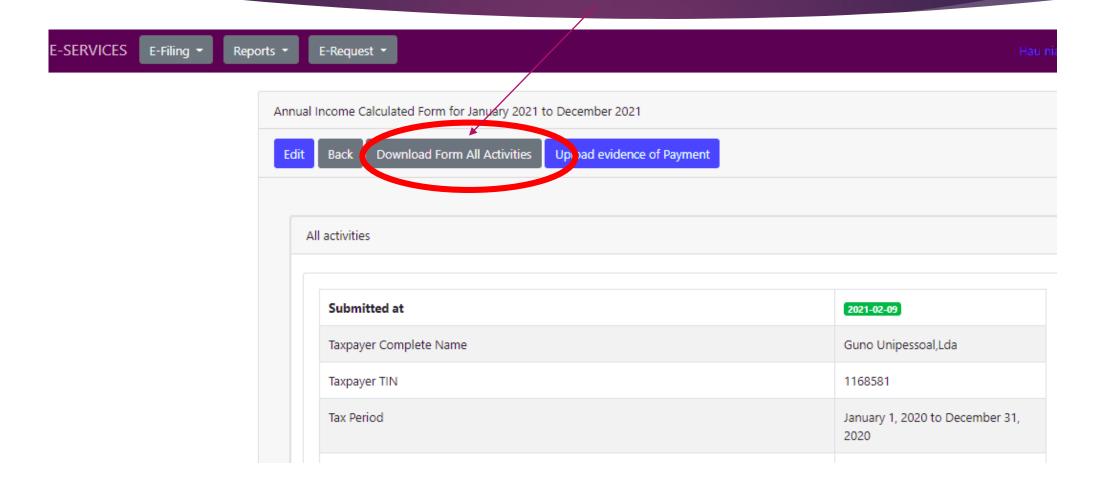
Step 1a: Click iha View Details

Step 1a: Click on View Details



Step 2: Click Download the form

Step 2: Click on Download the form



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

Annual Income Tax Form for the Period of 1 January 2020 to 31 December 2020

All Activities

Period		January 1, 2020 to December 31, 2020	
Taxpayer Complete Name		Quatro Colegas, Lda	
Taxpayer TIN			
Types of Services I	Sample Form		n or Building Activities (2%)
Amount received a	Sumple Form		
Payer TIN			
Payer Name		Quatro Colegas, Lda	
Total number of paid employees employed as at 31 December this Year.		0	

Wages Income Tax

Total Gross Amount of Wages Paid during this tax year (LN 05)	\$6,000.00
Total amount of wage tax payments made to the Tax Authority in respect of this tax year. (LN 10)	\$600.00
Total amount of wage tax deducted from your employees' wages in respect of this tax year. LN (20)	\$600.00
Difference (if line 20 exceeds line 10, this is a shortfall) (LN 30).	\$0.00

Payment Slip - Wages Income Tax

Amount Paid (A/C 286442.10.001) LN30	\$0.00

Taxpayer Declaration

I (Complete name),	
Signature:	Date:

Declare that the particulars shown in this form and accompanying documents are true and correct in every detail and disclose a full and complete statement of total income derived for tax purposes during the year ended December last year (or approved substituted accounting period)

