

Oinsa halo Pedidu ba Certidão de Dívidas (CD)
How to make Request for Certidão de Dívidas (CD)

BY: Unidade Sistema Informasaun (USI)

Usa Módulo E-Request

Use E-request Module

BY: Unidade Sistema Informasaun

Oinsa asesu ba E-Request (CD)

How to access to E-Request (CD)

1. Login ba E-service/ *Login to E-Service*
2. Halo Requesta/ *Make a request*
3. Tipu E-request/ *Type of E-request*

Note Importante
Important Note

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

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

2. Visita/ Kontaktu portal Autoridade Tributária iha ATTL.GOV.TL

Visit/Contact Tax Authority Website on ATTL.GOV.TL

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

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

Visita/ Kontaktu portál Autoridade Tributária iha [ATTL.GOV.TL](https://attl.gov.tl)

Visit/Contact Tax Authority Website on [ATTL.GOV.TL](https://attl.gov.tl)

The screenshot displays the ATTL.GOV.TL website interface. At the top, there is a navigation bar with the ATTL logo and menu items: HOME, ABOUT US, DOCUMENTS, FORMS & TUTORIAL, TAX LAWS, and NEWS & EVENTS. A search bar is also present. The main content area features a large red banner with the text "AVISO IMPORTANTE" (Important Notice). Overlaid on this banner is a text box with the following message: "TREINAMENTU E-SERVICE BA DARUAK Informa ba Kontribuentis hotu katak hahú hosi loron 01 to'o 05 Marsu 2021 Autoridade Tributária sei fo treinamentu ba daruak kona-ba submissaun relatóriu Anuál/Mensál inklui mos solisita Certidão de Dívidas. Informasaun kompletu, click iha 'View Invitation/Hare'e Convite'." Below the banner, there is a section titled "KONVITE" (Invitation) from the "AUTORIDADE TRIBUTÁRIA GABINETE DA COMISSARIA". At the bottom of the page, a dark blue footer contains the text "E-Services, A Platform that will allow taxpayers submitting their tax returns online". A customer support chat bubble is visible in the bottom right corner, with the text "Welcome to our site, if you need help simply reply to this message, we are online and ready to help." and "Customer Support just now".

Step 1 : Click iha Login now

Step 1 : Click on login now

The image shows a screenshot of the A.T.T.L (Autoridade Tributária Timor-Leste) website. The header includes social media icons, the organization's name, and navigation links: HOME, ABOUT US, DOCUMENTS, FORMS & TUTORIAL, TAX LAWS, and NEWS & EVENTS. A search bar is also present. The main content area features a carousel of images. The first image shows a group of people in a meeting, with a teal overlay text that reads "PREPARASAUN BA LANSAMENTU E-REQUEST". The second image shows a man in a white shirt gesturing while speaking. Below the carousel, there is a dark green banner with the text "E-Services : a platform that will allow taxpayers submitting their tax return online." and a white button labeled "Login now" with a red arrow pointing to it. A callout bubble with a green border and black background contains the text "Click Login Now". At the bottom of the page, there is a dark blue footer with a white circular icon containing a green bar chart, the text "TAXPAYERS USING E-SERVICES PORTAL", and a small circular logo on the right that says "We Are Here" with a red '1' inside a green circle.

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 page. At the top left, it says "E-SERVICES" and at the top right, there is a "Select Language" dropdown menu set to "English". The main content area features a banner for "E-REQUEST FEATURE" with the text "Apply CD anywhere" and "TAXPAYERS CAN APPLY CD ANYWHERE AS LON". Below this, there is a "Web Responsive" section with images of a tablet and a computer monitor. On the right side, there is a login form with fields for "Email" and "Password", a "Remember me" checkbox, and a "Login" button. A green oval highlights the "Email" and "Password" fields. A red arrow points from the "Email" field to a text box in the foreground. Another red arrow points from the "Password" field to the same text box. The text box contains the following information:

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

At the bottom of the page, there are two sections: "VIDEOS TUTORIAL" with links for "Video Tutorial Monthly Tax Return in Tetum" and "Video Tutorial Monthly Tax Return in English", and "QUICK LINKS" with links for "How to Change Password", "E-Services", and "How to register online".

