



# Oinsa Submete Formuláriu Mensál

## *How to Submit Monthly 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 ATTL.GOV.TL  
***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-Service-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-Service-Online-Mesak-final.pdf>

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

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

# Step 1 : Login ba E-Service Account

## Step 1 : Login to E-service Account

The screenshot displays the official website of the Autoridade Tributária (A.T.T.L.) of Timor-Leste. The header includes the organization's logo, name, and a navigation menu with links for Home, About Us, Documents, Forms & Tutorial, Tax Laws, and News & Events. A search bar is also present. The main content area features a large banner with a photograph of staff at service counters. A text overlay on the banner reads: "REALIZASAUN LANSAMENTU E-REQUEST" and "Autoridade Tributária (A.T) lansa sistema aplikasaun online ba Certidão de Dívidas (CD). Hodi facilita kontribuintis trata Certidão de Dívidas via online iha kualker fatin ne'ebé de'it uainhira iha liña Internet". Below the banner, a dark bar contains the text "E-Services, A Platform that will allow taxpayers submitting their tax returns online". In the bottom right corner, there is a "Login now" button with a red icon. A blue speech bubble with the text "Click Login Now" and an orange arrow points directly to this button.

**A.T.T.L.**  
AUTORIDADE TRIBUTÁRIA  
TIMOR-LESTE

HOME ABOUT US DOCUMENTS, FORMS & TUTORIAL TAX LAWS NEWS & EVENTS Search...

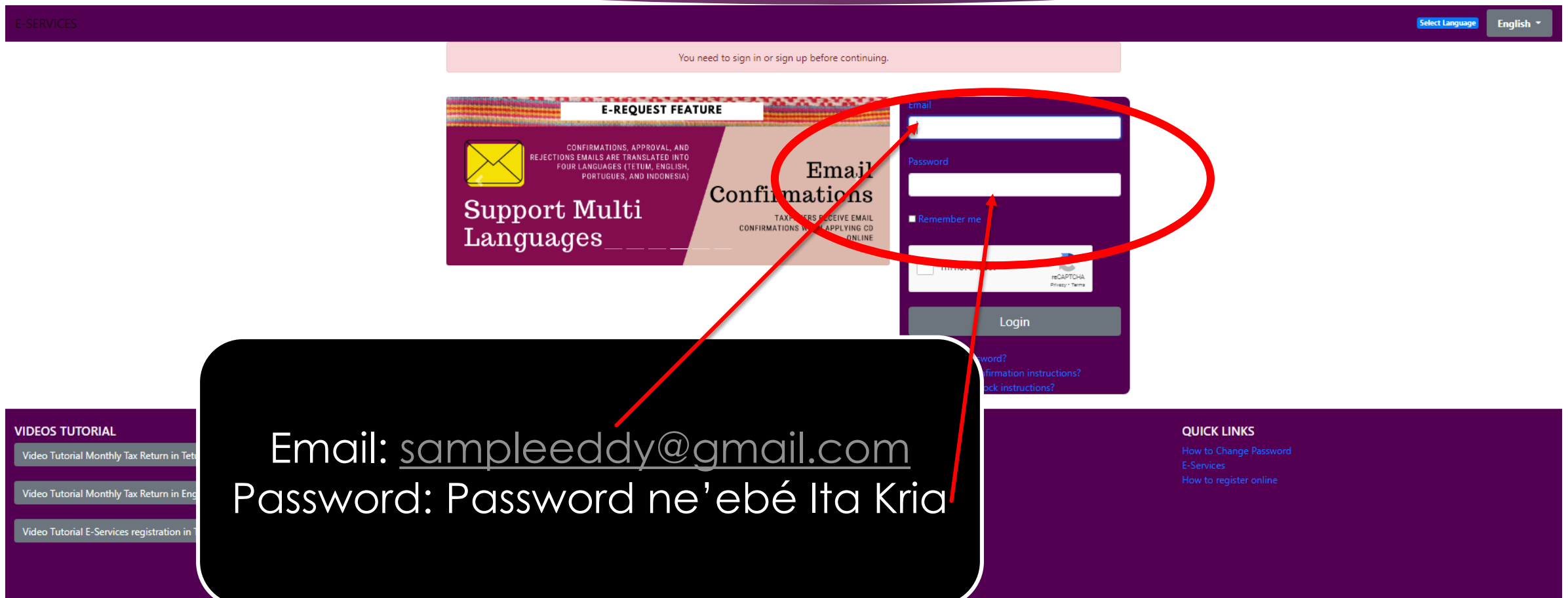
**REALIZASAUN LANSAMENTU E-REQUEST**

Autoridade Tributária (A.T) lansa sistema aplikasaun online ba Certidão de Dívidas (CD). Hodi facilita kontribuintis trata Certidão de Dívidas via online iha kualker fatin ne'ebé de'it uainhira iha liña Internet