Step 3 : **Note Importante**Step 3: Important Note

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

Depois de Pagamentu After the Payment

II. Upload Recibu II (Upload the Receipts)

Halo favór tuir Etapa sira tuirmai

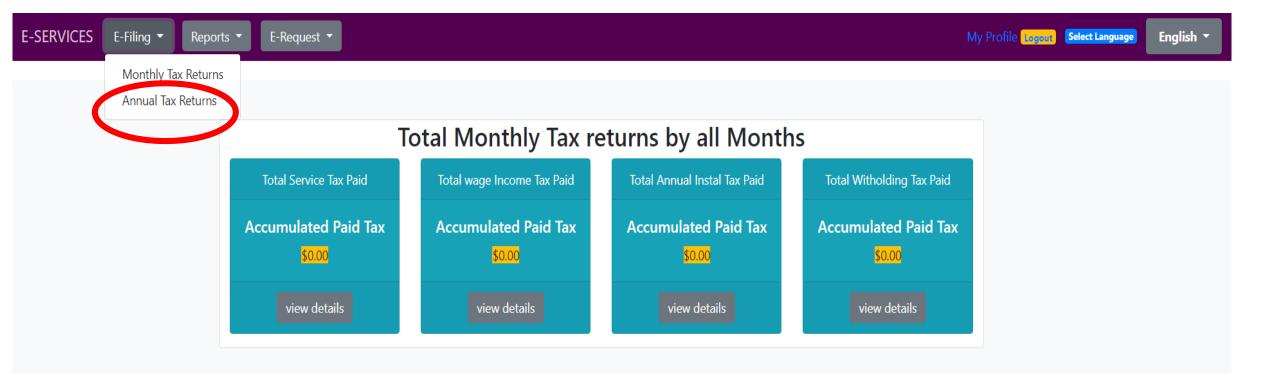
Please use the following steps

II. Note II (Note)

Login Fali Ba E-Service
Please login to E-Service

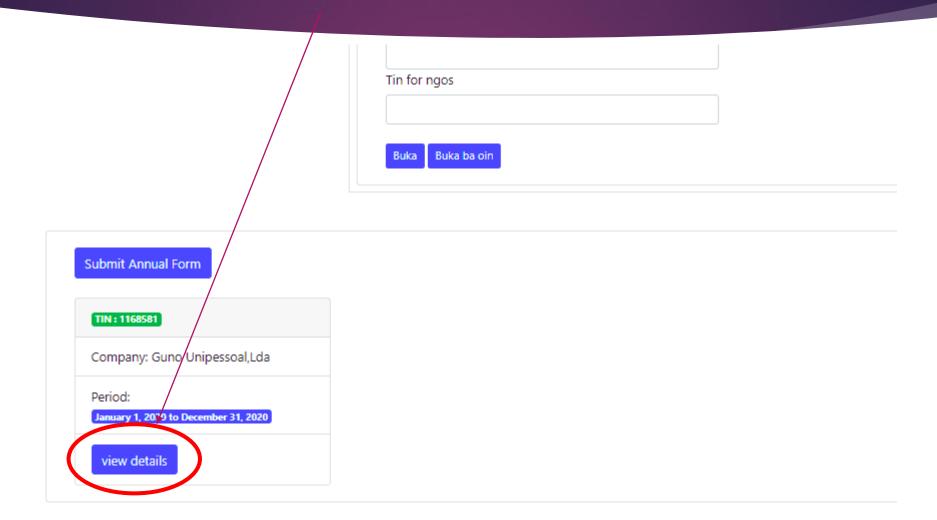
Step 1 : Click E-Felling Pois Hili Relatoriu Anual

Step 1: Click E-Filling then Choose Monthly Tax Return



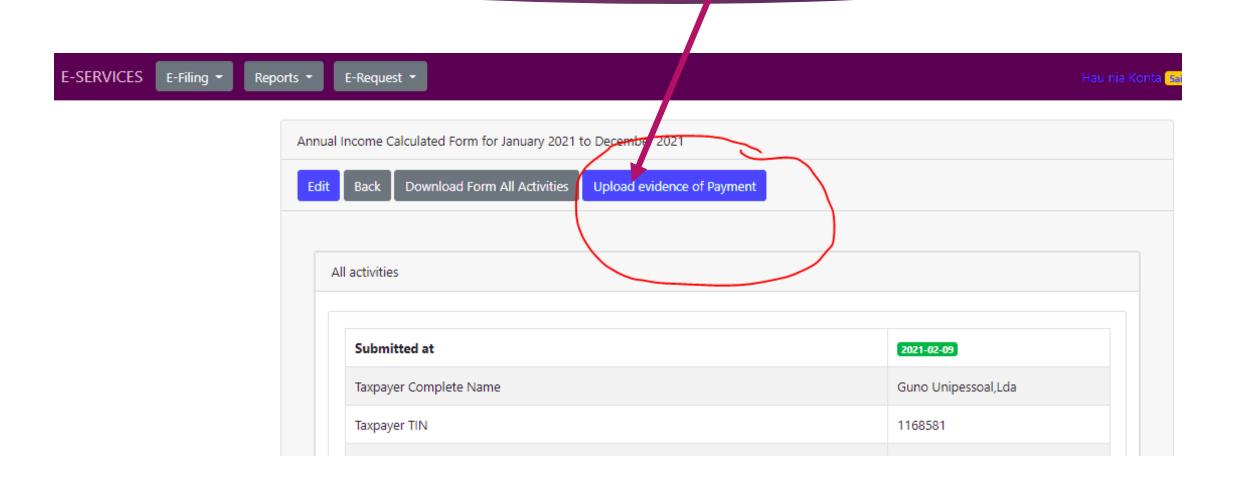
Step 1a: Click iha View Details

Step 1a: Click on View Details



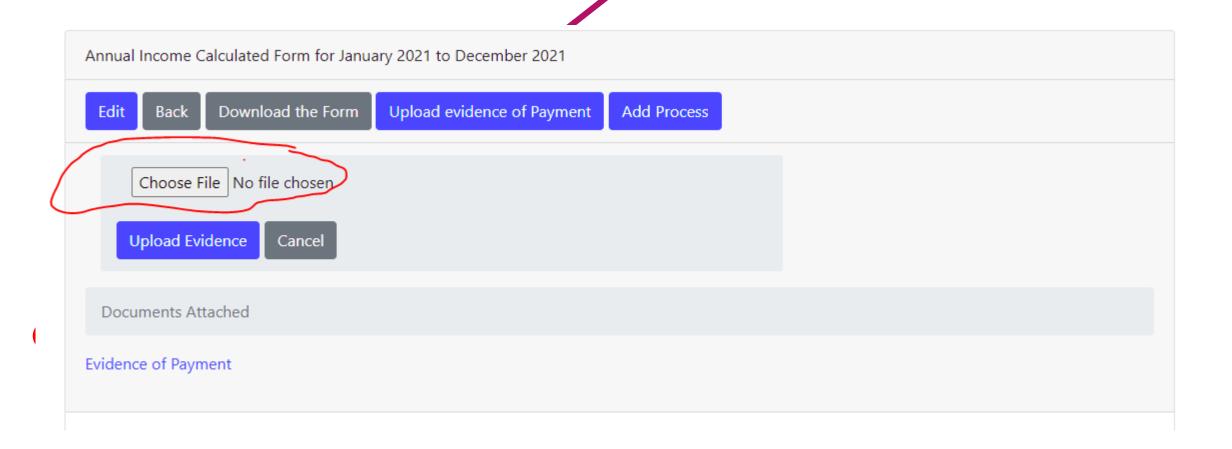
Step 2: Click iha Upload Evidence of Payment