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

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

The screenshot displays the 'E-REQUEST FEATURE' section of a website. At the top, there is a purple navigation bar with 'E-SERVICES' on the left and 'Select Language English' on the right. Below the navigation bar, a pink message box states 'You need to sign in or sign up before continuing.' The main content area features a white box with the text 'I'm not a robot' and the reCAPTCHA logo. A red arrow points from this box to a larger, detailed view of the reCAPTCHA interface on the right. This detailed view shows a form with fields for 'Email' and 'Password', a 'Remember me' checkbox, and the 'I'm not a robot' reCAPTCHA widget. A yellow circle highlights the reCAPTCHA widget. Below the form is a 'Login' button and links for 'Sign up', 'Forgot your password?', 'Didn't receive confirmation instructions?', and 'Didn't receive unlock instructions?'. The footer contains three columns: 'VIDEOS TUTORIAL' with links for Tetum and English tax return tutorials and E-Services registration; 'OTHERS' with links for 'Contact Us', 'Tax Authority Official Portal', and 'Ministry of Finance Website'; and 'QUICK LINKS' with links for 'How to Change Password', 'E-Services', and 'How to register online'. The footer also includes the copyright notice: '© 2021 Copyright Reserved Autoridade Tributária Timor-Leste'.

Nota importante