E-Services, A Platform that will allow taxpayers submitting their tax returns online

Login now

**Click Login Now**



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

**Step 2a : click in “I am not robot” and than**

E-SERVICES

Select Language

English

You need to sign in or sign up before continuing.

#### E-REQUEST FEATURE

### Email Confirmations

TAXPAYERS RECEIVE EMAIL CONFIRMATIONS WHEN APPLYING CD ONLINE

☐ I'm not a robot



Email

Password

☐ Remember me

☐ I'm not a robot



Login

Sign up

Forgot your password?

Didn't receive confirmation instructions?

Didn't receive 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

#### OTHERS

Contact Us

Tax Authority Official Portal

Ministry of Finance Website

#### QUICK LINKS

How to Change Password

E-Services

How to register online

# Nota importante

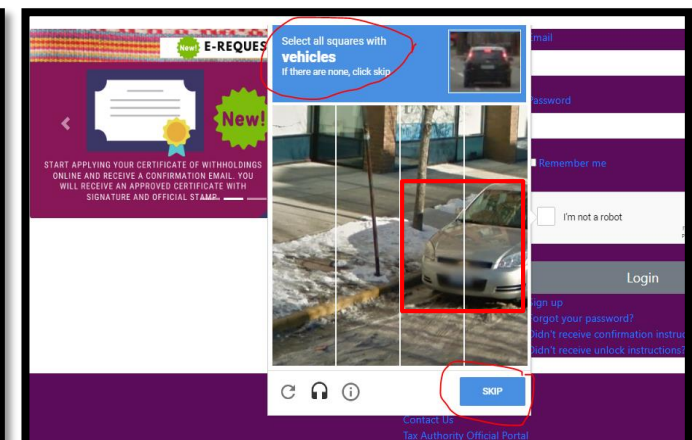
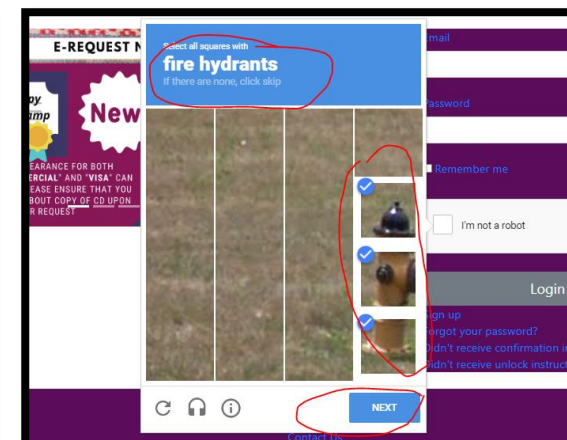
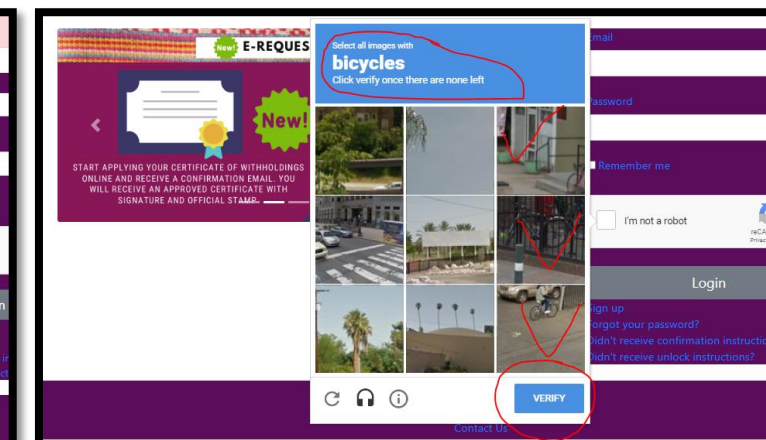
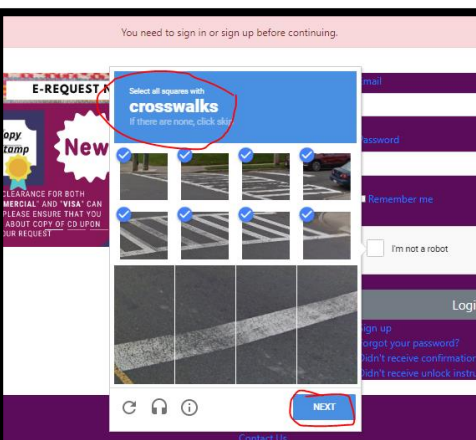
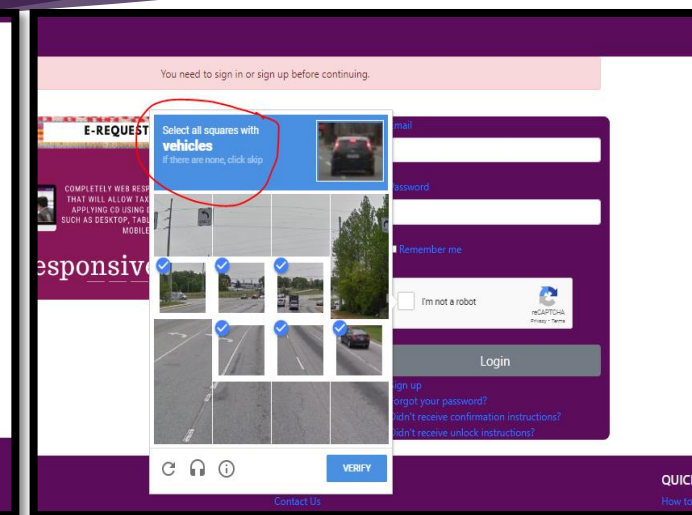
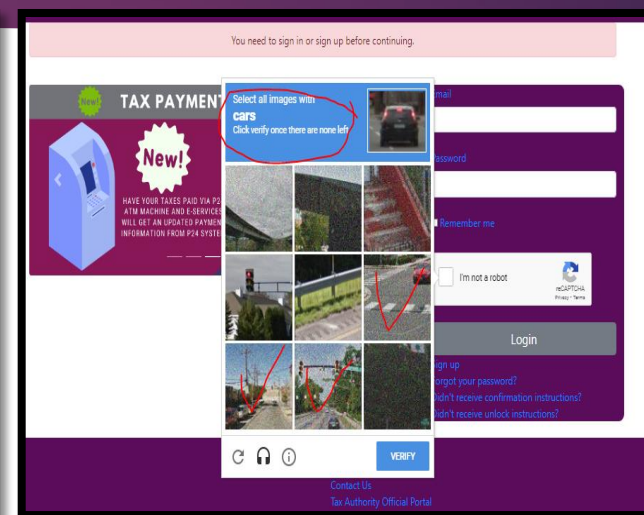
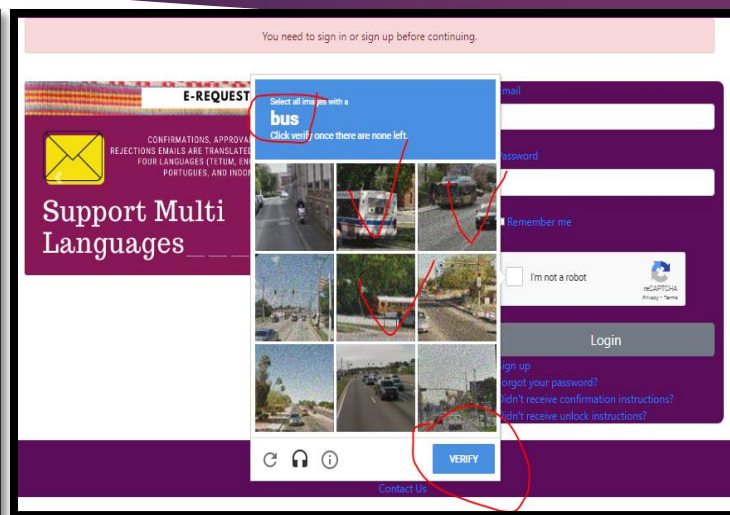
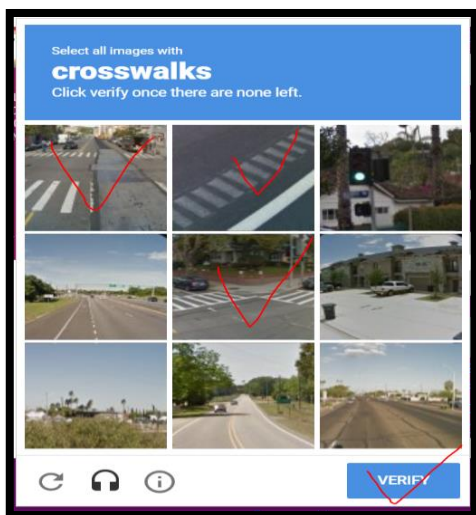
## Important note

