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

TIN APPLICATION FORM

NON-PROFIT ORGANIZATION

SECTION 1 - GENERAL INFORMATION

(Legal base: Under the sec. 48 of UNTAET REGULATION 2000/18 as amended)

Organization Name: _____

Organization Type:

- ☐ NGO
- ☐ ASSOCIATION
- ☐ EMBASSY
- ☐ CHARITY
- ☐ GOVERMENT
- ☐ FOUNDATION
- ☐ CHURCH
- ☐ OTHERS

Mailing Address:

Country : _____

District: _____

Sub-District: _____

Village: _____

Street Name: _____

Postcode: _____

Contact Information :

Email: _____

Phone: _____

Fax No: _____

For official correspondence !

- ☐ Email Address
- ☐ Mailing Address

Preferred Language of Correspondence: ☐ Tetun ☐ Portuguese ☐ English

SECTION 2 - DIRECTOR OF ORGANIZATION

Director Name : _____   *** TIN :** _____

Important: At least one Director or Representative living in Timor-Leste must be designated as responsible for tax matters.

Name of Representative in Timor-Leste : _____

* TIN (*proof required*): _____

SECTION 3 - DESCRIPTION OF ACTIVITIES

* Main Activity: _____   **ISIC Code:** ☐☐☐☐

Date Started: ☐☐ / ☐☐ / ☐☐☐☐

ISIC Code of Secondary Activities: (*if none, put N/A*)

1. ☐☐☐☐   2. ☐☐☐☐   3. ☐☐☐☐   4. ☐☐☐☐   5. ☐☐☐☐

6. ☐☐☐☐   7. ☐☐☐☐   8. ☐☐☐☐   9. ☐☐☐☐   10. ☐☐☐☐

Questions:

1. **Will there be any non-resident employees?** ☐ No ☐ Yes ------→ *If Yes, how many?* ☐☐
2. **How many resident employees will you have?** ☐ No ☐ Yes ------→ *If Yes, how many?* ☐☐
3. **Do you pay a RENT?** ☐ No ☐ Yes ------→ *If Yes, Please provide Withholdee TIN:* ☐☐☐☐☐☐
   ------→ *If Yes, Start Date:* ☐☐ - ☐☐ - ☐☐

SECTION 4 - SUPPORTING DOCUMENT

☐ **CCR - Certidão Comprovativo do Registo**
☐ **Requerimento de Admissibilidade da Firma**
☐ **Location Map of Establishment**
☐ **Copy of Timor-Leste Citizen Card**
☐ **Copy Foreiner Passport (For Non-Resident)**
☐ **List of Employee (Citizen and Non - Resident)**

SECTION 5 - TAXPAYER DECLARATION

I, _____ (name of Director or official Representative) certify that all of the information provided by me is true and accurate. I am aware that providing false information is punishable by Law.

Signature of applicant or official Representative: _____ Date: ____/____/_____

*Please contact the National Directorate of Domestic Revenue if you have any questions about this application form, tax matters or tax obligations. You are responsible to know the **tax laws** of Timor-Leste as they apply to you. The tax laws and explanations are available on **https://attl.gov.tl/.***

OFFICE USE ONLY

☐ **Approved** **TIN Registered:** _____

☐ **Rejected** **Reason:** _____

Tax Division assigned to: ☐ Dili ☐ Baucau ☐ Bobonaro ☐ RAEOA ☐ Lautem ☐ Viqueque ☐ Manatuto ☐ Aileu
☐ Suai ☐ Ermera ☐ Maliana ☐ Ainaro ☐ Bobonaro

Official Name: _____*Signature* _____ *Date:* _____/_____/_____