Important note

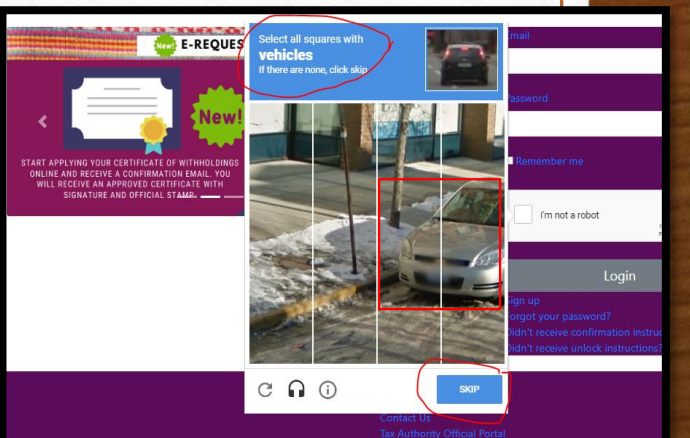
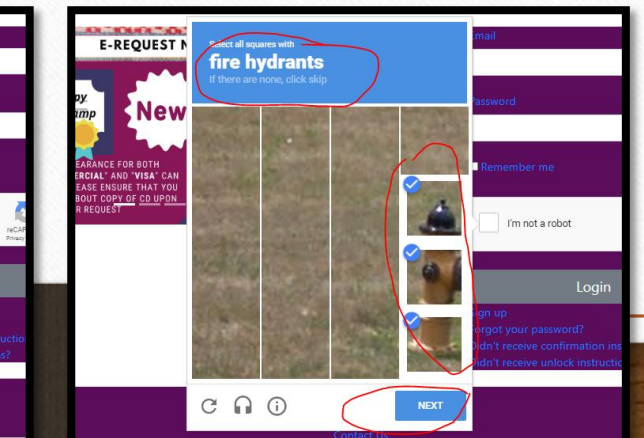
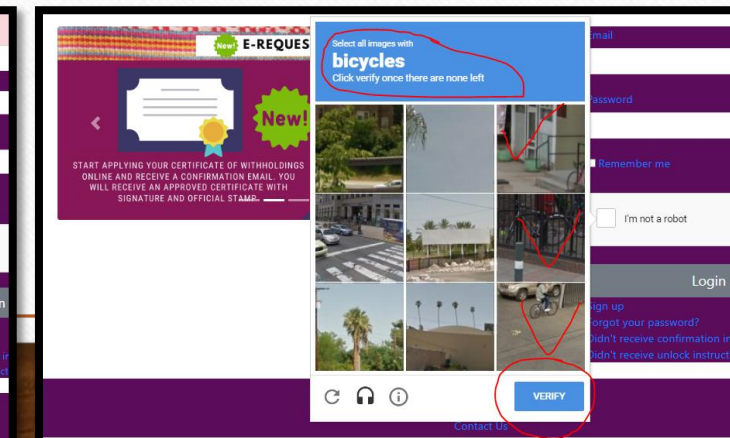
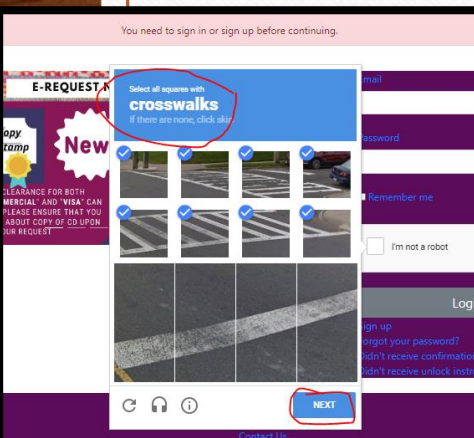
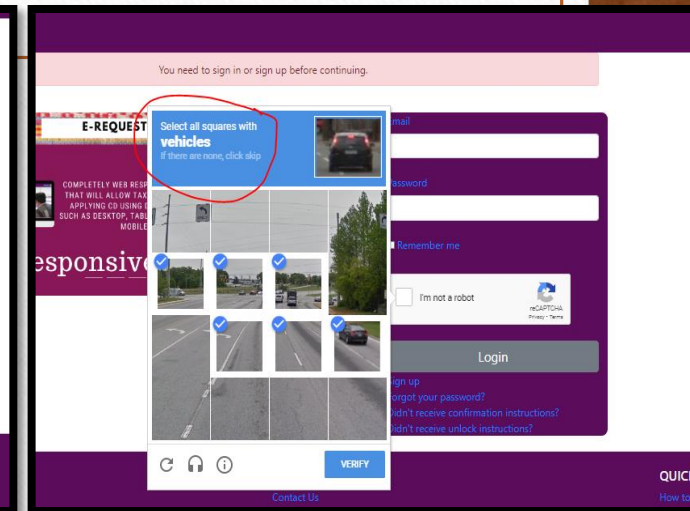
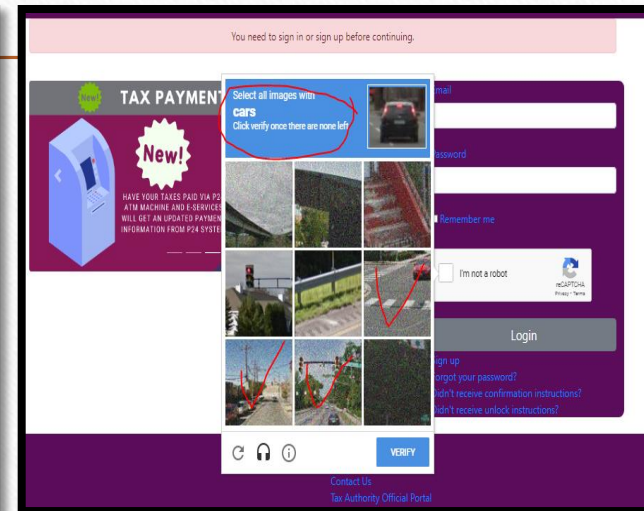
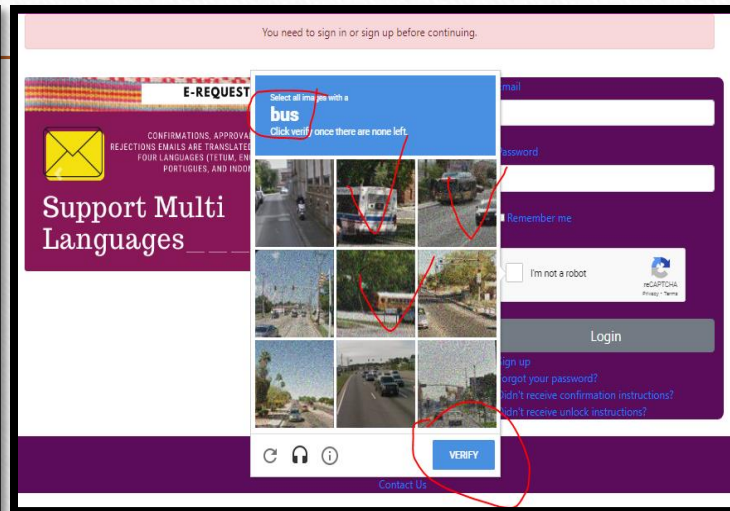
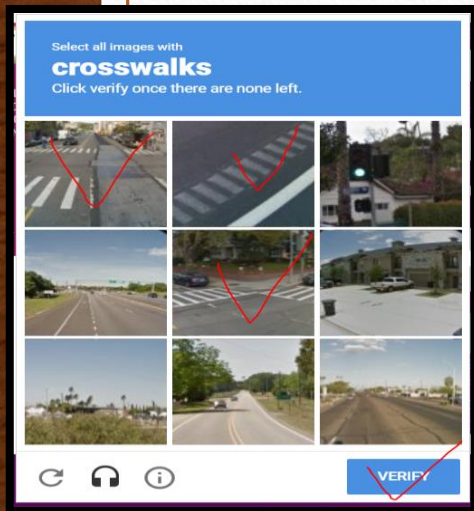
- Imagen ne'ebe mosu sei la konsistente, click basea ba Letra/liafuan ne'ebe iha leten
- **The picture/image is not consistent, click based on the word that appear at the top of the image.**
 - Note seluk/Other note
- Dalaruma nia imajen la mosu, Automatically fo bisku wainhira click
- Sometimes, the image does not appear, its automaticallyya ticked once we clicki