- ▶ 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 automaticallya ticked once we clicki



# 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**

Select all squares with vehicles  
If there are none, click skip

Remember me

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

Login

Sign up  
Forgot your password?  
Didn't receive confirmation instructions?  
Didn't receive unlock instructions?

VERIFY

New! E-REQUEST FEATURE

Apply Withholdings Certificate

START APPLYING YOUR CERTIFICATE OF WITHHOLDINGS ONLINE AND RECEIVE A CONFIRMATION EMAIL. YOU WILL RECEIVE AN APPROVED CERTIFICATE WITH SIGNATURE AND OFFICIAL STAMP.

TAXPAYERS CAN APPLY WITHHOLDINGS ANYWHERE AS LONG AS THEY ARE CONNECTED TO INTERNET

Withholdings Certificate

Email  
edassilva@gmail.com

Password  
\*\*\*\*\*

Remember me

☒ I'm not a robot

reCAPTCHA  
Privacy - Terms

Login

Sign up  
Forgot your password?  
Didn't receive confirmation instructions?  
Didn't receive unlock instructions?

# Step 3 : Click Login

## Step 3 : Click Login




Email

edassilva@gmail.com

Password

.....

☐ Remember me

☒ I'm not a robot  reCAPTCHA  
Privacy - Terms

**Login**

[Sign up](#)

[Forgot your password?](#)

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

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

Click Login

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

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



### Total Monthly Tax returns by all Months

Total Service Tax Paid	Total wage Income Tax Paid	Total Annual Instal Tax Paid	Total Withholding Tax Paid
Accumulated Paid Tax	Accumulated Paid Tax	Accumulated Paid Tax	Accumulated Paid Tax
\$250.00	\$0.00	\$27.50	\$0.00
<a href="#">view details</a>	<a href="#">view details</a>	<a href="#">view details</a>	<a href="#">view details</a>

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

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

E-Filing ▾

Reports ▾

P24 Payment Status ▾

E-Request ▾

My Profile [Logout](#) [Select Language](#)

English ▾

Monthly Tax Returns

Annual Tax Returns

### Total Monthly Tax returns by all Months

<div>Total Service Tax Paid</div> <div>Accumulated Paid Tax</div> <div>\$250.00</div> <div>view details</div>	<div>Total wage Income Tax Paid</div> <div>Accumulated Paid Tax</div> <div>\$0.00</div> <div>view details</div>	<div>Total Annual Instal Tax Paid</div> <div>Accumulated Paid Tax</div> <div>\$27.50</div> <div>view details</div>	<div>Total Withholding Tax Paid</div> <div>Accumulated Paid Tax</div> <div>\$0.00</div> <div>view details</div>
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# Step 5: click iha Submit a Form

## Step 5: Click on Submit a Form

E-Filing ▾

Reports ▾

P24 Payment Status ▾

E-Request ▾

My Profile [Logout](#) [Select Language](#)

Summary of Tax Returns

● Return with Zero

100%

Click Submit For

Search based TIN

TIN

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: Inserta dados ho kuidadu pois click Submit

## Step 6: Fill the form carefully and click Submit

**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 \*:

2.4 - Construction and Building Activities \*:

2.5 - Construction Consulting Services \*:  2.6 - Mining and Mining Support Services \*:

2.7 - Transportation Air and Sea \*:  2.8 - Non Resident Without PE \*:

Do you rent a house/building for a Business activity (LN 65) ? \*:   
☐ Yes   
☐ No

**3. Service Tax**

Hotel Services (LN -15) \*:  Restaurant and Bar Services (LN -20) \*:

Telecommunication Services (LN - 30) \*:

**4. Annual Income Tax Installment**

Total Turnover \*:

**Contact**

Contact number \*:

# Rentals/Alugas

Insera Dados ho kuidadu

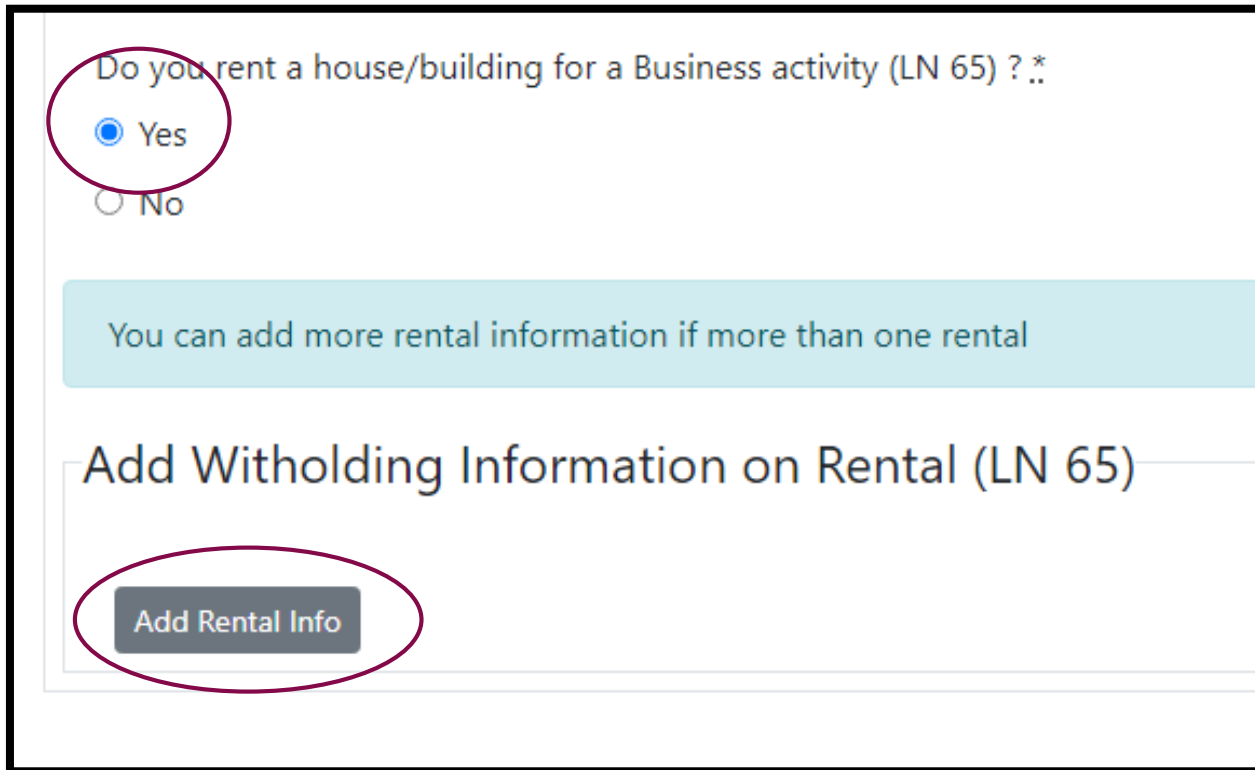
*Fill the form carefully*

## Note/Nota

Ba sira ne'ebe iha pagamentu ho Withholding Tax en relasiona ho "Rental", tenki click Yes ba perguntado iha kraik, pois Click Add Rental Info:

Ita-bot aluga ema nia rai ka fatin hodi halo negosiu (LN 65) ? \*

**Do you rent a house/building for a Business activity (LN 65) ? \***



The screenshot shows a digital form interface. At the top, the question "Do you rent a house/building for a Business activity (LN 65) ? \*" is displayed. Below it are two radio button options: "Yes" (which is selected and circled in red) and "No". A light blue informational bar states, "You can add more rental information if more than one rental". Below this bar, the heading "Add Withholding Information on Rental (LN 65)" is present. At the bottom of this section, there is a grey button labeled "Add Rental Info", which is also circled in red.