Step 2 : Click Upload Evidence of Payment



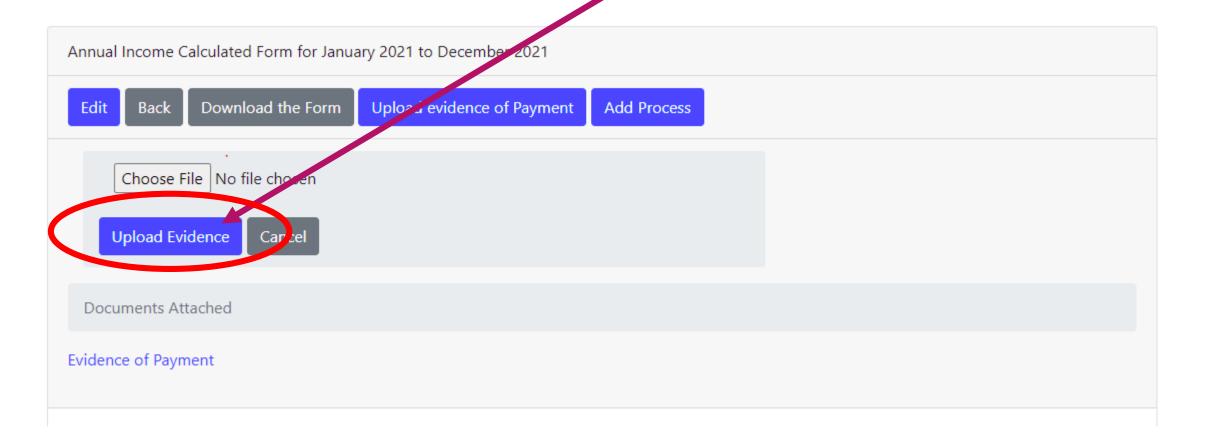
Step 2: Click Choose File

Step 2 : Click Choose File

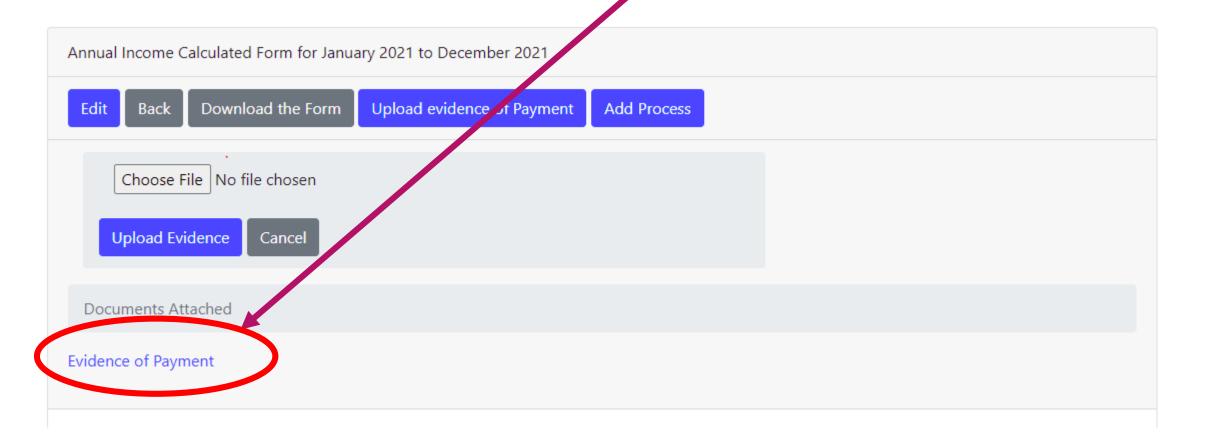


Step 3: Click select Upload Evidence

Step 3 : Click Upload Evidence



Step 4: File That has Attached



Parabens Congratulations

Ita bo'ot Kompleta ona Formulariu/Annual You have completed your Monthly/Annual Tax Return

Iha Duvidas seluk? Others enquire?

Karik iha dúvidas ruma kona-bá Madatalan ida-ne'e, bele kontaktu diretamente mai Autoridade-Tributária liuhusi chat-box iha Portal www.attl.gov.tl ou bele liga númerus hirak tuirmai: (+670) 78499862, (+670)74002291, (+670)74002071, (+670) 7400207. 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: (+670) 78499862, (+670)74002291, (+670)74002071, (+670) 7400207.

Obrigadu Thank You