Exemplu Imajen/liafuan Komun balun ne'ebe mosu wainhira click iha

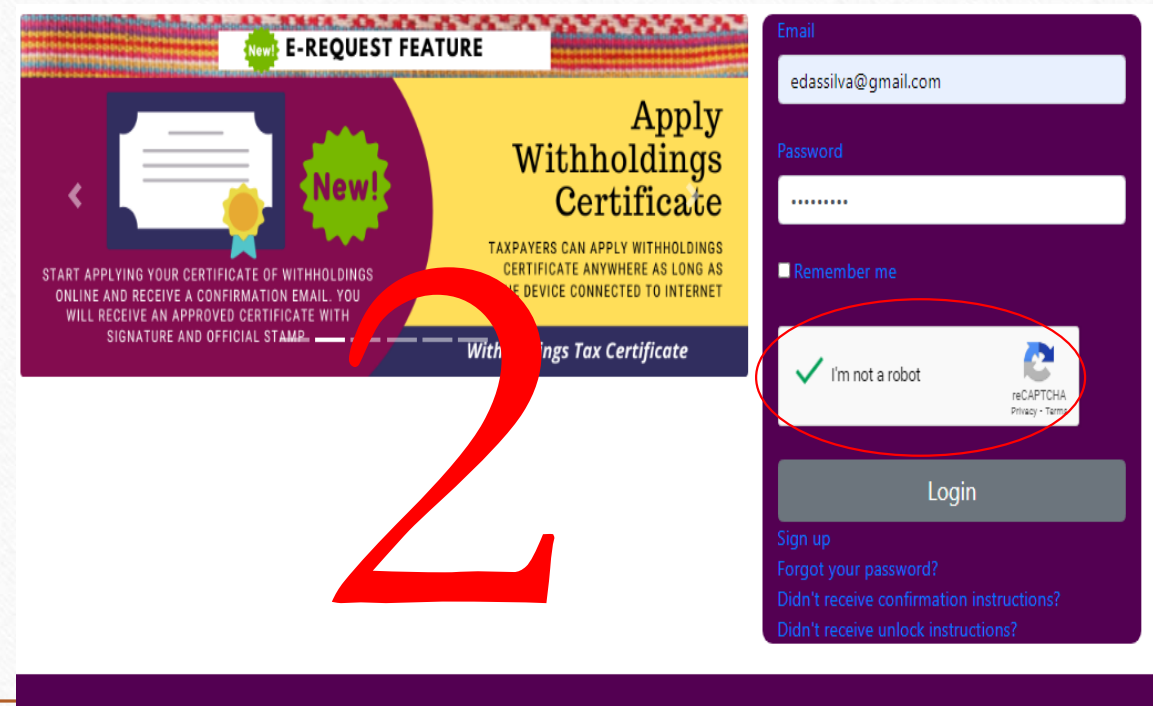
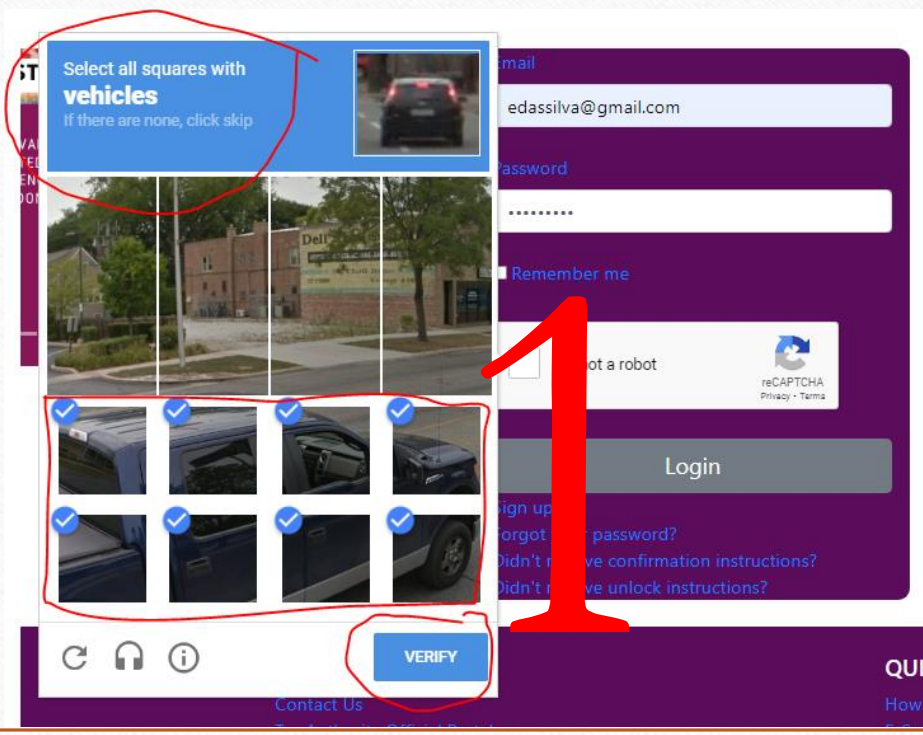
“I'm not Robot”

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



Step 3 : Click Login

Step 3 : Click Login



New! E-REQUEST FEATURE

Apply Withholdings Certificate

TAXPAYERS CAN APPLY WITHHOLDINGS CERTIFICATE ANYWHERE AS LONG AS THE DEVICE CONNECTED TO INTERNET


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

Withholdings Tax Certificate

Email
edasilva@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-Request

Step 4 : Click E-Request

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
\$0.00	\$0.00	\$0.00	\$0.00
view details	view details	view details	view details

Step 4a : Click E-Request Pois Hili “Request Tax Clearance”
Step 4a : Click E-Request then Choose “Request Tax Clearance”