# Rentals/Alugas

Insera Dadus ho kuidadu

*Fill the form carefully*

## Add Withholding Information on Rental (LN 65)

Complete Name of Landlord or Company Name

Address of Rental (Location)

Mobile Number of Landlord

TIN of Landlord if any

Gross Amount

Remove Rental Info

Add Rental Info

Importante  
Tenki Priense ho Didiak

# Ezemplu Relatoriu Zero

## Sample of Zero Tax Return

**Personalia**

Data Submisaun .\*

Tinan .\*

Numero Fiscal .\*

Janeiro

2021

1234567

Naran Kontribuyente .\*

Naran Estabelesementu .\*

ABC. LDA

ABC. LDA

**1. Impostu Salariu Rendimentu**

Total Gross nebe selu .\*

Total Salariu Taxa Rendimentu .\*

0

0

**2.Retensaun na Fonte**

2.1 - Premious no Loteria .\*

2.2 - Royalties .\*

0

0

2.4 - Konstrusaun no Atividade Konstrusaun .\*

2.6 - Explorasaun Mina no Servisus ba Apoiu .\*

0

0

2.5 - Servisus Konsultoria ba Konstrusaun .\*

2.8 - Laiha Rezidente no Laiha Estabelesementu Permanente .\*

0

0

2.7 - Transporte ba Aero no Maritimu .\*

0

Ita-bot aluga ema nia rai ka fatin hodi halo negosiu (LN 65) ? .\*

☐ Sim

☒ Lae

**3. Impostu Servisus**

Servisus ba area Hotel(LN -15) .\*

Servisus ba Restaurantes no Bar (LN -20) .\*

0

0

Servisus iha area Telekomunikasaun (LN - 30) .\*

0

**4.Pagamentu Prestaun Annual**

Total ba Vendas .\*

0

**5.Kontaku**

Numero Kontaktu .\*

78445123

Submete Formulariu

Cancela

# Formuláriu Pagamentu

## *Payment Tax Return*

### Note/Nota

Ba formuláriu sira-ne'ebé iha pagamentu, halo favor priense tuir ita-bo'ot nian atividades, no kuluna seluk tenki priense ho Zero (0).

**Taxes that involve payment, please fill the form based on your activities, other column fill with Zero (0).**

Step 7 : Reveal  
**Step 7 : Review**

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

# Step 8a : Formatu rezultadu formulariu ne' ebe sucesu

## *Step 8a: Format for successful Form submission*

The form was successfully submitted. If you have payment involved, please download the form and have it paid in the Bank. Upload the evidence of payment once the payment has been done

### Details of Monthly Tax Return

[Back](#)[Download the Form](#)[Home](#)[Evidence of Payment From Bank](#)[P24 Payment Status](#)

#### Personalia

Month	Year	TIN	Tax Payer Name	Establishment Name
jan	2021	1047481	ABC, Unipessoal Lda	ABC, Unipessoal Lda

#### 1. Wages Income Tax

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

#### 2. Withholding Tax

Withholding Type	LN	Gross Payment	Rate	LN	Withholding Tax Calculation
2.1 - Prizes and Lotteries	45	\$0.00	10%	50	<b>\$0.00</b>
2.2 - Royalties	55	\$0.00	10%	60	<b>\$0.00</b>
2.3 - Rent land and Buildings	65	\$0.00	10%	70	<b>\$0.00</b>

## Step 9 : Nota Important

### *Step 9 : Important Note*

#### ► 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***

- ▶ Ba Kontributis 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)**

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



I. Halo Pagamentu

I. **(Do the Payment )**

Halo favor tuir Etapa sira tuir mai

**Please use the following steps**

# Step 1 : Click E-Felling Pois Hili Monthly Tax Return

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

E-SERVICES

E-Filing ▾

Reports ▾

E-Request ▾

My Profile [Logout](#)

[Select Language](#)

English ▾

### Total Monthly Tax returns by all Months

Total Service Tax Paid

Accumulated Paid Tax

\$0.00

[view details](#)

Total wage Income Tax Paid

Accumulated Paid Tax

\$0.00

[view details](#)

Total Annual Instal Tax Paid

Accumulated Paid Tax

\$0.00

[view details](#)

Total Withholding Tax Paid

Accumulated Paid Tax

\$0.00

[view details](#)

# Step 1a : Click iha View

*Step 1a : 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	<div>ViewEdit</div>

# 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

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*

***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 Monthly Tax Return

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

E-SERVICES

E-Filing ▾

Reports ▾

E-Request ▾

My Profile [Logout](#)

[Select Language](#)

English ▾

### Total Monthly Tax returns by all Months

Total Service Tax Paid

Accumulated Paid Tax

\$0.00

[view details](#)

Total wage Income Tax Paid

Accumulated Paid Tax

\$0.00

[view details](#)

Total Annual Instal Tax Paid

Accumulated Paid Tax

\$0.00

[view details](#)

Total Withholding Tax Paid

Accumulated Paid Tax

\$0.00

[view details](#)

# Step 1a : Click iha View

*Step 1a : 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	<div>ViewEdit</div>

# 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

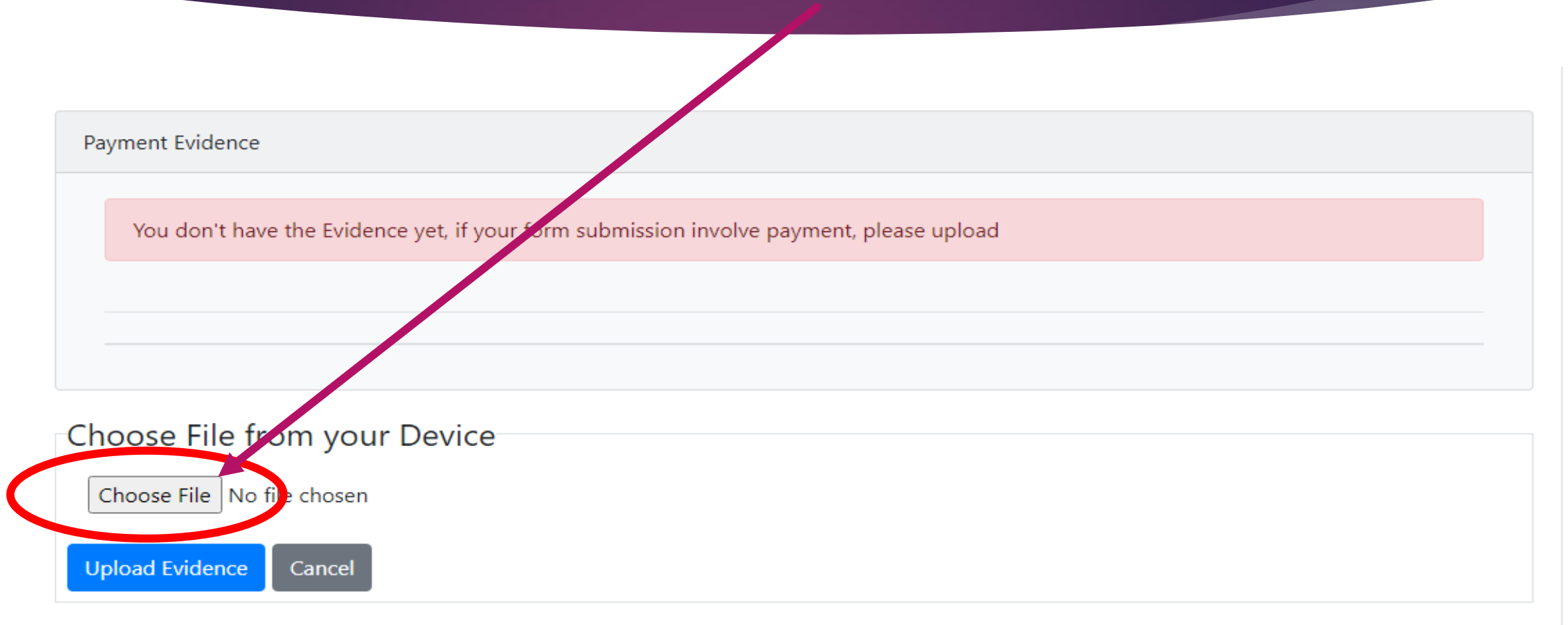
Month	Year	TIN	Tax Payer Name	Establishment Name
June	2020	1012345	ABC, UNIPessoal. LDA	ABC, UNIPessoal. LDA