The screenshot displays a web interface with a dark purple header. On the left, there are navigation buttons: 'E-SERVICES', 'E-Filing', 'Reports', 'P24 Payment Status', and 'E-Request'. On the right, there are links for 'Hau nia Konta', 'Sal husi Portal', 'Hili Dalen', and 'Tetum'. A dropdown menu is open under 'E-Request', with 'Request Tax Clearance' circled in green. Other options in the menu are 'Request Withholding Certificate' and 'Request for Problem Resolutions'. Below the menu, there is a form with a blue and red circular graphic on the left. The form contains input fields for 'Número Identifikasaun Fiskal' and 'Naran Kompañia ka Organizasaun', and a 'Buka' button. At the bottom, there is a 'Submete Pedidu' button.

Step 5 : Click iha Submete pedidu

Step 5 : Click Submit Request

The screenshot displays a web interface with a purple header. On the left, there are navigation tabs: 'E-SERVICES', 'E-Filing', 'Reports', 'P24 Payment Status', and 'E-Request'. On the right, there are links: 'Hau nia Konta', 'Sal husi Portal', 'Hili Dalen', and 'Tetum'. The main content area features a pie chart on the left with a legend: 'TOAS Clear' (blue) and 'null' (red). The pie chart is split vertically, with the right half being blue and the left half being red. To the right of the pie chart is a form with two input fields: 'Númeru Identifikasaun Fiskal' and 'Naran Kompañia ka Organizaçãun'. Below these fields is a blue button labeled 'Buka'. At the bottom of the form area, there is a blue button labeled 'Submete Pedidu', which is circled in green. A black arrow points from the text 'Step 5 : Click Submit Request' to this button.

Note: Antes Click YES ka No, Le'e uluk lai esplikasaun iha pagina tuirmai
Note: Before click YES or NO, First read the explanation in the following page

Are you a Tax Agency applying Certidão de Dívidas on behalf of other company? *

- Yes
- No

Do you have Tax Payment Agreement with Tax Authority? *

- Yes
- No
- Other Problem

Company Details

Name of Company or Organization *

Tax Identification Number *

Complete Name of Company Director *

Note: Antes Click YES ka No, Le'e uluk lai esplikasaun iha pagina tuirmai

Note: Before click YES or NO, First read the explanation in the following page

Note Importante (Perguntas Primeiru)

Important Note (First Question)

- Step 6a : Click iha “Yes” se-kuando ita-boot sira submete nu’udar agencia, no Klik “No” sekarik ita-boot hanesan nain ba kompañã.
- *Step 6a : click Yes if you are a Tax Agency applying Certidão de Dívidas on be half of other company or click “No” if you are owner of the company*

Step 6b: Click iha “Yes” se-kuando ita-boot sira submete nu’udar agencia no Click choose File atu Inere Kontratu/Deklarasaun hanesan ajénsia prestador servisu ba Kompañia.
Step 6b: click Yes if you are a Tax Agency applying Certidão de Dívidas on be half of other company and click choose File to Upload Contract or declaration of tax agency as service provider with the company

E-SERVICES E-Filing Reports P24 Payment Status E-Request My Profile Logout Select Language English

Are you a Tax Agency applying Certidão de Dívidas on be half of other company? *

Yes

No

Do you have Tax Payment Agreement with Tax Authority? *

Yes

No

Other Problem

Company Details

Name of Company or Organization *

Tax Identification Number *

Complete Name of Company Director *

Note Importante (Perguntas Segundu)

Important Note (Second Question)

- Ita-bot iha akordu Pagamentu ba Imposto ho Autoridade Tributária? (Ex: Compania iha iha problema devidas ho Impostu).
- Sistema sei automatically Produz fulan wainhira ita bo'ot click "YES".
- *Do you have Tax Payment Agreement with Tax Authority? (Ex: the company has tax problem with Tax Authority... ect)*
- *Warning: System will automatically produce CD for month when you click "YES".*

Click Iha “YES” kari Ita-bot iha akordu Pagamentu ba Imposto ho Autoridade Tributária? (Ex: Penalties, outstanding, Prosesu Audit, Kasu Tribunal).