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

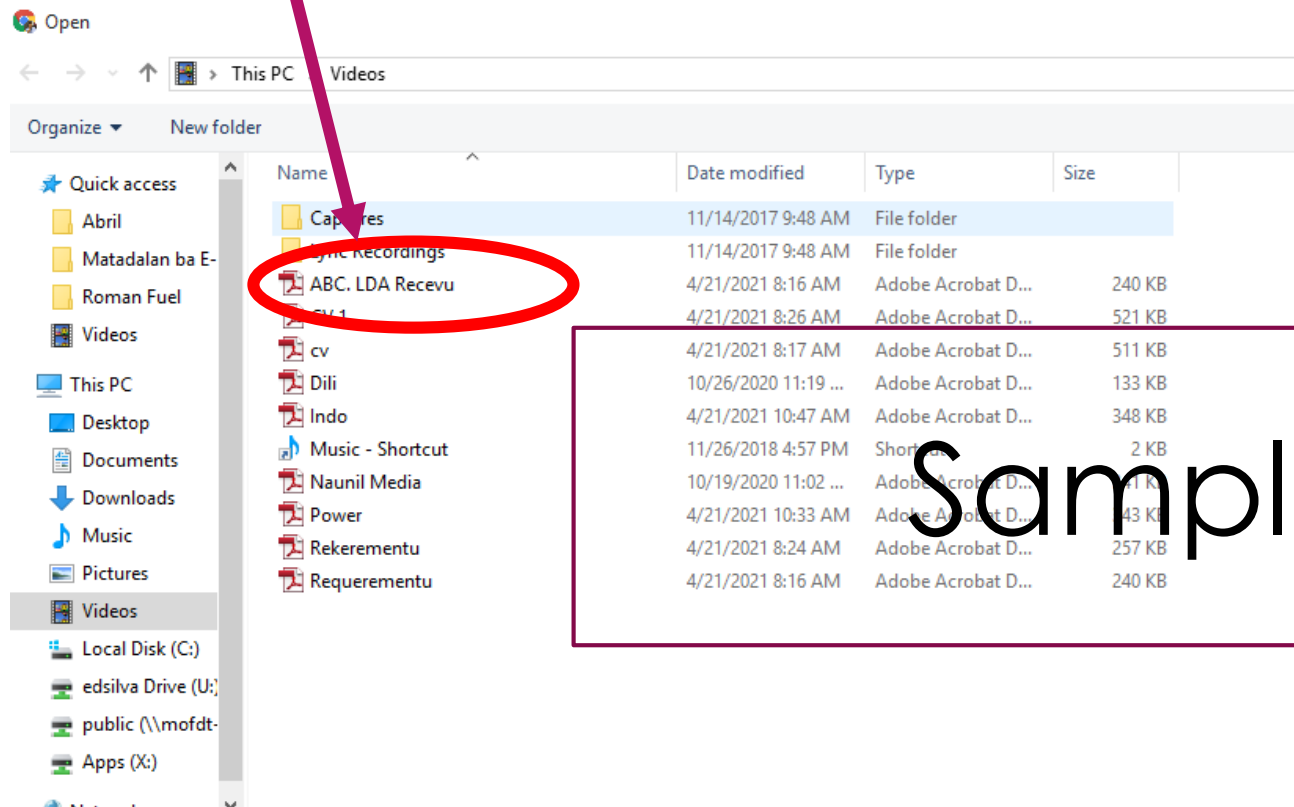
Choose File from your Device

Choose File No file chosen

Upload Evidence Cancel

# Step 3 : Hili File

## Step 3 : Choose



Sample

# Step 4 : Click select Upload

## *Step 4 : Click Upload*

Choose File from your Device

Please upload the evidence of Payment once you have paid it in the Bar

Choose File ABC. LDA Recevu.pdf

Upload Evidence

Cancel



## Step 5 : Hare File

### *Step 5 : Check File uploaded*



Evidence of Payment of ABC. LDA

Choose File from your Device

Please upload the evidence of Payment once you have paid it in the Bank

Choose File No file chosen

Upload Evidence

Cancel



Parabens, Ita bo'ot Kompleta ona  
Formulariu Mensal

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



Obrigadu  
Thank You