Click on YES if you do have Tax Payment Agreement with Tax Authority? (Ex: Penalties, outstanding, Audit Proses , Court Cases)

E-SERVICES E-Filing Reports P24 Payment Status E-Request My Profile Logout Select Language English

Are you a Tax Agency applying Certidão de Dívidas on be half of other company? *

Yes

No

Do you have Tax Payment Agreement with Tax Authority? *

Yes

No

Other Problem

Warning/Atensaun

Atensaun: Sistema sei automatically Produz fulan wainhira ita bo'ot click “YES”.

Warning: system will automatically produce CD for month when you click “YES”.

Step 6c : Insera Dadus ho kuidadu

Step 6c : Fill the form carefully

Company Details

Naran Kompañia ka Organizasaun .*

Test CD VISA Sample

Númeru Identifikasaun Fiskal .*

1234567

Naran Kompletu Diretor .*

Sample name

Hela Fatin atual ba Kompania

District .*

Aileu

Subdistrict .*

Laulara

Village .*

Bandudato

Avenida/Rua .*

Dom Martinho Lopes

REPUBLICA DEMOCRÁTICA DE TIMOR-LESTE
MINISTÉRIO DAS FINANÇAS
AUTORIDADE TRIBUTÁRIA

CERTIDÃO

O Comissário da Autoridade Tributária
*The Commissioner of the Tax Authority of
Komisariu Diresaun Geral da Autoridade
Komisaris Direktorat Jenderal Otoritas Pajak*

empregado pela empresa mencionada a
*employed by the company mentioned below
ne'ebe servisu ba empreza ho naran iha b
yang di'kerjakan oleh perusahaan yang d*

Nome do Contribuinte:
Taxpayer Name / Kontribuinte nia Naran / Nama Wajib Pajak: TEST CD VISA SAMPLE

NIF:
TIN: 1234567

Director:
Director / Direktor / Direktur: SAMPLE NAME

Sede:
Address / Enderesu / Alamat: DOM MARTINHO LOPES, BANDUDATO, LAULARA, AILEU

Data de Emissao:
Issued Date / Loron Hasai / Tanggal: 07/01/2021

Válido Até:
Valid Until / To'o Loron / Sampai Dengan: 07/04/2021

Este Certificado é destinado a uma extensão de Visto
*This certificate is intended for a Visa Extension
Sertifikadu ne'e destinadu ba estensaun Visa
Sertifikat ini di tujukan untuk perpanjangan Visa*

Em Nome do Comissário Fiscal,
*On Behalf of the Tax Commissioner,
Iha Komisariu Fiskal-nia Naran,
Atas Nama Komisaris Pajak,*

Ministério das Finanças, Aitarak-Laran, Dili, Timor-Leste
Website: www.atf.gov.tl

Sample Devidas Original no oinsa atu insera ba iha Sistema

Step 6c : Insera Dadus ho kuidadu

Step 6c : Fill the form carefully

Do You need a copy of Certidão de Dívidas? *

Yes

No

A copy of legalised CD will be included if the answer is Yes

Country Code ..

+670

Phone number *

77745456

Email (This must be a working email) ..

edysample@gmail.com

**EXEMPLU
/SAMPLE**

Nota Importante/ Important Note

Dadus sira-ne'e basea ba CRC/ Business License ne'ebe ita hetan hosi SERVE

Step 6d : Click Tipu pedidu ba Certidão de Dívidas, click Ba atividade Komersial hotu (Dívidas ba Kompanhia), click Ba renovasaun Certidão de Dívidas, choose file atu bele upload hodi Aneksa Certidão de Dívidas Original ne'ebe kaduka ona.

Step 6d: Click for all commercial activities and click for Certidão de Dívidas renewal, upload the original Expired of Certidão de Dívidas

Email (This must be a working email) *

Type of tax clearance Request *

For all comercial activities

For VISA extension

Type of Certidão de Dívidas request for Commercial activities

For new Certidão de Dívidas

For Certidão de Dívidas renewal

Please upload the following documents. These documents need to be clear enough in PDF

Original Expired Certidão de Dívidas

Choose File No file chosen

Submit Request

Click Submit Request

Click Submit Request

Original Expired Certidão de Dívidas

Choose File No file chosen

Submit Request

OTHERS

QUICK LINKS

Parabens, Ita-bo'ot Kompleta ona Request Certidão de Dívidas

Congratulation, you have completed your Request for Certidão de Dívidas

Request Details

Submission Details

Naran Kompañia ka Organizaasaun:	Sample
Númeru Identifikasaun Fiskal:	1012739
Naran Kompletu Diretor:	Sample
Email (Email nebe utiliza hela no Ativu):	edassilv
Númeru Telefone:	+67077
Tipu pedidu ba Certidão de Dívidas:	Ba ativid
Tipu Pedidu Certidão de Dívidas ba atividade Komersial:	Ba renov
Ita bot hanesan ajénsia nebe representa Kompañia seluk aplika Certidão de Dívidas?:	Laa
Ita-bot iha akordu Pagamentu ba Imposto ho Autoridade Tributária?:	Laa
Ita bot persiza Sertidaun Dividas Legalizadu?:	Yes

Company's Actual Address

District:	LAUTEM
Subdistrict:	AILEU VILA
Village:	AISSIRIMOU
Avenida/Rua:	avenidu

Document Details for tax clearance renewal

Certidão de Dívidas orijinal kaduka ona:	Original Expired CD
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Approval/Rejection Details

Status	In Progress
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Imagem ne'e hatudu katak ita-bo'ot nian Pedidu susesu ona

This Image shows that your request has been successfully submitted

Nota Important

Impotant Note

- Ita-boot Completa ona request ba Certidão de Dívidas no Ita Boot sei hetan mensagen notifikasaun ida husi Autoridade Tributária liu husi ita-boot nia telemovel ou Email bainhira Certidão de Dívidas Aprovado Ou Rejeita (Parabens)
- *You have completed your request for Certidão de Dívidas, You will receive a notification message from Tax Authority on your mobile phone or Email when the Certidão de Dívidas is Approved or Rejected (Congratulation)*

Oinsa Hare'e Progressu E- request?

Hare'e Etapa Tuirmai

Follow the steps below

Step 8 : Nota

Step 8 : Note

- Favor login fila fali ba ita-boot sira-nia E-Services account atu hatene prosesu tur mai:
 - *Print Certidão de Dívidas (Aprovado)
 - *Hare problema(Rejeita)
- **Please login to Your E-Services account to See the Process:**
 - *Print the *Certidão de Dívidas* (Approved)
 - *See the problem(Rejected)

Step 8 : Nota

Step 8 : Note

- Favor login fila fali ba ita-boot sira-nia E-Services account atu hatene prosesu tur mai:
 - *Print Certidão de Dívidas (Aprovado)
 - *Hare problema(Rejeita)
- **Please login to Your E-Services account to See the Process:**
 - *Print the *Certidão de Dívidas* (Approved)
 - *See the problem(Rejected)

Iha duvidas seluk? Others enquires?

Karik iha dúvidas ruma kona-bá Madatalan ida-ne'e, bele kontaktu diretamente mai Autoridade-Tributária liuhusi chat-box iha Portal www.atl.gov.tl ou bele liga números hirak tuirmai: (+670) 78499862, (+670)74002293, (+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.atl.gov.tl and/or dial into the following office numbers: (+670) 78499862, (+670)74002293, (+670)74002291 , (+670)74002071, (+670) 7400207.

Parabens, Ita-bo'ot Kompleta ona Request
Certidão de Dívidas

**Congratulation, you have completed
your Request for Certidão de Dívidas**

Obrigadu
Thank You